

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Deputy City Manager *DST*

DATE: June 26, 2014 (CC Meeting of 7/2/14)

SUBJECT: Consider Resolution Amending Classification Plan and Rescinding Resolution No. 2013-3258

BACKGROUND AND DISCUSSION

The City's Classification Plan contains the job descriptions for all City employment positions, and is intended to be consistent with all of the positions listed in the City's adopted Salary Plan. An amendment to the Classification Plan Resolution is proposed to revise multiple job descriptions, as further described in this report, and the proposed revisions are shown in the attached draft resolution through the use of legislative format. An update to the City's Salary Plan is also scheduled for the July 2 meeting and is consistent with the changes proposed to the Classification Plan job descriptions.

The proposed revisions to the Classification Plan include renaming and consolidating various clerical positions for the purpose of creating more modern job descriptions and position titles; revising outdated office equipment references in all job descriptions; deleting or revising Redevelopment Agency references; revising language in Community Development Department job descriptions for Community Development Director, Planning Director, Planning Manager, Principal Planner, Associate Planner, and Assistant Planner I and II; deleting the Senior Planner job description, which position was previously deleted from the Salary Plan and from the Memorandum of Understanding with SEIU Local 721 Union in 2010; revising the City Manager, Assistant City Manager, Deputy City Manager, and Administrative Services Director job descriptions; adding a community services program essential function for the Recreation Coordinator I, II, and III job description; revising Vector/Animal Control Technician to Vector/Animal Control Technician I and II; and making other editorial changes as needed for internal consistency purposes.

Language was added to Section 3 of the Classification Plan adoption resolution to clarify that references in the job descriptions to City, City of Moorpark, or City Council may also include responsibility for other governmental public agencies for which the Moorpark City Council serves as the governing body (current such agencies are listed, including the Successor Housing Agency of the Redevelopment Agency of the City of Moorpark).

Although not required to be negotiated, the job description changes for the Competitive Service positions were discussed with SEIU Local 721 in conjunction with a new Memorandum of Understanding (MOU). Consideration of the new MOU is a separate agenda item scheduled for the July 2 meeting, and the revised position titles are reflected in the General Unit position list in the new MOU. A summary of these changes is included in the agenda report for the new MOU, and is not repeated in this report. The additional essential function added to the Recreation Coordinator I, II, and III job description is intended to provide more flexibility for a community services program assignment (consistent with the overall objectives of the Parks, Recreation and Community Services Department).

Changes were made to the Community Development Director, Planning Director, Planning Manager, Principal Planner, Associate Planner, and Assistant Planner I and II job descriptions to incorporate edits to essential functions, knowledge, and abilities.

The changes made to the City Manager, Assistant City Manager, Deputy City Manager, and Administrative Services Director job descriptions are intended to provide more flexibility for City Manager assignment of responsibility for various department and division responsibilities.

The complete Classification Plan Resolution as revised for this update, including legislative format for the draft revisions, totals 356 pages. Staff will make a copy of this complete draft available on the City's website. The draft resolution that is attached to this agenda report only includes the job descriptions with the more substantive edits, and does not include those job descriptions which were only revised to edit the modern office equipment description or to correct format.

The final Classification Plan resolution will include all of the City job descriptions as revised (and the legislative format will be removed). The final resolution will be proofed to ensure internal consistency for margins, headings, and standard formatting, and editing will be done as needed. When the final resolution is signed, a copy will be made available on the City's website, along with the City's updated Salary Plan.

FISCAL IMPACT

No fiscal impact.

STAFF RECOMMENDATION

Adopt Classification Plan Resolution No. 2014-____ and rescind Resolution No. 2013-3258.

Attachment: Draft Classification Plan Resolution

RESOLUTION NO. 2014-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ESTABLISHING A REVISED CLASSIFICATION PLAN AND JOB DESCRIPTIONS FOR NON-COMPETITIVE, COMPETITIVE SERVICE, AND HOURLY EMPLOYEES AND RESCINDING RESOLUTION NO. 2013-3258

WHEREAS, the City Council adopted Resolution No. 2013-3258 on December 18, 2013, establishing a revised classification plan and job descriptions for Non-Competitive and Competitive Service employees; and

WHEREAS, the Council has determined that the City's Classification Plan should be amended to incorporate revisions to various job descriptions including renaming and consolidating various clerical positions for the purpose of creating more modern job descriptions and position titles; revising outdated office equipment references in all job descriptions; deleting or revising Redevelopment Agency references; revising language in Community Development Department job descriptions, and deleting the Senior Planner job description (which position was previously deleted from the Salary Plan in 2010); revising the City Manager, Assistant City Manager, Deputy City Manager, and Administrative Services Director job descriptions; adding an essential function for the Recreation Coordinator I, II, and III job description; revising Vector/Animal Control Technician to Vector/Animal Control Technician I and II; and making other editorial changes to job descriptions for internal consistency purposes.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All job descriptions attached as Exhibit A to this resolution are hereby adopted into the City's Classification Plan;

SECTION 2. The City Manager shall have the authority to make temporary additions or deletions to the Classification Plan in the interest of efficient and effective administration of the Plan. Such alterations shall not become an approved part of the Plan until adoption by City Council resolution.

SECTION 3. For all Classification Plan job descriptions which contain a reference to City, City of Moorpark, or City Council, such reference may also include responsibility for other governmental public agencies for which the Moorpark City Council serves as the governing body, including but not limited to the Successor Agency of the Redevelopment Agency of the City of Moorpark, Successor Housing Agency of the Redevelopment Agency of the City of Moorpark, Moorpark Public Financing Authority, and Industrial Development Authority of the City of Moorpark.

SECTION 34. Resolution No. 2013-3258 is hereby rescinded and this updated Classification Plan resolution shall become effective upon the effective date of Salary Plan Resolution No. 2014-_____.

| SECTION 45. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

| PASSED AND ADOPTED this 2nd day of July, 2014.

Janice S. Parvin, Mayor

ATTEST:

Maureen Benson, City Clerk

Exhibit A: Classification Plan Job Descriptions

EXHIBIT A

City of Moorpark Classification Plan and Job Descriptions

**ACCOUNTANT I
ACCOUNTANT II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of professional accounting duties in support of accounting programs including accounting and financial reporting; to prepare, maintain and review financial records and reports; and to perform a variety of tasks relative to assigned areas of responsibility. These positions are Non-Competitive Service, overtime exempt.

DISTINGUISHING CHARACTERISTICS

Accountant I--This class is distinguished from the Accountant II by the need for a greater level of supervision and training based on less years of experience and ability to work independently.

Accountant II--Employees within this class are distinguished from the Accountant I by the performance of the full range of essential and marginal functions and ability to work independently with only occasional instruction or assistance, and years of experience exceeding the minimum requirements.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Budget and Finance Manager, Finance/Accounting Manager or department head.

May exercise lead worker supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of accounting duties in support of accounting programs including accounting, financial reporting and fixed assets; prepare monthly journal entries; review and authorize claim vouchers.
2. Provide responsible staff assistance and support to the division manager or department head.

3. Participate in the posting, balancing and reconciliation of the general ledger and subsidiary accounts; ensure all transactions comply with accepted accounting practices.
4. Monitor and balance various accounts; verify availability of funds; classify expenditures and revenues; research and analyze transactions to resolve problems.
5. Prepare a variety of monthly, periodic and annual financial and statistical reports and accounting summaries required by the City, ~~Redevelopment Agency~~ and outside agencies, and the requirements of law.
6. Update the chart of accounts in the financial management information system; respond to inquiries and provide information regarding account numbers.
7. Recommend and assist in the preparation and implementation of division goals and objectives; implement approved policies and procedures.
8. Assist in the annual closing of the City's financial records and in the compilation and review of the annual budget.
9. Participate in the maintenance of general ledger and accounting control records; reconcile various bank accounts to the general ledger including travel, bond and coupon, deposits, and investments.
10. Prepare the annual financial report including production of lead sheets, verification of account and fund balances, comparison of previous and current year revenues and expenditures, preparation and input of statements for internal and external use.
11. Prepare audit schedules and confirmations; respond to inquiries from auditors and provide information within area of assignment.
12. Assist other departments in preparation and maintenance of financial records.
13. Conduct and prepare reports on financial and revenue studies as directed.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of governmental finance and accounting programs financial reporting and fixed assets.
Generally accepted finance and accounting principles and procedures.
Principles and practices of general ledger preparation, maintenance and reconciliation.
Principles and practices of mathematics and statistics.
Principles and practices of budgeting.
Governmental accounting principles, theories and practices.
Financial research and report preparation methods and techniques.
Automated financial management systems.
Modern office procedures, methods and equipment.
Purchasing practices and procedures.
Pertinent Federal, State, and local laws, codes and regulations.
Principles of supervision, training, and performance evaluation.

Ability to:

Perform professional level accounting duties in accounting, financial reporting and fixed assets.
Conduct financial research and analysis.
Examine, complete and analyze detailed financial documents, forms and records.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Prepare a variety of financial statements, reports and analyses.
Operate and use modern office equipment including 10-key adding machine, fax ~~machine or fax/modem, personal computer or terminal~~, printers and copiers.
Utilize computer equipment and software to produce complex reports, informational items, tracking systems and related documents.
Apply Federal, State and local laws and regulations pertaining to accounting and auditing activities.
Conduct sound audits of financial records.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Accountant I

Experience:

Two years of increasingly responsible municipal finance and accounting in a governmental agency.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, finance, or a related field.

Accountant II

Experience:

Four years of increasingly responsible municipal finance and accounting in a governmental agency, including one year of lead worker supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, finance, or a related field.

License or Certificate:

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

ADMINISTRATIVE ASSISTANT I
ADMINISTRATIVE ASSISTANT II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of responsible and complex administrative and secretarial duties for a department director and/or division manager; to coordinate and participate in office support and purchasing functions; and to provide information and assistance to the public regarding departmental policies and procedures. This position is not overtime exempt.

DISTINGUISHING CHARACTERISTICS

The Administrative Assistant I is distinguished from the Administrative Assistant II by one or more of the following: less experience, less variety of duties, and/or less complex work assignments.

The Administrative Assistant II is the full journey level class within the Administrative Assistant series. Employees within this class are distinguished from the Administrative Assistant I by having more experience, a higher level of skills, and would typically perform the full range of duties and work more independently.

SUPERVISION RECEIVED AND EXERCISED

Administrative Assistant I and II

Receives direction from a department director and/or division manager.

May provide lead worker supervision to assigned clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Administrative Assistant I and II

Essential Functions:

1. Perform administrative duties in support of assigned department director and/or division manager; recommend improvements in work flow, procedures and use of equipment and forms; assist in preparing comprehensive reports, minutes of meetings and agendas for meetings; produce spreadsheets; compile annual budget requests; purchase office supplies.

2. Provide responsible staff assistance and support to assigned department director and/or division manager.
3. Receive requisitions and invoices, examine for completeness and assign account code for payment, prepare and/or issue purchase orders.
4. Purchase materials and supplies; oversee the acquisition of office supplies; purchase commodities and/or services to maximize savings by determining best method of purchase; develop product specifications; receive materials and supplies purchased.
5. May develop methodologies and implement cost allocations for office supplies, postage and other central service costs; conduct special cost studies.
6. Maintain selected purchasing and computer records; may maintain vendor database.
7. May assist in the development and management of the City and Redevelopment Agency budgets.
8. May negotiate contracts and/or monitor contracts to assure vendor compliance to specifications including insurance.
9. Perform secretarial support duties including type, format, edit, revise and proofread a wide variety of reports, forms, letters, memoranda and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation, ~~using shorthand or dictation equipment~~ take meeting notes and/or prepare minutes from video recordings as required; independently compose correspondence related to assigned responsibilities; assist in the design and production of technical information and handouts.
10. Maintain a calendar of activities, meetings and various events for assigned director or supervisor; coordinate activities with other City departments, the public and outside agencies; make necessary travel arrangements.
11. Screen office and telephone callers; act as receptionist for division, department, and/or public counter; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities as required.
12. May assist in a variety of department operations and perform special projects and assignments as requested including the organization of specifications for and tracking of bid packages and comparing and analyzing bids; issue permits; prepare flyers and announcements; produce newsletters or flyers; coordinate work assignments and supervise student workers or other clerical office staff; perform legislative history searches.
13. Maintain records and logs and develop reports concerning new or ongoing programs and program effectiveness; maintain records for attendance;

appointments to City Commissions, boards and committees; facilities usage; service levels; permits and related records; prepare statistical reports as required.

14. Operate and maintain a variety of office equipment including ~~copiers, Dictaphones, facsimile machines and computers, printers, scanners and copiers;~~ input and retrieve data and text; organize and maintain ~~disk storage and filing paper and electronic files.~~
15. Receive, sort and distribute incoming and outgoing correspondence.
16. Perform routine accounting functions; receive and process invoices; may participate in monitoring the department budget; compile time accounting, prepare employee time sheets and payroll forms; may collect fees and process cash receipts.
17. May serve as recording secretary to various committees, commissions and boards; ~~provide support to the Planning Commission, Parks and Recreation Commission and other commissions, committees and boards;~~ prepare public hearing notices and agendas; attend meetings, take notes and transcribe minutes and record informationprepare minutes.
18. May monitor and update information on the City's website or other social media.

Marginal Functions:

- ~~1. May serve as receptionist.~~
21. Serve as emergency response worker as necessary.
32. Perform related duties and responsibilities as required.

QUALIFICATIONS

Administrative Assistant I and II

Knowledge of:

Operations, services and activities of assigned department.
Cash and credit card handling techniques.
Principles and practices of customer service.
Switchboard operating techniques.
Principles of proper phone etiquette.
Modern office procedures, methods and equipment.
Computer functions and related software.
Techniques of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Principles and procedures of filing.
English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Bid procedures.

Pertinent Federal, State, and local laws, codes and regulations, including Ralph M. Brown Act.

Principles of supervision, training and performance evaluation.

Ability to:

Perform responsible purchasing and secretarial work involving the use of independent judgment and personal initiative.

Coordinate, organize and proofread the work of staff in the area of work assigned.

Interpret, explain and enforce Department policies and procedures.

Understand the organization and operation of the City and of outside agencies as necessary to ~~assume~~perform assigned responsibilities.

Prioritize work and perform multiple functions at once.

Work independently in the absence of supervision.

Operate and use modern office equipment including ~~10-key adding machine, typewriter, fax machine, fax/modem, personal computer or terminal,~~ printers and copiers, scanners, and postage machine.

Type and/or enter data on a computer at a speed necessary for successful job performance.

Take and transcribe dictation or take meeting notes at a speed necessary for successful job performance.

Independently prepare correspondence and memoranda.

Work cooperatively with other departments, City officials and outside agencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows for effective interaction and communication with others.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the require knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Administrative Assistant I

Experience:

Four years of increasingly responsible clerical and office management experience; including three or more years as an Office Assistant III or equivalent. Public sector experience is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical, computer and office software training.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Administrative Assistant II

Experience:

Four years of increasingly responsible ~~secretarial or~~clerical and office management experience including three or more years as an Administrative Assistant I or equivalent, including one year of procurement/contracting experience, and one year of lead worker supervisory responsibility. Public sector experience is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized ~~secretarial~~clerical, computer and office software training, and procurement, contracting, or related training.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Administrative Assistant I and II

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

ADMINISTRATIVE SECRETARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To perform a wide variety of responsible and complex administrative, secretarial and clerical duties for a department director; to coordinate and participate in office support functions in support of the department's goals and objectives; and to provide information and assistance to the public regarding departmental policies and procedures. This position is not overtime exempt.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from a department director.~~

~~May exercise lead worker supervision over clerical staff.~~

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- ~~1. Perform administrative duties in support of assigned department director; recommend improvements in work flow, procedures and use of equipment and forms; assist in preparing comprehensive reports, minutes of meetings and agendas for meetings; produce spreadsheets; compile annual budget requests; purchase office supplies.~~
- ~~2. Provide responsible staff assistance and support to assigned department director.~~
- ~~3. Perform secretarial and clerical support duties including type, format, edit, revise and proofread a wide variety of reports, forms, letters, memoranda and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation using shorthand or dictation equipment as required; independently compose correspondence related to assigned responsibilities; assist in the design and production of technical information and handouts.~~
- ~~4. Maintain a calendar of activities, meetings and various events for assigned director; coordinate activities with other City departments, the public and outside agencies; make necessary travel arrangements.~~

- ~~5. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities as required.~~
- ~~6. May assist in a variety of department operations and perform special projects and assignments as requested including the organization of specifications for and tracking of bid packages; issue permits; prepare flyers and announcements; produce newsletters or flyers; coordinate work assignments and supervise student workers; perform legislative history searches.~~
- ~~7. Maintain records and logs and develop reports concerning new or ongoing programs and program effectiveness; maintain records for attendance, appointments to City Commissions, boards and committees, facilities usage, service levels, permits and related records; prepare statistical reports as required.~~
- ~~8. Operate and maintain a variety of office equipment including copiers, Dictaphones, facsimile machines and computers; input and retrieve data and text; organize and maintain disk storage and filing.~~
- ~~9. Receive, sort and distribute incoming and outgoing correspondence.~~
- ~~10. May serve as recording secretary to various committees, commissions and boards; provide support to the Planning Commission, Parks and Recreation Commission and other commissions, committees and boards; take and transcribe minutes and record information.~~
- ~~11. Requisition materials and supplies as required; prepare, file and record purchase orders.~~
- ~~12. Perform routine accounting functions; receive and process invoices; may participate in monitoring the department budget; compile time accounting; prepare employee time sheets and payroll forms; may collect fees and process cash receipts.~~

Marginal Functions:

- ~~1. May serve as receptionist.~~
- ~~2. Serve as emergency response worker as necessary.~~
- ~~3. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

~~Operations, services and activities of assigned department.
Cash handling techniques.~~

~~Principles and practices of customer service.
Modern office procedures, methods and equipment.
Techniques of business letter writing and basic report preparation.
Principles and procedures of record keeping.
Principles and procedures of filing.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Principles of supervision, training and performance evaluation.~~

Ability to:

~~Perform responsible secretarial work involving the use of independent judgment and personal initiative.
Coordinate, organize and proofread the work of staff in the area of work assigned.
Interpret, explain and enforce Department policies and procedures.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Prioritize work and perform multiple functions at once.
Work independently in the absence of supervision.
Operate and use modern office equipment including 10-key adding machine, typewriter, fax machine, fax/modem, personal computer or terminal, printers and copiers.
Type and/or enter data on a computer at a speed necessary for successful job performance.
Take and transcribe dictation at a speed necessary for successful job performance.
Independently prepare correspondence and memoranda.
Work cooperatively with other departments, City officials and outside agencies.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.~~

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible secretarial experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training.

License or Certificate

~~Possession of or ability to obtain and maintain an appropriate, valid California driver's license.~~

WORKING CONDITIONS

Environmental Conditions:

~~Office environment; exposure to computer screens.~~

Physical Conditions:

~~Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.~~

ADMINISTRATIVE SERVICES DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the Administrative Services Department, including City Clerk, Human Resources/Risk Management, and Information Systems Divisions; to serve as City Clerk and Election Official; to direct the compilation, retention and maintenance of all documents and records related to the City Council, commissions and committees; to supervise a comprehensive records management program; to May serve as City Clerk, Personnel Officer, and/or City Risk Manager. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or Assistant City Manager. Exercises direct and primary supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. ~~Serve as City Clerk if appointed by the City Manager.~~
2. ~~Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and surety documents, minutes and legal library; certify copies as required.~~
3. Provide responsible staff assistance and support to the City Manager or Assistant City Manager.
4. ~~Act as custodian of the City's seal, vital documents and records; supervise the management of the City's computerized records management program and indexing and filing systems; develop, coordinate and supervise the City wide records storage system; ensure compliance with appropriate guidelines for records retention and disposition.~~
5. ~~Coordinate and attend all meetings of the City Council and Redevelopment Agency; coordinate and participate in the preparation, review, and editing of City Council and Redevelopment Agency agenda, minutes, and staff reports; ensure compliance with legal requirements.~~

62. Manage and participate in the development and implementation of goals objectives, policies and priorities for the Administrative Services Department; recommend and administer policies and procedures.
73. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.
84. Plan, direct, coordinate and review the work plan for the Administrative Services Department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
95. Select, train, motivate and evaluate the Administrative Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
106. Oversee and participate in the development and administration of the Administrative Services Department budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Serve as liaison for the Administrative Services Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Serve as public information officer if appointed by City Manager.
9. Assist City Manager in administration of his office including administration of City Attorney contract, law enforcement services contract, and goal setting process as assigned.
10. Provide responsible staff assistance to the City Manager; provide staff support to boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
11. Assist City Manager with special projects as assigned.

City Clerk Essential Functions

12. All Essential Functions of the City Clerk job description would be applicable if appointed to serve as City Clerk.
- ~~11. Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums or recalls; examine and certify results; receive and process petitions pertaining to the City.~~

- ~~12. Coordinate and conduct all regular and special municipal elections; prepare appropriate resolutions and ordinances for Council adoption; prepare all forms necessary for candidates to run for office; research election laws; administer all election related processes, initiatives, recalls and referendums.~~
- ~~13. Compose and oversee the preparation of resolutions, ordinances, commendations, proclamations, reports and correspondence to citizens, legislators and various agencies; compose administrative and legislative policies for City Council and City Manager approval.~~
- ~~14. Oversee and coordinate the compilation and indexing of the legislative history as required by law; monitor outstanding pending actions directed by the City Council; notify appropriate officials of pending expirations of contracts and agreements, insurance certificates and various forms of surety.~~
- ~~15. Oversee legal publishing, posting and mailings; including for public hearings.~~
- ~~16. Attest, publish, index and file ordinances and resolutions.~~
- ~~17. Receive and file claims, subpoenas and summons; prepare and certify information and/or provide disposition.~~
- ~~18. Administer oaths, affirmations, acknowledgments and certifications.~~
- ~~19. Coordinate public bid process; publication of notice; open and process bids; ensure compliance with established guidelines.~~
- ~~20. Serve as liaison for the Administrative Services Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.~~
- ~~21. Provide responsible staff assistance to the City Manager; provide staff support to boards, commissions and committees; prepare and present staff reports and other necessary correspondence.~~

Personnel Officer and Risk Manager

- ~~2213. may be appointed to perform the Personnel Officer responsibilities of the City's Personnel Rules for Competitive Service Employees and Oversee and assist with a wide variety of personnel administration duties involving recruitment; benefit administration; labor relations; workers' compensation administration; coordination of employee events, training and employee development programs; coordination of summer youth employment program; providing information and assistance to City employees regarding personnel rules; and providing administrative support to the City Manager/Personnel Director.~~
- ~~2314. Oversee risk management, insurance and self-insurance and loss-control programs.~~

- ~~24. — Serve as public information officer if appointed by City Manager.~~
- ~~25. — Assist City Manager in administration of his office including administration of City Attorney contract, law enforcement services contract, and goal setting process as assigned.~~
- ~~26. — Assist City Manager with special projects as assigned.~~

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the Administrative Services Department.

Management methods and techniques to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Parliamentary procedure and Roberts Rules of Order.

Principles and practices of records management including records retention laws, micrographic and scanning operations.

Modern office procedures and methods and equipment.

Computer system operations, networking and management.

Business English, spelling and mathematics.

Purchasing procedures and practices.

Principles and methods of record keeping and report writing.

Pertinent Federal, State, and local laws, codes and regulations including the Election Code, Political Reform Act, the Ralph E. Brown Act, PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.

Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment and other matters related to employment law.

Principles and practices of employee recruitment, selection, and management.

General personnel policies and procedures applicable to the City.

Principles and practices of local government risk management.

Ability to:

Manage, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

- Oversee and direct the operations, services and activities of an Administrative Services Department.
- Develop and administer an efficient records management system.
- Comply with all posting and publication guidelines.
- Conduct all regular and special municipal elections.
- Develop and administer, program goals, objectives and procedures.
- Prepare and administer large and complex budgets.
- Prepare clear and concise administrative and financial reports.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
- Type and/or enter data on a computer at a speed necessary for successful job performance.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical duties appropriate to successful performance of assigned duties and responsibilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain confidentiality of information.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible managerial or administrative experience in municipal government, records management, office management, human resources, or a related field, including if appointed as City Clerk, a minimum of two years City Clerk's office experience and three years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, or a related

field, supplemented by specialized training or upper division college level course work in personnel or human resources.

License or Certificate

~~Possession of or ability to obtain, an appropriate, valid Certified Municipal Clerk certificate.~~

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

If appointed as City Clerk, possession of or ability to obtain, an appropriate, valid Certified Municipal Clerk certificate.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

ASSISTANT CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of responsible and complex administrative and analytical duties in support of the City Clerk responsibilities; to attend City Council meetings and have primary responsibility for preparation of minutes; to plan, direct and coordinate record retention and destruction; to assist with the election process including responsibility for Political Reform Act filings; and to assume all duties and responsibilities of the City Clerk in his/her absence. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Clerk.

Exercises direct and primary supervision over technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, organize, direct and participate in the work involved in maintaining official City documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council, ~~Redevelopment Agency~~ and subsidiary authorities.
2. Participate in the development, implementation and monitoring of goals, objectives and policies for the City Clerk's Division.
3. Supervise, train and evaluate employees as assigned and assist in their selection.
4. Assist with the development and administration of the City Clerk's Division budget.
5. Coordinate the document imaging system and maintenance of complex filing and computerized record systems; analyze and evaluate technology relative to records management.
6. Implement and coordinate the subpoena response function of the City Clerk's Division as needed.
7. Compile, organize and interpret data, write reports and prepare correspondence.

8. Analyze administrative and operational situations and recommend change as needed.
9. Ensure compliance with legal requirements for record retention and destruction, assist with preparation and updating of City's records retention schedule, and administer the storage, retrieval and destruction of documents.
10. Assist the City Clerk in performance of Municipal election responsibilities and City filing officer responsibilities in compliance with the Political Reform Act.
11. Direct and participate in file research and document certification.
12. Operate a personal computer, printer and applicable software to independently produce correspondence, memoranda, reports and other materials.
13. Attend City Council and ~~Redevelopment Agency~~ meetings and prepare all minutes.
14. Serve as acting City Clerk in the Clerk's absence and sign official documents as needed.
15. Assist in developing and design or departmental, operational and administrative procedures or forms as required.
16. Make oral and written presentations to the City Council, staff, the public and professional groups.

Marginal Functions:

1. May participate in contract administration.
2. May perform or assist in preparation of employee performance evaluations.
3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable federal and state laws and regulations, including the Political Reform Act, Ralph M. Brown Act, and Public Records Act.

Principles, practices and techniques of public records management including document imaging and applicable laws regarding records retention and destruction requirements.

City government structure and processes.

Effective public contact and public relations techniques and practices.

Bid procedures for public agency projects.

Analysis and research methods and techniques.
Principles of supervision, training and performance evaluation.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Perform complex administrative and analytical activities for assigned programs.
Independently perform administrative and analytical activities in the area of work assigned.
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Effectively manage contracts and evaluate the work of contractors.
Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
Research, analyze, and evaluate programs, policies, and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
Prepare clear and concise reports.
Operate and use modern office equipment including typewriter, ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
Enter data on a computer at a speed necessary for successful job performance.
Research, analyze, and evaluate new service delivery methods, procedures and techniques.
Independently prepare correspondence and memoranda.
Communicate clearly and concisely, both orally and in writing.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in a City Clerk's Office, including one year of supervisory responsibility.

Training:

Education required is equivalent to a Bachelors degree from an accredited college or university with major course work in Public or Business Administration or a closely related field. Two years of the education requirement may be substituted with four years of responsible and related work experience.

License or Certificate:

Possession of or ability to obtain, an appropriate, valid Municipal Clerk certification is preferred.

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; light to medium lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

ASSISTANT CITY MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To provide highly responsible and complex administrative support to the City Manager; may be appointed to supervise one or more department head positions or serve as a department head, with responsibility to plan, direct, manage and oversee any of the City's programs, functions, or departments as determined by the City Manager and including special projects as assigned; the activities and operations of the City Manager's Office and Finance Department including Redevelopment, Economic Development, Emergency Management, Information Systems, Affordable Housing, Finance, and Accounting; to serve as Redevelopment Agency Assistant Executive Director; and may be appointed to serve as Finance Director and the City and Redevelopment Agency Treasurer; and provide highly responsible and complex administrative support to the City Manager. This position is overtime exempt.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct and primary supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. ~~Serve as acting City Manager in the City Manager's absence consistent with written authorization of the City Manager. Assume full management responsibility for all assigned City Manager's Office and Finance Department services and activities; manage City finance and investment activities including issuance of bonds; manage budgeting, accounting, and purchasing; serve as the Redevelopment Agency Assistant Executive Director; recommend and administer policies and procedures; and may administer law enforcement contract.~~
2. Provide highly responsible staff assistance and support to the City Manager.
3. May be appointed by the City Manager to supervise any department head or serve as department head for any City department; may be assigned responsibility for any budgeted division of responsibility.

34. Manage the development and implementation of City Manager's Office and Finance assigned Department goals, objectives, policies, and priorities for each assigned service area.
5. May oversee and administer certain contracts for the provision of services to City, such as law enforcement and building and safety.
46. Plan, direct and coordinate, through subordinate level managers, the City Manager's Office and Finance Department's staff and private contractors, the work plan for each assigned service area; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
57. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
68. Select, train, motivate and evaluate assigned personnel; provide or coordinate City staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
79. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
810. May serve as City and Agency Treasurer; oversee management of City finance and investment activities determine investment options for City funds; manage City investment portfolio to maximize interest earnings, accounting, purchasing, business registration, and special assessment districts.
911. Explain and interpret City Manager's Office and Finance and Department programs, policies, and activities; provide expertise in application and interpretation of the Municipal Code; analyze and evaluate cost effectiveness of private contractors and consultants; negotiate and resolve sensitive and controversial issues.
102. Represent the City Manager's Office and Finance any assigned Department to the public, other City departments, elected officials, and outside agencies, and other City departments; and coordinate City Manager's Office and Finance Department activities with those of other departments and outside agencies and organizations.
143. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
124. Provide staff support to assigned boards and commissions; and City Council standing committees support; provide cable TV, utility and special franchise oversight with the exception of refuse.

15. Manage agreements with contractors, consultants, and vendors; provide franchise agreement oversight if assigned.
136. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government administration and privatization.
147. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
158. ~~Serve as City Manager in the City Manager's absence.~~ Oversee planning and implementation of special projects and assigned capital improvement projects.
169. May oversee the City computer and telephone systems and website ~~and data processing~~; respond to communication technology issues.
1720. May oversee risk management, insurance and loss control and serve as the City's Risk Manager.
1821. May manage labor relations, and personnel benefit programs and may be appointed to perform the Personnel Officer responsibilities of the City's Personnel Rules for Competitive Service Employees.
1922. May serve as Public Information Officer.
23. May supervise the City Clerk and perform all of the essential functions of a Deputy City Clerk if appointed consistent with Sections 40813 and 40814 of the Government Code, or may perform the responsibilities of the City Clerk job classification if appointed by the City Manager.

Marginal Functions:

1. Serve as emergency response worker as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal service delivery program.

Management skills to analyze programs, policies and operational needs.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Purchasing procedures and practices.

Modern office procedures, methods and equipment.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Provide administrative and professional leadership and direction.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Plan, organize, direct and coordinate the work of support staff.
- Select, supervise, train and evaluate staff.
- Effectively manage contracts and evaluate the work of contractors.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of a comprehensive municipal government.
- Identify and respond to community issues, concerns and needs related to area of responsibility.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Develop and administer departmental goals, objectives, and procedures.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Six years of increasingly responsible experience in municipal government, including a minimum four years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, ~~social services administration~~, economics, urban planning, engineering, government or a related field. A Master's degree is desirable.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

**ASSISTANT PLANNER I
ASSISTANT PLANNER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform professional work in the field of current and/or comprehensive planning; to process permits and conduct research; and to provide information and assistance to developers, the business community and the public on planning, housing, and development related matters. These positions are not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for these positions to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

Assistant Planner I--This is an entry level class in the professional planner series. This class is distinguished from the Assistant Planner II and Associate Planner by the performance of the more routine tasks and duties assigned to positions within the series and this class still requires more supervision. Employees at this level may have limited development project case planner experience.

Assistant Planner II--This is the mid-level class in the professional planner series. This class is distinguished from the Assistant Planner I by increased work experience and the ability to act more independently as a development project case planner.

SUPERVISION RECEIVED AND EXERCISED

Assistant Planner I and II

Receives immediate supervision from higher-level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Assistant Planner I and II

Essential Functions:

1. Confer with and advise other staff, architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards; provide customer service at the public counter and over the phone.
2. Provide responsible staff assistance and support to higher-level planning staff.

3. Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with appropriate conditions of approval regulations and policies; process administrative and discretionary permits and minor variances.
4. Participate in the preparation or review of environmental impact and planning reports, yearly Department of Finance Report, monthly census report of building activity, yearly infrastructure report and quarterly development status report; with supervision, prepare initial studies; may make recommendations on special studies and compile information.
5. Participate in the environmental review process of proposed development.
6. Conduct planning research; prepare reports; prepare and maintain graphics and maps.
7. Collect, record, and summarize statistical and demographic information; establish and maintain a comprehensive database; research and draft various ordinances for review.
8. Process minor lot line adjustment applications, sign permit applications, zoning clearances, and landscape plans and invoices.
9. Perform site visits of proposed site projects; survey neighborhoods for land uses.
10. Research and prepare a variety of documents, briefs, and correspondence on planning activities.
11. As assigned, assume responsibility for code and condition compliance related duties.
12. Process and issue home occupation, business registration and vendor permits, and develop and maintain related files and correspondence.
13. Provide regular reports to the Department Head on the status of development applications and code compliance activities.
14. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. May make public presentations and present oral reports on planning information and activities.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Assistant Planner I

Knowledge of:

Basic principles and practices of urban planning and development.
Basic site planning and architectural design techniques and methods.
Modern office procedures, methods and equipment.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.

Ability to:

Prepare maps and basic landscape, building layout and architectural drawings.
Learn laws underlying general plans, zoning and land divisions.
Learn applicable environmental laws and regulations.
Learn to interpret planning and zoning programs to the general public.
Interpret and utilize current literature, information sources and research techniques in the field of urban planning.
Perform basic plan checking activities.
Conduct site inspections.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
Enter data into a computer at a speed necessary for successful performance.
Respond to difficult and sensitive public inquiries.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of planning technician-level experience working in municipal, county or regional government community development/planning department or similar private sector experience is desirable.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, architecture, geography, public administration, business management or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Assistant Planner II

In addition to the qualifications for Assistant Planner I:

Knowledge of:

Principles and practices of urban planning and development.
Technical report writing.
Laws underlying general plans, zoning and land divisions.
Applicable environmental laws and regulations.
Current literature, information sources and research techniques in the field of urban planning.

Ability to:

Interpret planning and zoning programs to the general public.
Analyze and compile technical and statistical information.
Prepare clear and concise oral and written reports.
Perform entry-level plan checking activities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the require knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible urban planning experience working in municipal, county or regional government community development/planning department or similar private sector experience, with at least one year of such experience at a level equivalent to Assistant Planner I.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, architecture, geography, public administration, business management or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Assistant Planner I and II

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens; exposure to outside atmospheric conditions, dust and noise; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

ASSISTANT TO CITY MANAGER/CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To direct, manage, supervise, and coordinate the programs and activities of the City Clerk's Department, including City Clerk, Human Resources, and Public Information Divisions; to serve as election official; to direct the compilation, retention and maintenance of all documents and records related to the City Council, commissions and committees; to supervise a comprehensive records management program; to serve as Personnel Officer and City Risk Manager. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and surety documents, minutes and legal library; certify copies as required.
2. Provide responsible staff assistance and support to the City Manager.
3. Act as custodian of the City's seal, vital documents and records; supervise the management of the City's computerized records management program and indexing and filing systems; develop, coordinate and supervise the City-wide inactive records storage system; ensure compliance with appropriate guidelines for records retention and disposition.
4. Coordinate and attend all meetings of the ~~Redevelopment Agency and City Council~~; coordinate and participate in the preparation, review, and editing of ~~City Council and Redevelopment Agency~~-agendas, minutes, and staff reports; ensure compliance with legal requirements.
5. Manage and participate in the development and implementation of goals, objectives, policies and priorities for the City Clerk's Department; recommend and administer policies and procedures.

6. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.
7. Plan, direct, coordinate and review the work plan for the City Clerk's Department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
8. Select, train, motivate and evaluate the City Clerk's Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the City Clerk's Department budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
10. Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums or recalls; examine and certify results; receive and process petitions pertaining to the City.
11. Coordinate and conduct all regular and special municipal elections; prepare appropriate resolutions and ordinances for Council adoption; prepare election booklet and all forms necessary for candidates to run for office; research election laws; administer all election-related processes, initiatives, recalls and referendums; register voters.
12. Compose and oversee the preparation of resolutions, ordinances, commendations, proclamations, reports and correspondence to citizens, legislators and various agencies; compose administrative and legislative policies for Council and City Manager approval.
13. Oversee and coordinate the compilation and indexing of the legislative history as required by law; monitor outstanding pending actions directed by the City Council; notify appropriate officials of pending expirations of contracts, insurance certificates and various forms of surety.
14. Oversee legal publishing, posting and mailings; review documents to ensure compliance with legal requirements; forward to appropriate office.
15. Provide official notification to the public regarding public hearings including legal advertising of notices; attest, publish, index and file ordinances and resolutions.
16. Receive and file claims, subpoenas and summons; prepare and certify information and/or provide disposition.
17. Administer oaths, affirmations, acknowledgments and certifications.

18. Coordinate public bid process; open and process bids; ensure compliance with established guidelines.
19. Serve as liaison for the City Clerk's Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
20. Provide responsible staff assistance to the City Manager; provide staff support to boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
21. Oversee and assist with a wide variety of personnel administration duties involving recruitment; benefit administration; labor relations; workers' compensation administration; coordination of employee events, training and employee development programs; coordination of summer youth employment program; providing information and assistance to City employees regarding City personnel rules; and providing administrative support to the City Manager/Personnel Director.
22. Oversee risk management, insurance and self-insurance and loss-control programs.
23. May serve as public information officer.
24. Assist City Manager in administration of his office including administration of City Attorney contract, law enforcement services contract, and goal setting process.
25. Assist City Manager with special projects as assigned.
26. Serve as emergency response worker as necessary.
27. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the City Clerk's Department.
Management methods and techniques to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Parliamentary procedure and Roberts Rules of Order.
Principles and practices of records management including records retention laws, micrographic and scanning operations.
Modern office procedures and methods and equipment.
Computer system operations, networking and management.
Business English, spelling and mathematics.

Purchasing procedures and practices.

Principles and methods of record keeping and report writing.

Pertinent Federal, State, and local laws, codes and regulations including the Election Code, Political Reform Act, the Ralph E. Brown Act, PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.

Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment and other matters related to employment law.

Principles and practices of employee recruitment, selection, and management.

General personnel policies and procedures applicable to the City.

Principles and practices of local government risk management.

Ability to:

Manage, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Oversee and direct the operations, services and activities of a City Clerk's Department.

Develop and administer an efficient records management system.

Comply with all posting and publication guidelines.

Conduct all regular and special municipal elections.

Develop and administer, program goals, objectives and procedures.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

Operate and use modern office equipment including typewriter, ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.

Type and/or enter data on a computer at a speed necessary for successful job performance.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical duties appropriate to successful performance of assigned duties and responsibilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain confidentiality of information.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible managerial or administrative experience in municipal government, records management, office management, human resources, or a related field, including a minimum of two years experience in a City Clerk's Department and two years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, or a related field, supplemented by specialized training or upper division college level course work in personnel or human resources.

License or Certificate

Possession of or ability to obtain, an appropriate, valid Certified Municipal Clerk certificate.

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

ASSOCIATE PLANNER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform professional work in the field of current and/or comprehensive planning; to process permits and conduct research; and to provide information and assistance to developers, the business community and the public on planning, housing, and development related matters. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

This is the mid-journey level class within the professional planner series. Employees within this class are distinguished from the Assistant Planner I and II by the performance of the full range of duties as assigned including case planner assignments, environmental document preparation, complex plans examination, code compliance research, policy development, and advanced report preparation. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher-level staff.

May exercise lead worker supervision over technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Confer with and advise other staff, architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards; provide customer service at the public counter and over the phone.
2. Provide responsible staff assistance and support to higher-level planning staff.
3. Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with appropriate conditions of approval regulations and policies; process administrative and discretionary permits and minor variances.

4. Participate in the preparation or review of environmental impact and planning reports, yearly Department of Finance Report, monthly census report of building activity, yearly infrastructure report and quarterly development status report; may make recommendations on special studies and compile information.
5. Participate in the environmental review process of proposed development and prepare initial studies.
6. Conduct planning research; prepare reports; prepare and maintain graphics and maps.
7. Collect, record, and summarize statistical and demographic information; establish and maintain a comprehensive database; research and draft various ordinances for review.
8. Process minor lot line adjustment applications, sign permit applications, zoning clearances, and landscape plans and invoices.
9. Perform site visits of proposed projects; survey neighborhoods for land uses.
10. Research and prepare a variety of documents, briefs, and correspondence on planning activities.
11. Answer questions and provide information to the public; may make public presentations and present oral reports on planning information and activities.
12. As assigned, assume responsibility for code and condition compliance related duties.
13. Process and issue home occupation, business registration and vendor permits, and develop and maintain related files and correspondence.
14. Provide regular reports to the Department Head on the status of development applications and code compliance activities.
15. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of urban planning and development.

Basic site planning and architectural design techniques and methods.
Modern office procedures, methods and equipment.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.
Principles and practices of urban planning and development.
Advanced site planning and architectural design techniques and methods.
Technical report writing.
Laws underlying general plans, zoning and land divisions.
Applicable environmental laws and regulations.
Current literature, information sources and research techniques in the field of urban planning.
Principles of supervision, training and performance evaluation.

Ability to:

Prepare maps and basic landscape, building layout and architectural drawings.
Learn laws underlying general plans, zoning and land divisions.
Learn applicable environmental laws and regulations.
Learn to interpret planning and zoning programs to the general public.
Interpret and utilize current literature, information sources and research techniques in the field of urban planning.
Perform basic plan checking activities.
Conduct site inspections.
Operate and use modern office equipment including typewriter, ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
Enter data into a computer at a speed necessary for successful performance.
Respond to difficult and sensitive public inquiries.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Interpret planning and zoning programs to the general public.
Analyze and compile technical and statistical information.
Prepare clear and concise oral and written reports.
Perform journey level plan checking activities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible Assistant Planner level or equivalent urban planning experience, in either current or comprehensive planning, working in municipal, county or regional government community development/planning department or similar private sector experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, architecture, geography, public administration, business management or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens; exposure to outside atmospheric conditions, dust and noise; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

CITY CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of responsible and complex administrative and analytical duties; to attend City Council meetings and have primary responsibility for preparation of minutes, ordinances, and resolutions; to plan, direct and coordinate record retention and destruction; to assist with the election process including responsibility for Political Reform Act filings; and to perform all assigned statutory duties and responsibilities of the City Clerk. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager, Assistant City Manager, or Deputy City Manager.

Exercises direct and primary supervision over technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform the responsibilities of the City Clerk as established by State law and City Municipal Code and as assigned by the City Manager.
2. Plan, organize, direct and participate in the work involved in maintaining official City documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council, ~~Redevelopment Agency~~ and subsidiary authorities.
3. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and surety documents, minutes and legal library; certify copies as required.
4. Provide responsible staff assistance and support to the City Manager, Assistant City Manager, or Deputy City Manager.
5. Act as custodian of the City's seal, vital documents and records; supervise the management of the City's computerized records management program and indexing and filing systems; develop, coordinate and supervise the City-wide records storage system; ensure compliance with appropriate guidelines for records retention and disposition.

6. Coordinate and attend meetings of the City Council and ~~Redevelopment Agency~~; coordinate and participate in the preparation, review, and editing of ~~City Council and Redevelopment Agency~~ agendas, minutes, and staff reports; ensure compliance with legal requirements.
7. Receive and process formal petitions relating to affidavits of candidacy, campaign contribution and expenditure reports, financial disclosure statements, initiatives, referendums or recalls; examine and certify results; receive and process petitions pertaining to the City.
8. Coordinate and conduct all regular and special municipal elections; prepare appropriate resolutions and ordinances for Council adoption; prepare all forms necessary for candidates to run for office; research election laws; administer all election-related processes, initiatives, recalls and referendums; and act as the City filing officer in compliance with the Political Reform Act.
9. Compose and oversee the preparation of resolutions, ordinances, commendations, proclamations, reports and correspondence to citizens, legislators and various agencies; compose administrative and legislative policies for City Council and City Manager approval.
10. Oversee and coordinate the compilation and indexing of the legislative history as required by law; attest, publish, index and file ordinances and resolutions; monitor outstanding pending actions directed by the City Council; notify appropriate officials of pending expirations of contracts and agreements, insurance certificates and various forms of surety.
11. Oversee legal publishing, posting and mailings; including for public hearings.
12. Receive and file claims, subpoenas and summons; prepare and certify information and/or provide disposition.
13. Administer oaths, affirmations, acknowledgments and certifications.
14. Coordinate public bid process; publication of notice; open and process bids; ensure compliance with established guidelines.
15. Ensure compliance with legal requirements for record retention and destruction, assist with preparation and updating of City's records retention schedule, and administer the storage, retrieval and destruction of documents.
16. Participate in the development, implementation and monitoring of goals, objectives and policies for the City Clerk's Division.
17. Assist with the development and administration of the City Clerk's Division budget.
18. Supervise, train and evaluate employees as assigned and assist in their selection.

19. Compile, organize and interpret data, write reports and prepare correspondence.
20. Analyze administrative and operational situations and recommend change as needed.
21. Operate a personal-computer, printer and applicable software to independently produce correspondence, memoranda, reports and other materials.
22. Assist in developing and design of departmental, operational and administrative procedures or forms as required.
23. Make oral and written presentations to the City Council, staff, the public and professional groups.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Applicable federal and state laws and regulations, including the Political Reform Act, Ralph M. Brown Act, and Public Records Act.
Principles, practices and techniques of public records management including document imaging and applicable laws regarding records retention and destruction requirements.
City government structure and processes.
Effective public contact and public relations techniques and practices.
Bid procedures for public agency projects.
Analysis and research methods and techniques.
Principles of supervision, training and performance evaluation.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Perform complex administrative and analytical activities for assigned programs.
Independently perform administrative and analytical activities in the area of work assigned.
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Effectively manage contracts and evaluate the work of contractors.
Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

Research, analyze, and evaluate programs, policies, and procedures.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
Prepare clear and concise reports.
Operate and use modern office equipment including ~~typewriter, fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
Enter data on a computer at a speed necessary for successful job performance.
Research, analyze, and evaluate new service delivery methods, procedures and techniques.
Independently prepare correspondence and memoranda.
Communicate clearly and concisely, both orally and in writing.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible managerial or administrative experience in municipal government, records management, office management, or a related field, including a minimum of three years City Clerk's office experience and two years of supervisory responsibility.

Training:

Education required is equivalent to a Bachelors degree from an accredited college or university with major course work in Public or Business Administration or a closely related field. One year of the education requirement may be substituted with five years of responsible and related work experience in a City Clerk's office.

License or Certificate:

Possession of or ability to obtain, an appropriate, valid Municipal Clerk certification.

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; light to medium lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the City of Moorpark including but not limited to City Manager's Office, Administrative Services, Affordable Housing, City Engineer/Public Works, Community Development, and Community Services, Economic Development, Library, Parks and Recreation, Finance, and Public Safety; to coordinate City activities with outside agencies; and to provide highly responsible and complex administrative support to the City Council. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct and primary supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all City Department services and activities including all contract services; recommend and administer policies and procedures.
2. Provides responsible staff assistance and support to the City Council.
3. As designated by City Council, serve as Executive Director for other public entities for which the City Council serves as the governing body.
34. Manage the development and implementation of City goals, objectives, policies, and priorities for each service area.
45. Establish, within City policy and budget, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
56. Plan, direct and coordinate, through department directors, each department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

- | 67. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- | 78. Select, train, motivate and evaluate department directors and subordinate management personnel; provide for staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- | 89. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- | 910. Interpret and explain all City department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; provide expertise in application and interpretation of the Municipal Code .
- | 101. Represent the City of Moorpark to the public, elected officials and outside agencies; coordinate activities with other departments, outside agencies and organizations.
- | 142. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
- | 123. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of city management.
- | 134. Prepare City Council meeting agendas and respond to inquiries.
- | 145. Provide staff support to boards and commissions and committees.
- | 156. Negotiate on labor issues with the employee union as the City Council's spokesperson.
- | 167. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- | 178. Serve as emergency response worker as necessary.
- | 189. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a modern and complex municipality.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Contract law and contract administration.
Purchasing practices and procedures.

Modern office procedures, methods and equipment.
Principles and practices of municipal service provision.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.
Principles of supervision, training and performance evaluation.

Ability to:

Plan, organize, direct and coordinate the work of support staff.
Select, supervise, train and evaluate staff.
Evaluate the cost effectiveness of municipal service delivery.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a municipality.
Effectively manage contracts and evaluate the work of contractors.
Identify and respond to community and City Council issues, concerns and needs.
Develop and administer departmental goals, objectives, and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Eight years of increasingly responsible experience in City management, including a minimum of four years of management, administrative, and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, ~~social services administration~~, economics, urban planning, engineering, government or a related field. A Master's degree is desirable.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

COMMUNITY DEVELOPMENT DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Community Development Department including Planning, Code Compliance and Building and Safety Divisions; and may also oversee Affordable Housing, Economic Development, and Sustainability programs; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Community Development Department services and activities including Planning, Code Compliance, and Building Safety Divisions, and all related contracted services; recommend and administer policies and procedures.
2. Provide responsible staff assistance and support to the City Manager.
3. Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area.
4. Recommend, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

6. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Select, train, motivate and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and participate in the development and administration of the Community Development Department budget; manage cost recovery and time accounting efforts; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the Community Development Department to other City departments, elected officials and outside agencies; coordinate Community Development Department activities with those of other departments and outside agencies and organizations.
11. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Provide staff support to assigned boards and commissions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of planning, code compliance, and building and safety.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Provide expertise in application and interpretation of the Municipal Code, including Zoning Code.
16. Provide regular reports to the City Manager and City Council on the status of development applications and code compliance activities.
17. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal planning, building and safety, and code compliance program.

Reporting and tracking methods for development applications including entitlement review and compliance with conditions of approval.

Reporting and tracking methods for code compliance activities.

Advanced site planning and architectural design techniques and methods.

Management skills to analyze programs, policies and operational needs.

Civil engineering principles and practices.

Geographic information system software.

Negotiation strategies.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Purchasing procedures and practices.

Modern office procedures, methods and equipment.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations including CEQA.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff.

Select, supervise, train and evaluate staff.

Effectively manage contracts and evaluate the work of contractors.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of a comprehensive municipal department.

Identify and respond to community concerns and needs related to departmental matters.

Develop and administer departmental goals, objectives, and procedures.

Prepare reports that provide essential management information on the status of development applications and code compliance activities.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal~~, printers, scanners and copiers.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal administration, including three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, engineering, business administration, public administration or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

**DEPUTY CITY CLERK I
DEPUTY CITY CLERK II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist in coordinating and administering programs and activities of the City Clerk's Division; to assist in maintaining official municipal records and monitoring publication of all official City notices; and to assume responsibilities of the City Clerk as assigned. These positions are not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for these positions to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

Deputy City Clerk I--This is the entry-level class in the Deputy City Clerk series. This class is distinguished from the Deputy City Clerk II by the performance of the more routine tasks and duties assigned to positions within the series.

Deputy City Clerk II--This is the full journey-level class within the Deputy City Clerk series. Employees within this class are distinguished from the Deputy City Clerk I by the performance of the full-range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, are fully aware of the operating procedures and policies of the City Clerk's Division, and may be appointed to serve as acting City Clerk in the absence of the City Clerk.

SUPERVISION RECEIVED AND EXERCISED

Deputy City Clerk I
Deputy City Clerk II

Receives general supervision from the City Clerk.

May exercise lead worker supervision over clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Deputy City Clerk I
Deputy City Clerk II

Essential Functions:

1. Assist in coordinating and administering programs and activities in the City Clerk's Division; research a variety of legal material; ensure compliance with current laws and regulations.
2. Provide responsible staff assistance and support to the City Clerk.
3. Prepare a variety of documents, including resolutions, ordinances, reports, and related correspondence.
4. Compile and coordinate the preparation of the City Council and ~~Redevelopment Agency~~ agendas; attend meetings; and assist in preparing minutes.
5. Review City Council mail for reproduction and distribution.
6. Compose and publish notices for special meetings, public hearings, public bids and openings; ensure compliance with legal guidelines; adhere to proper legal noticing procedures; prepare and maintain log of legal notice posting and publication.
7. Conduct public bid openings; attend and record sealed bid openings; update and maintain bidders list.
8. Assist with election activities; administer oaths of office; register voters; process initiatives, referendums and recall drives.
9. Maintain logs and records in compliance with the Fair Political Practices Commission.
10. Prepare and execute affidavits.
11. Maintain claim, tort and legal opinion files and logs.
12. Prepare and distribute the City Council and ~~Redevelopment Agency~~ annotated agendas.
13. Maintain a log of all documents forwarded to County Recorder and prepare correspondence transmitting documents to be recorded.
14. Perform data entry for all City records; assist in the maintenance of the City Clerk's indexing system and optical information retrieval system.
15. File and retrieve documents; determine placement or establish new placement in accordance with established procedures; maintain and update file guide.

16. Maintain and update the City's Internet Home Page.
17. Produce monthly and quarterly departmental reports for the purpose of maintaining current and correct file information.
18. Assist with scanning of all required documents along with indexing and back-up procedures.
19. Assist in creating and updating a records management plan and procedures manual for City Clerk's Division.
20. Receive contracts and verify transmittals; assign file and contract numbers.
21. Maintain database for resolutions, ordinances, and minutes.
22. Prepare cable television notices for City's government channel.
23. Prepare surety release letters after action by the City Council to exonerate or reduce the surety.
24. Answer phones, take messages, and answer inquiries for City Clerk's Division and City Manager's Office.
25. Create certificates of recognition/appreciation and proclamations for the City Council.
26. Maintain vault and file cabinets assuring orderliness and cleanliness; keep accurate record of file locations.
27. Coordinate preparation of City newsletters.
28. Assist with claims processing.
29. Provide technical and clerical support to the City Clerk.
30. May prioritize work assignments, assist with the preparation of performance evaluations, and participate in the selection and training of clerical staff.

Deputy City Clerk II

In addition to the Essential Functions for Deputy City Clerk I:

May be appointed to serve as City Clerk in the absence of the City Clerk.

Deputy City Clerk I
Deputy City Clerk II

Marginal Functions:

1. Assist in the preparation and administration of the department budget; monitor expenditures; recommend modifications or adjustments, as necessary.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Deputy City Clerk I

Knowledge of:

Principles and practices of records management, micrographic and scanning operations.
Methods and techniques of record keeping.
Methods and procedures of data entry.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods and equipment.
English usage, spelling, grammar and punctuation.
Bid procedures.
Pertinent records retention and destruction laws, codes, and regulations.
Pertinent Federal, State, and local laws, codes and regulations.
Principles of supervision, training and performance evaluation.

Ability to:

Interpret and explain City policies and procedures.
Research, analyze, and evaluate records and files.
Assist in the development and implementation of a Citywide records management program.
Understand and comply with all posting and publication guidelines.
Operate and use modern office equipment including ~~10-key adding machine, typewriter, fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
Type and/or enter data on a computer at a speed necessary for successful job performance.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible office management experience, preferably including one year in a City Clerk's Office.

Training:

Equivalent to the completion of the twelfth grade, including college level course work in business administration, public administration, or a related field is desirable.

License or Certificate

Ability to obtain an appropriate, valid Municipal Clerk and/or Records Manager certification is desirable.

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Deputy City Clerk II

Knowledge of:

Principles and practices of records management, micrographic and scanning operations.

Methods and techniques of record keeping.

Methods and procedures of data entry.

Principles of business letter writing and basic report preparation.

Modern office procedures, methods and equipment.

English usage, spelling, grammar and punctuation.

Bid procedures.

Pertinent records retention and destruction laws, codes, and regulations.

Pertinent Federal, State, and local laws, codes and regulations.

Principles of supervision, training, and performance evaluation.

Ability to:

Interpret and explain City policies and procedures.

Research, analyze, and evaluate records and files.

Assist in the development and implementation of a Citywide records management program.

Understand and comply with all posting and publication guidelines.

Operate and use modern office equipment including ~~40-key adding machine, typewriter, fax machine or fax/modem, personal computer or terminal~~, printers and copiers.

Type and/or enter data on a computer at a speed necessary for successful job performance.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible office management experience, including two years in a City Clerk's Office.

Training:

Equivalent to the completion of two years of college-level courses in business administration, public administration, or a related field. Completion of the twelfth grade and two additional years of experience in a City Clerk's Office may be substituted for the college requirement.

License or Certificate

Possession of or ability to obtain, an appropriate, valid Municipal Clerk and/or Records Manager certification is desirable.

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Deputy City Clerk I
Deputy City Clerk II

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; light to medium lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

DEPUTY CITY MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To provide highly responsible and complex administrative support to the City Manager; may be appointed to serve as a department head or supervise a department head position with responsibility to plan, direct, manage, and oversee any of the City's programs, functions, or departments as determined by the City Manager, including but not limited to: active adult programs, administrative services, affordable housing programs, animal and vector control, city clerk, community development, community services, finance and accounting, economic development and redevelopment, emergency preparedness, human resources, legislation monitoring, parks and facilities, public works, recreation, risk management, solid waste and recycling, and special projects as assigned. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general administrative direction from the City Manager.

Exercises direct and primary supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. May serve as acting City Manager in the City Manager's and Assistant City Manager's absence consistent with written authorization of the City Manager.
2. Provide highly responsible and complex staff assistance and support to the City Manager.
3. May be appointed by City Manager to serve as the ~~Redevelopment Agency Assistant Executive Director~~ City Treasurer.
4. May be appointed by the City Manager to serve as the Administrative Services Director, Community Development Director, Finance Director, Parks and Recreation Director, Public Works Director, or other department head position.
5. May be appointed to perform the Personnel Officer responsibilities of the City's Personnel Rules for Competitive Service Employees and to serve as the City's Risk Manager.

6. May oversee management of City finance and investment activities, the budget, accounting, purchasing, business registration, and special assessment districts.
7. May plan, manage, and oversee economic development, redevelopment, affordable housing, community development, capital projects, emergency preparedness, legislation monitoring, public information, and ~~cable television, utility and other franchise agreements~~.
8. May manage the City's legislative monitoring program and develop the annual legislative program; research proposed legislation and strategies with appropriate staff; attend hearings, testify and prepare reports as needed.
9. May oversee and administer certain contracts for the provision of services to City, such as law enforcement and building and safety.
10. Manage the development and implementation of goals, objectives, policies, and priorities for each assigned service area; provide expertise in application and interpretation of the Municipal Code.
11. Recommend, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly.
12. Plan, direct, and coordinate, through subordinate level staff and private contractors, the work plan for each assigned service area; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
13. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
14. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies for assigned service areas; and implement budgetary adjustments as appropriate and necessary.
16. Explain and interpret City department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
17. Represent the City of Moorpark to the public, elected officials and outside agencies; coordinate activities with other departments, outside agencies, and organizations.

18. Participate on a variety of boards, commissions, and committees; provide staff support to assigned boards and commissions.
19. Oversee planning and implementation of special projects and assigned capital improvement projects.
20. Prepare staff reports, resolutions, ordinances, contracts, agendas, correspondence, and other related documents, and make verbal staff presentations.
21. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government administration and privatization.
22. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
23. May oversee the City's computer and telephone systems and data processing; respond to communication technology issues.
24. May supervise the City Clerk and perform all of the essential functions of a Deputy City Clerk if appointed consistent with Sections 40813 and 40814 of the Government Code, or may perform the responsibilities of the City Clerk job classification if appointed by the City Manager.

Marginal Functions:

1. Serve as emergency response worker as required.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal service delivery program.

Management skills to analyze programs, policies and operational needs.

Negotiation strategies.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Purchasing procedures and practices.

Modern office procedures, methods and equipment.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Provide administrative and professional leadership and direction.

- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Plan, organize, direct and coordinate the work of support staff.
- Select, supervise, train and evaluate staff.
- Effectively manage contracts and evaluate the work of contractors.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of a comprehensive municipal government.
- Identify and respond to community issues, concerns and needs related to area of responsibility.
- Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Develop and administer departmental goals, objectives, and procedures.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal government, including a minimum three years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, economics, urban planning, engineering, government or a related field. A Master's degree is desirable.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

FINANCE DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Finance Department including preparation of the budget, accounting, accounting system maintenance, payroll, financial reporting and audits, assessment district administration, purchasing, fixed asset management, cost allocation administration, grant management, and office equipment maintenance; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant or Deputy City Manager; and may serve as City Treasurer and ~~Redevelopment Agency Treasurer~~. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or Assistant or Deputy City Manager.

Exercises direct and primary supervision over professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. May serve as City Treasurer and ~~Redevelopment Agency Treasurer~~ if appointed by City Manager.
2. Assume management responsibility for all Finance Department services and activities, including preparation of the budget, accounting, accounting system maintenance, payroll, financial reporting and audits, assessment district administration, purchasing, fixed asset management, cost allocation administration, grant management, and office equipment maintenance.
3. Provide responsible staff assistance and support to the City Manager or Assistant or Deputy City Manager.
4. Manage the development and implementation of Finance Department goals, objectives, policies, procedures, and priorities for each assigned service area.
5. Recommend, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

6. Plan, direct and coordinate, through subordinate level staff and private contractors, the Finance Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with assigned staff to identify and resolve problems.
7. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Select, train, motivate and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; provide supporting documentation to Assistant or Deputy City Manager to implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the Finance Department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Explain and interpret Finance Department programs, policies, activities and contracts with private service providers; negotiate and resolve sensitive and controversial issues.
11. Represent the Finance Department to other City departments, elected officials and outside agencies; coordinate Finance Department activities with those of other departments and outside agencies and organizations.
12. Provide staff support to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance, accounting, and purchasing.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal service delivery program.

Management skills to analyze programs, policies and operational needs.

Principles and practices of contract administration.

Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training and performance evaluation.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Provide administrative and professional leadership and direction.
Research, analyze, and evaluate new service delivery methods, procedures and techniques.
Plan, organize, direct and coordinate the work of support staff.
Select, supervise, train and evaluate staff.
Effectively manage contracts and evaluate the work of contractors.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal government.
Identify and respond to community issues, concerns and needs related to area of responsibility.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Develop and administer departmental goals, objectives, and procedures.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal,~~ printers, scanners and copiers.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible finance and budgeting experience, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in accounting, public administration, business administration or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

OFFICE ASSISTANT I
OFFICE ASSISTANT, II, AND
OFFICE ASSISTANT III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of responsible, clerical duties in support of department and division staff; to participate in office support functions; to operate a switchboard and direct calls to appropriate staff; and to provide customer service to the public regarding City policies, procedures and programs. These positions are not overtime exempt.

DISTINGUISHING CHARACTERISTICS

The Office Assistant I is the entry-level class ~~for hourly, part-time employees.~~ Since this class is typically used as a training class, employees may have only limited work experience.

The Office Assistant II is ~~also an entry~~ the journey-level class in the Office Assistant series, but as a competitive service employee. This class and is distinguished from the Office Assistant III by the performance of the more routine clerical tasks and duties assigned to positions within the series. As experience is gained, a wider variety of duties ~~is~~ may be performed, but employees within this class do not have the advanced journey level skills.

The Office Assistant III is the ~~full~~ advanced journey level class within the Office Assistant series. Employees within this class are distinguished from the Office Assistant I and II by the performance of the full range of duties ~~as assigned to positions within the series,~~ and would typically have public sector experience. Work assignments are generally more complex than those assigned to an Office Assistant I or II, and employees within this class have a higher level of clerical skills training and competence and require less instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisor with a higher level of supervision required for the Office Assistant I and II.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Office Assistant I, II, and III

Essential Functions:

1. Perform typical clerical duties in support of assigned division or department.

2. Provide responsible staff assistance and support to assigned supervisor.
3. As assigned, serve as a receptionist; operate a switchboard and screen all incoming telephone calls; transfer and direct calls to appropriate staff; take messages as necessary.
4. Type and proofread a wide variety of reports, letters, memoranda; tables, charts, logs, receipts, forms, etc., from rough draft or verbal instruction, and prepare and maintain computerized records.
5. Maintain organized and accurate records, files, or and databases and file information to maintain organized and accurate filing systems.
6. Operate standard office equipment, including but not limited to computer, copy machine, printer, and scanner, and postage machine.
7. Provide customer service to the public on the phone and in person; greet visitors and customers at the counter; refer visitors/customers or phone call to appropriate person or department; respond to standard inquiries of a limited nature; provide information within prescribed policies and procedures.
8. Operate an automobile for the purposes of purchasing supplies, making deliveries, attending offsite training, or similar purposes.
9. Receive, sort and distribute incoming and outgoing mail; arrange for delivery of outgoing packages.
10. Performs purchasing, stocking, re-supply, and simple inventory checking.
11. Place orders with vendors, receive shipments, and verify accuracy of invoices.
12. Receive and record payments for fees, goods, services, fines, and citations; prepare receipts; balance and reconcile payments received and cash drawer.
13. Maintain a calendar of activities, meetings and various events for department staff; coordinate activities with other City divisions or departments, the public and outside agencies; make travel and training arrangements.
14. May assist with the processing and collection of applications, provide information and forms to the public, issue reminder notices for renewals; apply City policies and procedures in reviewing applications, forms, records and reports for completeness.
145. Assist in a variety of department operations ~~including purchasing~~; perform special projects and assignments as requested.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Office Assistant I, II, and III

Knowledge of:

Operations, services and activities of assigned division and department.
Principles and practices of customer service.
Modern office procedures, methods and equipment.
Basic letter writing and basic report preparation techniques.
Principles and procedures of record keeping.
Principles and procedures of filing.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Switchboard operating techniques.
Principles of proper phone etiquette.
Basic mathematics.
Cash and credit card handling techniques
Computer functions and related software
English usage, spelling, grammar and punctuation.

Ability to:

Perform a variety of clerical support services.
Understand and carry out both oral and written directions.
Respond appropriately to citizen inquiries and complaints.
Work independently in the absence of supervision.
Operate and use modern office equipment including ~~personal computer or terminal~~,
printers and copiers, scanner, postage machine.
Type and/or enter data on a computer at a speed necessary for successful job
performance.
Work cooperatively with other departments, City officials, outside agencies, and the
public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the
course of work.
Maintain physical condition appropriate to the performance of assigned duties and
responsibilities.
Maintain mental capacity, which allows for effective interaction and communication with
others.
Maintain effective audio/visual discrimination and perception to the degree necessary
for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Office Assistant I and II

Experience:

One year of general clerical experience.

Training:

Equivalent to the completion of the twelfth grade; specialized clerical, computer and office software training is desirable.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Office Assistant III

Experience:

One Two years of increasingly responsible general clerical experience, including one or more years as an Office Assistant I or equivalent.

Training:

Equivalent to the completion of the twelfth grade; supplemented by specialized clerical, computer and office software training is desirable.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Office Assistant III

Experience:

Three years of increasingly responsible clerical experience, including two or more years as an Office Assistant II or equivalent. Public sector experience is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical, computer and office software training.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Office Assistant I, II, and III

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; kneeling, bending, stooping or reaching; handling; use of fingers; talking; hearing; near acuity.

PLANNING DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, direct, manage and oversee the activities and operations of the Community Development Department including Planning, Code Compliance and Building and Safety Divisions; and may also oversee Affordable Housing, Economic Development, and Sustainability programs; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager or Assistant or Deputy City Manager. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or Assistant or Deputy City Manager.

Exercises direct supervision over management, supervisory, professional, technical and clerical staff, administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume full management responsibility for all Community Development Department services and activities including Planning, Code Compliance, and Building Safety Divisions, and all related contracted services; recommend and administer policies and procedures.
2. Provide responsible staff assistance and support to the Assistant or Deputy City Manager.
3. Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned service area.
4. Recommend, within City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, through subordinate level staff, the Community Development Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

6. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Select, train, motivate and evaluate Community Development Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Oversee and participate in the development and administration of the Community Development Department budget; manage cost recovery and time accounting efforts; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
9. Explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Represent the Community Development Department to other City departments, elected officials and outside agencies; coordinate Community Development Department activities with those of other departments and outside agencies and organizations.
11. Provide staff assistance to the City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Provide staff support to assigned boards and commissions.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of planning, code compliance, and building and safety.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Provide expertise in application and interpretation of the Zoning Code.
16. Provide regular reports to the City Manager and City Council on the status of development applications and code compliance activities.
17. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal planning, building and safety, and code compliance program.
Reporting and tracking methods for development applications including entitlement review and compliance with conditions of approval.
Reporting and tracking methods for code compliance activities.
Advanced site planning and architectural design techniques and methods.
Management skills to analyze programs, policies and operational needs.
Civil engineering principles and practices.
Geographic information system software.
Negotiation strategies.
Principles and practices of contract administration.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations including CEQA.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Effectively manage contracts and evaluate the work of contractors.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal department.
Identify and respond to community concerns and needs related to departmental matters.
Develop and administer departmental goals, objectives, and procedures.
Prepare reports that provide essential management information on the status of development applications and code compliance activities.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
~~Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.~~
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal administration, including two years of administrative and supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, engineering, business administration, public administration or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

PLANNING MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To direct, manage and coordinate the activities and operations of various Divisions of the Community Development Department. To coordinate assigned activities with other City departments and outside agencies; and to provide responsible and administrative support to the Community Development Director or Planning Director. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director or Planning Director.

Exercises direct supervision over supervisory, professional, technical and clerical staff; administers contracts and monitors performance.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assume management responsibility for services and activities of the Planning and Code Compliance Division of the Community Development Department, and related contracted services; recommend and administer policies and procedures.
2. Provide responsible staff assistance and support to the Community Development Director or Planning Director.
3. Manage and participate in the development and implementation of Planning and Code Compliance goals, objectives, policies, and priorities for each assigned service area.
4. Recommend, within Departmental policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
5. Plan, direct and coordinate, ~~through subordinate level staff, the Planning and Code Compliance Division's or other Divisions'~~ the work plan of any assigned Division of the Community Development Department; assign projects; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

6. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
7. Train and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
8. Participate in the development and administration of the ~~Planning and Code Compliance~~ assigned Community Development Department Division budget and management of cost recovery and time accounting and general departments.
9. Explain and interpret ~~Planning and Code Compliance Division~~ Community Development Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
10. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
11. Provide expertise in application and interpretation of the Municipal Code, including Zoning Code.
12. Provide regular reports to the City Manager and City Council on the status of development applications and code compliance activities.
13. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of current or comprehensive planning.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal planning, building and safety, and code compliance program.
Reporting and tracking methods for development applications including entitlement review and compliance with conditions of approval.
Reporting and tracking methods for code compliance activities.
Management skills to analyze programs, policies and operational needs.
Negotiation strategies.
Principles and practices of contract administration.
Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.
Modern office procedures, methods and equipment.
Principles of supervision, training and performance evaluation.
Advanced site planning and architectural design techniques and methods.
Civil engineering principles and practices.
Geographic information system software.
Planning theory and social policies.
Methods and techniques of research and analysis related to urban development and environmental impact assessment.
Computer functions and related software.
Technical report writing.
Current literature, information sources and research techniques in the field of urban planning.
Pertinent Federal, State, and local laws, codes and regulations including CEQA.

Ability to:

Plan, organize, direct and coordinate the work of lower level staff
Select, supervise, train and evaluate staff.
Effectively manage contracts and evaluate the work of contractors.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of assigned areas of responsibilities including one or more divisions of the Department.
Develop and administer division goals, objectives, and procedures.
Prepare reports that provide essential management information on the status of development applications and code compliance activities.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
~~Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.~~
Research, analyze, and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in municipal administration, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban planning, engineering, business administration, public administration or a related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

PRINCIPAL PLANNER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of complex current and advance planning activities; to supervise, assign and review the work of technical in-house and contract staff responsible for performing the City planning function including current or comprehensive planning projects and special studies; and to provide complex and responsible staff assistance to the Community Development Director, Planning Director, or Planning Manager. This position is overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including general plan updates, environmental planning, and responsibility for compliance with the most complex Federal, State, and local regulations. Employees at this level may supervise lower associate and lower level staff and are required to be fully experienced in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Community Development Director, Planning Director, or Planning Manager.

May exercise direct and primary supervision over supervisory, professional, technical, and clerical staff, administer contracts and monitor performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, prepare or assign, supervise and review the work of staff responsible for the City planning function including current and comprehensive planning projects and special studies; provide technical assistance to professional and technical planning and code compliance staff and consultants.
2. Provide responsible staff assistance and support to the Community Development Director or Planning Director.
3. Recommend and assist in the development and implementation of department goals and objectives; implement approved policies and procedures.

4. Establish schedules and methods for providing planning services; identify resource needs; review needs with appropriate management staff; use resources accordingly.
5. Participate in the selection of planning staff and consultants; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies.
6. Participate in the preparation and administration of the division or department budget; submit budget recommendations; monitor expenditures; prepare time accounting and cost recovery information.
7. Review, coordinate, and process General Plan amendments and related entitlement applications including zone changes, subdivision maps, planned development permits, and conditional use permits, review and inspect projects, meet with architects, engineers and construction personnel.
8. Update or coordinate consultant preparation of updates to General Plan elements and prepare yearly General Plan status report; prepare written staff reports and verbal presentations; to City Council, Planning Commission, City Council and ad hoc committees, other agency staff and representatives.
9. Interpret and enforce the City's General Plan, zoning ordinances, related local and state regulations.
10. Confer with developers, engineers, architects, landscape architects, environmental and planning consultants, other agency staff, elected officials, the general public regarding City development policies, standards, and the processing of development project and entitlement applications.
11. Review and provide comments on other agency projects and environmental documents and CEQA compliance.
12. Review programs related to housing and housing rehabilitation to further compliance with housing goals.
13. Perform complex architectural, site, landscape and other development plan examining activities; coordinate and direct staff in making recommendations on plan components.
14. Prepare professional services agreements and manage the work of consultants.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current or comprehensive planning.
16. Provide regular reports to the department head on the status of development applications and code compliance activities.

17. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a current and comprehensive planning program.
Reporting and tracking methods for development applications including entitlement review and compliance with conditions of approval.
Reporting and tracking methods for code compliance activities.
Principles of supervision, training and performance evaluation.
Advanced principles and practices of urban planning and development.
Advanced site planning and architectural design techniques and methods.
Planning theory and social policies.
Methods and techniques of research and analysis related to urban development and environmental impact assessment.
Applicable environmental laws and regulations.
Computer functions and related software.
Geographic Information System software.
Technical report writing.
Modern office procedures, methods, and computer equipment and various software programs.
Principles and practices of contract administration.
Current literature, information sources and research techniques in the field of urban planning.
Pertinent Federal, State, and local laws, codes and regulations.
Principles and procedures of supervision.

Ability to:

Analyze proposed projects for consistency with General Plan and compliance with City codes and policies.
Analyze site and building design for compliance with code requirements.
Analyze appropriate land use including terrain constraints, circulation, compatibility with adjacent land use, adequacy of services, and potential fiscal impacts.
Effectively manage contracts and evaluate the work of contractors.
Supervise, organize, and review the work of lower level staff.
Manage multiple projects and comply with processing time limits.
Interpret and explain City policies and procedures.
Independently perform complex research, analysis and report writing.
Prepare reports that provide essential management information on the status of development applications and code compliance activities.

Interpret, explain, and enforce local, state, and federal laws and regulations.
Interpret planning and zoning programs for the general public.
Analyze and compile technical and statistical information and prepare reports.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in areas of responsibility.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal computer or terminal~~, printers and copiers.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible complex urban planning experience in either current or comprehensive planning including one year of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, geography, public administration, business management or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens; exposure to outside atmospheric conditions, dust and noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

RECEPTIONIST

~~Class specifications are intended to present a descriptive list of the range of duties performed by employee in the class. Specifications are **not** intended to reflect all duties performed within the job.~~

DEFINITION

~~To perform general clerical duties in support of an assigned function; to operate a switchboard and direct calls to appropriate staff; and to respond to questions from the general public. This position is not overtime exempt.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives general supervision from assigned supervisor.~~

~~**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** Essential and other important responsibilities and duties include, but are not limited to the following:~~

Essential Functions:

- ~~1. — Open City Hall office to the public each day, and retrieve and distribute general messages left after hours. Prepare phone and postage systems for use each day.~~
- ~~2. — Perform a wide variety of general clerical duties; operate a switchboard and route calls to appropriate staff; take messages as needed.~~
- ~~3. — Greet visitors at the counter; refer visitors to appropriate person or department; provide assistance, information or guidance according to established regulations.~~
- ~~4. — Operate a variety of office equipment including fax, copy machine, postage machine, and computer, maintain assigned databases.~~
- ~~5. — Receive, sort, and coordinate the distribution of mail and other deliveries at the front counter.~~
- ~~6. — Prepare correspondence for mailing; sort documents, stuff envelopes and type address labels.~~
- ~~7. — Issue bus passes; provide public information regarding public transit and paratransit rates, and tally daily bus fares received.~~
- ~~8. — Prepare and distribute business registration correspondence including initial application and renewal processes; perform related data entry, receive business registration payments, and provide customer services related to initiating a new business in the City.~~

~~9. Receive cash payments for parking citations, business registration applications, sale of documents and other miscellaneous fees collected at the front counter, and operate cash register.~~

~~10. May maintain and balance petty cash fund; prepare for deposit, balance and reconcile related cash receipt activities weekly.~~

~~11. Process parking citations payments and protest process; record payments received with the Department of Motor Vehicles; act as initial point of contact for citations being contested, distribute forms and correspondence regarding the protest process, maintain data base of contested citations, schedule protest hearings and request citation refunds as needed; assist with Department of Motor Vehicles abstracts.~~

Marginal Functions:

~~1. Provide clerical assistance and general accounting functions as needed.~~

~~2. Serve as emergency response worker as needed.~~

~~3. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

The general City functions and responsibilities.
Modern office procedures, methods and equipment.
English usage, spelling, grammar and punctuation.
Principles of proper phone etiquette.
Basic mathematical principles.

Ability to:

Respond to requests and inquiries from the general public.
Perform a wide variety of clerical duties including answering phone calls.
Type at a speed necessary for successful job performance.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performances of assigned duties.
Maintain physical condition appropriate to the performance of the assigned duties and responsibilities.

Experience and Training Guidelines

~~Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge would be:~~

Experience:

~~One year of general telephone switchboard experience is desirable.~~

Training:

~~Equivalent to the completion of twelfth grade.~~

License or Certificate

~~Possession of or ability to obtain and maintain an appropriate, valid California driver's license.~~

WORKING CONDITIONS

Environmental Conditions:

~~Office environment; work at centralized public counter; exposure to computer screens.~~

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.~~

RECORDS CLERK

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To assist the assigned department in maintaining a reliable records management program; to ensure operational efficiency and smooth workflow; and to provide clerical support. This position is temporary, part-time and is not overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform data entry for City records; assist in the maintenance of filing and indexing systems.
2. Provide responsible clerical assistance and support to the assigned department.
3. File and retrieve documents; determine placement or establish new placement in accordance with established procedures; maintain and update file guide; maintain paper records and electronic files and databases in an orderly manner as directed.
4. Assist with preparation of departmental reports produced from databases.
5. Assist with scanning of documents along with key word indexing ~~and back-up procedures.~~
6. Assist with agenda packet preparation, scanning and distribution.
7. Assign file numbers.
8. Answer phones when necessary; take messages and answer inquiries.
9. May serve as a backup receptionist; operate a switchboard; transfer and direct calls and customers to appropriate staff. ~~create certificates of recognition/appreciation and proclamations.~~
10. Copy and print paper documents and assemble records as directed; copy and assemble electronic records as directed.

- ~~10. Maintain vault and/or file cabinets assuring orderliness and cleanliness; keep accurate log of item locations.~~
- ~~11. Respond to requests for files or information from City Council, the public and other staff.~~
- ~~12. May maintain database for resolutions and ordinances.~~

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~Methods and techniques~~Principles and procedures of record keeping.
Principles and procedures of filing.
Methods and procedures of data entry.
Principles of business letter writing and basic report preparation.
Modern office procedures, methods and equipment.
English usage, spelling, grammar and punctuation.
~~Pertinent records retention and destruction laws, codes, and regulations.~~
Computer functions and related software.
Principles and practices of customer service.

Ability to:

Maintain records and files.
~~Interpret and explain City policies and procedures~~Perform a variety of clerical support services.
Understand and carry out both oral and written directions.
~~Operate and use modern office equipment including 10-key adding machine, typewriter, fax machine or fax/modem, personal computer or terminal, printers and copiers, scanners, and postage machine.~~
Type and/or enter data on a computer at a speed necessary for successful for job performance.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain mental capacity, which allows for effective interaction and communication with others.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

~~Two~~One years of ~~increasingly responsible~~ record keeping and general clerical experience, preferably including experience in a City Clerk's Office, preferably including electronic database software experience.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time; medium lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

RECREATION COORDINATOR I, II & III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, implement and administer youth, adult, and senior recreation and community service programs and activities; to assign and oversee staff providing safe and well managed recreation and community service programs including youth, adult and senior sports, leisure classes, special events, youth camps, senior/active adult programs, and other related City programs; to assist with the management of the City's recreation and Active Adult Center facilities, and to provide assistance with marketing and promotion of these and other programs. These positions are not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for these positions to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

Recreation Coordinator I -This is an entry-level class in the professional Recreation Coordinator series. This class is distinguished from the Recreation Coordinator II by the performance of the more routine tasks and duties assigned to positions within the series and employees at this level require more supervision and training.

Recreation Coordinator II -This is a journey-level class in the professional Recreation Coordinator series. This class is distinguished from the Recreation Coordinator I by additional experience and the performance of a wider range of duties as assigned. Employees at this level require less supervision and have the ability to act more independently.

Recreation Coordinator III -This is the full journey-level class in the professional Recreation Coordinator series. This class is distinguished from the Recreation Coordinator I by range of experience and the performance of the full range of duties as assigned. Employees at this level require minimal supervision, have the ability to act more independently, and receive only occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Recreation Coordinator I, II and III

Receives direction from the department director, division manager, or assigned supervisor.

Recreation Coordinator I – May exercise lead worker supervision over recreation and clerical staff and volunteers, and administers contracts and monitors performance.

Recreation Coordinator II – Exercises functional and technical supervision over recreation and clerical staff and volunteers, and administers contracts and monitors performance

Recreation Coordinator III – Exercises direct and primary supervision over recreation and clerical staff and volunteers, and administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Recreation Coordinator I, II and III

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and community services programs, adult and youth sports, facilities, teen program, youth day camp, special events and excursions, and senior/active adult programs.
2. Provide responsible staff assistance and support to the assigned supervisor.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; trains staff on policies and procedures; train and evaluate staff, umpires, and officials.
4. Administer recreation and community services programs; assist with the development and management of instructor contracts; schedule usage of facilities and make park reservations; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, classes, and playoffs; prepare instruction manuals, brochures, flyers and ads; and order required materials, supplies and awards.
5. May assist with oversight for maintenance and repair of recreation facilities and equipment; purchase program supplies and equipment.
6. Participate in the selection of temporary and seasonal staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Assist with the preparation of and administration of program and division budgets; monitor expenditures; perform accounting for each program area as necessary.
8. Schedule, implement, promote and publicize youth, adult, and senior recreation programs and special events; assist with the design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases, post and handout flyers.

9. May coordinate Active Adult Center senior nutrition program, including manage and oversee staff assisting with all aspects of the senior nutrition program; assess effectiveness of program, and represent City on Senior Nutrition Action Council or similar organization.
10. Perform miscellaneous duties for the Parks, ~~and Recreation~~ and Community Services Department; take park reservations.
11. May monitor or manage a community services program and site of operation.
112. Develop project proposals; conduct program evaluations.
123. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
2. Purchase supplies as needed.
3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Recreation Coordinator I, II and III

Knowledge of:

Operations, services and activities of assigned division and department.
Recreation planning for adults, youth, teen and other targeted populations.
Techniques of planning, supervising and organizing senior/active adult programs.
Principles of supervision, training and performance evaluation.
Leadership and instruction of groups and individuals.
Principles and practices of customer service.
Principles and practices of contract management.
Desktop publishing software.
City forms, procedures, and policies.
Preparing clear and concise reports.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Modern office procedures, methods and equipment.
Marketing standards and practices and publicity techniques.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and camp administration.
Basic first aid methods and techniques.

Rules and equipment used for food preparation activities.
Standard safety and safe kitchen precautions.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Plan and schedule multiple recreational and educational programs.
Operate and use modern office equipment including ~~fax machine or fax/modem,~~
~~personal-computer or terminal,~~ printers and copiers ~~desirable~~.
Enter data on a computer at a speed necessary for successful job performance.
Recruit, motivate, and encourage volunteers.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press
or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the
course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and
responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and
demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary
for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Recreation Coordinator I - One year of increasingly responsible experience in recreation.

Recreation Coordinator II - Two years of increasingly responsible experience in recreation, including one year of lead worker responsibility.

Recreation Coordinator III - Three years of increasingly responsible experience in recreation, including two years of lead worker responsibility.

Training:

Recreation Coordinator I, II and III

Equivalent to an Associates degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field.

License or Certificate

Recreation Coordinator I, II and III

Possession of or ability to obtain, an appropriate, valid California driver's license.

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Recreation Coordinator I, II and III

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours (evenings, weekends, and holidays); exposure to outside atmospheric conditions; may work in or around water and slippery surfaces; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.

SECRETARY I
SECRETARY II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of responsible secretarial duties in support of division staff; to participate in office support functions in support of a department's goals and objectives; to operate a switchboard and direct calls to appropriate staff; and to provide customer service to the public regarding City policies, procedures and programs. These positions are not overtime exempt.

DISTINGUISHING CHARACTERISTICS

Secretary I This class is distinguished from the Secretary II by the performance of the more routine tasks and duties assigned to positions within the series.

Secretary II Employees within this class are distinguished from the Secretary I by the performance of the full range of duties as assigned. Employees at this level typically have more specialized secretarial training and require less instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Secretary I
Secretary II

Receives general supervision from a lead worker, division manager, or department head.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Secretary I
Secretary II

Essential Functions:

1. Perform secretarial, clerical and limited administrative duties in support of assigned division or department staff; recommend improvements in workflow, procedures and use of equipment and forms.
2. Provide responsible staff assistance and support to assigned supervisor.

- ~~3. As assigned, serve as a receptionist; operate a switchboard and screen all incoming telephone calls; transfer and direct calls to appropriate staff; take messages as necessary.~~
- ~~4. Receive and record payments for fees and services including but not limited to parking citations, bus passes, copies, and business registrations and renewals; prepare bus registration deposits; issue receipts; may maintain petty cash drawer; sell stamps; balance and reconcile cash received.~~
- ~~5. Type and proofread a wide variety of reports, letters, memoranda and statistical charts; type from rough draft or verbal instruction.~~
- ~~6. Maintain records or databases including but not limited to the City's business registration and registration renewal list and list of Home Occupation Permits.~~
- ~~7. Maintain a calendar of activities, meetings and various events for department staff; coordinate activities with other City divisions or departments, the public and outside agencies; make travel and training arrangements as required.~~
- ~~8. Provide customer service to the public on the phone and in person; greet visitors at the counter; refer visitors to appropriate person or department; respond to inquiries and complaints; provide information within prescribed policies and procedures.~~
- ~~9. Coordinate Citywide purchasing of office supplies; place orders with vendors; receive shipments and verify accuracy of packing slips and invoices; maintain purchase order disbursements.~~
- ~~10. Accept payment and maintain record of parking citations; issue reminder notices and provide forms to contest; schedule hearings as necessary.~~
- ~~11. Provide information and forms to the public; apply City policies and procedures in reviewing applications, forms, records and reports for completeness.~~

Marginal Functions:

- ~~1. Receive, sort and distribute incoming and outgoing mail; arrange for delivery of outgoing packages.~~
- ~~2. Assist in a variety of department operations; perform special projects and assignments as requested.~~
- ~~3. Operate an automobile for the purposes of purchasing supplies, making deliveries, attending offsite training, or similar purposes.~~
- ~~4. Serve as emergency response worker as necessary.~~
- ~~5. Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Secretary I
Secretary II

Knowledge of:

~~Operations, services and activities of assigned division or department.~~
~~Cash handling techniques.~~
~~Principles and practices of customer service.~~
~~Modern office procedures, methods and equipment.~~
~~Basic letter writing and basic report preparation techniques.~~
~~Principles and procedures of record keeping.~~
~~Principles and procedures of filing.~~
~~English usage, spelling, grammar and punctuation.~~
~~Basic mathematical principles.~~
~~Switchboard operating techniques.~~

Ability to:

~~Perform a variety of secretarial and clerical support services.~~
~~Interpret and explain policies and procedures.~~
~~Prepare correspondence and memoranda from rough draft.~~
~~Respond appropriately to citizen inquiries and complaints.~~
~~Work independently in the absence of supervision.~~
~~Operate and use modern office equipment including 10-key adding machine, fax machine or fax/modem, personal computer or terminal, printers and copiers.~~
~~Type and/or enter data on a computer at a speed necessary for successful job performance.~~
~~Work cooperatively with other departments, City officials and outside agencies.~~
~~Communicate clearly and concisely, both orally and in writing.~~
~~Establish and maintain effective working relationships with those contacted in the course of work.~~
~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities.~~
~~Maintain mental capacity, which allows for effective interaction and communication with others.~~
~~Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.~~

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Secretary I

Experience:

~~Two years of increasingly responsible clerical or secretarial experience.~~

Training:

~~Equivalent to the completion of the twelfth grade; specialized secretarial training is desirable.~~

License or Certificate

~~Possession of or ability to obtain and maintain an appropriate, valid California driver's license.~~

Secretary II

Experience:

~~Two years of increasingly responsible secretarial experience.~~

Training:

~~Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training.~~

License or Certificate

~~Possession of or ability to obtain, an appropriate, valid California driver's license.~~

WORKING CONDITIONS

Secretary I

Secretary II

Environmental Conditions:

~~Office environment; exposure to computer screens.~~

Physical Conditions:

~~Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting, carrying, pushing and pulling; kneeling, bending, stooping or reaching; handling; use of fingers; talking; hearing; near acuity.~~

SENIOR PLANNER

~~Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.~~

DEFINITION

~~To perform a wide variety of complex current and advance planning activities; to supervise, assign and review the work of staff responsible for performing the City planning function including current or comprehensive planning projects and special studies; and to provide complex and responsible staff assistance to the Community Development Director or Planning Director. This position is overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.~~

DISTINGUISHING CHARACTERISTICS

~~This is the advanced journey level class in the professional planner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including general plan updates, environmental planning, and responsibility for compliance with the most complex Federal, State, and local regulations. Employees at this level may supervise lower level staff and are required to be fully experienced in all procedures related to assigned area of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the Community Development Director, Planning Director, and/or division manager.~~

~~May exercise direct and primary supervision over professional, technical, and clerical staff, administer contracts and monitor performance.~~

~~**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*~~

Essential Functions:

- ~~1. Plan, prioritize, prepare or assign, supervise and review the work of staff responsible for the City planning function including current and comprehensive planning projects and special studies; provide technical assistance to professional and technical planning and code compliance staff and consultants.~~
- ~~2. Provide responsible staff assistance and support to the Community Development Director or Planning Director.~~

- ~~3. Recommend and assist in the development and implementation of department goals and objectives; implement approved policies and procedures.~~
- ~~4. Establish schedules and methods for providing planning services; identify resource needs; review needs with appropriate management staff; use resources accordingly.~~
- ~~5. Participate in the selection of planning staff; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies.~~
- ~~6. Participate in the preparation and administration of the planning budget; submit budget recommendations; monitor expenditures; prepare time accounting and cost recovery information.~~
- ~~7. Review, coordinate, and process General Plan amendment and related entitlement applications including zone changes, subdivision maps, planned development permits, and conditional use permits.~~
- ~~8. Update or coordinate consultant preparation of updates to General Plan elements and prepare yearly General Plan status report; prepare written staff reports and verbal presentations; to City Council, Planning Commission, City Council and ad hoc committees, other agency staff and representatives.~~
- ~~9. Interpret and enforce the City's General Plan, zoning ordinances, related local and state regulations.~~
- ~~10. Confer with developers, engineers, architects, landscape architects, environmental and planning consultants, other agency staff, elected officials, the general public regarding City development policies, standards, and the processing of development project and entitlement applications.~~
- ~~11. Review and provide comments on other agency projects and environmental documents.~~
- ~~12. Assist with the administration of affordable housing projects and provision of the affordable housing component of residential projects; may prepare reports, documents, and grant applications required to obtain federal funding for affordable housing.~~
- ~~13. Perform complex architectural, site, landscape and other development plan examining activities; coordinate and direct staff in making recommendations on plan components.~~

Marginal Functions:

- ~~1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of current or comprehensive planning.~~
- ~~2. Serve as emergency response worker as necessary.~~

3. ~~Perform related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

~~Operations, services and activities of a current and comprehensive planning program.
Principles of supervision, training and performance evaluation.
Advanced principles and practices of urban planning and development.
Advanced site planning and architectural design techniques and methods.
Planning theory and social policies.
Methods and techniques of research and analysis related to urban development and environmental impact assessment.
Applicable environmental laws and regulations.
Computer functions and related software.
Technical report writing.
Modern office procedures, methods, and computer equipment.
Principles and practices of contract administration.
Current literature, information sources and research techniques in the field of urban planning.
Pertinent Federal, State, and local laws, codes and regulations.~~

Ability to:

~~Analyze proposed projects for consistency with General Plan and compliance with City codes and policies.
Analyze site and building design for compliance with code requirements.
Analyze appropriate land use including terrain constraints, circulation, compatibility with adjacent land use, adequacy of services, and potential fiscal impacts.
Effectively manage contracts and evaluate the work of contractors.
Supervise, organize, and review the work of lower level staff.
Manage multiple projects and comply with processing time limits.
Interpret and explain City policies and procedures.
Independently perform complex research, analysis and report writing.
Interpret, explain, and enforce local, state, and federal laws and regulations.
Interpret planning and zoning programs for the general public.
Analyze and compile technical and statistical information and prepare reports.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

~~Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.~~

Experience and Training Guidelines

~~Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:~~

Experience:

~~Four years of increasingly responsible complex urban planning experience in either current or comprehensive planning including one year of lead worker supervisory responsibility.~~

Training:

~~Equivalent to a Bachelors degree from an accredited college or university with major course work in planning, geography, public administration, business management or a closely related field.~~

License or Certificate

~~Possession of or ability to obtain and maintain an appropriate, valid California driver's license.~~

WORKING CONDITIONS

Environmental Conditions:

~~Office and field environment; exposure to computer screens; exposure to outside atmospheric conditions.~~

Physical Conditions:

~~Essential functions may require maintaining physical condition necessary for sitting for prolonged periods of time, standing or walking; travel to various locations; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.~~

VECTOR/ANIMAL CONTROL TECHNICIAN I
VECTOR/ANIMAL CONTROL TECHNICIAN II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction of the Vector/Animal Control Specialist or other designated supervisor, performs a variety of: 1) vector control inspections and operations for mosquitoes, flies and other vectors; 2) animal control duties including enforcement of local laws, regulations, and ordinances pertaining to animal control, as well as impound, quarantine, and investigation of animals and disposal of deceased animals; 3) field inspections regarding the City's business registration requirements; and 4) performs related work and support services as directed. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission. This position is not overtime exempt.

DISTINGUISHING CHARACTERISTICS

The Vector/Animal Control Technician I is distinguished from the Vector/Animal Control Technician II by not having completed the full vector and animal control certifications described in the License or Certificate section of this job description.

The Vector/Animal Control Technician II is the full journey level class within the series, and employees within this class are distinguished by having obtained the full level of certification to perform all essential functions and require less supervision.

SUPERVISION RECEIVED AND EXERCISED

Vector/Animal Control Technician I and II

Receives general supervision from supervisory, or higher level staff.

May exercise lead worker supervision over lower-level staff including temporary staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Vector/Animal Control Technician I and II

General Essential Functions:

1. Provide responsible assistance and support to the Vector/Animal Control Specialist or other designated supervisor.
2. Maintain detailed records and reports on inspection activities; input and retrieve inspection data utilizing a computer.

3. Interpret, apply, and enforce the City Municipal Code; issue infraction and misdemeanor citations and testify in administrative hearings or in court as necessary.
4. Respond to public inquires in an appropriate and timely manner; resolve inspection issues and concerns between outside parties and inspection staff; review and confirm issues; and make recommendations to resolve concerns.
5. Attend and participate in professional group meetings, stay abreast of new trends and innovations in relevant field.
6. Communicate with associations, public and governmental agencies as directed.
7. Develop and maintain data and files on all sources, operations, activities, and provide written analysis and recommendations from that data upon request.
8. Maintain safe work practices and procedures.

Vector Control Essential Functions:

1. Implement domestic fly and mosquito control programs and perform entomological lab work.
2. Survey and inspect assigned areas to determine vector breeding sources, stages of growth, types of vectors present and other factors important in applying control measures.
3. Prepare operational reports and advise property owners on corrective measures.
4. Perform the application of pesticide materials and insure that applications of such materials are performed under optimum conditions in order to prevent unintentional damage to life or property.
5. Operate control equipment, motor vehicles, and similar equipment used.
6. Prepare and revise operational maps and maintain source files.
7. Contact property owners and assist in prevention, reduction, and elimination of vector producing sources.
8. Perform routine maintenance on equipment; assist in fabrications of specialized equipment.
9. Under direction of supervisor, monitor or assist in specific vector control operations, ongoing routine control operations, and special or emergency control operations; including sources of special concerns such as salt and fresh water marshes, flood control channels and large service contract operations.

10. Participate in disease surveillance and pest identification; stay abreast of new trends and innovations in vector control.
11. Maintain data and files on all vector sources, operations, and activities and provide written analysis and recommendations from that data upon request.

Animal Control Essential Functions:

1. Patrol assigned area in designated animal control vehicle to search for stray, sick, injured, or dead animals and provide services as needed; respond to calls from the public, law enforcement agencies, or other Animal Control Officers concerning injured, stray, sick, or dangerous animals and violations of animal regulatory ordinances; enforce State and local laws, regulations, and ordinances, such as leash laws, licensing, vaccinations, spaying, neutering, quarantining, dangerous dog, animal noise, and barking dog ordinances; pick up and transport animals to the shelter for impounding, disposal, or rabies investigation, or to the veterinarian as appropriate.
2. Prepare reports, complete records and various forms such as daily activity sheets, receipts for fees received, citations, quarantine and investigative reports.
3. Collect license, redemption, and fees for other services rendered to the public.
4. Provide information to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions; participate in public school and community group presentations.
5. Conduct special investigations in response to public complaints of violations of animal regulatory ordinances; appear at hearings and in court to testify and present evidence regarding violations of animal regulatory ordinances.

Business Registration Compliance Essential Functions:

1. Conduct assigned patrol duties to encourage compliance with the City Municipal Code business registration requirements.
2. Provide and explain City Municipal Code requirements for business registration and other City Code requirements to contractors, business owners, vendors, and other entities.
3. Collect information on contacts with potential non-compliant contractors, business owners, vendors, and other entities, and provide this information to staff assigned to investigate and enforce code compliance.

Marginal Functions:

1. Serve as emergency response worker as necessary.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Vector/Animal Control Technician I and II

Knowledge of:

Pertinent Federal, State, and local laws, codes and regulations.
Equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.
Vectors, life habits, and characteristics.
Proper care and handling of animals.
Physical and behavioral characteristics of animals, including breed identification.
Symptoms of rabies and other common animal diseases.
Principles of supervision and training.

Ability to:

Ability to identify the various types of vectors found in the area.
Ability to locate vector infested areas, and treat such areas with insecticides and/or rodenticides in a safe and efficient manner.
Ability to operate and maintain various types of control equipment.
Ability to work independently and maintain good cooperative relationships with property owners, other agencies and the public.
Learn to operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.
Perform heavy manual labor.
Handle sick, injured, dangerous, or dead animals and decomposing animal carcasses in a safe and humane manner.
Learn and recognize symptoms of rabies and other common animal diseases.
Make arithmetical calculations involving addition, subtraction, multiplication, and division.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Vector/Animal Control Technician I

Experience:

Vector Control

Two years of experience in vector control or pest control.

Animal Control

One year of experience providing information to the public, preferably in the handling, care, and control of animals; or

Equivalent combination of training, education, and experience that would provide the required knowledge and abilities.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in pesticide application, vector control, animal control, or related course work.

License or Certificate

Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

For vector control: must have current certification issued by the State of California Department of Public Health Services entitled Vector Control Technician Section A, or equivalent pesticide applicator certification, which must be maintained throughout employment.

For animal control: completion of California Penal Code Section 832 certification training and National Animal Control Association Level 1 Academy training or equivalent is desirable.

Within twelve (12) months of employment, the employee shall obtain and thereafter continuously maintain the following licenses or certificates: State of California Department of Public Health Services Vector Control Technician Certification Sections B and C; California Penal Code Section 832 Certification; and National Animal Control Association Level I Academy training or equivalent.

Within eighteen (18) months of employment, the employee shall obtain and thereafter continuously maintain the following licenses or certificates: State of California Department of Public Health Services Vector Control Technician Certification Section D; and, National Animal Control Association Level II Academy training or equivalent.

Vector/Animal Control Technician II

Experience:

Vector Control

Three years of increasingly responsible experience providing vector control services for a public agency.

Animal Control

Three years of increasingly responsible experience providing animal control services for a public agency.

Training:

Equivalent to the completion of the twelfth grade, supplemented by specialized training in pesticide application, vector control, animal control, or related course work.

License or Certificate

Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

For vector control must have and thereafter continuously maintain the following licenses or certificates: State of California Department of Public Health Services Vector Control Technician Certification Sections A, B, C, and D.

For animal control must have and thereafter continuously maintain the following licenses or certificates: California Penal Code Section 832 Certification and National Animal Control Association Level I and Level II Academy training or equivalent.

WORKING CONDITIONS

Vector/Animal Control Technician I and II

Environmental Conditions:

Field and office environment; exposure to outside atmospheric conditions and inclement weather conditions; may be exposed to pesticides, communicable diseases, and other health hazards, including rabies; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; operating

motorized vehicles; light to heavy lifting up to 100 lbs., carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception. Must be able to conduct field operations, including carry spray equipment from 2 lbs. to 50 lbs., inspect vector breeding sources and apply control measures by climbing or hiking into areas to locate breeding areas and survey programs or facilitate control procedures along flowing creeks, wetlands, flood control channels and similar areas of rough terrain.

The position requires the occasional operation of a computer keyboard, mobility of arms to reach and dexterity of hands to grasp and manipulate small objects and the ability and range of flexibility to reach over their heads, reach below their knees, and to bend over or squat down. Must be able to move quickly in fieldwork areas known to be infested with venomous snakes or other potentially dangerous vectors or animals, poisonous plants and animals. The position requires adequate vision (which may be corrected) to read, write, and safely operate in the conditions listed above.