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various clerical positions for the purpose of creating more modern job descriptions and position titles; revising outdated office equipment references in all job descriptions; deleting or revising Redevelopment Agency references; revising language in Community Development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 ~~3~~4. 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 ~~4~~5. 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

ACCOUNT CLERK I
ACCOUNT 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 perform a variety of accounting clerical duties involving financial record keeping in support of the accounts payable, accounts receivable, payroll and specialized accounting and financial functions. These positions are not overtime exempt.

DISTINGUISHING CHARACTERISTICS

Account Clerk I--This is the entry-level class in the Account Clerk series. This class is distinguished from the Account Clerk II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited work experience.

Account Clerk II--This is the full journey level class within the Account Clerk series. Employees within this class are distinguished from the Account 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, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED AND EXERCISED

Account Clerk I

Receives immediate supervision from the Senior Account Technician or division manager.

Account Clerk II

Receives general supervision from the Senior Account Technician or division manager.

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

Essential Functions:

1. Process invoices to be paid; research and code; input invoice data into computer.

2. Provide responsible staff assistance and support to the Accounting Technicians or division manager.

3. Run reports for payment; check for accuracy; make corrections.

4. Process miscellaneous accounts receivable, including recording payments received; maintain aging report of receivables; and coordinate work with outside collection agency(ies).

5. Assist in the processing and collection of skipped accounts, reminder and termination notices, 48-hour notices, and terminated and past due accounts.

6. Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments.

7. Process manual warrants for approval; type and input manual checks; maintain spreadsheets.

8. Calculate City medical, dental, vision and disability premiums.

9. Prepare receipts and bank deposits; prepare a daily deposit of revenue.

10. Process payroll time sheets; input payroll data into computer; submit payroll for approval; maintain payroll records and reports.

11. Check and tabulate statistical and financial data; sort and alphabetize financial documents.

12. Perform a variety of general clerical duties including typing, maintaining files and records, maintaining and ordering supplies and processing mail.

13. Assist in preparation of the Comprehensive Annual Financial Report, Annual Budget, and other financial reports to departments, management and other agencies.

14. Input and retrieve a variety of financial data and information using a computer.

15. Perform computer maintenance; ensure software is operational, and operate the system daily.

16. May assist with the processing and collection of applications and fee payments for business registration, including reminder notices.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform a variety of general office support duties including answering the telephone, typing and maintaining files and records.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Account Clerk I

Knowledge of:

Basic accounting principles as applied to accounts payable, accounts receivable and payroll.
Basic mathematical and statistical principles.
Modern office procedures, methods and equipment.
Spreadsheet, word processing and financial management software.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Learn fundamentals of financial record keeping.
Learn accounting and spreadsheets software.
Learn to accurately tabulate, record, reconcile, and balance assigned transactions.
Learn to maintain a variety of financial records and files.
Operate and use modern office equipment including 10-key adding machine, ~~fax machine, personal~~ computer, printers, copiers, and mail machine.
Enter data into a computer at a speed necessary for successful job performance.
Perform varied clerical work.
Perform procedures in an organized and accurate manner.
Understand and carry out oral and written instructions.
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 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:

One year of general accounting, financial record keeping, banking or clerical experience.

Training:

Equivalent to completion of the twelfth grade.

License or Certificate

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

Account Clerk II

In addition to those qualifications for Account Clerk I:

Knowledge of:

Fundamental principles and procedures of financial record keeping.
Accounting and spreadsheet software.

Ability to:

Accurately tabulate, record, reconcile, and balance assigned transactions.
Maintain a variety of financial records and files.

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 general clerical experience, including two years of financial record keeping responsibility.

Training:

Equivalent to 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 for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

ACCOUNT TECHNICIAN I
ACCOUNT TECHNICIAN II
SENIOR ACCOUNT TECHNICIAN

*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 technical accounting and fiscal duties in support of the Budget and Finance Manager or Finance/Accounting Manager; to oversee accounts payable, accounts receivable and payroll functions; to reconcile major accounts and bank statements from the City's accounts; and to participate in the development of a variety of financial reports. These positions are not overtime exempt.

DISTINGUISHING CHARACTERISTICS

Account Technician I--This is the entry-level class in the account technician series. This class is distinguished from the Account Technician II by the performance of the more routine tasks and duties assigned to positions within the series. Employees may have previous accounting experience but may have no supervisory experience.

Account Technician II--This is the intermediate journey level class within the account technician series. Employees within this class are distinguished from the Account Technician I by the performance of the full range of duties as assigned, but not including lead worker supervision over technical and clerical staff. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Account Technician I level, or when filled from the outside, applicants must have prior experience. Employees at this level have previous accounting experience, but may have no supervisory experience.

Senior Account Technician--This is the full journey level class within the account technician series. Employees within this class are distinguished from the Account Technician II by the performance of lead worker supervisor responsibilities. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the II level, or when filled from the outside, applicants must have prior accounting and supervisory experience.

SUPERVISION RECEIVED AND EXERCISED

Account Technician I

Receives general supervision from Budget and Finance Manager, Finance/Accounting Manager, and/or Senior Account Technician.

Account Technician II

Receives direction from Budget and Finance Manager, Finance/Accounting Manager, or Senior Account Technician. May exercise lead worker supervision over technical and clerical staff.

Senior Account Technician

Receives direction from Budget and Finance Manager or Finance/Accounting Manager. Exercises 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. Perform technical accounting and fiscal duties including balancing and reconciling major accounts and bank statements for the City's bank accounts; balance and reconcile cash for various division accounts.

2. Provide responsible staff assistance and support to the Budget and Finance Manager or Finance/Accounting Manager.

3. Review calculation of medical, dental, vision, and disability insurance premiums.

4. Coordinate and review the preparation of accounts payable and warrant processing.

5. Review the preparation of payroll for accuracy; review accounts receivable input; review the input and balance of specialized accounts and daily deposit of revenue.

6. Prepare financial statements, schedules, and related statistical and financial reports; cash receipts, run reports, prepare forms and spreadsheets, and categorize revenue.

7. Monitor cash balances in various accounts; review cash deposits to maintain appropriate balances; balance and reconcile various accounts.

8. Assist with various City audits including the annual audit and single audit.

9. Maintain a variety of ledgers, registers and journals; audit account claims and monitor corresponding funds.

10. Research background information; analyze accounting information and solve problems; compile and prepare a variety of statistical and financial reports.

11. Utilize computer applications in the performance of assigned duties; monitor and correct computer system errors.

12. Provide technical information and instruction regarding applicable procedures and methods to various City staff.

Senior Account Technician

In addition to the Essential Functions for Account Technician I and II:

13. Analyze and roll forward prior year Capital Improvement Project (CIP) balances into the new fiscal year.

14. Monitor and process property damage and police-related billing activities.

15. Coordinate small claims filing for outstanding accounts receivable balances.

16. Assist with Assessment District accounting administration.

17. Review and process budget adjustments and line item adjustment requests.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Account Technician I

Knowledge of:

Principles and practices of fiscal record keeping and reporting.
Principles and techniques of governmental accounting.
Basic principles and practices of accounting.
Principles and techniques of bookkeeping.
Principles of business letter writing and basic report preparation.
Principles of municipal budget preparation and control.
Principles and procedures related to accounts payable and receivable.
Basic auditing principles.
Spreadsheet, word processing and financial management computer applications.

Modern office procedures, methods and equipment.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Understand, interpret and communicate the City procedures, rules and regulations.
Implement applicable procedures.
Maintain a variety of financial records and files.
Perform varied technical accounting clerical work.
Accurately tabulate, record, and balance assigned transactions.
Perform routine clerical work.
Operate and use modern office equipment including 10-key adding machine~~, typewriter, fax machine or fax/modem, personal~~ computer~~ or terminal~~, printers and copiers.
Enter data into a computer at a speed necessary for successful job performance.
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 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:

Two years of increasingly responsible clerical and technical accounting experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in accounting or business practices.

License or Certificate

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

Account Technician II
Senior Account Technician

In addition to the qualifications for Account Technician I:

Knowledge of:

Advanced principles of mathematics and statistics.
Principles of supervision, training and performance evaluation.

Ability to:

Lead and review the work of support staff.

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:

Account Technician II

Experience:

Three years of increasingly responsible clerical and technical accounting experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in accounting or business practices.

License or Certificate

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

Senior Account Technician

Experience:

Four years of increasingly responsible clerical and technical accounting experience, including one year of lead worker supervisory responsibility.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in accounting or business practices.

License or Certificate

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

WORKING CONDITIONS

Account Technician I
Account Technician II
Senior Account Technician

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.

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.

ACTIVE ADULT CENTER COORDINATOR

*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 supervise, assign, review and participate in the work of staff responsible for providing services for active adults/senior citizens; to provide on-site supervision and coordination, scheduling, implementation, and promotion of the Moorpark Active Adult Center; and to perform a variety of technical tasks relative to assigned area of responsibility. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the division manager or Parks and Recreation Director.

Exercises direct and primary supervision over clerical staff and volunteers, 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 and prioritize activities related to providing active adult/senior citizen services and programs including educational and recreational programs or activities, information and referrals regarding housing, transportation, and programs, special events and other related services.

2. Provide essential staff assistance and support to the Parks and Recreation Director and assigned supervisor.

3. Participate in the selection of part-time staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; write, review, and evaluate staff training manual; recruit volunteers; conduct quarterly volunteer training and supervise volunteers on a daily basis.

4. Recommend and assist in the implementation of division goals and objectives; establish schedules and methods for providing active adult/senior citizen programs; implement policies and procedures.

5. Participate in the preparation and administration of the Active Adult Center budget; submit budget recommendations; monitor expenditures.

6. Prepare grant reports and program evaluations for Parks and Recreation Director's approval; attend meetings with staff, the Director, Advisory Committee and subcommittee, volunteers and Area Agency on Aging.

7. Promote the Active Adult Center within the community with flyers, schedules of events, pamphlets and brochures, presentations to organizations, press releases, and announcements on government TV.

8. Organize, schedule and implement Active Adult Center activities; propose purchases of supplies and materials; coordinate facility needs with program and activity leaders.

9. Promote Active Adult Center Advisory Committee, plan agendas, represent City at monthly meetings; take minutes of meetings.

10. Seek grants and write grant proposals; network with provider agencies, community groups and media.

11. Write monthly newsletter; edit and prepare for mail.

12. Monitor program compliance with applicable laws, rules and regulations.

13. Maintain awareness of new developments in the field of active adult/senior citizen services; incorporate new developments as appropriate into programs.

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 recreational and educational program for active adult/senior citizens.
Principles of supervision, training and performance evaluation.
Services available to seniors who live in Ventura County.
Basic procedures, methods and techniques of budget preparation and control.
Recent developments, current literature and information related to active adult/senior citizen services and activities.
Application of marketing theories, principles and practices and their application to program promotion.
Modern office procedures, methods and equipment.
Pertinent Federal, State, and local laws, codes and safety regulations.

Ability to:

Supervise, organize, train and evaluate the work of technical and clerical personnel.
Coordinate and direct social service programs suited to active adults/senior citizens.
Recommend and implement goals and objectives for providing active adult/senior citizen services.
Elicit community and organizational support for active adult/senior citizen programs.
Interpret and explain City policies and procedures.
Prepare and administer complex program budgets.
Allocate limited resources in a cost-effective manner.
Operate and use modern office equipment including ~~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.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including 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 experience in educational and recreational programs and activities, including one year of supervisory responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in geriatrics, senior activities, recreation 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:

Recreation Center facility; exposure to computer screens; may involve irregular work hours.

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; reaching; handling; use of fingers; talking; hearing; near acuity.

ACTIVE ADULT CENTER SUPERVISOR

*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 supervise, assign, review and participate in the work of staff responsible for providing services for active adults/senior citizens; to provide on-site supervision and coordination, scheduling, implementation, and promotion of the Moorpark Active Adult Center; to assist with citywide cultural arts and performing arts programs and events; and to perform a variety of technical tasks relative to assigned area of responsibility.
This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a division manager or Parks and Recreation Director.

Exercises direct and primary supervision over professional, technical and clerical staff and volunteers, 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 and prioritize activities related to providing active adult/senior citizen services and programs including educational and recreational programs or activities, information and referrals regarding housing, transportation, and programs, special events and other related services.

2. Provide essential staff assistance and support to the Parks and Recreation Director and assigned supervisor.

3. Participate in the selection of part-time staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; write, review, and evaluate staff training manual; recruit volunteers; conduct quarterly volunteer training and supervise volunteers on a daily basis.

4. Recommend and assist in the implementation of division goals and objectives; establish schedules and methods for providing senior programs; implement policies and procedures.

5. Participate in the preparation and administration of the Active Adult Center budget; submit budget recommendations; monitor expenditures.

6. Prepare grant reports and program evaluations for Parks and Recreation Director's approval; attend meetings with staff, the Director, Advisory Committee and subcommittee, volunteers and Area Agency on Aging.

7. Promote the Active Adult Center within the community with flyers, schedules of events, pamphlets and brochures, presentations to organizations, press releases, and announcements on government TV.

8. Organize, schedule and implement Active Adult Center activities; propose purchases of supplies and materials; coordinate facility needs with program and activity leaders.

9. Serve as staff to Active Adult Center Advisory Committee; plan agendas; represent City at monthly meetings; and take minutes of meetings.

10. Seek grants and write grant proposals; network with provider agencies, community groups and media.

11. Write monthly newsletter.

12. Monitor program compliance with applicable laws, rules and regulations.

13. Maintain awareness of new developments in the field of active adult/senior citizen services; incorporate new developments as appropriate into programs.

14. Assume responsibility for all operations associated with the Senior Nutrition Program, including all compliance and training requirements.

15. Conduct in-home interviews with senior citizens interested in home delivered meals and make determination on eligibility.

16. Serve as the City's liaison with the Area Agency on Aging on all matters including grants.

17. Assist with citywide cultural arts and performing arts programs and events.

18. Serve as the City's liaison to the Ventura County Arts Council and with other regional arts organizations.

19. May assist the Moorpark Arts Commission with Art in Public Places Program and with art grant applications.

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 recreational and educational program for active adult/senior citizens.
Principles of supervision, training and performance evaluation.
Services available to seniors who live in Ventura County.
Basic procedures, methods and techniques of budget preparation and control.
Recent developments, current literature and information related to active adult/senior citizen services and activities.
Application of marketing theories, principles and practices and their application to program promotion.
Principles and practices of budget administration.
Principles and practices of contract administration.
Methods of research, program analysis, and report preparation.
Policies and procedures of the assigned department.
Public relations techniques.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment.
Pertinent Federal, State, and local laws, codes and safety regulations.

Ability to:

Supervise, organize, train and evaluate the work of technical and clerical personnel.
Coordinate and direct social service programs suited to active adults/senior citizens.
Recommend and implement goals and objectives for providing active adult/senior citizen services.
Elicit community and organizational support for active adult/senior citizen programs.
Interpret and apply administrative and departmental policies and procedures.
Perform complex administrative and analytical activities for assigned programs.
Prepare and administer complex program budgets.
Allocate limited resources in a cost-effective manner.
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.
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 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 ~~fax machine or fax/modem, personal~~ compute~~r or terminal~~, printers and copiers.
Enter data on a computer at a speed necessary for successful job performance.

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:

Four years of increasingly responsible experience in educational and recreational programs and activities, at least two years of which shall involve provision of services for active adults/senior citizens, and including two years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, art, public administration, business administration, or a related field, with college level course work in geriatrics and senior activities preferred. One year of the education requirement may be substituted with two years of responsible administrative and analytical work experience.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Recreation Center facility; exposure to computer screens; may involve irregular work hours.

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; 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~~ budget~~s~~.

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 and copiers, scanners and postage machine; 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 information~~prepare minutes.

18. May monitor and update information on the City's website or other social media.

Marginal Functions:

~~1. May serve as receptionist.~~

~~2~~1. Serve as emergency response worker as necessary.

~~3~~2. 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~~1. 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~~.

~~6~~2. 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.

~~7~~3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.

~~8~~4. 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.

~~9~~5. 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.

~~10~~6. 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

~~22~~13. may be appointed to perform the Personnel Officer responsibilities of the City's Personnel Rules for Competitive Service Employees and ~~O~~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.

~~23~~14. 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.

ADMINISTRATIVE SERVICES 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, supervise, and coordinate the administrative services programs and activities within an assigned Department; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Department Head. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Department Head, Deputy City Manager, or Assistant City Manager.

Exercises direct and primary supervision over professional 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. Assume responsibility for assigned administrative services and activities of a department including contract administration, grant management, purchasing, information systems, department or City fixed assets; assist department with budget process; assist with specific risk management and personnel responsibilities.

2. Provide responsible staff assistance and support to the assigned department head.

3. Assume responsibility for specific department programs, projects, and activities including, but not limited to time accounting, tracking deposits, and development monitoring and condition compliance.

4. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

5. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental and City policy, appropriate service and staffing levels.

6. May plan, direct, coordinate, and review the work plan for the assigned division or department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

7. Supervise, train, motivate and evaluate assigned 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 an assigned division or department's budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures within approved limits; implement adjustments.

9. May serve as liaison for the assigned department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.

10. Prepare and present staff reports and other necessary correspondence.

11. Conduct a variety of organizational and operational studies and investigations; recommend modifications to City or department programs, policies, procedures and fees as appropriate.

12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal administration.

13. 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:

Operational characteristics, services and activities of a municipal service delivery program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of contract administration.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Principles and practices of program development and administration.
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.

Ability to:

Manage, direct and coordinate the work of support staff.
Select, supervise, train and evaluate staff.
Oversee and direct the operations, services and activities of one or more comprehensive municipal programs.
Effectively manage contracts and evaluate the work of contractors.
Develop and administer division or department goals, objectives and procedures.
Prepare and administer large and complex budgets.
Prepare and present clear and concise administrative and financial reports to a variety of City officials and the public.
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.
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.
Enter data on a computer at a speed necessary for successful job performance.
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 condition appropriate to 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 public administration, business administration, social services administration, economics, government 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 SPECIALIST

*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 supervision, perform a wide variety of administrative and analytical duties, including research, analysis, program development, report writing, and grant administration; oversee assigned administrative processes, procedures and programs; and provide information and assistance to the public regarding assigned programs and services. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from various management staff.

May exercise lead worker supervision over technical or 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. Assume responsibility for monitoring and administering assigned program areas and assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff, participate in employee selection, prioritize and coordinate work assignments, review work for accuracy.

2. Provide responsible staff assistance and support to assigned management staff and department or program area.

3. Assist in developing and implementing operational, administrative, program, and other policies and procedures.

4. Assist with the analysis and preparation of assigned budget(s); assist in maintaining and monitoring of appropriate budgeting controls; prepare various financial reports as required.

5. Collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

6. Assist in administering contracts; develop requests for proposals; conduct research on specifications.

7. Prepare and monitor grant programs, related proposals, and grant progress reports.

8. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

9. Participate in special projects and studies including research of new programs, services, and software; budget analysis and preparation; prepare and present reports.

10. Assist in preparation of ordinances, resolutions, and other supporting program documents; assist in preparing and monitoring program grants and related proposals; assist in implementing new software.

11. Assist in developing and design departmental, operational and administrative procedures or forms as required.

12. Participate in various committees; attend and participate in professional group meetings.

13. Make oral and written presentations to the City Council, staff, the public and professional groups.

14. Assist with risk management responsibilities, including monitoring contracts and agreements, insurance review, cost recovery for City property damage, insurance, underwriting reporting, and safety inspections.

15. May perform all of the essential functions of the Deputy City Clerk I and II job classification.

16. May serve as a liaison with public and private organizations, community groups and other social organizations; make presentations as required; coordinate work of volunteers.

17. May draft press releases, newspaper articles, public service announcements and newsletters.

Marginal Functions:

1. May assist in preparation of program and employee performance evaluations.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of mathematics and statistics.
Principles of supervision, training and performance evaluation.
Principles and practices of budget administration.
Principles and practices of contract administration.
Methods of research, program analysis, and report preparation.
Policies and procedures of the assigned department.
Public relations techniques.
Principles and procedures of accounting and procurement practices.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment.
Research, analytical techniques and the public policy development theory.
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.
Research and prepare effective grant proposals.
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:

Two years of increasingly responsible administrative and analytical experience preferably within a local government environment.

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. One year of the education requirement may be substituted with three years of responsible administrative and analytical work experience.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment and field environment; travel from site to site; exposure to computer screens.

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 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 ENGINEER

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 Engineer/Public Works Department divisions as assigned by the City Engineer/Public Works Director; to manage capital improvement projects; provide review and oversight of land development projects, subdivision maps, and associated improvement plans; to coordinate assigned activities with other City departments and outside agencies; and to provide responsible administrative support to the City Engineer/Public Works Director. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer/Public Works Director.

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 management responsibility for City Engineer/Public Works Department services and activities as assigned, including contract management for specific engineering services; administration of various City Engineer/Public Works Department Programs; administration of Assessment Districts; and the management of grant applications and state compliance requirements.

2. May serve as Assistant Public Works Director if appointed by City Manager.

3. Provide responsible staff assistance and support to the City Engineer/Public Works Director.

4. Manage and participate in the development and implementation of City Engineer/Public Works Department goals, objectives, policies, and priorities for each assigned service area.

5. Manage City service contracts, including contract coordination and review of services and processing of invoices; manage service contracts for street sweeping, signal maintenance, and pavement striping; assist with management of contract development and traffic engineering services, may assist with bus and paratransit service contracts.

6. Administer and oversee a variety of projects and programs as assigned, which may include: administer the Capital Improvement Program for major and minor street projects, administer Traffic Regulatory Program, provide oversight of Graffiti Abatement Program, provide management oversight of the Fleet Maintenance Program, provide management oversight of the Crossing Guard Program, may provide management oversight of the City's transit service.

7. Recommend, within Departmental and City policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

8. Plan, direct and coordinate, through subordinate level staff, the City Engineer/Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

9. Assess and monitor works load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

10. Select, train, motivate and evaluate City Engineer/Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

11. Oversee and participate in the development and administration of the City Engineer/Public Works Department budget; assist with the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and recommend budgetary adjustments as appropriate and necessary; review and approve departmental expenditures as authorized by Director; supervise procurement of major equipment including Request for Qualifications or Proposals (RFQ or RFP), bids, staff reports, and purchase orders.

12. Explain and interpret City Engineer/Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

13. Represent the City Engineer/Public Works Department to other City departments, elected officials and outside agencies; coordinate City Engineer/Public Works Department activities with those of other departments and outside agencies and organizations; interact with utilities on various issues; serve as City liaison to Caltrans and work with Caltrans to resolve a variety of problems and issues as assigned by City Engineer/Public Works Director.

14. Provide staff assistance to City Manager and City Council; may provide support to City Council standing committee(s) and other committees; may serve as City liaison to the County-wide Transportation Technical Advisory Committee and similar committees; prepare and present staff reports and other necessary correspondence.

15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works, including service delivery and privatization efforts.

16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

17. Assist and review recommendation of traffic engineering matters and regional transportation/circulation matters.

18. Perform professional engineering work and sign off on documents and reports and perform other duties requiring certification as a Professional Engineer in the State of California.

19. Provide review and oversight of land development projects, subdivision maps, and associated improvement plans; meet with potential developers to review engineering requirements for development projects; review proposed development project preliminary designs and prepare design/mitigation conditions of approval.

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

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, and design and construction
Methods and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Assessment District management.
Principles and practices of contract administration.
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
Grant application procedures and grant administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of subordinate level staff
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal public works department.
Develop and administer departmental goals, objectives, and procedures.
Effectively manage contracts and evaluate the work of contractors.
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.
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.
Enter data on a computer at a speed necessary for successful job performance.
Research, analyze, and evaluate new service delivery methods and techniques.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
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 City Engineering and/or Public Works programs, 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 civil engineering, public administration, business administration or a related field.

License or Certificate

A valid certificate of registration as a Professional Engineer issued by the State of California.

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.

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.

~~3~~4. 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.

~~4~~6. 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.

~~5~~7. Assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

~~6~~8. Select, train, motivate and evaluate assigned personnel; provide or coordinate City staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

~~7~~9. 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.

~~8~~10. 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.

~~9~~11. Explain and interpret City Manager~~'s Office and Finance~~ and ~~D~~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.

1~~0~~2. Represent the City Manager's Office and ~~Finance~~any assigned ~~D~~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.

1~~1~~3. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

1~~2~~4. 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.

1~~3~~6. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government administration and privatization.

1~~4~~7. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

1~~5~~8. ~~Serve as City Manager in the City Manager's absence.~~Oversee planning and implementation of special projects and assigned capital improvement projects.

1~~6~~9. May oversee the City computer and telephone systems and website~~ and data processing~~; respond to communication technology issues.

~~17~~20. May oversee risk management, insurance and loss control and serve as the City's Risk Manager.

~~18~~21. 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.

~~19~~22. 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 ENGINEER

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 under direct or general supervision various professional field and office engineering work related to the planning, design, construction and maintenance of City capital improvement projects, City infrastructure, and daily department operations; confer with developers, contractors and representatives of other agencies regarding facility and infrastructure development; to administer professional services and construction contracts; provide professional assistance to the City Engineer/Public Works Director and Assistant City Engineer and others in areas of expertise; prepare plans and specifications; perform a variety of studies and prepare and present staff reports; and perform related work as required. This position is overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is an entry-level class in the professional engineer series. Initially, under direct supervision, incumbents perform the more routine professional engineering tasks and duties assigned to positions within the series. With experience, this class performs more diversified and difficult engineering functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer/Public Works Director and Assistant City Engineer.

May exercise lead worker supervision over technical and clerical staff, administer contracts and monitor performance.

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

Essential Functions:

1. Provide responsible staff assistance and support to the City Engineer/Public Works Director and Assistant City Engineer.

2. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.

3. Review plans and calculations of consulting engineers and private contractors for conformance with regulations, specifications, and/or conditions of approval.

4. Assist in the management, coordination, inspection, and progress of assigned projects, including capital projects, and ensure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders, prepare progress reports on projects under construction, and maintain project files.

5. Administer National Pollutant Discharge Elimination System (NPDES) programs; assist/conduct plan check review of plans for private and public projects affecting City streets, sewers, drains, and related public works facilities, for compliance with NPDES related requirements; make technical decisions and recommendations regarding appropriate application of “Best Management Practices”.

6. Manage City service contracts, including contract development, coordination, and review of services and processing of invoices.

7. Meet with property owners, engineers, contractors, architects, and the general public concerning interpretation and application of City and Department policies and procedures.

8. Respond verbally and in writing to citizen inquiries and complaints; investigate field problems, including but not limited to grading, encroachment permits, right-of-way, property line information, utility information, slope stability, stormwater and groundwater issues, improvement plan check and payment processes.

9. Administer and oversee a variety of projects and programs as assigned, which may include: the Capital Improvement Program, Traffic Regulatory Program, Graffiti Abatement Program, Fleet Maintenance Program, Crossing Guard Program, and City Transit Program.

10. Participate in the development of the City Engineer/Public Works Department budget; assist with the forecast of funds needed for staffing, equipment, materials, and supplies, and recommend budgetary adjustments as appropriate and necessary; assist with procurement of equipment and capital project budget monitoring; and assist with engineering fee analysis.

11. Provide review and oversight of land development projects, subdivision maps, and associated improvement plans; meet with potential developers to review engineering requirements for development projects; prepare design/mitigation conditions of approval; review sureties and agreements for grading and improvements; inspect during and post construction for compliance with conditions of approval.

12. Prepare or review maps, easement language, legal descriptions, and deeds.

13. Assist with issuance of grading and encroachment permits.

14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.

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

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, design and construction, and maintenance
Methods, materials, and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Basic principles of capital improvement cost estimation, project management, and contract administration
Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Basic principles of capital improvement cost estimation
Assessment District management.
Principles and practices of contract administration.
Technical report writing
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
Grant application procedures and grant administration.
Principles of supervision, training and performance evaluation.
Principles of advanced mathematics and their application to engineering work
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
Assist in developing and administering contracts for professional services and construction.
Prepare maps and engineering drawings, design computations, plans, and studies.
Perform basic plan checking activities.
Interpret, apply and explain complex laws, codes, regulations and policies.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
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.

Enter data on a computer at a speed necessary for successful job performance.
Research, analyze, and evaluate new service delivery methods and techniques.
Maintain accurate records and files.
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:

Two years of professional engineering experience, preferably in a public agency.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related engineering field. Two years of the education requirement may be substituted with four years of professional engineering work experience, with no less than two of those years being municipal engineering experience.

License or Certificate

Engineer in Training (EIT) certificate is desirable.

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. Specific vision abilities required by the job include close vision, color vision and the ability to adjust focus.

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 al 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 CIVIL ENGINEER

*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 under general supervision various professional field and office engineering work related to the planning, design, construction and maintenance of City capital improvement projects, City infrastructure, and daily department operations; confer with developers, contractors and representatives of other agencies regarding facility and infrastructure development; to administer professional services and construction contracts; provide professional assistance to the City Engineer/Public Works Director and Assistant City Engineer and others in areas of expertise; prepare plans and specifications; perform a variety of studies and prepare and present staff reports; and perform related work as required. This position is overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class in the professional engineer series. The Associate Civil Engineer is distinguished from the Assistant Engineer by the performance of more diversified and difficult engineering functions and independent project management responsibilities. Positions at the Associate level receive only occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Engineer/Public Works Director and Assistant City Engineer.

May exercise lead worker supervision over technical and clerical staff, administer contracts, and monitor performance.

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

Essential Functions:

1. Provide responsible staff assistance and support to the City Engineer/Public Works Director and Assistant City Engineer.

2. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.

3. Review plans and calculations of consulting engineers and private contractors for conformance with regulations, specifications, and/or conditions of approval.

4. Assist in the management, coordination, inspection, and progress of assigned projects, including capital projects, and ensure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders, prepare progress reports on projects under construction, and maintain project files.

5. Administer National Pollutant Discharge Elimination System (NPDES) programs; assist/conduct plan check review of plans for private and public projects affecting City streets, sewers, drains, and related public works facilities, for compliance with NPDES related requirements; make technical decisions and recommendations regarding appropriate application of “Best Management Practices”.

6. Manage City service contracts, including contract development, coordination, and review of services and processing of invoices.

7. Meet with property owners, engineers, contractors, architects, and the general public concerning interpretation and application of City and Department policies and procedures.

8. Respond verbally and in writing to citizen inquiries and complaints; investigate field problems, including but not limited to grading, encroachment permits, right-of-way, property line information, utility information, slope stability, stormwater and groundwater issues, improvement plan check and payment processes.

9. Administer and oversee a variety of projects and programs as assigned, which may include: the Capital Improvement Program, Traffic Regulatory Program, Graffiti Abatement Program, Fleet Maintenance Program, Crossing Guard Program, and City Transit Program.

10. Participate in the development of the City Engineer/Public Works Department budget; assist with the forecast of funds needed for staffing, equipment, materials, and supplies, and recommend budgetary adjustments as appropriate and necessary; assist with procurement of equipment and capital project budget monitoring; and assist with engineering fee analysis.

11. Provide review and oversight of land development projects, subdivision maps, and associated improvement plans; meet with potential developers to review engineering requirements for development projects; prepare design/mitigation conditions of approval; review sureties and agreements for grading and improvements; inspect during and post construction for compliance with conditions of approval.

12. Prepare or review maps, easement language, legal descriptions, and deeds.

13. Assist with issuance of grading and encroachment permits.

14. Signs off on documents and reports and performs other duties requiring certification as a Professional Engineer in the State of California.

15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.

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

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, design and construction, and maintenance
Methods, materials, and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Basic principles of capital improvement cost estimation, project management, and contract administration
Operations, services and activities of a comprehensive municipal public works program
Management skills to analyze programs, policies and operational needs
Principles and practices of program development and administration
Principles and practices of municipal budget preparation and administration
Basic principles of capital improvement cost estimation
Assessment District management
Principles and practices of contract administration
Technical report writing
Modern office procedures, methods and equipment
Purchasing procedures and practices
Grant application procedures and grant administration.
Principles of supervision, training and performance evaluation
Principles of advanced mathematics and their application to engineering work
Pertinent Federal, State, and local laws, codes and regulations

Ability to:

Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
Assist in developing and administering contracts for professional services and construction.
Prepare maps and engineering drawings, design computations, plans, and studies.
Perform basic plan checking activities.
Interpret, apply and explain complex laws, codes, regulations and policies.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
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.
Enter data on a computer at a speed necessary for successful job performance.
Research, analyze, and evaluate new service delivery methods and techniques.
Maintain accurate records and files.
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:

Three years of professional engineering experience, including experience in municipal engineering and public works.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related engineering field. Possession of an advanced degree is desirable.

License or Certificate

A valid certificate of registration as a Professional Engineer issued by the State of California.

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. Specific vision abilities required by the job include close vision, color vision and the ability to adjust focus.

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.

BOX OFFICE CASHIER

*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

Perform a variety of clerical and routine duties supporting the operations of the box office; participates in coordinating computerized event ticketing; performs cashiering functions and reconciles daily box office financial records and reports; provides efficient and effective customer service to box office patrons; and performs related duties as assigned. This position is temporary, part-time, and not overtime exempt.

SUPERVISION RECEIVED

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

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

Essential Functions:

1. Provides assistance in the computerized box office ticket system for the City; and participates in ticket sales.

2. Provides assistance to box office patrons, donors and City officials; responds to ticketing questions, inquiries, and complaints.

3. Examines daily receipts for accuracy and completeness; codes and prepares receipts of all funds received; prepares and reconciles daily box office financial records.

4. Monitors performance and provides guidance for performance improvement and development.

5. Monitors and maintains office supplies necessary for daily operation; requests supplied as needed.

6. Maintains box office security system.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic box office operations and procedures for a performing arts facility.
Principles and practices of customer service.
Methods and techniques of cashiering.
Operational characteristics of computerized ticketing systems.

Ability to:

Provide effective and efficient customer service at the box office.
Respond to requests and inquiries from patrons regarding box office operations and related theatre events.
Utilize an automated box office system, computer terminals and standard computer equipment and software.
Perform basic mathematical functions with speed and accuracy.
Prepare routine financial reports of box office operations.
Work varying hours, remain calm in stressful situations, and stand for extended periods of time in a confined area.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Operate a cash drawer.
Respond and perform assigned duties in the event of a City-declared emergency.

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 clerical accounting or cashier experience; experience in a live performing arts facility desirable.

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:

Theatre box office setting; regular interaction with the public, community organizations, and theatre patrons.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, twisting, turning, or walking for prolonged periods of time, medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers, repetitive hand movement, and fine coordination; talking; hearing in the normal audio range with or without correction; seeing in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate box office equipment.

BUDGET AND FINANCE 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 supervise all municipal accounting and budgeting functions; to supervise, assign and review the work of staff responsible for one or more assigned items of finance functions including accounting payables and receivables billing, bond issuance, investments, cash management, payroll, budgeting and tax compliance activities; to produce various financial reports and conduct special financial studies. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director and/or Assistant City Manager. Exercises direct and primary supervision over professional, technical and clerical staff, administers contracts and monitors performance.

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

Essential Functions:

1. Provide technical assistance and training to City staff in matters related to financial accounting and budget administration.

2. Provide responsible staff assistance and support to the Finance Director.

3. Develop and maintain chart of accounts.

4. Oversee and coordinate the annual audit process; ensure the timely delivery of financial documents.

5. Review financial registers, journals, and related documents prepared by others; recommend and implement changes in accounting, financial and auditing systems and procedures; prepare, audit and supervise the distribution of financial reports.

6. Plan, prioritize, assign, supervise and review the work of staff responsible for financial services including accounts payable, receivable, cash management, billing, tax compliance and reporting; supervise and occasionally perform the preparation and posting of journal entries to record revenues, transfers, payments, and correct expenditures.

7. Recommend and assist in the preparation and implementation of division goals and objectives; implement approved policies and procedures.

8. Establish schedules and methods for providing assigned financial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

9. Maintain City contracts; monitor contract payments; ensure contracts are within budget requirements; ensure compliance with contract obligations.

10. Analyze revenue-generating and cost-reducing proposals for capital and operating programs; prepare revenue projections and provide revenue management.

11. Participate in the preparation, development and administration of the City-wide budget; develop estimates of funds needed for staffing and related expenses; approve expenditures and implement appropriate budget adjustments.

12. Participate in the selection of finance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

13. Participate in the preparation and administration of assigned budget; complete line item budget analysis as assigned; submit budget recommendations; monitor expenditures.

14. Monitor legislative developments related to finance and accounting matters; evaluate impact on City operations; assist with long range financial planning and forecasting.

15. Review vendor reports and issue 1099's to appropriate vendors; transmit magnetic media returns of 1099's to the state and federal government; prepare all Federal or State required financial reports including the annual State Controller's Report, Statement of Indebtedness, Arbitrage Report, mandated Cost Reimbursement report and Unclaimed Property Report.

16. Assist other departments in preparation and maintenance of financial records.

17. Conduct and prepare reports on financial and revenue studies as directed.

18. Supervise payroll functions and payment of approved benefits, including W-2 forms.

19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal finance.

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 of supervision, training and performance evaluation.
Principles and practices of mathematics and statistics.
Principles and practices of budgeting.
Methods and techniques of revenue analysis and interpretation.
Principles and practices of contract administration.
Governmental accounting principles and practices.
Financial research and report preparation methods and techniques.
Automated financial management systems.
Modern office procedures, methods and equipment.
Purchasing practices and procedures.
Principles and techniques of managing investments.
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.
Conduct financial research and analysis.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Effectively manage contracts and evaluate the work of contractors.
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.
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.
Evaluate financial data and recommend improvements.
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 municipal finance and accounting experience including two years of supervisory or lead responsibility 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.

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 sifting for prolonged periods of time; light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

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 or 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 ENGINEER/PUBLIC WORKS 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 City Engineer/Public Works Department including management of contracts, field operations, and professional and clerical office staff; to administer contracts for engineering services; to manage capital improvement projects; provide review and oversight of land development projects, subdivision maps, and associated improvement plans; 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 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. Assume full management responsibility for all City Engineer/Public Works Department services and activities including contract management for City services; administration of various City Engineer/Public Works Department Programs; administration of Assessment Districts; and the management of grant applications and state compliance requirements.

2. Provide responsible staff assistance and support to the City Manager.

3. Manage the development and implementation of City Engineer/Public Works Department goals, objectives, policies, and priorities for each assigned service area.

4. Manage City service contracts, including contract coordination and review of services and processing of invoices; manage service contracts for city engineering services, street sweeping, signal maintenance, and pavement striping, and may manage City bus and paratransit contracts.

5. Administer and oversee a variety of projects and programs; administer the Capital Improvement Program for major and minor street projects; administer Traffic Regulatory Program; provide oversight of Graffiti Abatement Program; provide management oversight of the Fleet Maintenance Program; provide management oversight of the Crossing Guard Program; may provide management oversight of the City Transit Program.

6. 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.

7. Plan, direct and coordinate, through subordinate level staff, the City Engineer/Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

8. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

9. Select, train, motivate and evaluate City Engineer/Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

10. Oversee and participate in the development and administration of the City Engineer/Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; review and approve all departmental expenditures; supervise procurement of major equipment including Request for Qualifications or Proposals (RFQ or RFP), bids, staff reports, and purchase orders.

11. Explain and interpret City Engineer/Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

12. Represent the City Engineer/Public Works Department to other City departments, elected officials and outside agencies; coordinate City Engineer/Public Works Department activities with those of other departments and outside agencies and organizations; interact with utilities on various issues; serve as City liaison to Caltrans and work with Caltrans to resolve a variety of problems and issues.

13. Provide staff assistance to City Manager and City Council; provide support to City Council standing committee(s) and other committees; serve as City liaison to the County-wide Transportation Technical Advisory Committee and similar committees; prepare and present staff reports and other necessary correspondence.

14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works, including service delivery and privatization efforts.

15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

16. Assist and review recommendation of traffic engineering matters and regional transportation/circulation matters.

17. Perform professional engineering work, including project design surveying.

18. Provide review and oversight of land development projects, subdivision maps, and associated improvement plans; meet with potential developers to review engineering requirements for development projects; review proposed development project preliminary designs and prepare design/mitigation conditions of approval.

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

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, and design and construction
Methods and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Assessment District management.
Practices of public transit and ADA paratransit programs.
Principles and practices of contract administration.
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
Grant application procedures and grant administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of subordinate level staff
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal public works department.
Develop and administer departmental goals, objectives, and procedures.
Effectively manage contracts and evaluate the work of contractors.
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.
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.
Enter data on a computer at a speed necessary for successful job performance.
Research, analyze, and evaluate new service delivery methods and techniques.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
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 City Engineering and/or Public Works programs, 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 civil engineering, public administration, business administration or a related field.

License or Certificate

A valid certificate of registration as a Professional Engineer issued by the State of California.

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 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.

~~3~~4. Manage the development and implementation of City goals, objectives, policies, and priorities for each service area.

~~4~~5. 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.

~~5~~6. 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.

~~6~~7. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

~~7~~8. 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.

~~8~~9. 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.

~~9~~10. 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 .

1~~0~~1. Represent the City of Moorpark to the public, elected officials and outside agencies; coordinate activities with other departments, outside agencies and organizations.

1~~1~~2. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

1~~2~~3. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of city management.

1~~3~~4. Prepare City Council meeting agendas and respond to inquiries.

1~~4~~5. Provide staff support to boards and commissions and committees.

1~~5~~6. Negotiate on labor issues with the employee union as the City Council's spokesperson.

1~~6~~7. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

1~~7~~8. Serve as emergency response worker as necessary.

1~~8~~9. 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.

CLERICAL AIDE I
CLERICAL AIDE 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 general variety of basic clerical duties in support of an assigned function. This position is temporary, part-time, and not overtime exempt.

DISTINGUISHING CHARACTERISTICS

Clerical Aide I – This is an entry-level class in the Clerical Aide series and is distinguished from the Clerical Aide II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have no prior related work experience.

Clerical Aide II – This is also an entry-level class, with less clerical experience than an Office Assistant I. Employees within this class typically have either more clerical skills training or related work experience than a Clerical Aide I and require less instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Clerical Aide I and II

Receives immediate 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:*

Clerical Aide I and II

Essential Functions:

1. Sorts, files and categorizes reports, correspondence, data and forms.

2. Receives, sorts, copies and distributes mail.

3. Operates a computer and other modern office equipment.

4. Acts as a telephone receptionist.

5. Types file information and scans documents into an electronic imaging records management system.

6. Operates an automobile for purchasing supplies, making deliveries or similar purposes.

7. Provides responsible staff assistance and clerical support to the assigned supervisor.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, software and equipment.
English usage, spelling, grammar and punctuation.
Principles of proper phone etiquette.
Basic mathematical principles.
Standard safety precautions.

Ability to:

Respond to requests and inquiries from the general public.
Perform a wide variety of clerical duties including answering phone calls.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Operate and use a ~~personal~~ computer, scanners, printers and copiers.
Type on a computer at a speed necessary for successful job performance.
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 the knowledge and abilities would be:

Clerical Aide I

Experience:

One year of general clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

Clerical Aide II

Experience:

One year of general clerical experience is desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized clerical 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, standing, or walking for prolonged periods of time; travel to various locations; light to medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.

CLERICAL AIDE/CROSSING GUARD

*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

Clerical Aide: To perform a general variety of basic clerical duties in support of an assigned function. Crossing Guard: To escort school children across the street in a safe manner after verifying visually and audibly that that it is safe to enter the intersection; halt vehicles through the use of a hand-held stop sign held in a raised position above the head, while walking across an intersection; maintain order among children waiting to cross the street at street crossing points; report the license numbers of vehicles violating school crosswalk-related traffic laws to designated supervisor; instill an awareness in school children of safety measures necessary for safe street crossing. This combined Clerical Aide/Crossing Guard class is temporary, part-time, and not overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisor.

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

Clerical Aide Essential Functions:

1. Sorts, files and categorizes reports, correspondence, data and forms.

2. Receives, sorts, copies and distributes mail.

3. Operates a computer and other modern office equipment.

4. Acts as a telephone receptionist.

5. Types file information and scans documents into an electronic imaging records management system.

6. Operates an automobile for purchasing supplies, making deliveries or similar purposes.

7. Provides responsible staff assistance and clerical support to the assigned supervisor.

Crossing Guard Essential Functions:

1. Perform crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.

2. May set up, monitor, and take down traffic warning devices and barricades for traffic control.

3. May perform regular sidewalk inspections and measure and report sidewalk and street maintenance and repair needs.

4. May perform street light inspections to verify proper function.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods, and equipment.
English usage, spelling, grammar and punctuation.
Principles of proper phone etiquette.
Basic mathematical principles.
Equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.
Safety principles and practices including safety rules when crossing streets.
Basic first aid methods and techniques.

Ability to:

Respond to requests and inquiries from the general public.
Perform a wide variety of clerical duties including answering phone calls.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Fluently speak the English language and understand both written and oral English usage.
Operate and use a ~~personal~~ computer, scanners, printers and copiers.
Type on a computer at a speed necessary for successful job performance.
Establish and maintain effective working relationships with those contacted in the course of work, including working effectively with school children.
Remain calm and use good judgment in emergency situations.
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:

One year of general clerical experience and prior experience working with children is desirable.

Training:

Equivalent to completion of twelfth grade supplemented by specialized clerical 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. Field environment; frequent exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work in exposed places; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions include repetitive light lifting of a “Stop” sign in a raised position above the head with either arm; clear vision of 20/40 minimum with no color blindness; hearing sufficient to discern approaching vehicles, children, adults, or other moving objects across a frequency range from 500 hertz (Hz) to 3,000 Hz with or without a hearing aid; frequent stepping up and down from a curb; ability to walk a minimum of 70 feet within 12 seconds; ability to grasp and restrain children from moving into an unsafe area; maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

CODE COMPLIANCE TECHNICIAN I
CODE COMPLIANCE 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

To investigate and enforce the City's municipal, zoning, and building codes; to develop case files and issue citations; and to provide building and safety inspections and code enforcement of City owned property. 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

Code Compliance Technician I--This is the entry-level class in the Code Compliance Technician series. This class is distinguished from the Code Compliance Technician II by the performance of the more routine tasks and duties assigned to positions within the series including the less complex inspection duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Code Compliance Technician II--This is the full journey level class within the Code Compliance Technician series. Employees within this class are distinguished from the Code Compliance Technician I by the performance of the full range of duties as assigned including issuing citations. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the Code Compliance Technician I level, or when filled from the outside, applicants must have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Code Compliance Technician I

Receives immediate supervision from the Community Development Director, Planning Director, division manager, or designated lead worker.

Code Compliance Technician II

Receives general supervision from the Community Development Director, Planning Director, division manager, or designated lead worker.

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

Essential Functions:

1. Interpret, apply and enforce the City's municipal, zoning, and building codes; issue infraction and misdemeanor citations and testify in court as necessary; track the progress of cases involved in the legal system and those assigned to the City Attorney's office.

2. Develop policies and procedures for inclusion in the City's Code Compliance Manual.

3. Conduct patrol and investigation duties in designated areas of the City to observe and follow up on violations.

4. Investigate and follow-up on complaints submitted by citizens or observed by other staff.

5. Meet with citizens and explain City ordinances, policies, and procedures; mediate resolution of violations.

6. Process and issue home occupation, business registration and vendor permits; develop and maintain permit files and correspondence; draft and submit vendor and home occupation permit status reports to department director.

7. Inspect properties and structures for building code, zoning code, health and safety deficiencies; conduct code enforcement investigations; prepare reports on property inspections.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Code Compliance Technician I

Knowledge of:

Procedures, objectives, and performance requirements of various City, State, and Federal rehabilitation programs.
Modern office procedures, methods and equipment.

Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.
Accepted safety standards and methods of building construction for family housing units.

Ability to:

Interpret and apply pertinent Federal, State, and City codes and ordinances relating to building construction and rehabilitation.
Read and interpret building plans, blueprints, and specifications.
Prepare cost estimates and job specifications.
Write clear and concise reports.
Operate and use modern office equipment including fax machine or fax/modem, ~~personal~~ computer ~~or terminal~~, printers and copiers.
Understand and follow oral and written instructions.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
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:

One year of governmental experience working with regulation enforcement or related experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in urban planning or a related field.

License or Certificate

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

Code Compliance Technician II

In addition to the qualifications for Code Compliance Technician I:

Knowledge of:

All pertinent municipal zoning codes and regulations.
Funding sources and the needs of the community.

Ability to:

Work independently in the absence of supervision.

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 municipal experience working with code enforcement or related experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in urban planning 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; travel from site to site; exposure to outside atmospheric conditions, dust and noise; work in high, exposed places; work on uneven surfaces; work around moving mechanical parts of equipment, tools or machinery; exposure to potentially hostile environments.

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 medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

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.

COMMUNITY DEVELOPMENT TECHNICIAN

*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 technical work in the field of land use, planning and zoning; to process permits and conduct research; and to provide information and assistance to the general public, developers, and the business community on planning, zoning and development 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 entry-level class in the planner series. This class is distinguished from the Assistant Planner I by the need for the supervisor to provide a greater level of supervision and training to enable the employee to perform essential and marginal functions.

SUPERVISION RECEIVED AND EXERCISED

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:*

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 the assigned supervisor and other planning staff.

3. Accept applications for development; enter data in 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 environmental review process of proposed development projects.

5. Conduct planning research; prepare reports; prepare and maintain graphics and maps; prepare PowerPoint presentations and GIS exhibits, radius maps, and mailing labels.

6. Collect, record, and summarize statistical and demographic information; establish and maintain a variety of databases; research and draft various ordinances for review.

7. Process minor applications such as, sign permits, zoning clearances, and lot line adjustments.

8. Perform site visits of proposed projects; survey neighborhoods for land uses and other purposes.

9. Research and prepare a variety of documents, briefs and correspondence on planning activities.

10. Conduct code compliance patrol and investigation duties in designated areas of the City to observe and follow up on violations.

11. Inspect properties and structures for zoning and municipal code violations, health and safety deficiencies, and condition compliance review for development projects; prepare reports on code and condition compliance inspections.

12. Investigate and follow-up on code compliance complaints submitted by citizens or observed by other staff.

13. Process and issue home occupation, business registration and vendor permits, and develop and maintain related files and correspondence.

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

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.

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.
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:

Six months of experience working in municipal, county or regional government community development/planning department or similar private sector experience. An internship with a public agency community development/planning department for one semester or for two quarters, where college credit is received, may substitute as qualifying 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 related field. An Associates degree may be substituted for a Bachelors degree when there is directly related planning experience totaling a minimum of four years.

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.

COMMUNITY SERVICES TECHNICIAN

*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 direct supervision, performs a variety of administrative support work within the Parks and Recreation Department, including assisting with research, analysis, program development, report writing, grant administration, publicity and public information pertaining to the Parks and Recreation Department programs. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from various management staff.

May exercise lead worker supervision over 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. Assist in coordinating, monitoring, and administering assigned program areas including but not limited to commercial and residential solid waste and recycling programs; household hazardous waste collection; used oil recycling; public transit, and senior and disabled paratransit; assist in assigned administrative support functions including file maintenance, records storage, and budget; may direct the work activities of assigned technical or clerical personnel or other subordinate staff or administer contract operations.

2. Assist in implementing operational, administrative, program, and other policies and procedures; provide administrative support and research.

3. Provide preliminary analysis for the preparation and administration of assigned budget(s); assist in maintaining and monitoring of appropriate budgeting controls; prepare various financial reports as required.

4. Under supervision, collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

5. Assist in administering maintenance and service contracts, developing requests for proposals, and conducting research on specifications.

6. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

7. Participate in special projects and studies including background research of new programs and services, and feasibility analysis; prepare and present reports.

8. Assist in preparation of and monitoring grant programs, related proposals, and grant progress reports.

9. Participate in various committees; attend and participate in professional group meetings.

10. Make oral and written presentations to the staff, the public and professional groups.

11. Participate in the preparation and revision of brochures and other administrative materials; develop educational displays; may be asked to assist with youth outreach and school presentations.

Marginal Functions:

1. May serve as a liaison with public and private organizations, community groups, and other social organizations; make presentations as required.

2. May draft press releases, newspaper articles, public service announcements, and newsletters.

3. May participate in contract administration with outside consultants and developers.

4. Serve as emergency response worker as necessary.

5. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of integrated waste management, including solid waste source reduction, recycling, and composting.
Practices of public transit and ADA paratransit programs.
Principles of mathematics and statistics.
Principles of business letter writing and basic report preparation.
Methods of research, program analysis, and report preparation.
Public relations techniques.

Spreadsheet, word processing, and financial management computer applications.
Modern office procedures, methods, and equipment.
Principles of supervision, training, and performance evaluation.

Ability to:

Understand, interpret, and communicate the City's procedures, rules and regulations, and implement applicable procedures.
Perform varied technical administrative work.
Perform routine clerical work.
Operate and use modern office equipment including ~~10-key adding machine, fax machine or fax/modem, personal~~ computer~~ or terminal~~, printers and copiers.
Enter data into a computer at a speed necessary for successful job performance.
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 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.
Perform administrative and analytical activities for assigned programs.
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.
Research, analyze, and evaluate programs, policies, and procedures.
Prepare clear and concise reports.
Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
Research and prepare effective grant proposals.
Independently prepare correspondence and memoranda.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in areas of responsibility.

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 administrative and analytical experience. Public agency experience, including work experience in the areas of integrated waste management, recycling, transit or ADA paratransit programs is preferred.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized or college level course work in environmental sciences, public administration, journalism, communications or a related field. Graduation from an accredited college or university with a Bachelors degree from an accredited college or university with an emphasis in environmental sciences, public administration, journalism, communications or a related field is preferred.

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.

CROSSING GUARD

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 escort school children across the street in a safe manner after verifying visually and audibly that that it is safe to enter the intersection; halt vehicles through the use of a hand-held stop sign held in a raised position above the head, while walking across an intersection; maintain order among children waiting to cross the street at street crossing points; report the license numbers of vehicles violating school crosswalk-related traffic laws to designated supervisor; instill an awareness in school children of safety measures necessary for safe street crossing. This position is temporary, part-time, and not overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from supervisory, management or higher-level maintenance 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 crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.

2. May set up, monitor, and take down traffic warning devices and barricades for traffic control.

3. May perform regular sidewalk inspections and measure and report sidewalk and street maintenance and repair needs.

4. May perform street light inspections to verify proper function.

Marginal Functions:

1. Respond to public inquires in a courteous manner.

2. Perform clerical support duties.

3. Serve as emergency response worker as necessary.

4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.
Safety principles and practices including safety rules when crossing streets.
Basic first aid methods and techniques.
Principles of measurement.
Modern office procedures, methods, and equipment.
Word processing computer applications.

Ability to:

Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Fluently speak the English language and understand both written and oral English usage.
Establish and maintain effective working relationships with those contacted in the course of work, including working effectively with school children.
Operate and use modern office equipment including ~~10-key adding machine, fax machine or fax/modem, personal~~ computer ~~or terminal~~, printers and copiers.
Enter data into a computer at a speed necessary for successful job performance.
Remain calm and use good judgment in emergency situations.
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:

Prior experience working with children is desirable.

Training:

Equivalent to 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:

Field environment; frequent exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work in exposed places; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions include repetitive light lifting of a “Stop” sign in a raised position above the head with either arm; clear vision of 20/40 minimum with no color blindness; hearing sufficient to discern approaching vehicles, children, adults, or other moving objects across a frequency range from 500 hertz (Hz) to 3,000 Hz with or without a hearing aid; frequent stepping up and down from a curb; ability to walk a minimum of 70 feet within 12 seconds; ability to grasp and restrain children from moving into an unsafe area; maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

CROSSING GUARD SUPERVISOR

*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 coordinate and provide lead worker supervision of crossing guards, provide parking enforcement, other municipal code compliance support activities and to provide support to the full range of Public Works activities. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from division manager or other designated supervisor.

Exercises lead worker supervision over crossing guard and maintenance 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. Schedule, plan, organize and provide safety and related training to crossing guards for coverage of locations throughout the City.

2. Monitors, supervises, and trains crossing guards.

3. May substitute for absent crossing guards.

4. Observes crossing guard locations for safety checks and compliance with City policies.

5. Inspects parking compliance in shopping centers, along key commercial corridors and streets in the vicinity of schools, and other City streets and issues parking citations.

6. May assist with traffic control and direct traffic during emergencies or congested periods and in support of public works maintenance and repair efforts.

7. May remove debris from City rights-of-way, including but not limited to shopping carts, barricades, dirt, lumber, bricks, auto parts, nails, glass, and dead animals.

8. May place barricades and signs for traffic control.

9. May transport and place radar speed trailer or other trailers.

10. May operate high-pressure graffiti removal sprayer.

11. May make contact with residents or the driving public to provide information and literature regarding municipal codes.

12. May issue citations for violations of municipal codes.

13. May enter information in computer devices and maintain computer databases.

Marginal Functions:

1. Respond to public inquires in a courteous manner.

2. Assist Public Works administrative staff as directed.

3. Serve as emergency response worker as necessary.

4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Municipal codes and citation procedures.
Principles of business letter writing and basic report preparation.
Public relations techniques.
Word processing computer applications.
Modern office procedures, methods, and equipment.
Principles of supervision, training and performance evaluation.

Ability to:

Organize and schedule coverage of a number of posts and coordinate part-time staff.
Perform a variety of skilled and semi-skilled maintenance, construction and repair work in the area of work assigned.
Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner. Drive a pick-up truck with trailer 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.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Operate and use modern office equipment including ~~10-key adding machine, fax machine or fax/modem, personal~~ computer~~ or terminal~~, printers and copiers.
Enter data into a computer at a speed necessary for successful job performance.
Prepare clear and concise reports and correspondence.
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:

Two years of experience performing maintenance work, traffic control or related activities and one year of supervisory responsibility.

Training:

Equivalent to completion of twelfth grade. College level work in civil engineering, public administration, business administration or a related field is desirable.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of equipment, tools or machinery; high traffic areas close to moving vehicles, exposed places and computer screens.

Physical Conditions:

Essential functions include repetitive light lifting of a “Stop” sign in a raised position above the head with either arm; clear vision of 20/40 minimum with no color blindness; hearing sufficient to discern approaching vehicles, children, adults, or other moving objects across a frequency range from 500 hertz (Hz) to 3,000 Hz with or without a hearing aid; frequent stepping up and down from a curb; ability to walk a minimum of 70 feet within 12 seconds; ability to grasp and restrain children from moving into an unsafe area; maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

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 agenda~~s~~.

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 ~~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:

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.

ECONOMIC DEVELOPMENT AND HOUSING 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, supervise, and coordinate the activities and operations of economic development and affordable housing projects and programs and to supervise, assign and review the work of assigned staff responsible for affordable housing projects and programs; responsible for City programs and activities to attract and retain businesses within the City and to market these programs; evaluate potential options for disposition and revenue generation of certain City properties for affordable housing and economic development purposes. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or Department Head as assigned by the City Manager.

Exercises direct and primary supervision over professional, technical and clerical staff.

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

Essential Functions:

1. Provide technical assistance and training to City staff in matters related to economic development, and affordable housing programs and activities.

2. Provide responsible staff assistance and support to the City Manager or Department Head as assigned by the City Manager.

3. Assist with property acquisition actions of City as assigned.

4. Oversee and coordinate the transition of Redevelopment Agency functions and responsibilities.

5. Plan, prioritize, assign, supervise and review the work of staff and consultants responsible for the preparation and administration of affordable housing programs and activities including the preparation and amendment and monitoring of regulatory agreements, affordable housing sections of development agreements, and affordable housing agreements. Perform such work in absence of assigned staff.

6. Recommend and assist in the preparation and implementation of City goals and objectives in areas of Economic Development and Affordable Housing and implement approved activities.

7. Establish schedules for development performance and other provisions of disposition and development agreements with private developers for the sale and redevelopment of City-owned property.

8. Oversee City agreements for professional consulting services relating to housing and specified economic development programs and activities; monitor contract payments; ensure contracts are within budget requirements; ensure compliance with contract obligations.

9. Analyze operating and capital improvement project budgets for specified areas of responsibility.

10. Prepare the City Annual Operating Budget for areas of responsibility; participate in the preparation of the Capital Improvement Project Budget funded with bond financing and supervise the preparation, development and administration of annual budget programs for the City Housing Fund; develop estimates of funds needed for staffing and related expenses; recommend expenditures and implement appropriate budget adjustments.

11. Participate in the preparation and administration of assigned budget; complete line item budget analysis as assigned; submit budget recommendations; monitor expenditures.

12. Monitor legislative developments related to economic development and housing programs.

13. Assist City departments in the preparation and maintenance of financial and other economic development or housing records.

14. Assist with bond issues including preparation of debt service projections and analysis.

15. Attend and participate in professional training and group meetings; stay abreast of new trends and innovations in the field of affordable housing and economic development; and represent City at regional and state meetings.

16. Coordinate activities with other City departments and public agencies, Chamber of Commerce, economic development collaboratives, and applicable affordable housing organizations.

17. May be assigned responsibility for related programs and activities including Business Registrations.

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 community development and economic development.
Affordable housing programs including deed restriction provisions, home mortgage financing and related procedures.
Principles and practices of tax increment financing.
Principles and practices of state and federal tax credit financing, home mortgage financing and other forms of public assistance provided for private for-profit and non-profit housing developments
Principles and practices of budgeting.
Principles and practices of contract administration.
Review and analysis of business plans and financial statements.
Principles of supervision, training and performance evaluation.
Modern office procedures, methods and equipment.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Supervise, organize, and review the work of subordinate staff.
Select, supervise, train and evaluate staff.
Conduct financial research and analysis.
Communicate clearly and concisely, both orally and in writing.
Manage contracts.
Establish and maintain effective working relationships with those contacted in the course of work.
Effectively manage contracts and evaluate the work of contractors.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to Agency Board, 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.
Prepare a variety of reports and analyses.
Operate and use modern office equipment including ~~10-key adding machine, fax machine or fax/modem, personal~~ computer~~ or terminal~~ with proficiency using Word and Excel Programs, printers and copiers.
Utilize computer equipment and software to produce appropriate reports, informational items, tracking systems and related documents.
Apply Federal, State and local laws and regulations pertaining to housing and redevelopment programs projects and activities.
Evaluate financial data and recommend improvements.
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 with public agency economic development programs, projects, and activities including affordable housing in California including two years of supervisory or lead responsibility in a governmental agency.

Training:

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

EXECUTIVE 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, confidential, and complex administrative, technical and secretarial duties for the City Manager and City Council; to act as a liaison with City departments, staff, outside agencies and the general public; and to prepare reports and attend meetings. This position is not overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises 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 a wide variety of responsible, confidential, and complex administrative, technical and secretarial duties for the City Manager and City Council.

2. Provide responsible staff assistance and support to the City Manager.

3. Participate in administrative duties relating to the City Manager and City Council; act as liaison between the City Manager, City Council, staff, and outside agencies; prepare comprehensive reports, minutes of meetings and agendas.

4. Maintain calendar of activities, meetings, and various events for City Manager; coordinate assigned activities with City departments, the public and outside agencies.

5. Maintain records and logs and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.

6. Assist the public and private groups, organizations and City departments; provide secretarial and clerical support to staff of the City Manager's Office; provide information as appropriate.

7. Attend a variety of meetings including departmental, advisory board, City Council, and related meetings with outside agencies; prepare minutes for selected meetings; disseminate information to City staff.

8. Answer questions and provide information to City staff and the public regarding City procedures and policies; refer inquiries as appropriate.

9. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; receive and distribute incoming mail.

10. Independently compose, compile and prepare correspondence, reports and related documents as assigned.

11. Type, proofread and edit a wide variety of complex and confidential reports, letters, memoranda and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation using shorthand, speedwriting or dictation equipment as required.

12. Review, research and summarize a variety of fiscal, statistical and administrative information; prepare related reports, newsletters and correspondence.

13. Assist in a variety of department operations; perform special projects and assignments as requested.

Marginal Functions:

1. May serve as recording secretary to City Council, commissions, committees and boards as required.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

City organization, policies and procedures.
Operations, services and activities of City departments.
Principles and practices of customer service.
Modern office procedures, methods and equipment.
Techniques of business letter writing and report preparation.
Principles and procedures of record keeping.
Principles and procedures of filing.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Perform responsible and difficult secretarial and administrative support services involving the use of independent judgment and personal initiative.
Principles of supervision, training and performance evaluation.

Ability to:

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Interpret and apply administrative and departmental policies and procedures.
Prioritize work and perform multiple functions at once.
Independently prepare correspondence and memoranda.
Take and transcribe dictation at a speed necessary for successful job performance.
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 job performance.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Work cooperatively with other departments, City officials and outside agencies.
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.
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 administrative and secretarial experience.

Training:

Equivalent to completion of the twelfth grade supplemented by specialized secretarial training; college level course work in business administration, computer science, or a related field 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 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.

FACILITIES TECHNICIAN

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 semi-skilled and skilled work in the maintenance, repair, alteration, and construction of City buildings, facilities, and fixtures including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory, management or higher-level maintenance staff.

May exercise lead worker supervision over lower-level maintenance staff, temporary 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. Maintain and repair City facilities, equipment, and buildings by performing a variety of skilled and semi-skilled work including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work.

2. Provide responsible staff assistance and support to assigned supervisory or maintenance staff.

3. Install, adjust, repair and inspect heating, ventilation, and air conditioning equipment including forced air furnaces, water pumps, air conditioning units, exhaust fans, air filters, compressors, and heat exchangers.

4. Operate a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance tasks.

5. Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.

6. Coordinate and oversee the work of consultants and maintenance and construction contractors.

7. Perform journey level carpentry work including the construction, installation, remodeling and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.

8. Maintain operation records; file reports on a daily basis to supervisor.

9. Perform room set up and take-down; assist with office moves and equipment relocation.

10. Manage the City's furniture and equipment storage inventory; maintain a list of items and their location.

11. Troubleshoot and repair electrical problems; repair or replace switches, outlets, breakers, fuses, and wiring; replace light fixtures and ballasts.

12. Repair and adjust locks, doors, and door closers.

13. Read and interpret blueprints, diagrams, and sketches.

14. Excavate, set forms, pour and finish concrete.

15. Order and maintain necessary materials, supplies and equipment to perform assigned work.

16. May perform custodial duties including cleaning restrooms and offices; maintain and clean floors; dust office machines; close buildings.

Marginal Functions:

1. Respond to public inquires in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of mechanical equipment and tools used in the maintenance and repair of buildings and building facilities.
Principles, theory, and standard practices of several maintenance trades as they apply to maintenance and repair of structures, machinery, and equipment.
Occupational hazards and standard safety practices necessary in the maintenance and repair of buildings and building facilities.
Policies, procedures and codes related to the maintenance and repair of buildings and building facilities.

Modern office practices, methods, and computer equipment.
Principles and procedures of record keeping and reporting.
Use of hazardous chemicals
Safe driving principles and practices.
Principles of supervision and training.

Ability to:

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.
Operate a variety of maintenance and repair tools and equipment in a safe and effective manner.
Perform heavy manual labor for extended periods of time.
Troubleshoot mechanical problems.
Operate modern office equipment including computer equipment and software.
Identify facilities maintenance needs and take corrective actions.
Repair and maintain a variety of mechanical equipment.
Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of facilities maintenance.
Perform duties in a manner to maximize public safety.
Prepare and maintain accurate and complete records.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious 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.
Operate a motor vehicle safely.

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 experience in skilled building maintenance or construction work.

Training:

Equivalent to a high school diploma supplemented by additional specialized technical training in a variety of building trades.

License or Certificate:

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

Possession of or ability to obtain a Hazwoper certificate.

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to outside and inside atmospheric conditions; exposure to noise, heat, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of equipment, electrical hazards, tools or machinery; work in high, exposed places.

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; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception; exposure to heat, noise, outdoors, vibration, confined work space, chemicals, dust, explosive materials, mechanical hazards, and electrical hazards.

FINANCE/ACCOUNTING 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 supervise, assign and review the work of staff responsible for one or more assigned items of finance functions including accounting payables and receivables billing, bond issuance, investments, cash management, payroll, budgeting and tax compliance activities; to produce various financial reports; conduct special financial studies; and to monitor related computer operations. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director and/or Assistant City Manager.

Exercises direct and primary supervision over technical and clerical staff.

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

Essential Functions:

1. Monitor and respond to mainframe computer system operations; provide technical assistance and training to City staff in matters related to financial accounting and budget administration.

2. Provide responsible staff assistance and support to the Finance Director and/or Assistant City Manager.

3. Develop and maintain chart of accounts.

4. Monitor and balance various accounts; verify availability of funds; classify expenditures and revenues; research and analyze transactions to resolve problems.

5. Review financial registers, journals, and related documents prepared by others; recommend and implement changes in accounting, financial and auditing systems and procedures; prepare, audit and supervise the distribution of financial reports.

6. Plan, prioritize, assign, supervise and review the work of staff responsible for financial services including accounts payable, receivable, cash management, billing, tax compliance and reporting; supervise and occasionally perform the preparation and posting of journal entries to record revenues, transfers, payments, and correct expenditures.

7. Recommend and assist in the preparation and implementation of division goals and objectives; implement approved policies and procedures.

8. Establish schedules and methods for providing assigned financial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

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. Coordinate audit procedures with external auditors; respond to requests for information and provide needed assistance.

12. Participate in the selection of finance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

13. Participate in the preparation and administration of assigned budget; complete line item budget analysis as assigned; submit budget recommendations; monitor expenditures.

14. Prepare analytical and statistical reports on operations and activities; prepare monthly financial statements for assigned City Departments.

15. Review vendor reports and issue 1099's to appropriate vendors; transmit magnetic media returns of 1099's to the state and federal government; prepare all Federal or State required financial reports including the annual State Controller's Report, Statement of Indebtedness, Arbitrage Report, mandated Cost Reimbursement report and Unclaimed Property Report.

16. Assist other departments in preparation and maintenance of financial records.

17. Conduct and prepare reports on financial and revenue studies as directed.

18. Supervise payroll functions and payment of approved benefits, including W-2 forms.

19. Serve as emergency response worker as necessary.

20. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of governmental finance and accounting program.
Generally accepted finance and accounting principles and procedures.
Principles of supervision, training and performance evaluation.
Principles and practices of mathematics and statistics.
Principles and practices of budgeting.
Principles and practices of contract administration.
Governmental accounting principles 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.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Conduct financial research and analysis.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Effectively manage contracts and evaluate the work of contractors.
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.
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:

Experience:

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

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course works 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.

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.

HUMAN RESOURCES ANALYST

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 analytical duties; to oversee assigned administrative processes, procedures and programs; to perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with and perform assigned risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or Personnel Officer.

Exercises functional and technical 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. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.

2. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, answer telephone inquiries; arrange testing and interviewing, conduct background check; prepare employment letters; arrange for physical and fingerprinting; conduct new employee orientation.

3. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.

4. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain employee injury records and prepare and post annual injury log as required by CALOSHA.

5. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification, as well as insurance and liability matters.

6. Assist with employee retirement, health, dental, vision, life, long term disability, employee assistance, and deferred compensation benefit plans administration; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.

7. Plan and implement employee recognition activities including supervision of preparation of employee newsletter.

8. Assist with coordination of City's volunteer program including recruitment and recognition and maintaining appropriate records.

9. Provide technical support as needed for labor relations negotiations.

10. Assist with administration of classification and compensation plans and as needed labor agreement(s).

11. Assist with customer service enhancement activities.

12. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC and prepare all bulletin board postings as required.

13. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.

14. Coordinate and monitor employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.

15. Assume direct responsibility for monitoring and administering assigned program areas; assist in assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff; participate in employee selection; prioritize and coordinate work assignments; review work for accuracy.

16. Provide responsible staff assistance and support to assigned management staff and department or program area.

17. Assist in developing and implementing operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare employee performance evaluations.

18. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

19. Participate in the drafting and implementation of Human Resources/Risk Management Division goals, policies and procedures.

20. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

21. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.

22. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.

23. Assist in developing and design departmental, operational and administrative procedures or forms as required.

24. Participate on Safety Committee; attend and participate in professional group meetings.

25. May assist with risk management activities including annual insurance reports and coordination with joint powers insurance authority for safety training and insurance matters.

26. Make oral and written training presentations to staff and professional groups.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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

Pertinent Federal, State and local laws, codes and regulations including PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.
Principles and practices of employee recruitment, selection, and management.
General risk management related laws, policies and procedures
Principles of mathematics and statistics.
Principles of supervision and training.
Principles and practices of budget administration.
Principles and practices of contract administration.
Methods of research, program analysis, and report preparation.
Policies and procedures of the assigned department.
Public relations techniques.
Principles and procedures of accounting and procurement practices.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment.
Research, analytical techniques and the public policy development theory.
Federal, State and local laws, codes and regulations.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.
Interpret and explain City rules, policies and procedures.
Perform complex administrative and analytical activities for assigned programs.
Maintain confidentiality of information.
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 ~~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 human resources experience including administrative and analytical experience, preferably within a local government environment, 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 public administration, business administration or a related field. One year of the education requirement may be substituted with two years of responsible administrative and analytical work experience.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field 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.

HUMAN RESOURCES SPECIALIST

*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 personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director or Personnel Officer.

Exercises 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. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, dispatch to proper locations, answer phone inquiries; arrange testing and interviewing and employment medical exams; notify applicants of acceptance or rejection.

2. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.

3. Conduct employee orientation; prepare and process personnel documents related to hiring; answer employee questions regarding policies and procedures.

4. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.

5. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain attendance log and files for injury prevention program, CALOSHA and other Federal and State mandated programs.

6. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification.

7. Assist with employee retirement, health, dental, vision, life, long term disability, employee assistance, and deferred compensation benefit plans administration; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.

8. Prepare a wide variety of reports, forms, letters, memoranda and statistical charts; independently prepare correspondence related to assigned responsibilities.

9. Serve on Safety Committee and other committees as assigned.

10. Plan and implement employee recognition activities including publication of employee newsletter.

11. Assist with coordination of City's volunteer program including recruitment and recognition.

12. Provide technical support as needed on labor relation's matters.

13. Assist with administration of classification and compensation plans and as needed labor agreements.

14. Assist with customer service enhancement activities.

15. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC and prepare all bulletin board postings as required.

16. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.

17. Coordinate and monitor all employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.

18. Assist with risk management activities including annual insurance reports and coordination with joint powers insurance authority.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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.
General risk management policies and procedures.
Operations, services and activities of assigned department.
Modern office procedures, methods and equipment.
Business letter writing and basic report preparation techniques.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Basic mathematical and statistical principles.
Pertinent Federal, State and local laws, codes and regulations including PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.
Principles of supervision, training and performance evaluation.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.
Interpret and explain City policies and procedures.
Perform responsible work involving the use of independent judgment and personal initiative.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Independently prepare correspondence and memoranda.
Prioritize work and perform multiple functions at once.
Implement personnel programs.
Maintain excellent interpersonal skills.
Manage multiple assignments and projects.
Maintain confidentiality of information.
Type and/or enter data into a computer at a speed necessary for successful job performance.
Work independently in the absence of supervision.
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 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:

Experience:

Three years of increasingly responsible human resources experience.

Training:

Equivalent to the completion of two years of college or an Associates Degree from an accredited college or university, supplemented by specialized training or upper division college level course work in personnel or human resources, and proficiency in office automation applications including but not limited to word processing and spreadsheets.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field 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.

HUMAN RESOURCES ASSISTANT

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 personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events; to provide information and assistance to City employees regarding City personnel policies and procedures; and to provide administrative and clerical support to the Personnel Director and Personnel Officer. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Personnel Director and Personnel Officer.

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. Plan and coordinate recruitment activities; including the preparation of job announcements and help wanted advertisements, dispatch to proper locations, answer phone inquiries; arrange testing and interviewing; notify applicants of acceptance or rejection.

2. Provide responsible staff assistance and support to the Personnel Director and Personnel Officer.

3. Conduct employee orientation; prepare and process personnel documents related to hiring; answer employee questions regarding policies and procedures.

4. Process employee separations including resignations and dismissals; process employee evaluations and personnel action forms; maintain personnel records and files.

5. Prepare and process all mandatory forms in all workers' compensation injuries; coordinate insurance renewal briefings and process all changes.

6. Coordinate employee safety training, computer training and development programs; obtain speakers and notify employees; maintain attendance log and files for injury prevention program, CALOSHA and other Federal and State mandated personnel programs.

7. Assist with employee health, dental, vision and long-term disability benefit plan administration; assist employees with claims, benefit related questions, concerns, City personnel rules and regulations.

8. 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.

9. Provide 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; independently compose correspondence related to assigned responsibilities.

10. Serve as secretary to Safety Committee; take and transcribe minutes and record information.

11. Requisition materials and supplies as required; prepare, file and record purchase orders.

12. Update human resources related computer records.

Marginal Functions:

1. Assist in a variety of department operations; perform special projects and assignments as requested.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Legal aspects of human resources management including unfair labor practices, discrimination and harassment.
Principles and practices of employee recruitment, selection, and management.
General personnel policies and procedures applicable to the City.
Operations, services and activities of assigned department.
Modern office procedures, methods and equipment.
Business letter writing and basic report preparation techniques.
Principles and procedures of record keeping.
English usage, spelling, grammar and punctuation.
Basic mathematical and statistical principles.

Pertinent Federal, State and local laws, codes and regulations.
Principles of supervision, training and performance evaluation.

Ability to:

Coordinate, organize and review the work of staff in the area of work assigned.
Interpret and explain Department policies and procedures.
Perform responsible clerical human resources duties involving the use of independent judgment and personal initiative.
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
Independently prepare correspondence.
Prioritize work and perform multiple functions at once.
Type and/or enter data into a computer at a speed necessary for successful job performance.
Work independently in the absence of supervision.
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 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.
Develop working knowledge of Pertinent Federal, State and local laws, codes and regulations including PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.

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:

Equivalent to three years of increasingly responsible administrative secretarial experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training and college level course work in personnel or human resources.

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.

INFORMATION SYSTEMS ANALYST

*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 installation, design, configuration, implementation, operation, and maintenance for a variety of personal computer equipment, peripherals and software; to maintain and administer the local area network; and to provide support, technical assistance and training to end users and perform related duties as required. This position is overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Information Systems Analyst series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as allocated to the Senior Information Systems Analyst and exercise less independent discretion and judgment in matters related to work procedures and methods. Advancement to the Senior level is based on demonstrated proficiency in performing the assigned functions and supervision responsibilities, and is at the discretion of higher level supervisory or management staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned lead supervisor and department head.

May exercise lead worker supervision over technical or 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. Assist with activities related to the management and maintenance of the City's information systems, database applications, optical imaging, accounting/finance applications, and office automation applications including but not limited to word processing, electronic mail, databases spreadsheets, graphics, geographical information system (GIS) and telecommunications functions.

2. Assist in making program modifications as necessary to meet user requirements; reviews and modifies programs to correct errors and improve efficiency and cost-effectiveness.

3. Provide responsible staff assistance and support to the assigned lead supervisor and department head.

4. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

5. Assists in compiling, integrating and analyzing information gathered from users to select, design or modify computer programs; evaluates third-party vendor software.

6. Assist with training City staff in the procedures, methods and equipment used in information systems technology.

7. Assist with maintaining the citywide hardware/software inventory, including performance of routine cleaning of equipment as required.

8. Maintain routine back-up schedules for all file servers.

9. May serve as liaison for the assigned department with other City departments and outside agencies; assist in resolution of sensitive and controversial issues.

10. May plan, direct, coordinate, and review and provide comments on the work plan for the assigned division; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

11. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.

12. Participate in developing systems test plans; tests programs and procedures during installations to ensure system requirements are being met completely and accurately.

13. Customizes installed software to the specific requirements of the user department.

14. May participate in the development of the City annual budget.

15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of information service systems, including hardware and software.
Principles and techniques of programming.
Principles and techniques of computer repair and maintenance.
Principles and practices of systems analysis, programming, and documentation.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Methods and techniques of training and instruction.
Principles and techniques used in the design and operation of information systems.
Principles and practices of computer systems analysis and design, including database design and management.
Principles and practices of systems troubleshooting.
Principles and techniques of microcomputer systems, programming and networking.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Analyze programs, policies and operational needs.
Instruct and train City staff in information systems operations.
Analyze, design, program, and maintain information systems and peripherals.
Analyze data and develop logical solutions to complex computer application and programming problems.
Troubleshoot computer hardware and software problems.
Apply user specifications in performing computer programming.
Make recommendations on selection of information systems and software application packages.
Prepare and present clear and concise administrative technical reports to a variety of City staff and officials.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Organize work to meet rapidly changing priorities.
Work on multiple concurrent projects with strict deadlines and with frequent interruptions.
Analyze and define basic user problems and requirements and develop efficient, cost-effective computer applications solutions.
Communicate clearly and concisely, both orally and in writing.

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:

Equivalent to three years of increasingly responsible information systems related work experience operating, diagnosing, repairing, and maintaining personal computers and assisting with LAN management.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information systems, computer science, or a closely related field. One year of the education requirement may be substituted with two years of responsible information systems technician work experience.

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 to medium lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

INFORMATION SYSTEMS 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 perform a variety of complex duties in the design, development, testing, management and maintenance of the City's computerized information systems, including maintaining hardware and software configurations and implementing new information systems technology; serving as Local Area Network (LAN) and City Home Page administrator; and providing highly responsible and complex administrative support to the assigned department head. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned department head.

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, lead, supervise, and monitor programs and activities related to the management and maintenance of the City's information systems, database applications, optical imaging, accounting/finance applications, and office automation applications including but not limited to word processing, electronic mail, spreadsheets, graphics, geographical information system (GIS) and telecommunication functions.

2. Provide responsible staff assistance and support to the assigned department head.

3. Instruct, assist, and train City staff in the procedures, methods and equipment used in information systems technology.

4. Maintain citywide hardware/software inventory; recommend and implement hardware/software upgrades, policies, and procedures for information systems functions.

5. Assist department representatives in researching solutions to hardware and software problems; interface with vendors and contractors concerning software and hardware needs, problems, requirements, applications, pricing and availability; oversee the purchase/installation of hardware and software; and investigate and evaluate system improvements and enhancements.

6. Prepare requests for proposals and/or obtain bids for hardware/software upgrades and professional services.

7. Monitor work activities and information systems security to ensure compliance with established policies and procedures.

8. May administer contract for video broadcast and production services and manage City government channel.

9. Serve as LAN and City Home Page administrator.

10. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

11. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policies and departmental procedures, appropriate service and staffing levels.

12. May plan, direct, coordinate, and review the work plan for the assigned division; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

13. Supervise, train, motivate and evaluate assigned personnel; provide or coordinate staff computer related training; work with employees to correct deficiencies; implement discipline and termination procedures.

14. Participate in the development of the City annual budget, including the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures for division and implement adjustments.

15. May serve as liaison for the assigned department with other City departments and outside agencies; assist in resolution of sensitive and controversial issues.

16. Prepare staff reports and correspondence and present reports at meetings with City officials, employees and others encountered in the course of work; prepare analytical and statistical reports on operations and activities.

17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of information service systems, including hardware and software.
Principles and techniques of programming.
Principles and techniques of computer repair and maintenance.
Principles and practices of systems analysis, programming, and documentation.
Principles and practices of contract administration.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration and financial management information systems.
Methods and techniques of training and instruction.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Select, supervise, train, and evaluate support staff.
Manage, direct, and coordinate the work of support staff.
Analyze programs, policies and operational needs.
Instruct and train City staff in information systems operations.
Analyze, design, program, and maintain information systems and peripherals.
Analyze data and develop logical solutions to complex computer application and programming problems.
Troubleshoot computer hardware and software problems.
Make recommendations on selection of information systems and software application packages.
Effectively manage contracts and evaluate the work of contractors.
Develop and administer division goals, objectives and procedures.
Prepare and present clear and concise administrative and technical reports to a variety of City staff and officials.
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.
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.

Enter data on a computer at a speed necessary for successful job performance.
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 condition appropriate to 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 management of information systems, LAN management, and personal computer environments, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in information systems, computer science, 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 environment; exposure to computer screens.

Physical Conditions:

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

INFORMATION SYSTEMS TECHNICIAN I
INFORMATION SYSTEMS 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

To perform installation, configuration, repair, and maintenance for a variety of personal computer equipment, peripherals and software; to assist in maintaining and administering the local area network; and to provide support, technical assistance and training to end users and perform related duties as required. 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

Information Systems Technician I: This is the entry level position in the Information System Technician series. It is distinguished from the Information Systems Technician II by the performance of more routine tasks and duties assigned to positions within the series including the provision of basic computer support services. Since this position is typically used as a training position, employees may have only limited related work experience. Advancement to the II level is based on demonstrated proficiency in performing the full range of assigned duties and is at the discretion of the City Manager.

Information Systems Technician II: This is a full journey level position in the Information Systems Technician series performing a variety of hardware and software installation, repair and maintenance functions with only occasional instruction or assistance. Positions at this level are distinguished from the Information Systems Technician I level by the performance of the full range of duties as assigned, working independently, applying well developed information systems knowledge, and exercising judgment and intuitive. Work is normally reviewed only on completion and for overall results. This level is distinguished from the Information Systems Analyst by the complexity and diversity of the assignments and by the level of knowledge required to perform the assigned duties. The Analyst may also function as a lead work. This position is normally filled by the advancement from the Information Systems Technician I level, or when filled from the outside, requires prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned lead supervisor and department head.

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

Essential Functions:

1. Assist with activities related to the management and maintenance of the City's information systems, database applications, optical imaging, accounting/finance applications, and office automation applications including but not limited to word processing, electronic mail, spreadsheets, graphics, geographical information system (GIS) and telecommunication functions.

2. Provide responsible staff assistance and support to the assigned lead supervisor and department head.

3. Assist with training City staff in the procedures, methods and equipment used in information systems technology. May revise or prepare operating procedures.

4. Assist with maintaining the citywide hardware/software inventory, including performance of routine cleaning of equipment as required.

5. May assist with researching solutions to hardware and software problems and investigating and evaluating system improvements and enhancements.

6. May assist with LAN and City Home Page administration and maintenance.

7. Maintain routine back-up schedules for all file servers.

8. Responds to inquiries and provides general technical assistance regarding computer/microcomputer systems and programs at the user site.

9. Performs regular cleaning and minor maintenance of printers, tape drives and peripheral equipment; maintains an inventory of computer supplies.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of information service systems, including hardware and software.
Principles and techniques of programming.
Principles and techniques of computer repair and maintenance.
Languages used in microcomputer programs.

Principles and practices of systems analysis, programming, and documentation.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Methods and techniques of training and instruction.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Analyze programs, policies and operational needs.
Instruct and train City staff in information systems operations.
Keep accurate jobs records and write reports using standard office and computer equipment.
Analyze, design, program, and maintain information systems and peripherals.
Analyze data and develop logical solutions to complex computer application and programming problems.
Troubleshoot computer hardware and software problems.
Make recommendations on selection of information systems and software application packages.
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.
Enter data on a computer at a speed necessary for successful job performance.
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 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:

Information Systems Technician I

Experience:

Equivalent to one year of work experience operating, diagnosing, repairing, and maintaining personal computers.

Training:

Equivalent to graduation from high school and completion of specialized information systems/computer operations related course work.

Information Systems Technician II

Experience:

Equivalent to two years of work experience operating, diagnosing, repairing, and maintaining personal computers and assisting with LAN management.

Training:

Equivalent to graduation from high school and completion of specialized information systems/computer operations related course work.

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; moderate or light lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

INTERN

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 with a variety of entry-level administrative support work within the assigned department, including but not limited to research, analysis, program development, and report writing. This is a temporary, hourly, non-exempt position.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the assigned supervisor and/or lead worker.

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

Essential Functions:

1. Provide responsible staff assistance and support to the assigned supervisor.

2. Performs research and analysis on administrative and operational matters as directed; prepares written reports to summarize findings; and may make recommendations to supervisor as to appropriate action needed.

3. May be called to provide technical and administrative assistance to resolve citizen inquiries or complaints; may prepare correspondence in the performance of assigned tasks under direction.

4. Performs file maintenance, data entry and generates reports using computer software programs.

5. Participates in the preparation and revision of brochures and other administrative materials; assists with development of educational displays or presentations; may be asked to assist with youth outreach and school presentations.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern office procedures, methods and equipment.
Basic letter writing and basic report preparation techniques.
Principles and procedures of record keeping.
Methods of research and report preparation.
English usage, spelling, grammar and punctuation.
Proper lifting and carrying techniques

Ability to:

Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Maintain records and prepare correspondence and reports.
Manage a variety of assignments.
Establish and maintain effective working relationships with those contacted in the course of work.
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.
Operate and use modern office equipment including ~~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.

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:

Experience working in a local government or public agency environment is desirable.

Training:

Equivalent to the completion of twelfth grade supplemented by no less than one year of college classes in business administration, public administration, environmental studies, 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; 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.

LABORER/CUSTODIAN I
LABORER/CUSTODIAN II
LABORER/CUSTODIAN 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 custodian duties associated with public use of the City's parks and rental facilities, and perform minor maintenance and repairs to City streets, buildings, and facilities. These positions are temporary, hourly, non-exempt positions.

DISTINGUISHING CHARACTERISTICS

Laborer/Custodian I – This is the entry-level class in the Laborer/Custodian Worker series. This class is distinguished from the Laborer/Custodian II by the absence of directly related experience and requiring training to complete the more routine tasks and duties assigned to positions within the series.

Laborer/Custodian II – This is the journey level class in the Laborer/Custodian Worker series. This class is distinguished from the Laborer/Custodian III by the performance of the more routine tasks and duties assigned to positions within the series. Employees in this class have some related work experience.

Laborer/Custodian III – This is the advanced journey level class within the Laborer/Custodian Worker series. Employees within this class are distinguished from the Laborer/Custodian II by the performance of the full range of duties as assigned including the more difficult maintenance and custodian tasks. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the II level, or when filled from the outside, applicants must have prior related experience.

SUPERVISION RECEIVED AND EXERCISED

Laborer/Custodian I and II

Receives immediate supervision from supervisory, management or higher-level staff.

Laborer/Custodian III

Receives general supervision from supervisory, management or higher-level 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. Provide responsible staff assistance and support to the supervisor and/or lead worker as assigned.

2. Work weekends, evenings, and holidays as assigned.

3. Monitor park users' compliance with City park rules.

4. Provide security services; unlock, lock, and secure City parks and facilities as required.

5. Perform security checks of buildings and facilities; observe and report unauthorized persons at City facilities.

6. Interact with public in responding to questions, requests, and concerns.

7. Empty and clean trash receptacles; sweep and scrub building floors; vacuum traffic areas; spot clean and shampoo carpets.

8. Dust, polish and clean office furniture, tables, shelves, cabinets and woodwork; dust and wash light fixtures.

9. Hose down ramps, stairwells, or other breezeways; clean interior and exterior windows, blinds and glass doors; clean, disinfect and polish drinking fountains, counter tops and other stainless steel fixtures.

10. Clean, scrub and disinfect break room sinks, floors, and walls; clean and disinfect kitchen appliances and door handles.

11. Scrub, clean, and disinfect lavatory fixtures, floors, walls and showers.

12. Locate and removes graffiti from City property.

13. Perform minor maintenance and repairs to streets, buildings and facilities.

14. Prepare written activity logs.

15. Remove unauthorized signs from City properties.

16. Monitor City parks, streetscapes, streets, buildings, and facilities for hazardous conditions to the public.

17. Set-up tables, chairs and other equipment for daily activities and programs; move and arrange furniture and equipment for special events, rentals, and projects; monitor rentals for compliance with facility rental agreements.

18. Monitor sport organization field activities compliance with use agreements.

19. Respond to public inquiries in a courteous manner.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Laborer/Custodian I and II

Knowledge of:

General security procedures for City parks, buildings, and facilities.
General safety procedures for City parks, streets, buildings, and facilities.
Equipment and tools used in the area of work assigned.
Proper lifting and carrying techniques.
Occupational hazards and standard safety practices.
Proper cleaning methods and techniques.
English usage, spelling, grammar and punctuation.

Ability to:

Communicate clearly and concisely, both orally and in writing.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with community organizations.
Perform medium to heavy lifting and carrying.
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.

Laborer/Custodian III

In addition to the qualifications for Laborer/Custodian I and II:

Knowledge of:

Working knowledge of methods, materials, equipment, and tools used in custodial work.
Standard safety practices necessary in the maintenance of buildings and facilities.
Operational characteristics of custodial cleaning equipment.
Safe use and storage of cleaning chemicals.
Safe lifting practices.

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:

Laborer/Custodian I

Experience:

One year of experience performing laborer or custodian work is desirable.

Training:

Equivalent to the completion of the tenth grade.

Laborer/Custodian II

Experience:

No less than two years of related experience performing laborer or custodian work.

Training:

Equivalent to completion of the twelfth grade.

Laborer/Custodian III

Experience:

No less than three years of related experience performing laborer and/or custodian work.

Training:

Equivalent to 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:

Field environment; frequent exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases, or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of

equipment, tools or machinery; work in high, exposed places; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception; exposure to heat, noise, outdoors, vibration, confined work space, chemicals, dust, explosive materials, mechanical hazards, and electrical hazards.

LABORER/CUSTODIAN IV

*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 semi-skilled and skilled work in the maintenance and repair of City buildings and facilities, and perform equipment set-up and clean-up responsibilities for programs, rentals, and events. 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 advanced journey level class within the Laborer/Custodian series. Employees within this class are distinguished from the hourly, part-time Laborer/Custodian positions by the performance of the full range of duties as assigned, including the most difficult maintenance and repair tasks. 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. Applicants must have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisor or division manager.

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 custodial services and basic maintenance of City buildings and facilities.

2. Operate a variety of custodial and maintenance equipment, including power and hand tools, high and low speed floor buffers, carpet cleaners, vacuums and extractors, power sanders, drills, air compressors, paint sprayers, sewer augers, and various tools required for custodial and building maintenance.

3. Troubleshoot and perform minor repairs to buildings, fixtures, and equipment as needed; paint and remove graffiti; inspect security lighting.

4. Empty and clean trash receptacles; sweep and scrub building floors; strip, seal, wax and buff tile floors; vacuum traffic areas; spot clean and shampoo carpets.

5. Dust, polish and clean office furniture, tables, shelves, cabinets and woodwork; dust and wash light fixtures; clean upholstery, sofas and chairs as needed.

6. Hose down ramps, stairwells or other breezeways; clean interior and exterior windows, blinds and glass doors; clean, disinfect and polish drinking fountains, counter tops and other stainless steel fixtures.

7. Clean, scrub and disinfect break room sinks, floors and walls; clean and disinfect kitchen appliances and door handles.

8. Repair and replace minor plumbing fixtures including faucets and dispensers.

9. Scrub, clean, and disinfect lavatory fixtures, floors, walls and showers; clear obstructions from water and sewer lines; repair toilets and leaking faucets.

10. Inventory supplies and equipment and submit re-order recommendations; restock toiletries and supplies; replace burned-out light bulbs; collect recyclable materials.

11. Set up tables, chairs and other equipment for daily activities and programs; move and arrange furniture and equipment for special events, rentals, and projects; monitor rentals for compliance with facility rental permit requirements.

12. Adjust heating and air conditioning thermostats.

13. Replace electrical switches, light fixtures, and ballasts; perform other minor electrical repairs.

14. Repair and adjust locks, doors, and door closers.

15. Perform security checks of buildings and facilities; observe and report unauthorized persons at City facilities.

16. Clean and repair rain gutters; climb ladders, climb onto roofs and under buildings.

17. Assist other staff with facility improvement and maintenance projects.

18. Work afternoons and evening hours; work weekends and holidays as needed.

Marginal Functions:

1. May assist Facilities Technician and Maintenance Worker staff as necessary.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Working knowledge of methods, materials, equipment, and tools used in custodial work and maintenance and repair of buildings and building facilities.
Occupational hazards and standard safety practices necessary in the maintenance and repair of buildings and building facilities.
Operational characteristics of cleaning equipment and materials.
Safe use and storage of cleaning chemicals.
Safe lifting practices.

Ability to:

Perform a variety of custodial, maintenance, and repair tasks of City buildings and facilities.
Operate power and manual janitorial and maintenance equipment.
Perform minor repairs and maintain equipment.
Troubleshoot mechanical problems.
Identify building and facilities maintenance needs and take corrective actions.
Work independently in the absence of supervision.
Understand and follow oral and written instructions in English.
Communicate clearly and concisely, both orally and in writing.
Prepare and maintain accurate and complete records.
Establish and maintain effective working relationships with those contacted in the course of work.
Perform a variety of heavy manual labor for extended periods of time and in unfavorable weather conditions.
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 experience performing custodial, maintenance, and repair work.

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:

Field environment; exposure to outside and inside atmospheric conditions; exposure to noise, heat, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of equipment, electrical hazards, tools or machinery; work in high, exposed places; work on slippery or uneven surfaces.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception; exposure to heat, noise, outdoors, vibration, confined work space, chemicals, dust, explosive materials, mechanical hazards, and electrical hazards.

MAINTENANCE SPECIALIST

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 semi-skilled and skilled work in the construction, maintenance and repair of City streets, streetscapes, parks, buildings or other City facilities. To participate, lead, and oversee certain assigned projects; to maintain and use a variety of construction machinery and tools; and to perform a variety of technical tasks relative to assigned areas of responsibility. The City has the discretion to make occasional adjustments of the work week, work day or hours worked for this position to serve the interest of the City's operation and mission. This position is not overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Maintenance Worker series. Employees within this class are required to complete the routine tasks assigned to the Maintenance Worker III position. Employees are distinguished from the Maintenance Worker III by the level of responsibility assumed and the complexity of duties for certain assigned projects. Employees at this level perform the most difficult and responsible types of duties assigned to classes within this series, including leading and overseeing lower level staff during certain assigned projects. Employees are distinguished from the Senior Maintenance Worker position by the temporary lead worker supervision responsibilities of this position, during occasional implementation of certain assigned projects, in comparison to the Senior Maintenance Worker regular lead worker supervision responsibilities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff.

Occasionally performs as lead worker over maintenance staff during project implementation.

Assists supervisor or management staff with monitoring contractor 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. Provide responsible staff assistance and support to assigned supervisory staff.

2. Maintain streets, parkways, parks, buildings or other City facilities.

3. Participate, train, and review the work of staff during certain assigned projects related to City streets, parkways, parks, buildings or other City facilities; prepare schedules; lead, oversee and participate in the use and operation of equipment.

4. Ensure the adherence to safe work practices and procedures; instruct workers in the use of all safety equipment; ensure compliance with OSHA regulations.

5. Monitor water usage in parks, streetscapes and other landscaped areas; monitor and adjust the City's central irrigation system to maximize irrigation efficiency and minimize water use; recommend irrigation modifications; prepare and file reports.

6. Provide support to supervisory or management staff administering maintenance contracts for City streets, parkways, parks, buildings or other City facilities; conduct inspections; meet with contractors to discuss maintenance issues.

7. Maintain operation records; prepare and file reports.

8. Estimate time, materials, and equipment required for jobs assigned.

9. Prepare detailed project descriptions and obtain cost proposals for material, equipment and project construction; prepare project schedules; coordinate and assist with oversight of the work of consultants and contractors.

10. Evaluate City parks for maintenance and safety improvements; requisition materials as required; prepare inspection reports.

11. Construct forms, lay and finish concrete on sidewalks, streets, and other related areas; dig ditches; backfill trenches and holes; install drain pipes; perform minor building maintenance.

12. Break and repair concrete and asphalt surfaces; excavate and replace concrete and asphalt surfaces; perform hot patching and sealing of surfaces; shovel and rake asphalt.

13. Set up and take down traffic warning devices and barricades for traffic control.

14. Maintain roadways by removing sand, gravel and debris; clean and maintain storm drains, pipes and catch basins.

15. Operate various maintenance equipment and trucks; clean and maintain equipment.

16. Install and maintain irrigation systems; install, repair, and maintain water meters; read water meters in parks and other landscaped areas.

17. Conduct playground inspections; backfill sand as needed; install new playground equipment; perform playground equipment inspections and prepare reports.

18. Maintain and grade ball fields; install new ball field equipment.

19. Maintain City facilities; repair drinking fountains; paint and repair restrooms; remove graffiti; inspect security lighting, operate and maintain HVAC systems.

20. Maintain traffic signs; replace parking and street signs.

21. Plant trees; install new planters.

22. Conduct annual inspection, testing and certification of backflow prevention devices.

23. May perform custodial duties including cleaning restrooms and offices; maintain and clean floors; dust office machines; close buildings.

24. May perform crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of a maintenance program within the area of assignment.
Methods and techniques of maintenance activities related to area of work assigned.
Equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.
Use of hazardous chemicals, herbicides and fertilizers.
Principles of lead supervision and training.

Ability to:

Lead, organize, and review the work of staff.
Independently perform the most difficult maintenance and repair work in the area of work assigned.
Interpret, explain, and enforce department policies and procedures as they relate to special projects.
Operate a variety of cleaning, maintenance and repair 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.
Work independently in the absence of supervision.
Lead multiple projects at once.
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 experience in the maintenance and repair of parks, streetscapes, and other City facilities.

Training:

Equivalent to completion of twelfth grade.

License or Certificate

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

Within twelve (12) months of employment, the employee shall obtain and thereafter continuously maintain one or more of the following licenses or certificates, based on department and specific assignments, as determined by the City Manager: Certified Backflow Prevention Device Tester (Ventura County Environmental Health Division); Qualified Playground Inspector (National Playground Safety Institute); and Class A or B California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of equipment, tools or machinery; work in high, exposed places.

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; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception; exposure to heat, noise, outdoors, vibration, confined work space, chemicals, dust, explosive materials, mechanical hazards, and electrical hazards.

The additional essential functions for performance of crossing guard duties include repetitive light lifting of a “Stop" sign in a raised position above the head with either arm; clear vision of 20/40 minimum with no color blindness; hearing sufficient to discern approaching vehicles, children, adults, or other moving objects across a frequency range from 500 hertz (Hz) to 3,000 Hz with or without a hearing aid; frequent stepping up and down from a curb; ability to walk a minimum of 70 feet within 12 seconds; and ability to grasp and restrain children from moving into an unsafe area.

MAINTENANCE SUPERVISOR

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 supervise, assign and review the work of staff and contractors responsible for maintaining the City's parks, facilities, open space, trails, and landscape assessment districts; to administer service contracts and manage contractors; and to perform a variety of technical tasks relative to assigned areas of responsibility. This position is not overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director or Parks and Landscape Manager.

Exercises direct and primary supervision over maintenance 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, prioritize, assign, supervise and review the work of staff responsible for maintenance of the City's parks, facilities, open space, trails, and landscape assessment districts; administer service contracts and evaluate the work of maintenance contractors.

2. Provide responsible staff assistance and support to the Parks and Recreation Director.

3. Manage and participate in the implementation of Parks, Recreation, Facilities, and Landscaped Medians and Parkways Divisions' goals and objectives; implement approved policies and procedures.

4. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

5. Participate in the selection of assigned maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

6. Administer maintenance contracts for City parks and streetscape locations; conduct park inspections; meet with contractor to discuss maintenance issues; evaluate contractor performance.

7. Monitor water usage in parks, streetscapes and other landscaped areas; design and recommend irrigation modifications; monitor herbicide, pesticide and fertilizer use; conduct rodent controls; assess erosion risk.

8. Coordinate, schedule and assign maintenance staff for senior, recreation and other program and facility rentals; conduct fire and safety inspections; repair deficiencies at City facilities.

9. Oversee building cleaning; maintain HVAC system; maintain security and fire alarms.

10. Conduct Citywide backflow inspection; monitor graffiti on City property; maintain vehicle report; assign staff to crossing guard duty.

11. Manage and participate in the development and administration of the Park Maintenance and Improvement, and Landscaped Medians and Parkways Divisions' annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

12. Prepare analytical and statistical reports on operations and activities.

13. Provide assistance to director on capital improvement project planning and supervision.

Marginal Functions:

1. Attend and participate in technical group meetings; stay abreast of new trends and innovations in the field of parks and buildings maintenance.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles, practices, operations, services and activities of a comprehensive landscaping parks and building maintenance program.
Principles of supervision, training and performance evaluation.
Principles and practices of backflow inspection.
Principles and practices of contract administration.

Modern office procedures, methods and equipment.
Purchasing procedures and practices.
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.
Effectively manage contracts and evaluate the work of contractors.
Interpret and explain City policies and procedures.
Prepare clear and concise comprehensive reports.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal~~ computer ~~or terminal~~, printers and copiers.
Enter data on a computer at as speed necessary for successful job performance.
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 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 experience in landscape, parks and building maintenance, including one year of supervisory or lead worker responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented with two years of specialized courses in landscape maintenance or related areas. Additional specialized training in parks and building maintenance and contract administration or a related field is desirable.

License or Certificate

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

Possession of or ability to obtain and maintain an appropriate, backflow inspector's license.

Possession of or ability to obtain and maintain an appropriate, pesticide applicator'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 or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

MAINTENANCE WORKER I
MAINTENANCE WORKER II
MAINTENANCE WORKER 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 semi-skilled and skilled work in the construction, maintenance and repair of City streets and streetscapes, parks, City buildings or other facilities. 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

Maintenance Worker I--This is the entry-level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker II by the absence of directly related experience and requiring training to complete the more routine tasks and duties assigned to positions within the series.

Maintenance Worker II--This is the journey level class in the Maintenance Worker series. This class is distinguished from the Maintenance Worker III by the performance of the more routine tasks and duties assigned to positions within the series. Employees in this class may have only limited related work experience.

Maintenance Worker III--This is the advanced journey level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker II by the performance of the full range of duties as assigned including the most difficult maintenance tasks. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the II level, or when filled from the outside, applicants must have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I and II

Receives immediate supervision from supervisory, management or higher-level maintenance staff.

Maintenance Worker III

Receives general supervision from supervisory, management or higher-level maintenance staff.

May exercise lead worker supervision over lower-level maintenance staff, temporary 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. Maintain streets, streetscapes, parks, City buildings or other City facilities.

2. Provide responsible staff assistance and support to assigned supervisory or maintenance staff.

3. Maintain roadways by removing sand, gravel and debris; clean and maintain storm drains, pipes and catch basins.

4. Operate various maintenance equipment and trucks; clean and maintain equipment.

5. Install and maintain irrigation systems; install, repair, and maintain water meters; read water meters in parks and other landscaped areas.

6. Conduct playground inspections; backfill sand as needed; install new playground equipment; inspect and make report of playground equipment condition.

7. Maintain ball fields; disk and roll; install new ball field equipment; perform weed abatement.

8. Maintain City facilities; repair drinking fountains; paint and repair restrooms as needed; repaint all surfaces as needed; remove graffiti; check park telephone operation; inspect security lighting, operate and maintain HVAC systems.

9. Construct forms, pour and finish cement on curbs, gutters, sidewalks, streets, alleys and other related areas.

10. Perform flood control; install storm drainpipes; dig ditches and backfill trenches and holes.

11. Break and repair concrete and asphalt surfaces; excavate and replace concrete, and asphalt surfaces; perform hot patching and sealing on surfaces; shovel and rake asphalt.

12. Set up and take down traffic warning devices and barricades for traffic control.

13. Maintain traffic signs; replace stop, parking, and street signs; perform street stenciling.

14. Sand blast graffiti from City facilities and structures.

15. May perform custodial duties including cleaning restrooms and offices; maintain and clean floors; dust office machines; close buildings.

16. Plant trees; install new planters.

17. May perform crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.

Marginal Functions:

1. Respond to public inquires in a courteous manner.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Maintenance Worker I and II

Knowledge of:

Equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.
Safety rules when crossing streets.
Basic first aid methods and techniques.

Ability to:

Learn methods and techniques of general construction, maintenance and repair related to the area of work assigned.
Learn to perform a variety of skilled and semi-skilled maintenance, construction and repair work in the area of work assigned.
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.
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:

Maintenance Worker I

Experience:

One year of experience performing maintenance work is desirable.

Training:

Equivalent to completion of twelfth grade.

License or Certificate

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

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Experience:

One year of related experience performing maintenance work is desirable.

Training:

Equivalent to completion of twelfth grade.

License or Certificate

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

Maintenance Worker III

In addition to the qualifications for Maintenance Worker I and II:

Knowledge of:

Methods and techniques of general construction, maintenance, and repair related to the area of work assigned.
Principles of supervision and training.

Ability to:

Perform a variety of skilled and semi-skilled maintenance, construction and repair work in the area of work assigned.
Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

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 related experience performing maintenance work.

Training:

Equivalent to completion of twelfth grade.

License or Certificate

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

Within twelve (12) months of employment, the employee shall obtain and thereafter continuously maintain one or more of the following licenses or certificates, based on department and specific assignments, as determined by the City Manager: Limited Backflow Prevention Device Tester (Ventura County Environmental Health Department); Qualified Playground Inspector (National Playground Safety Institute); and Class A or B California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Field environment; frequent exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of

equipment, tools or machinery; work in high, exposed places; work on slippery or uneven surfaces.

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; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

The additional essential functions for performance of crossing guard duties include repetitive light lifting of a "Stop" sign in a raised position above the head with either arm; clear vision of 20/40 minimum with no color blindness; hearing sufficient to discern approaching vehicles, children, adults, or other moving objects across a frequency range from 500 hertz (Hz) to 3,000 Hz with or without a hearing aid; frequent stepping up and down from a curb; ability to walk a minimum of 70 feet within 12 seconds; and ability to grasp and restrain children from moving into an unsafe area.

MANAGEMENT ANALYST

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 analytical duties; to oversee assigned administrative processes, procedures and programs; and to provide information and assistance to the public regarding assigned programs and services. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from various management staff.

Exercises functional and technical 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. Assume direct responsibility for monitoring and administering assigned program areas; assist in assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff; participate in employee selection; prioritize and coordinate work assignments; review work for accuracy.

2. Provide responsible staff assistance and support to assigned management staff and department or program area.

3. Assist in developing and implementing operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare employee evaluations.

4. Analyze the preparation and administration of assigned budget(s); assist in maintaining and monitoring of appropriate budgeting controls; prepare various financial reports as required.

5. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

6. Assist in administering maintenance and service contracts; develop requests for proposals; conduct research on specifications.

7. Participate in the drafting and implementation of department goals, policies and procedures.

8. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

9. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.

10. Assist in preparation of ordinances and other supporting program documents; assist in preparing and monitoring program grants and related proposals.

11. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.

12. Assist in developing and design departmental, operational and administrative procedures or forms as required.

13. Participate in various committees; attend and participate in professional group meetings.

14. Make oral and written presentations to the City Council, staff, the public and professional groups.

Marginal Functions:

1. May serve as a liaison with public and private organizations, community groups and other social organizations; make presentations as required.

2. May draft press releases, newspaper articles, public service announcements and newsletters.

3. May participate in contract administration with outside consultants and developers.

4. Serve as emergency response worker as necessary.

5. May perform or assist in preparation of program and employee performance evaluations.

6. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of mathematics and statistics.
Principles of supervision and training.
Principles and practices of budget administration.
Principles and practices of contract administration.
Methods of research, program analysis, and report preparation.
Policies and procedures of the assigned department.
Public relations techniques.
Principles and procedures of accounting and procurement practices.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment.
Research, analytical techniques and the public policy development theory.
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 ~~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.
Research and prepare effective grant proposals.
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 administrative and analytical experience preferably within a local government environment.

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. One year of the education requirement may be substituted with two years of responsible administrative and analytical work experience.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field 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.

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 I~~II~~ 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. Perform~~s~~ 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.

1~~1~~5. 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 II~~I~~

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.

PARKS AND FACILITIES SUPERVISOR
LANDSCAPE/PARKS MAINTENANCE SUPERINTENDENT

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 supervise, assign and review the work of staff or contractors responsible for maintaining the City's parks, facilities, open space, trails, and landscape assessment districts; to administer service contracts and monitor contractor performance; to manage capital projects; resolve customer complaints; coordinate compliance with the City's tree ordinance, including tree permits and to perform a variety of technical tasks relative to assigned areas of responsibility. These positions are overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director or Parks and Landscape Manager.

Exercises direct supervision over maintenance, professional, technical, and administrative support 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:*

Parks and Facilities Supervisor
Landscape/Parks Maintenance Superintendent

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff and contractors responsible for maintenance, repairs, and improvements for the City's parks, facilities, trails, open space, and Landscape Maintenance Districts; administer service contracts and evaluate the work of maintenance contractors; maintain records documenting maintenance, repairs, and improvements.

2. Provide responsible staff assistance and support to the Parks and Landscape Manager.

3. Manage and participate in the implementation of Parks and Facilities Division's goals and objectives; implement approved policies and procedures.

4. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

5. Participate in the selection of assigned maintenance staff, supervise, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

6. Administer and oversee a variety of projects and programs as assigned, which may include administration of a capital improvement program for park and recreation projects, streetscapes, trails and open space; maintenance contracts; inspections; and contract management, including meeting with contractors to discuss maintenance issues, and evaluate contractor performance.

7. Monitor water usage in parks, medians, parkways, and other landscaped areas; design and recommend irrigation modifications; monitor herbicide, pesticide and fertilizer use; conduct rodent controls; assess erosion risk.

8. Coordinate, schedule and assign maintenance staff for community center, active adult, recreation and other program and facility rentals; conduct fire and safety inspections; repair deficiencies at City facilities.

9. Oversee building cleaning; maintain HVAC system; maintain security and fire alarms; facilitate office moves and building equipment and furniture relocation; maintain storage inventory.

10. Conduct Citywide backflow inspection; monitor graffiti on City property; maintain equipment inventories.

11. Manage and participate in the development and administration of the park maintenance and improvement and facilities annual budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

12. Prepare analytical and statistical reports on operations and activities.

13. Provide assistance to manger on capital improvement project planning and supervision.

Marginal Functions:

1. Attend and participate in technical group meetings; stay abreast of new trends and innovations in the field of parks, landscape maintenance and buildings maintenance.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Parks and Facilities Supervisor
Landscape/Parks Maintenance Superintendent

Knowledge of:

Principles, practices, operations, services and activities of a comprehensive parks and building maintenance and improvement programs.
Principles of supervision, training and performance evaluation.
Principles and practices of irrigation systems and backflow inspection.
Principles and practices of contract administration.
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
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.
Effectively manage contracts and evaluate the work of contractors.
Read and interpret complex construction plans, blueprints, specifications and codes.
Interpret and explain City policies and procedures.
Prepare clear and concise comprehensive reports.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal~~ computer~~ or terminal~~, printers and copiers.
Enter data on a computer at as speed necessary for successful job performance.
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 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:

Parks and Facilities Supervisor

Experience:

Three years of increasingly responsible experience in landscape, parks and building maintenance, including one year of supervisory or lead worker responsibility, preferably in a public agency.

Training:

Equivalent to the completion of the twelfth grade supplemented with specialized training in landscape, parks, and building maintenance and contract administration. Two years of college or an Associates Degree from an accredited college or university is desirable.

Landscape/Parks Maintenance Superintendent

Experience:

Five years of increasingly responsible experience in landscape, parks, and building maintenance, including two years of supervisory or lead worker responsibility.

Training:

Equivalent to the completion of two years of college or an Associates Degree from an accredited college or university, supplemented by specialized training in landscape, parks, and building maintenance and contract administration. A Bachelors degree is desirable. The two years of college education requirement may be substituted with an additional four years of responsible and related work experience.

License or Certificate

Parks and Facilities Supervisor
Landscape/Parks Maintenance Superintendent

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

Possession of or ability to obtain and maintain an appropriate, backflow inspector's license.

Possession of or ability to obtain and maintain an appropriate, pesticide applicator's license.

Possession of or ability to obtain and maintain Qualified Playground Safety Inspector Certification.

Possession of, or ability to obtain, an appropriate, arborist certificate.

WORKING CONDITIONS

Parks and Facilities Supervisor
Landscape/Parks Maintenance Superintendent

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 or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

PARKS AND LANDSCAPE 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

Under administrative direction, to direct, manage, supervise, and coordinate Parks, Landscape and Facilities Division programs and activities, including maintenance of parks, facilities, open space, trails, and landscape assessment districts; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide management support to Parks and Recreation Director. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director.

Exercises direct supervision over supervisory, professional, technical, and administrative support 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 Parks, Landscape and Facilities Division operations, services, and activities including preventive maintenance, repairs, and improvements of parks, facilities, open space, trails, and landscape assessment districts; implement and maintain automated maintenance reporting systems.

2. Provide responsible staff assistance and support to the Parks and Recreation Director; prepare and present staff reports and other necessary correspondence.

3. Participate in the development and implementation of goals, objectives, policies, and priorities for Parks and Landscape Division programs; recommend, within Departmental policy, appropriate service and staffing levels.

4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Parks and Recreation, Director; direct the implementation of improvements.

5. Supervise, select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.

6. Plan, direct, coordinate, and review the work plan for the Parks, Landscape and Facilities Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

7. Manage and participate in the development and administration of the Parks, Landscape and Facilities Division annual and capital improvement budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

8. Perform contract administration and supervise and monitor capital and improvement projects; coordinate the preparation of capital and improvement plans and specifications, prepare Request for Proposals, and manage the proposal process; coordinate capital and improvement work with other department and agencies.

9. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions:

1. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of landscape maintenance, construction, and facility maintenance.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal parks, landscape, facilities program.
Organizational and management practices as applied to the analysis and evaluation of parks, landscape programs, and facility policies and operational needs.
Modern and complex principles and practices of parks, landscape and facility program development and administration.
Negotiation strategies.
Principles and practices of construction contract administration.
Principles and practices of program development and administration.
Principles and practices of municipal operational and capital improvement budget preparation and administration.
Modern office procedures, methods and equipment.
Principles of supervision, training and performance evaluation.
Park planning and design theory and policies.
Computer functions and related software.

Technical report writing.
Current literature, information sources and research techniques in the field of park planning.
Pertinent Federal, State, and local laws, codes, and regulations.
Safe driving principles and practices.

Ability to:

Plan, organize, direct and coordinate the work of subordinate staff.
Select, supervise, train and evaluate staff.
Effectively manage professional service, maintenance, and construction contracts and evaluate the work of contractors and consultants.
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 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 administration of parks, facilities, and landscape maintenance programs, including three years of supervisory experience.

Training:

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

License or Certificate:

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

Possession of, or ability to obtain, an appropriate, pesticide applicator's license.

Possession of, or ability to obtain, an appropriate, pesticide advisor's license.

Possession of, or ability to obtain, an appropriate, arborist 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, standing or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

PARKS AND RECREATION 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 Parks, and Recreation Department including the following Divisions: Active Adult Center, Facilities, Lighting & Landscaping Maintenance Assessment Districts, Park Maintenance and Improvement, and Recreation; 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 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 Parks and Recreation Department services, programs, and activities, including all contract administration, development and maintenance of parks; development and provision of recreation services; special event planning, facilities development and maintenance; building security; creation and management of lighting and landscape maintenance assessment districts; landscape maintenance for City-owned property; management of City tree inventory and tree removal permits; management of Active Adult Center and development and provision of active adult/senior citizen services; and Art in Public Places;.

2. Recommend and administer policies and procedures.

3. Provide responsible staff assistance and support to the City Manager.

4. Manage the development and implementation of Parks and Recreation Department goals, objectives, policies, 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 Parks and Recreation 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.

7. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

8. Select, train, motivate and evaluate Parks and Recreation 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 Parks and Recreation 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 Parks and Recreation Department programs, policies, activities and contracts with private service providers; negotiate and resolve sensitive and controversial issues.

11. Represent the Parks and Recreation Department to other City departments, elected officials and outside agencies; coordinate 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 field of municipal service delivery and privatization.

14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

15. Other assigned areas of responsibility may include the following: City Library and development and provision of library services; City Arts Center and community theater programs; solid waste and recycling programs, and vector control and animal control programs and services.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of facilities and landscape maintenance.
Operations, services and activities of a comprehensive municipal community service delivery program.
Principles and practices of Parks and Recreation and Active Adult/Senior Citizen program administration.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Methods, equipment, materials, and supplies used in the maintenance and construction of City parks.
Horticulture suitable to the area.
Management skills to analyze programs, policies and operational needs.
Principles and practices of municipal budget preparation and administration.
Principles and practices of contract 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.

Ability to:

Plan, organize, direct and coordinate the work of lower-level staff.
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of the Parks and Recreation Department and assigned service areas.
Effectively manage contracts and evaluate the work of contractors.
Develop and administer departmental goals, objectives, and procedures.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Read and interpret plans and specifications.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal~~ computer ~~or terminal~~, printers and copiers.
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.
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.
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 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 park administration, recreation, leisure services, landscape maintenance and facilities management and 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 recreation, leisure services, park administration, landscape architecture, business or 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 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.

PUBLIC WORKS 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 Public Works Department including management of contracts, field operations, and professional and clerical office staff; 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 general administrative direction from the City Manager.

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 full management responsibility for all Public Works Department services and activities including contract management for City services; administration of various Public Works Department Programs; administration of Assessment Districts; and the management of grant applications and state compliance requirements.

2. Provide responsible staff assistance and support to the City Manager.

3. Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.

4. Manage City service contracts; manage contract for City engineering services including contract coordination and review of services and processing of invoices; manage service contracts for street sweeping, signal maintenance, and pavement striping.

5. Administer and oversee a variety of projects and programs; administer the Capital Improvement Program for major and minor street projects; administer Traffic Regulatory Program; provide oversight of Graffiti Abatement Program; provide management oversight of the Fleet Maintenance Program; provide management oversight of the Crossing Guard Program.

6. 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.

7. Plan, direct and coordinate, through subordinate level staff, the Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.

8. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.

9. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

10. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; review and approve all departmental expenditures; supervise procurement of major equipment including RFQ, bids, staff reports, and purchase orders.

11. Explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.

12. Represent the Public Works Department to other City departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies and organizations; interact with utilities on various issues; serve as City liaison to Caltrans and work with Caltrans to resolve a variety of problems and issues.

13. Provide staff assistance to City Manager and City Council; provide support to City Council standing committee(s) and other committees; serve as City liaison to the County-wide Transportation Technical Advisory Committee and similar committees; prepare and present staff reports and other necessary correspondence.

14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Public Works service delivery and privatization efforts.

15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

16. Assist and review recommendation of traffic engineering matters and regional transportation/circulation matters.

17. Serve as emergency response worker as necessary.

18. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Assessment District management.
Principles and practices of contract administration.
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
Grant application procedures and grant administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Plan, organize, direct and coordinate the work of subordinate level staff
Select, supervise, train and evaluate staff.
Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal public works department.
Develop and administer departmental goals, objectives, and procedures.
Effectively manage contracts and evaluate the work of contractors.
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.
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.
Enter data on a computer at a speed necessary for successful job performance.
Research, analyze, and evaluate new service delivery methods and techniques.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
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 Public Works programs, 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 civil engineering, public administration, 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 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.

PUBLIC WORKS SUPERVISOR
PUBLIC WORKS SUPERINTENDENT/INSPECTOR

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 and provide direct oversight of street maintenance functions and construction inspection activities in enforcing compliance with City codes, regulations and ordinances; to review and resolve complaints; to supervise maintenance workers in a variety of technical tasks relative to assigned areas of responsibility; and to provide contract management and construction project management. These positions are overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from City Engineer/Public Works Director.

Exercises direct and primary supervision over professional, technical, clerical, and maintenance 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:*

Public Works Supervisor
Public Works Superintendent/Inspector

Essential Functions:

1. Administer public works improvement projects including performing as a project manager and providing liaison with contractors and inspection; insure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders; and maintain project files.

2. Perform the more complex and difficult technical public and private improvement construction inspection activities in enforcing compliance with City codes, regulations, and ordinances.

3. Provide responsible staff assistance and support to the City Engineer/Public Works Director.

4. Supervise maintenance workers performing street maintenance, sidewalk replacement and flood control, cleaning and repairing stormwater drains, weed abatement, pavement markings, sign repair and installation, and other functions related to streets and public works activities as assigned.

5. Select, train, motivate and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

6. Review plans and specifications of construction projects to determine compliance with the provisions of the construction codes, ordinances and regulations.

7. Maintain detailed records and reports on inspection activities; input and retrieve inspection data utilizing a computer.

8. Resolve inspection issues and concerns between outside parties and inspection staff; review and confirm issues; make recommendations to resolve concerns.

9. Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions.

10. Coordinate and schedule construction activities with governmental agencies, utilities and City staff.

11. Administer street maintenance contracts and other related service contracts; develop requests for proposals; conduct research on specifications; and process invoices.

12. Prepare analytical and statistical reports on operations and activities; prepare lists detailing deficiencies to be corrected in the construction project; prepare a variety of correspondence on operations and activities.

13. Perform quantity measurements of work performed by outside contractors to approve progress payments and verify quantities; coordinate field lab tests of construction projects including soil compaction, material specification and concrete pours and cylinders.

14. Participate in the investigation of claims for risk management; research claims, files and construction projects; prepare reports; take photographs as necessary.

15. Maintain safe work practices and procedures; instruct subordinate staff in safety matters.

16. Receive and respond to public inquiries and complaints in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; prepare summary reports as required.

17. Assume direct responsibility for monitoring and administering assigned program areas; oversee assigned administrative support functions, including budget.

18. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

19. Prepare and administer annual budget for assigned functions.

20. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.

21. 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

Public Works Supervisor
Public Works Superintendent/Inspector

Knowledge of:

Operations, services, and activities of a comprehensive public works construction inspection program.
Principles of supervision, training and performance evaluation.
Principles and practices of contract administration.
Methods and techniques of construction inspection.
Codes and ordinances enforced by the City related to public works construction.
Complex principles and techniques of construction inspection and plans examining work.
Principle of structural design and engineering mathematics.
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
Occupational hazards and standard safety practices.
Pertinent Federal, State, and local laws, codes and regulations.
National Pollutant Discharge Elimination System (NPDES) requirements for capital projects and maintenance activities.

Ability to:

Effectively manage contracts and evaluate the work of contractors.
Independently perform the most complex and difficult construction inspection activities.
Perform complex administrative and analytical activities for assigned programs.
Interpret, explain, and enforce Department policies and procedures.
Interpret and apply pertinent Federal, State and local laws, codes and regulations.
Supervise, organize, and review the work of subordinate staff.
Prepare clear and concise reports.
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.
Operate and use modern office equipment including ~~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.
Read and interpret complex construction plans, specifications and codes.
Determine if construction systems conform to City code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations.
Enforce necessary regulations with firmness and tact.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Work independently in the absence of supervision.
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:

Public Works Supervisor

Experience:

Three years of increasingly responsible construction inspection and plans examining experience, including one year of supervisory or lead experience, preferably in a public agency.

Training:

Equivalent to the completion of the twelfth grade supplemented by advanced, specialized training in the building and construction trades, civil engineering, and contract administration. Two years of college or an Associates Degree from an accredited college or university is desirable.

Public Works Superintendent/Inspector

Experience:

Five years of increasingly responsible oversight of street maintenance activities, construction inspection and plans examining experience, including three years of supervisory or lead experience, preferably in a public agency.

Training:

Equivalent to the completion of two years of college or an Associates Degree from an accredited college or university, supplemented by specialized training in building and construction trades, civil engineering, and contract administration. A Bachelors degree is desirable. The two years of college education requirement may be substituted with an additional four years of responsible and related work experience.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license. Possession of a Class A or B California driver's license is desirable.

WORKING CONDITIONS

Public Works Supervisor
Public Works Superintendent/Inspector

Environmental Conditions:

Office/field environment; travel from site to site; exposure to outside atmospheric conditions, noise and dust; work in high, exposed places; work on uneven surfaces; inspect in confined spaces; and work around moving mechanical parts of equipment, tools or machinery.

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 medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

~~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 year~~s~~ 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 AIDE

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 with the City's recreational programs including classes, events, day camps, sports leagues and senior/active adult programs; to provide on-site supervision and implementation of programs; to perform a variety of tasks related to preparing for, setting up for, and cleaning up for programs and activities; and to organize supplies and perform facility maintenance. This is a temporary, hourly, non-exempt position.

DISTINGUISHING CHARACTERISTICS

This is the entry-level class in the Recreation Leader series. This class is distinguished from the Recreation Leader I by no requirement for a driver's license. Since this class is typically used as a training class, employees may have only limited or no prior work experience.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate 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. Provide responsible staff assistance and support to the assigned supervisor.

2. Assist with organizing and promoting interest in recreational programs and activities including sports, games, arts and crafts, day camp, recreational classes, and events.

3. Monitor activity of participants in recreation programs and activities; enforce rules and regulations of recreational programs to maintain discipline and ensure safety.

4. Set-up and clean-up for recreational programs and activities.

5. Help ensure that City recreational programs and activities start and finish in the prescribed manner and time frames.

6. Issue equipment for recreational programs and activities.

7. May assist with officiating games and keeping score for sports leagues.

8. Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.

9. Provide information to recreation participants; explain principles, techniques, and safety procedures to participants in recreational programs and activities; demonstrate use of materials and equipment.

10. May assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities.

11. Help assess supplies and equipment needed for recreational programs.

12. May assist with senior/active adult events and programs.

Marginal Functions:

1. Assist with a variety of administrative reports on activities and operations.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fundamental rules and regulations governing a variety of recreational programs and activities.
.
Standard safety precautions.

Ability to:
Maintain records and reports.
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 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:

Some experience working with children or participation in recreation or sports programs is desirable.

Training:

Equivalent to the completion of the tenth grade.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces; exposure to audio/video equipment and computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sifting, 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.

RECREATION ASSISTANT

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 with the City's senior, youth, teen and adult sports and recreational programs, specialist classes, special events, after school programs, and senior/active adult programs; to provide on-site supervision and implementation of programs; to perform a variety of tasks related to organizing supplies and setting up and issuing equipment for recreational activities and preparing for special events and excursions; and to perform a variety of accounting and clerical duties involving financial record keeping in support of accounts receivable for recreation class and special events enrollments. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisor.

May exercise lead worker supervision over seasonal staff and volunteers.

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 a variety of general clerical duties including typing, maintaining files and records, maintaining and ordering supplies and processing mail.

2. Assist with assigned City recreation programs; help set up for recreation activities and special events.

3. Provide responsible staff assistance and support to the assigned supervisor.

4. Serve as a receptionist; screen incoming telephone calls; transfer and direct calls to appropriate staff; take messages as necessary.

5. Provide customer service to the public on the phone and in person; greet visitors at the counter; refer visitor to appropriate person or department; respond to inquiries and complaints; provide forms to the public; provide information within prescribed policies and procedures.

6. Input and retrieve a variety of financial and registration data and information using a computer terminal and prepare accounts receivable records.

7. Prepare forms and spreadsheets and categorize revenue and registrations.

8. Provide technical and functional supervision over seasonal staff.

9. Issue equipment for recreational activities.

10. Assist with administrative tasks including registering participants for class and camp activities; the maintenance of attendance records; keep score at sporting events; operate audiovisual equipment.

11. Assist the assigned supervisor plan, develop, prepare, implement and manage recreational events; make flyers and advertisements to promote department activities.

12. Help assess supplies needed for events and requisition additional supplies as needed.

13. Help assure that City recreational activities start and finish in the prescribed manner and time frames.

14. Notify participants for scheduling events and registration requirements.

15. Monitor activity of children during day camp and recreational events and trips.

16. Monitor facilities and activities of users; unlock, lock and secure facilities as required.

Marginal Functions:

1. May assist in minor maintenance of recreational facilities and equipment; make recommendations to improve equipment and facilities.

2. May assist with senior/active adult nutrition program, including food preparation and delivery of meals.

3. Serve as emergency response worker as necessary.

4. Perform related duties and responsibilities as required.

QUALIFICATIONS

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 and record keeping and filing.
English usage, spelling, grammar and punctuation.

Basic mathematical principles.
Fundamental rules and regulations governing a variety of adult and youth sports activities.
Techniques of planning, supervising and organizing recreation programs.
Principles and practices of recreation and leisure services and program development.
Rules and equipment used in various recreational activities.
Publicity techniques.
Basic first aid methods and techniques.
Standard safety precautions.
Principles of supervision, training and performance evaluation.

Ability to:

Perform a variety of clerical support services.
Respond appropriately to citizen inquiries and complaints.
Learn fundamentals of financial record keeping.
Operate and use modern office equipment including ~~fax machine or fax/modem, personal~~ computer, printers and copiers.
Type and/or enter data on a computer at a speed necessary for successful job performance.
Communicate clearly and concisely, both orally and in writing.
Interpret and explain policies and procedures.
Organize, lead and oversee the work of volunteers and part-time staff.
Maintain records and reports.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
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 years of increasingly responsible recreation and clerical experience.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized or college level training in recreation programs, accounting, or clerical skills is desirable.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; 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.

RECREATION/COMMUNITY SERVICES 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, implement and administer adult and youth recreation and community services programs and activities; to assign and oversee staff, contractors, and volunteers providing safe and well managed recreation and community services programs including but not limited to adult and youth sports, leisure classes, special events, active adults/senior citizens, camps and other City programs; to supervise and manage the City's recreation and community services facilities; to supervise the operations of the active adult center; and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director or other assigned supervisor.

Exercises direct and primary supervision over supervisory, professional, technical, recreation and clerical support staff including volunteers, 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, prioritize, assign, supervise and review the work of staff, contractors, and volunteers responsible for planning and implementing recreation, community services, and related programs and special events.

2. Provide responsible staff assistance and support to the Parks and Recreation Director or other assigned supervisor.

3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff, contractors, umpires, and officials on policies and procedures.

4. Administer recreation and community services programs; develop and manage contracts; schedule usage of facilities and approve park rental permits; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; prepare instruction manuals, brochures, and ads; order required materials, supplies and awards.

5. May oversee maintenance and repair of recreation and community services facilities and equipment; work with contractors and vendors on building repairs

and park facility improvements; inspect facility and grounds and test equipment; purchase program supplies and equipment.

6. Participate in the selection and evaluation of staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

7. Prepare and administer program and division budgets, submit budget recommendations, monitor expenditures, perform accounting for each program area as necessary, prepare various financial reports as required.

8. Schedule, implement, promote and publicize a variety of recreation and community services programs and special events; design, layout, edit, proofread and write brochures and newsletters; sell advertising, write press releases and public service announcements, prepare special event publicity flyers.

9. Prepare analytical and statistical reports to Parks and Recreation Director, City Manager, Parks and Recreation Commission, and City Council on operations and activities.

10. Develop and implement departmental, operational, administrative, program, and other policies, procedures, and forms.

11. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

12. Prepare ordinances, resolutions and other supporting program documents; prepare and monitor program grants and related proposals

13. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications.

14. Participate in the drafting and implementation of division goals, policies and procedures.

15. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

16. Make oral and written presentations to the City Council, Parks and Recreation Commission, staff, the public and professional groups.

17. Participate in various committees; attend and participate in professional group meetings.

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 City recreation and community services programs.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software and other types of software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and youth camp administration.
Pertinent Federal, State, and local laws, codes and regulations.
Prepare clear and concise reports.
Lead and instruct groups and individuals.

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.
Develop and maintain financially self-supporting activities and programs.
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.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
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:

Five years of increasingly responsible experience in recreation planning, including two years of supervisory or lead responsibility. Experience in related community services planning is desirable, including but not limited to active adults/senior citizens, library, community theater, and arts programs.

Training:

Equivalent to a Bachelors 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

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

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

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; 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.

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.

1~~1~~2. Develop project proposals; conduct program evaluations.

1~~2~~3. 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.

RECREATION LEADER I
RECREATION LEADER II
RECREATION LEADER 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 assist with the City's recreational programs, including classes, events, day camps, sports leagues, and senior/active adult programs; to provide on-site supervision and implementation of programs; to perform a variety of tasks related to preparing for, setting up for, and cleaning up for programs and activities; and to organize supplies and perform facility maintenance. This is a temporary, hourly, non-exempt position.

DISTINGUISHING CHARACTERISTICS

Recreation Leader I – This is the journey level class in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the performance of the more routine tasks and duties assigned to positions within the series.

Recreation Leader II – This is the mid-journey level class within the Recreation Leader series. Employees within this class are distinguished from the Recreation Leader 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, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Recreation Leader I level, or when filled from the outside, applicants must have prior experience.

Recreation Leader III – This is the advanced journey level class in the Recreation Leader series. Positions at this level are distinguished from other classes within the series by the level of lead worker supervisory 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 lead worker supervision over seasonal staff and volunteers. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Recreation Leader I, II, and III receive immediate supervision from the assigned supervisor.

Recreation Leader III may exercise lead worker supervision over seasonal recreation staff and volunteers.

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

General Essential Functions:

1. Provide responsible staff assistance and support to the assigned supervisor.

2. Organize, lead, and promote interest in recreational programs and activities including sports, games, arts and crafts, day camp activities, recreational classes, and events.

3. Monitor activity of participants in recreation programs and activities; enforce rules and regulations of recreational programs to maintain discipline and ensure safety.

4. Set-up and clean-up for recreational programs and activities.

5. Help ensure that City recreational programs and activities start and finish in the prescribed manner and time frames.

6. Issue equipment for recreational programs and activities.

7. Officiate games and keep score for sports leagues.

8. Administer first aid according to prescribed procedures and notify emergency medical personnel when necessary.

9. Provide information to recreation participants; explain principles, techniques, and safety procedures to participants in recreational programs and activities; demonstrate use of materials and equipment.

10. Assist with administrative tasks including processing program registrations and facility reservations; maintain attendance and registration records; create and maintain program files.

11. Monitor facilities and activities of users; unlock, lock, and secure facilities as required.

12. Assist in minor maintenance of recreational facilities and equipment including cleaning and stocking facilities; make recommendations to improve equipment and facilities.

13. Help assess supplies and equipment needed for recreational programs.

14. Assist with active adult nutrition program, including food preparation and delivery of meals.

Recreation Leader III Essential Functions:

In addition to the Essential Functions above:

1. Assist the assigned supervisor to plan, develop, prepare, implement, and manage recreational events.

2. Prepare program packets, flyers, bulletins, newsletters, and advertisements to promote activities and inform participants.

3. Provide technical and functional supervision over seasonal staff and volunteers.

Marginal Functions:

1. Assist with a variety of administrative reports on activities and operations.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Fundamental rules and regulations governing a variety of recreational programs and activities.
Equipment and supplies used in various recreational programs and activities.
Basic first aid methods and techniques.
Standard safety precautions.

In Addition Recreation Leader III:

Principles and practices of recreation and leisure services and program development.
Techniques of planning, supervising, and organizing recreation programs.
Publicity techniques.
Principles of supervision, training, and performance evaluation.

Ability to:

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 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.
Apply general rules to specific problems to produce solutions that make sense.
Work independently in the absence of supervision.

Prepare and present written and oral reports.
Maintain records and reports.

In Addition Recreation Leader III:

Organize, assign, lead, and oversee the work of volunteers and seasonal staff.

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 Leader I: Six months experience working in sports programs, day camps, recreation centers, schools, or related work experience.

Recreation Leader II: No less than one year (12 months) experience working in sports programs, day camps, recreation centers, schools, or related work experience.

Recreation Leader III: No less than two years (24 months) experience working in sports programs, day camps, recreation centers, schools, or related work experience. Lead worker supervisory experience is highly desirable.

Training:

Recreation Leader I: Equivalent to the completion of the tenth grade.

Recreation Leader II: Equivalent to the completion of the twelfth grade.

Recreation Leader III: Equivalent to the completion of the twelfth grade. Additional specialized or college level training in recreation programs or a related field is highly desirable.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Office and field environment. Indoor and outdoor recreational facilities; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces; exposure to audio/visual equipment and 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.

RECREATION LEADER IV

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 the general supervision of the assigned supervisor, performs a variety of duties to include: developing, coordinating, and implementing the City's teen recreation programs, classes, special events, and programs for middle school and high school age teens; seasonal day camps for adolescents; and general recreation programs and events. 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. This position is not overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the division manager or Parks and Recreation Director.

Exercises lead worker supervision over recreation 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. Plan, implement, evaluate, and coordinate a program of recreation activities for middle school age and high school age teens. This includes enrichment after school programs, dances, ski trips, summer programs, excursions, special events, and volunteer programs.

2. Plan, implement, evaluate, and coordinate the activities and responsibilities of the Moorpark Teen Council, including meetings, projects, events, outreach, information and referral, and publicity.

3. Plan, implement, evaluate and coordinate seasonal day camps for adolescents ages 5 through 12, including coordinating staff scheduling and assignments, managing registration and marketing, recommending and implementing policies, planning and developing enrichment and recreational activities and field trips, assisting with staff training, ordering and requisition of supplies, and facility set-up and maintenance.

4. Coordinate general recreation and community services programs; assist with overseeing instructor contracts; schedule usage of facilities and make park reservations; process class registrations, payments, insurance, deposits, warrants and refunds; schedule games, practices, and classes and playoffs.

5. Provide responsible staff assistance and support to the assigned supervisor.

6. Create and prepare marketing materials such as press releases, flyers, and posters.

7. Prepare for and maintain control during activities, and special events.

8. Assist with administrative tasks including the maintenance of attendance records; keep score at sporting events; operate audiovisual equipment.

9. Prepare, plan, develop, implement and manage special events; make flyers and advertisements to promote departmental activities.

10. Help supervise the collection and accounting of fees for program registration. Help assess supplies needed for events and requisition additional supplies as needed. Prepare budget recommendations for program activity areas.

11. Help assure that City recreational activities start and finish in the prescribed manner and time frames.

12. Notify participants, and their parents, for scheduling events and registration requirements.

13. May assist in minor maintenance of recreational facilities and equipment; make recommendations to improve equipment and facilities.

14. Supervise and monitor activity of participants during recreational activities, trips and tours, and extended care; unlock, lock and secure facilities as required.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of recreation, leisure services, and program development for teens and youth.
Techniques of planning, supervising, and organizing recreation teen and youth programs.
Rules and equipment used in various recreational activities.
Publicity techniques.
Basic first-aid methods and techniques.
Standard safety precautions.
Pertinent Federal, State, and local laws, codes and safety regulations.
Principles of supervision, training and performance evaluation.

Ability to:

Supervise and work effectively with teens, youth and adults.
Organize, lead, and oversee the work of teen volunteers and part-time staff.
Prepare and present written and oral reports.
Maintain records and reports.
Work independently in the absence of supervision.
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 including 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:

One year of experience working with teens or youth in recreation or related fields.

Training:

Equivalent to the completion of twelfth grade. Additional specialization or college level training in recreation programs or a related field is desirable.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours, 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 making 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.

RECREATION SPECIALIST

*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 adult and youth recreation programs and activities; to assign and oversee recreation staff providing safe and well managed recreation programs to teens and other specialized customers including adult and youth sports, leisure classes, special events, camps and other City programs; to manage the recreation center facility and gymnasium, and to effectively market and promote these and other programs. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisor.

Exercises functional and technical supervision over professional, technical, recreational, and clerical staff and volunteers, 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, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and educational programs, adult and youth sports, facilities, teen program/day camp, special events and excursions.

2. Provide responsible staff assistance and support to the Parks and Recreation Director or assigned supervisor.

3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures.

4. Administer recreation programs; develop and manage instructor and contract professional service agreements; schedule usage of facilities and make park reservations; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, flyers and ads; order required materials, supplies and awards.

5. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and improvements on new

phases of park being established; inspect facility and grounds and test equipment; purchase program supplies and equipment.

6. Participate in the selection of recreation staff; conduct staff interviews; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement discipline procedures.

7. Preparation and administration of program and division budgets; submit budget recommendations; monitor expenditures; perform accounting for each program area as necessary.

8. Schedule, implement, promote and publicize adult and youth recreation programs and special events; design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases, post and handout flyers.

9. Develop project proposals; conduct program evaluations.

10. 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

Knowledge of:

Operations, services and activities of a City recreation program.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and camp administration.
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.
Prepare clear and concise reports.
Lead and instruct groups and individuals.
Develop and maintain financially self-supporting activities and programs.
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.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
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:

Four years of increasingly responsible experience in recreation, including one year of lead worker supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. Two years of the education requirement may be substituted with four years of responsible recreation work experience.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; 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.

RECREATION SUPERINTENDENT

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 adult and youth recreation programs and activities; to assign and oversee recreation staff, contractors, and volunteers providing safe and well managed recreation programs to children, teens, adults and other specialized customers including but not limited to adult and youth sports, leisure classes, special events, day camps and related programs; to manage recreation facilities, and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director, division head, or other assigned supervisor.

Exercises direct and primary supervision over supervisory, professional, technical, recreation and clerical support staff including volunteers; 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, prioritize, assign, supervise and review the work of staff responsible for planning and implementing recreation programs and special events; adult and youth sports, recreation facilities, recreation classes and excursions, teen programs, day camp, and clerical support staff.

2. Provide responsible staff assistance and support to the Parks and Recreation Director or other assigned supervisor.

3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff, contractors, umpires, and officials on policies and procedures.

4. Administer recreation programs; develop and manage recreation contracts; schedule usage of facilities, make park reservations, and approve park rental permits; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, and ads; order required materials, supplies and awards.

5. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and park facility improvements; inspect facility and grounds and test equipment; purchase program supplies and equipment.

6. Participate in the selection and evaluation of recreation staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

7. Prepare and administer program and division budgets, submit budget recommendations, monitor expenditures, perform accounting for each program area as necessary, prepare various financial reports as required.

8. Schedule, implement, promote and publicize a variety of recreation programs and special events; design, layout, edit, proofread and write brochures and newsletters; sell advertising, write press releases and public service announcements, prepare special event publicity flyers.

9. Prepare analytical and statistical reports to Parks and Recreation Director, City Manager, Parks and Recreation Commission, and City Council on operations and activities.

10. Develop and implement departmental, operational, administrative, program, and other policies, procedures, and forms.

11. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

12. Prepare ordinances, resolutions and other supporting program documents; prepare and monitor program grants and related proposals

13. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications.

14. Participate in the drafting and implementation of division goals, policies and procedures.

15. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

16. Make oral and written presentations to the City Council, Parks and Recreation Commission, staff, the public and professional groups.

17. Participate in various committees; attend and participate in professional group meetings.

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 City recreation programs.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software and other types of software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and youth camp administration.
Pertinent Federal, State, and local laws, codes and regulations.
Prepare clear and concise reports.
Lead and instruct groups and individuals.

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.
Develop and maintain financially self-supporting activities and programs.
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.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
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:

Four years of increasingly responsible experience in recreation planning, including two years of direct and primary supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. One year of the education requirement may be substituted with five years of responsible and related work experience in recreation.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; 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.

RECREATION SUPERVISOR

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 analytical duties; to oversee assigned administrative processes, procedures and programs; to plan, implement and administer adult and youth recreation programs and activities; to assign and oversee recreation staff providing safe and well managed recreation programs to teens and other specialized customers including adult and youth sports, leisure classes, special events, camps and other City programs; to manage the recreation center facility and gymnasium, and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Recreation Director, division head, or other assigned supervisor.

Exercises direct and primary supervision over supervisory, professional, technical, recreational, and clerical staff and volunteers, 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. Provide responsible staff assistance and support to the Parks and Recreation Director or assigned supervisor.

2. Participate in the selection of recreation staff; conduct staff interviews; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement discipline procedures when authorized by assigned supervisor.

3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures.

4. Plan, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and educational programs, adult and youth sports, facilities, teen program/day camp, special events and excursions.

5. Administer recreation programs; develop and manage instructor and contract professional service agreements; schedule usage of facilities, make park reservations, and approve park rental permits; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, flyers and ads; order required materials, supplies and awards.

6. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and improvements on new phases of park being established; inspect facility and grounds and test equipment; purchase program supplies and equipment.

7. Schedule, implement, promote and publicize adult and youth recreation programs and special events; design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases.

8. Preparation and administration of program and division budgets; submit budget recommendations; monitor expenditures; perform accounting for each program area as necessary.

9. Participate in the drafting and implementation of department goals, policies and procedures.

10. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

11. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.

12. Prepare resolutions, ordinances and other supporting program documents; prepare and monitor program grants and related proposals.

13. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.

14. Develop and design departmental, operational and administrative procedures or forms as required.

15. Participate in various committees; attend and participate in professional group meetings.

16. Make oral and written presentations to the City Council, staff, the public and professional groups.

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

Knowledge of:

Operations, services and activities of a City recreation program.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and camp administration.
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.
Prepare clear and concise reports.
Lead and instruct groups and individuals.
Develop and maintain financially self-supporting activities and programs.
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.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
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:

Four years of increasingly responsible experience in recreation, including two years of lead worker supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. One year of the education requirement may be substituted with five years of responsible recreation work experience.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; 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 CIVIL ENGINEER

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 under supervision various professional field and office engineering work related to the planning, design, construction and maintenance of City capital improvement projects, City infrastructure, and daily department operations; confer with developers, contractors and representatives of other agencies regarding facility and infrastructure development; to administer professional services and construction contracts; provide professional assistance to the City Engineer/Public Works Director and Assistant City Engineer and others in areas of expertise; prepare plans and specifications; perform a variety of studies; and prepare and present staff reports; design and prepare project documents; and perform related work as required. This position may serve as Assistant City Engineer or Deputy City Engineer or Assistant Public Works Director or Deputy Public Works Director if appointed by City Manager. This position is overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional engineer 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 project design, 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 City Engineer/Public Works Director.

May exercise lead worker supervision over professional, technical and clerical staff and 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. May serve as Assistant City Engineer, Deputy City Engineer, Assistant Public Works Director, or Deputy Public Works Director.

2. Participate in the conduct of complex engineering projects, including research, design and review for a variety of public works and utility capital improvements, and construction; provide supervisory lead.

3. Provide responsible staff assistance and support to the City Engineer/Public Works Director.

4. Participate in project planning, design and preparation of specifications, drawings and contract documents for a variety of engineering projects.

5. Evaluate compliance with laws, ordinances and acceptable engineering standards and determine appropriate corrections or improvements.

6. Administer contracts for capital and development projects.

7. Research, identify, prepare applications, and administer grant funding sources.

8. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.

9. Review plans and calculations of consulting engineers and private contractors for conformance with regulations, specifications, and/or conditions of approval.

10. Serve as resident engineer during construction; conduct or supervise field inspections of construction sites and other sites.

11. Supervise and participate in the design and construction of capital improvement projects.

12. Initiate and conduct engineering planning studies.

13. Perform consultant oversight including the selection of consultants and participate in and oversee the preparation of plans, specifications and cost estimates.

14. Participate in the development of the City Engineer/Public Works Department budget; assist with the forecast of funds needed for staffing, equipment, materials, and supplies, and recommend budgetary adjustments as appropriate and necessary; assist with procurement of equipment and capital project budget monitoring; and assist with engineering fee analysis.

15. Assist in the management, coordination, inspection, and progress of assigned projects, including capital projects, and ensure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders, prepare progress reports on projects under construction, and maintain project files.

16. Manage city service contracts, including contract development, coordination, and review of services and processing of invoices.

17. Prepare and review maps, easement language, legal descriptions, and deeds.

18. Approve documents and reports and perform other duties requirement certification as a Professional Engineer in the State of California.

19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.

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

21. May attend and make presentations at City Council and other meetings.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, and design and construction
Methods and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Assessment District management.
Technical report writing.
Principles and practices of contract administration.
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
Grant application procedures and grant administration.
Principles of supervision, training and performance evaluation.
Principles of advanced mathematics and their application to engineering work.
Pertinent Federal, State, and local laws, codes and regulations.

Ability:

Delegate authority and responsibility.
Lead and direct the operations, services and activities of a comprehensive municipal public works department.

Develop and administer departmental goals, objectives, and procedures.
Effectively manage contracts and evaluate the work of contractors.
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.
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.
Enter data on a computer at a speed necessary for successful job performance.
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
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 professional engineering experience, including experience in municipal engineering and public works. No less than two years of supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in civil engineering or a related engineering field. Possession of an advanced degree is highly desirable.

License or Certificate

A valid certificate of registration as a Professional Engineer (Civil) issued by the State of California.

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.

SENIOR INFORMATION SYSTEMS ANALYST

*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 complex duties in the design, development, testing, management and maintenance of the City's computerized information systems, including maintaining hardware and software configurations and implementing new information systems technology; assisting with Local Area Network (LAN) and City Home Page administration; and providing highly responsible and complex administrative support to the assigned department head. This position is overtime exempt.

DISTINGUISHING CHARACTERISTICS

This is the highest journey level position in the Information Systems Analyst series. Positions at this level are distinguished from the Analyst level by having broader application and organizational knowledge to lead in the prioritizing of Citywide needs for new systems or enhancements to existing systems; having more specialized technical knowledge and the ability to provide more leadership and strategic direction; applying best practices and business principles while serving as project leader and chief technical representative to assigned projects; developing new projects; meeting with project stakeholders and creating written project plans. This position receives only occasional guidance regarding objectives or when unusual situations arise, supervises staff and administers service contracts. Work is normally reviewed on completion and for overall results.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned department head.

Exercises lead worker 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, lead, supervise, and monitor programs and activities related to the management and maintenance of the City's information systems, database applications, optical imaging, accounting/finance applications, and office automation applications including but not limited to word processing, electronic mail, spreadsheets, graphics, geographical information system (GIS) and telecommunication functions.

2. Provide responsible staff assistance and support to the assigned department head.

3. Instruct, assist, and train City staff in the procedures, methods and equipment used in information systems technology.

4. Maintain citywide hardware/software inventory; recommend and implement hardware/software upgrades, policies, and procedures for information systems functions.

5. Assist department representatives in researching solutions to hardware and software problems; interface with vendors and contractors concerning software and hardware needs, problems, requirements, applications, pricing and availability; oversee the purchase/installation of hardware and software; design or customize programs to accommodate the needs of other City departments; and investigate and evaluate system improvements and enhancements.

6. Prepare requests for proposals and/or obtain bids for hardware/software upgrades and professional services.

7. Monitor work activities and information systems security to ensure compliance with established policies and procedures.

8. May assist with administration of contract for video broadcast and production services and management of City government channel.

9. May assist with LAN and City Home Page administration.

10. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

11. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policies and departmental procedures, appropriate service and staffing levels.

12. May plan, direct, coordinate, and review the work plan for the assigned division; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

13. Supervise, train, motivate and evaluate assigned personnel; provide or coordinate staff computer related training; work with employees to correct deficiencies; implement discipline and termination procedures.

14. Participate in the development of the City annual budget, including the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures for division and implement adjustments.

15. May serve as liaison for the assigned department with other City departments and outside agencies; assist in resolution of sensitive and controversial issues.

16. Prepare staff reports and correspondence and present reports at meetings with City officials, employees and others encountered in the course of work; prepare analytical and statistical reports on operations and activities.

17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of information service systems, including hardware and software.
Principles and techniques of programming.
Principles and techniques of computer repair and maintenance.
Principles and practices of systems analysis, programming, and documentation.
Principles and practices of contract administration.
Purchasing procedures and practices.
Modern office procedures, methods and equipment.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration and financial management information systems.
Methods and techniques of training and instruction.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Select, supervise, train, and evaluate support staff.
Manage, direct, and coordinate the work of support staff.
Analyze programs, policies and operational needs.
Instruct and train City staff in information systems operations.
Analyze, design, program, and maintain information systems and peripherals.
Analyze data and develop logical solutions to complex computer application and programming problems.
Troubleshoot computer hardware and software problems.
Make recommendations on selection of information systems and software application packages.
Effectively manage contracts and evaluate the work of contractors.
Develop and administer division goals, objectives and procedures.

Prepare and present clear and concise administrative and technical reports to a variety of City staff and officials.
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.
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.
Enter data on a computer at a speed necessary for successful job performance.
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 condition appropriate to 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.
Coordinate medium to large complex technical documents, reports, and correspondence.
Organize and prioritize workload.

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 experience in management of information systems, LAN management, and personal computer environments.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information systems, computer science, or a closely related field. One year of the education requirement may be substituted with two years of responsible information systems management work experience.

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 to medium lifting, carrying, pushing and pulling; reaching; handling; use of fingers; talking; hearing; near acuity.

SENIOR MAINTENANCE WORKER

*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 lead, oversee, and participate in the work of maintenance crews responsible for public works services including the cleaning, repair, maintenance and/or construction of streets, storm drain systems, parkways, landscaping, building and parks, signs, and traffic systems; to maintain and use a variety of construction machinery and tools; and to perform a variety of technical tasks relative to assigned areas of responsibility. 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 advanced journey level class in the Maintenance Worker 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 leading and overseeing lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff.

Exercises lead worker supervision over maintenance 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. Lead, train, and review the work of staff responsible for providing maintenance and repair services relating to City streets, parks, landscaping, buildings, stormwater systems, and sidewalks; set up weekly list of work projects.

2. Provide responsible staff assistance and support to assigned supervisory staff.

3. Participate in and review the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; train assigned employees in maintenance and repair methods and techniques related to assigned areas of work.

4. Ensure the adherence to safe work practices and procedures; instruct workers in the use of all safety equipment; ensure compliance with OSHA regulations.

5. Lead and participate in the use and operation of equipment needed for performing maintenance functions and activities for assigned area.

6. Maintain operation records; file reports on a daily basis to supervisor.

7. Estimate time, materials, and equipment required for jobs assigned; evaluate the City for maintenance and safety improvements; requisition materials as required.

8. Construct forms, lay cement, and finish cement on curb, gutter, sidewalk, street, alley and other related areas; dig ditches; backfill trenches and holes; install storm drain pipes; perform minor building maintenance.

9. Break and repair concrete and asphalt surfaces; excavate and replace concrete and asphalt surfaces; perform hot patching and sealing of surfaces; shovel and rake asphalt.

10. Set up and take down traffic warning devices and barricades for traffic control.

11. Maintain, repair and clean storm drains throughout City.

12. May perform crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations and activities of a maintenance program within the area of assignment.
Principles of lead supervision, training and performance evaluation.
Methods and techniques of maintenance activities related to area of work assigned.
Equipment and tools used in the area of work assigned.
Occupational hazards and standard safety practices.
Use of hazardous chemicals, herbicides and fertilizers.

Ability to:

Lead, organize, and review the work of staff.
Independently perform the most difficult maintenance and repair work in the area of work assigned.
Interpret, explain, and enforce department policies and procedures.
Operate a variety of cleaning, maintenance and repair 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.
Work independently in the absence of supervision.
Lead multiple projects at once.
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 experience in the maintenance and repair of public streets, parks, stormwater systems and other public facilities.

Training:

Equivalent to completion of twelfth grade.

License or Certificate

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

Within twelve (12) months of employment, the employee shall obtain and thereafter continuously maintain one or more of the following licenses or certificates, based on department and specific assignments, as determined by the City Manager: Limited Backflow Prevention Device Tester (Ventura County Environmental Health Department); Qualified Playground Inspector (National Playground Safety Institute); and Class A or B California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Field environment; exposure to outside atmospheric conditions; exposure to noise, dust, grease, smoke, fumes, gases or other atmospheric conditions that may affect the respiratory system, eyes or skin; work around moving mechanical parts of equipment, tools or machinery; work in high, exposed places.

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; medium to heavy lifting, carrying, pushing and pulling; climbing; balancing; stooping; kneeling; crouching; crawling; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception.

The additional essential functions for performance of crossing guard duties include repetitive light lifting of a “Stop" sign in a raised position above the head with either arm; clear vision of 20/40 minimum with no color blindness; hearing sufficient to discern approaching vehicles, children, adults, or other moving objects across a frequency range from 500 hertz (Hz) to 3,000 Hz with or without a hearing aid; frequent stepping up and down from a curb; ability to walk a minimum of 70 feet within 12 seconds; and ability to grasp and restrain children from moving into an unsafe area.

SENIOR MANAGEMENT ANALYST

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 analytical duties; to oversee assigned administrative processes, procedures and programs; and to provide information and assistance to the public regarding assigned programs and services. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from division manager or department head.

Exercises direct and primary supervision over technical, professional 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. Assume direct responsibility for monitoring and administering assigned program areas; oversee assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff; participate in employee selection; prioritize and coordinate work assignments; review work for accuracy.

2. Provide responsible staff assistance and support to assigned management staff and department or program area.

3. Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare employee evaluations.

4. Analyze the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial reports as required.

5. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.

6. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications.

7. Participate in the drafting and implementation of department goals, policies and procedures.

8. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.

9. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.

10. Prepare ordinances and other supporting program documents; prepare and monitor program grants and related proposals.

11. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.

12. Develop and design departmental, operational and administrative procedures or forms as required.

13. Participate in various committees; attend and participate in professional group meetings.

14. Make oral and written presentations to the City Council, staff, the public and professional groups.

15. Prepare press releases, newspaper articles, public service announcements and newsletters.

16. Participate in contract administration with outside consultants and developers.

Marginal Functions:

1. May serve as a liaison with public and private organizations, community groups and other social organizations; make presentations as required.

2. Serve as emergency response worker as necessary.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of mathematics and statistics.
Principles of supervision, training and performance evaluation.
Principles and practices of budget administration.
Principles and practices of contract administration.

Methods of research, program analysis, and report preparation.
Policies and procedures of the assigned department.
Public relations techniques.
Principles and procedures of accounting and procurement practices.
English usage, spelling, grammar and punctuation.
Modern office procedures, methods and equipment.
Research, analytical techniques and the public policy development theory.
Federal, State and local laws, codes and regulations.

Ability to:

Perform complex administrative and analytical activities for assigned programs.
Independently perform the most difficult 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 ~~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.
Research and prepare effective grant proposals.
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 administrative and analytical experience preferably within a local government environment.

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.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field 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.

SENIOR NUTRITION COORDINATOR

*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 with the City's senior nutrition and active adult programs; and to perform a variety of technical tasks relative to assigned area of responsibility. This is a temporary, hourly, non-exempt position.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisor.

May exercise lead worker supervision over part-time staff and volunteers.

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

Essential Functions:

1. Oversee day-to-day operations of the Senior Nutrition Program, including preparing meals, sorting and stocking food deliveries and supplies, ordering meals and tracking the number of meals served; submitting meal attendance reports; recruiting, training, and supervising volunteers and part-time staff to assist with all aspects of the Senior Nutrition Program; collecting registration forms from new program participants; inventorying and ordering program supplies; submitting lunch orders and handling daily deposits; delivering meals to homebound as needed.

2. Provide responsible staff assistance and support to the assigned supervisor.

3. Provide technical and functional supervision over part-time staff and volunteers.

4. Prepare for special events and activities.

5. Assist with administrative and clerical tasks related to Senior Nutrition Program and Active Adult Center as needed.

6. Prepare forms and spreadsheets and categorize revenue and registrations.

7. Perform daily cleaning of kitchen and food preparation equipment.

Marginal Functions:

1. May assist in minor maintenance of facilities and equipment; make recommendations to improve equipment and facilities.

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 division and department.
Fundamental rules and regulations governing senior nutrition and active adult activities.
Techniques of planning, supervising and organizing senior/active adult programs.
Rules and equipment used for food preparation activities.
Publicity techniques.
Basic first aid methods and techniques.
Standard safety and safe kitchen precautions.
Principles and practices of customer service.
Modern office procedures, methods and equipment.
Principles and procedures and record keeping and filing.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Principles of supervision, training and performance evaluation.

Ability to:

Organize, lead and oversee the work of volunteers and part-time staff.
Maintain records and reports.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Respond appropriately to citizen inquiries and complaints.
Learn fundamentals of financial record keeping.
Operate and use modern office equipment including fax machine or fax/modem, and copiers.
Interpret and explain policies and procedures.
Organize, lead and oversee the work of volunteers and part-time staff.
Establish and maintain effective working relationships with those contacted in the course of work.
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 years of meal preparation experience combined with clerical experience.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized or college level training in nutrition, senior/active adult programs or a related field is desirable.

License or Certificate

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

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

Possession of or ability to obtain a “Safe Serve” certification is desirable.

WORKING CONDITIONS

Environmental Conditions:

Kitchen environment; office environment; 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.

~~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.~~

TEEN COORDINATOR

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 the general supervision of the assigned supervisor, performs a variety of duties to include: developing, coordinating, and implementing the City's teen recreation programs for middle school and high school age teens. To include but not limited to after school programs, classes, special events, and other recreational programs; to provide on-site supervision and implementation of programs; and to perform a variety of tasks related to marketing, planning, implementing, and supervising recreational activities and special events. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the division manager or Parks and Recreation Director.

Exercises lead worker supervision over recreation 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. Plan, implement, evaluate, and coordinate a program of recreation activities for middle school age and high school age teens. This includes enrichment after school programs, dances, ski trips, summer programs, excursions, special events, and volunteer programs.

2. Plan, implement, evaluate, and coordinate the activities and responsibilities of the Moorpark Teen Council, including meetings, projects, events, outreach, information and referral, and publicity.

3. Plan, implement, evaluate and coordinate seasonal day camps for adolescents ages 5 through 12, including coordinating staff scheduling and assignments, managing registration and marketing, recommending and implementing policies, planning and developing enrichment and recreational activities and field trips, assisting with staff training, ordering and requisition of supplies, and facility set-up and maintenance.

4. Coordinate general recreation and community services programs; assist with overseeing instructor contracts; schedule usage of facilities and make park reservations; process class registrations, payments, insurance, deposits, warrants and refunds; schedule games, practices, and classes and playoffs.

5. Provide responsible staff assistance and support to the assigned supervisor.

6. Create and prepare marketing materials such as press releases, flyers, and posters.

7. Prepare for and maintain control during activities, and special events.

8. Assist with administrative tasks including the maintenance of attendance records; keep score at sporting events; operate audiovisual equipment.

9. Prepare, plan, develop, implement and manage teen events; make flyers and advertisements to promote departmental activities.

10. Help supervise the collection and accounting of fees for program registration. Help assess supplies needed for events and requisition additional supplies as needed. Prepare budget recommendations for program activity areas.

11. Help assure that City recreational activities start and finish in the prescribed manner and time frames.

12. Notify participants, and their parents, for scheduling events and registration requirements.

13. May assist in minor maintenance of recreational facilities and equipment; make recommendations to improve equipment and facilities.

14. Supervise and monitor activity of participants during recreational activities, trips and tours, and extended care; unlock, lock and secure facilities as required.

Marginal Functions:

1. Serve as emergency response worker as necessary.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of recreation, leisure services, and program development for teens and youth.

Techniques of planning, supervising, and organizing recreation teen and youth programs.

Rules and equipment used in various recreational activities.
Publicity techniques.
Basic first-aid methods and techniques.
Standard safety precautions.
Pertinent Federal, State, and local laws, codes and safety regulations.
Principles of supervision, training and performance evaluation.

Ability to:

Supervise and work effectively with teens, youth and adults.
Organize, lead, and oversee the work of teen volunteers and part-time staff.
Prepare and present written and oral reports.
Maintain records and reports.
Work independently in the absence of supervision.
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 including 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:

Two years experience working with teens or youth in recreation or a related field.

Training:

Equivalent to the completion of twelfth grade. Additional specialization or college level training in recreation programs or a related field is desirable.

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours, 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 making 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.

VECTOR/ANIMAL CONTROL SPECIALIST

*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 and supervision of the designated department head or division manager, performs a variety of duties: 1) vector control inspections and operations, including but not limited to mosquito and domestic fly pest management duties, which include monitoring, data collecting, field assistance, inspections, abatement, staff and administrative support, and public education; 2) animal control duties including but not limited to enforcement of local laws, regulations and ordinances pertaining to animal control, as well as impound, quarantine, and investigation of animal complaints and disposal of deceased animals; 3) field inspections regarding the City's business registration requirements; and 4) performs related duties and responsibilities as required. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from designated department head or division manager.

Provides direct and primary supervision over professional, 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:*

General Essential Functions:

1. Assume responsibility for monitoring and administering assigned program areas and assigned support functions; may direct the work activities of assigned subordinate staff and contractors; prioritize and coordinate work assignments; review work for accuracy; prepare performance evaluations; provide or coordinate staff training; work with subordinate employee(s) to correct performance deficiencies; implement discipline procedures.

2. Provide responsible staff assistance and support to designated supervisor.

3. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.

4. Interpret, apply and enforce the City Municipal Code; issue infraction and misdemeanor citations and testify at administrative hearings or in court as

necessary; track the progress of cases involved in the legal system and those assigned to other agencies or the City Attorney's office.

5. Maintain detailed records and reports on inspection activities; input and retrieve inspection data utilizing a computer.

6. 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.

7. Participate in the development and administration of program and division annual budget; submit budget recommendations for training, equipment, materials, and supplies; monitor expenditures and recommend budget adjustments as needed.

8. Meet with and provide information to other City departments; divisions and outside agencies; and resolve sensitive and controversial issues.

9. May provide City staff support to board, commission or committee as assigned; prepare and present staff reports and other necessary correspondence.

10. Recommend modifications to City programs, policies, procedures and fees as appropriate.

11. Attend and participate in professional group meetings, stay abreast of new trends and innovations in relevant field.

12. Communicate with associations, public and governmental agencies as directed.

13. Develop and maintain data and files on all sources, operations, activities, and provide written analysis and recommendations from that data upon request.

14. Maintain safe work practices and procedures; instruct subordinate staff in safety matters.

Vector Control Essential Functions:

1. Assume responsibility for all designated vector control services and related activities.

2. Plan, direct, coordinate, review and implement the work plan for designated vector control services; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

3. Implement domestic fly and mosquito control programs and perform entomological lab work.

4. Conduct studies and/or surveys of vector control problems.

5. Design and implement changes for vector control programs, which promote economy of costs and manpower.

6. Under the direction of management, evaluate the effectiveness of operations and control methods.

7. Develop operational modifications and introduce new methods and techniques.

8. Participate in the technical phases of operations planning and delivery.

9. Under direction of management, 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.

11. Implement all aspects of the City's vector control public education.

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.

6. Assist with administration of contract(s) with service provider(s).

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

Knowledge of:

Principles of supervision, training and performance evaluation.
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.
Domestic fly and mosquito control programs and entomological lab work.
Entomology and ecology of vertebrates and invertebrates.
Thorough knowledge of pesticides and their application and harmful effects to animal and plant life.
Proper care and handling of animals.
Physical and behavioral characteristics of animals, including breed identification.
Symptoms of rabies and other common animal diseases.
General knowledge of research techniques, scientific data collecting and collating, and investigative methods.
Modern office procedures, methods and equipment.
Purchasing procedures and practices.
Occupational hazards and standard safety practices.

Ability to:

Plan and conduct general surveys and specific studies, including the development and use of computerized reporting and record keeping systems.
Use scientific principles to practical situations.
Interpret, explain, and enforce applicable policies and procedures.
Interpret and apply pertinent Federal, State and local laws, codes and regulations.

Supervise, organize, and review the work of subordinate staff.
Operate and use modern office equipment including ~~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.
Enforce necessary regulations with firmness and tact.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing to assigned supervisor, City officials, public and other agencies.
Establish and maintain effective working relationships with those contacted in the course of work.
Exercise tact and independent judgment in dealing with the public and present a positive public image.
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.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions.
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:

Vector Control

Three years of increasingly responsible experience providing vector control services for a public agency, including one year of supervisory or lead responsibility.

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 a Bachelors degree from an accredited college or university with major course work in entomology, health science, environmental health, biology or related field.

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 Sections A, B, C, and D, or equivalent, which must be maintained throughout employment.

For animal control, completion of California Penal Code Section 832 certification training and National Animal Control Association Level I 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: 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: National Animal Control Association Level II Academy training or equivalent.

WORKING CONDITIONS

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.

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.