

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

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

**DATE:** December 11, 2015 (CC Regular Meeting of 12/16/15)

**SUBJECT:** Consider Adoption of a Revised Classification Plan Resolution with Changes to Job Descriptions and Rescinding Resolution No. 2015-3434

**BACKGROUND**

At the November 18, 2015 regular meeting, the City Council adopted a revised Salary Plan, which incorporated multiple revisions to position titles and salary ranges, including the addition of new positions. The City Council directed staff to schedule a subsequent agenda item to amend the Classification Plan for the new and revised job descriptions.

**DISCUSSION**

Attached to this agenda report is a draft resolution to amend the City's Classification Plan. Included are all of the new job descriptions as well as those job descriptions that contain more substantive revisions as discussed below (the attached job descriptions are in alphabetic order). Minor text and format consistency edits have also been made to many of the job descriptions; however, the job descriptions with minor edits have not been included as attachments to this agenda report. As an example of minor edits, punctuation has been added, department names and supervisor title references have been corrected, and the knowledge requirement for English usage, grammar, and punctuation has been added for all Management and office worker positions. Other similar editorial edits are included.

The entire Classification Plan exceeds 400 pages; therefore, the attachments to this agenda report have been limited as already described. The entire draft resolution will be available on the City's website, along with the agenda report. Also, the final adopted Classification Plan resolution will include all City job descriptions, and will be available on the City's website.

### **New Job Descriptions**

As discussed in the Salary Plan update agenda report for the November 18 City Council meeting, new job descriptions for Non-Competitive Service (Management) positions have been created as follows (and are attached): Deputy Finance Director, Deputy Community Development Director, Economic Development and Planning Manager, Public Works Manager, and Senior Housing Analyst.

### **Revised job descriptions**

1. Non-Competitive Service Job Descriptions – All of the Non-Competitive Service (Management) job descriptions have been revised to create more consistency for Knowledge, Abilities, Experience, and Training/Degree requirements. The required Knowledge, Abilities, Experience, and Training/Degree requirements are intended to be consistent with the Salary Plan pay ranges. For example, higher paid positions require increased experience. Job descriptions for other local cities were used as examples to determine appropriate changes. Reference was added to the Assistant City Engineer job description pertaining to serving as Deputy Public Works Director instead of creating a new Deputy Public Works Director job description.

The Management job descriptions that incorporate more substantive amendments are attached to this agenda report. Those job descriptions with only minor editorial changes are not attached, but will be incorporated into the final Classification Plan Resolution.

2. Competitive Service Job Descriptions – The Community Development Technician job description was revised to change the position title to Planning Technician (for the purpose of improving recruitment by using the more common Planning Technician position title), and to also incorporate more clarification of code compliance responsibilities. This revised job description is attached.

The Management Supervisor job description has been deleted, because there is no longer a Management Supervisor position listed on the Salary Plan, and no such position is referenced in the Memorandum of Agreement with the union for Competitive Service employees.

### **FISCAL IMPACT**

No fiscal impact.

**STAFF RECOMMENDATION**

Adopt Classification Plan Resolution No. 2015-\_\_\_\_, rescinding Resolution No. 2015-3434.

Attachment: Draft Resolution (Complete copy of the draft resolution is available on the City's Website)

RESOLUTION NO. 2015-3434

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. 20145-33413434

WHEREAS, the City Council adopted Resolution No. 20145-33413434 on ~~December 3~~September 2, 20145, 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 further amended to create job descriptions for the overtime exempt Management positions of Deputy Finance Director, Deputy Community Development Director, Economic Development and Planning Manager, Public Works Manager, and Senior Housing Analyst, and to add the Deputy Public Works Director responsibilities to the Assistant City Engineer job description; and

WHEREAS, additional edits have been made to various Management position job descriptions to update responsibilities and achieve greater consistency for different levels of Management positions, including department names, essential functions, knowledge and abilities, and experience and degree requirements, as addressed in the City Council meeting agenda report; and

WHEREAS, the Competitive Service position job description for Community Development Technician has been retitled as a Planning Technician, and that job description was also revised to include more clarification of code compliance responsibilities, and the Maintenance Supervisor job description was deleted, because that position no longer is used and is not included on the City's Salary Plan.

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 4. Resolution No. 20145-33413434 is rescinded and this resolution shall become effective upon adoption.

SECTION 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 16th day of ~~September~~ December, 2015.

\_\_\_\_\_  
Janice S. Parvin, Mayor

ATTEST:

\_\_\_\_\_  
Maureen Benson, City Clerk

Exhibit A: Classification Plan and Job Descriptions

## **EXHIBIT A**

# **City of Moorpark Classification Plan and Job Descriptions**

## 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 and negotiation, grant management, purchasing, information systems, department or City fixed assets; assist department with budget process; and assist with specific-risk management, and personnel/human resources, public information, and legislative and intergovernmental relations 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, and software and technology implementation.
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.
14. Respond to media inquiries; may serve as Public Information Officer.

**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.

Methods of research, program analysis, and report preparation.

Public relations techniques.

English usage, spelling, grammar, and punctuation.

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 computer, 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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 Bachelor's 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.

## 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, including serving as Deputy 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 s~~Serves as Assistant Deputy Public Works Director, and if appointed by the City Manager serves as acting City Engineer/Public Works Director in the absence of the City Engineer/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.  
Principles and practices of civil engineering including land surveying, mapping, and traffic engineering.

Mathematical principles as applied to civil engineering work.

Principles and practices of construction/capital improvement project management, administration, and coordination.

Modern methods, tools, equipment, materials, and work practices utilized in the design, construction, maintenance and repair of city streets and related infrastructure.

National Pollutant Discharge Elimination System (NPDES) requirements for capital projects, development projects, and maintenance activities.

Practices of public transit and paratransit programs.

Floodplain management.

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.

English usage, spelling, grammar, and punctuation.

**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 computer, 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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~~Six 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 Bachelor's 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.

## **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.~~

Operations, services and activities of a comprehensive municipal financial management program.

Principles and practices of general, fund, and governmental accounting principles and practices including financial statement preparation and methods of financial control and reporting.

Principles and practices of municipal budget preparation and administration.

Practices and methods of public agency financing.

Methods and techniques of revenue analysis and interpretation.

Principles and practices of cost accounting and internal control and auditing.

Principles and practices of public purchasing and contracting, including competitive bidding procedures and contract administration.

Financial research and report preparation methods and techniques.

Automated financial management systems.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Principles of conducting a workplace investigation.

Modern office procedures, methods and equipment.

English usage, spelling, grammar, and punctuation.

Principles of mathematics and statistics.

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, computer, 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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**

FiveSix 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 Bachelor's degree from an accredited college or university with major course work in accounting, finance, 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 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.

## **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 Public Works Department service contracts, including contract coordination and review of services and processing of invoices; manage service contracts for city engineering and traffic 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. As City Engineer, 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.

Principles and practices of civil engineering including land surveying, mapping, and traffic engineering.

Mathematical principles as applied to civil engineering work.

Principles and practices of construction/capital improvement project management, administration, and coordination.

Modern methods, tools, equipment, materials, and work practices utilized in the design, construction, maintenance and repair of city streets and related infrastructure.

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.

National Pollutant Discharge Elimination System (NPDES) requirements for capital projects, development projects, and maintenance activities.

Floodplain management.

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.

English usage, spelling, grammar, and punctuation.

**Ability to:**

Plan, organize, direct and coordinate the work of subordinate level staff

Select, supervise, train and evaluate staff.

Delegate authority and responsibility.

**Lead/Manage** 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 computer, 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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~~Seven 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 Bachelor's degree from an accredited college or university with major course work in civil engineering, ~~public administration, business administration~~ or a related field. A Master's 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; light to medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; 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, Animal and Vector Control, 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 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 Community Development Department services and activities including Planning, Code Compliance, and Building Safety Divisions, and all related contracted services; may also oversee Affordable Housing, Economic Development, Animal and Vector Control, and Sustainability programs~~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; recommend and administer policies and procedures.
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.~~  
Operations, services and activities of a comprehensive municipal community development program, including planning, affordable housing, building and safety, code compliance, economic development, and related programs.  
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.  
Principles and practices of building construction, structural design, and processing procedures for land development.  
Pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.  
Civil engineering principles and practices.  
Geographic information system software.

Planning theory and social policies.

Technical report writing.

Methods and techniques of research and analysis related to urban development and environmental impact assessment.

Current literature, information sources and research techniques in the field of urban planning.

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.

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.

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 California Environmental Quality Act (CEQA).

English usage, spelling, grammar, and punctuation.

**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 computer, 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.~~  
Manage and direct a comprehensive Community Development Department program.  
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.  
Identify and respond to community concerns and needs related to assigned areas of responsibility.  
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 computer, 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 areas 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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~~Seven years of increasingly responsible experience in municipal administration~~professional urban planning experience~~, including ~~three~~four years of administrative and supervisory responsibility.

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## COMMUNITY DEVELOPMENT 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 computer, 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.~~

## **DEPUTY 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 organize and manage the activities and operations of one or more divisions of the Community Development Department; oversee and manage the various technical and administrative functions of the land use planning process; serve as the department's principal staff to the Planning Commission; coordinate assigned activities with other divisions, departments, and outside agencies; assist the Community Development Director in overseeing and managing the activities and operations of the entire Community Development Department; provide highly responsible and complex administrative support to the Community Development Director, City Manager, or Assistant or Deputy City Manager; and perform related duties as assigned. This position is overtime exempt.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Community Development Director, City Manager or Assistant or Deputy 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 assigned Community Development Department divisions and all related contracted services; recommend and administer policies and procedures; assist the Community Development Director in managing the day-to-day activities and operations of the Community Development Department.
2. Provide responsible staff assistance and support to the Community Development Director, City Manager, or Assistant or Deputy City Manager, and serves as the Department's principal staff to the Planning Commission.
3. When designated by the City Manager or Community Development Director, act as hearing officer for zoning or code compliance related administrative hearings.

4. Oversee and manage a comprehensive planning division which includes interpreting and implementing the General Plan and zoning ordinances as adopted by the City. Responsibilities include processing applications for land development entitlements including development project review, site inspections, environmental assessment and clearance, and long range city and regional planning.
5. Analyze development projects including full engineering, architectural, landscape, lighting, and other related project plan review; guide the design of development projects to result in high quality, environmentally sensitive, aesthetically pleasing, and functional and sustainable development projects.
6. Manage the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned division.
7. 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.
8. 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.
9. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
10. 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.
11. 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.
12. Explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; responds to and resolves difficult and sensitive citizen inquiries and complaints.
13. 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.

14. Provide staff assistance to the department head or City Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
15. Provide staff support to the Planning Commission.
16. 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.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Provide expertise in application and interpretation of the Zoning Code.
19. Provide regular reports to the department head and City Manager on the status of development applications and code compliance activities.
20. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.
21. As assigned, serves as acting Community Development Director in the absence of the Community Development Director.

**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 community development program, including planning, affordable housing, building and safety, code compliance, economic development, and related programs.

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.

Principles and practices of building construction, structural design, and processing procedures for land development.

Pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.

Civil engineering principles and practices.

Geographic information system software.

Planning theory and social policies.

Technical report writing.

Methods and techniques of research and analysis related to urban development and environmental impact assessment.

Current literature, information sources and research techniques in the field of urban planning.

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.

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.

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.

English usage, spelling, grammar, and punctuation.

**Ability to:**

Oversee and participate in the management of the Community Development Department activities, including management of the Planning Division and other divisions of the Community Development Department as assigned, including responsibility for administration, development review, long-range and regional planning, environmental review, code compliance, and entitlement processing for development projects.

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.

Identify and respond to community concerns and needs related to assigned areas of responsibility.

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 computer, 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 areas 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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 urban planning experience, including three years of administrative and supervisory responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, engineering, business administration, public administration 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.

## **DEPUTY 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 assist in the planning, directing, management and oversight of 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 and supplies management and maintenance; coordinate assigned activities with other City departments and outside agencies; provide highly responsible and complex administrative support; serve as acting Finance Director in the Finance Director's absence; may serve as City Treasurer if appointed by the City Manager; and perform related duties as assigned. This position is overtime exempt.

### **SUPERVISION RECEIVED AND EXERCISED**

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

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. Provide responsible staff assistance and support to the Finance Director, City Manager, Assistant City Manager or Deputy City Manager.
2. Assume direct responsibility for administering and monitoring assigned programs, projects, services, and activities of the Finance Department, including accounting, accounting system maintenance, payroll, financial reporting and audits, assessment district administration, purchasing, fixed asset management, cost allocation administration, contract administration, grant management, time accounting, budget preparation, and supervision.
3. Plan and coordinate the work plan for the assigned programs, divisions, and/or department.

4. Participate in employee selection and supervise, train, motivate and evaluate assigned personnel; prioritize work activities and projects and review work of assigned personnel for accuracy; work with employees to correct deficiencies; implement discipline in accordance with City rules.
5. Prepare agreements; oversee and administer contracts and direct the work of consultants and contractors.
6. Monitor legislative developments related to areas of responsibility.
7. Participate in the development and administration of annual operating budget, including the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and recommend approval of expenditures within approved limits.
8. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental and City policy, appropriate service and staffing levels.
9. Draft goals, objectives, policies, procedures, and priorities for assigned programs; implement and administer the approved goals, objectives, policies, procedures, and priorities for assigned programs.
10. Supervise the preparation of financial reports to the City Council, City Manager, City departments and other governmental and regulatory bodies; review analytical reports to ensure that data is accurate and complete.
11. Oversee audits to ensure that the City is maintaining proper internal controls and is in compliance with established policies and procedures and state law.
12. Consult with and advise departments concerning budgetary and financial issues and problems; assist in the review and analysis of revenue estimates, expenditures, and fund conditions; prepare special and periodic financial reports.
13. Direct and participate in developing findings, alternatives and recommendations involving complex revenue and financial management issues.
14. Monitor developments related to finance and accounting matters and evaluate their impact on City operations and financial programs; recommend and implement policy and procedural improvements.
15. Provide staff assistance to the Finance Director; complete special projects as assigned; represent the Finance Director with senior management and the City Council.

16. Receive and respond to difficult and sensitive inquiries and complaints from the public, press, or other agencies.
17. Prepare and present staff reports, ordinances, resolutions, and other supporting documentation for City Council and appointed commissions and boards.
18. Prepare and monitor program grants and related documentation required to retain grant eligibility and funding.
19. Conduct a variety of organizational and operational studies and investigations including assistance with confidential investigations; recommend modifications to City or department programs, policies, procedures, and fees as appropriate.
20. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the areas of responsibility; represent City at local and regional meetings.
21. May serve as liaison for Finance Department with other City departments, outside agencies, public and private organizations, and community groups; make presentations as required; negotiate and resolve sensitive and controversial issues.
22. As assigned, serve as acting Finance Director in the absence of the Finance Director, and may serve as City Treasurer if appointed by the City Manager.

**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 financial management program.

Principles and practices of general, fund, and governmental accounting principles and practices including financial statement preparation and methods of financial control and reporting.

Principles and practices of municipal budget preparation and administration.

Practices and methods of public agency financing.

Methods and techniques of revenue analysis and interpretation.

Principles and practices of cost accounting and internal control and auditing.

Principles and practices of public purchasing and contracting, including competitive bidding procedures and contract administration.

Financial research and report preparation methods and techniques.

Automated financial management systems.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Principles of conducting a workplace investigation.

Modern office procedures, methods and equipment.

English usage, spelling, grammar, and punctuation.

Principles of mathematics and statistics.

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

**Ability to:**

Provide administrative and professional leadership and direction.

Provide complex managerial support in directing a comprehensive municipal financial management program.

Develop and administer departmental goals, objectives, and procedures.

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

Plan and direct a variety of financial and internal service programs and activities.

Evaluate financial programs and make sound recommendations for improvement.

Develop and implement financial procedures and controls.

Ensure compliance with applicable bond and investment laws.

Perform complicated mathematical calculations and analyses.

Perform complex administrative and analytical activities for assigned programs.

Understand the organization and operation of the assigned department as necessary to perform assigned responsibilities.

Manage, direct and coordinate the work of support staff.

Select, supervise, train and evaluate staff.

Prepare and administer division and/or department budgets.

Prepare clear, concise and comprehensive administrative and technical reports.

Read and interpret complex data, information and documents.

Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.

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

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 Finance Department.

Identify and respond to community issues, concerns and needs related to area of responsibility.

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

Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others. Prepare and present clear and concise administrative and financial reports to a variety of City officials and the public.

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.

Research and prepare effective grant proposals.

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

Operate and use modern office equipment including computer, printers and copiers.

Enter data 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 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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 finance experience, preferably for a municipal government agency, including three years of administrative and supervisory responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, 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.

## **ECONOMIC DEVELOPMENT AND 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, including Economic Development, Planning and Code Compliance; coordinate assigned activities with other City departments and outside agencies; develop and coordinate City programs and activities to attract and retain businesses within the City and to market these programs; manage the City's business registration program; evaluate potential options for disposition and revenue generation of certain City properties for affordable housing and economic development purposes; supervise affordable housing activities if assigned; and to provide responsible and administrative support to the Community Development Director, Deputy Community Development Director, or other City Manager designee. This position is overtime exempt.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Development Director, Deputy Community Development Director, or other City Manager designee.

Exercises direct and primary 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, activities, and programs of the Economic Development, Planning, and Code Compliance Divisions of the Community Development Department and other assigned responsibilities, including related contracted services; prepare and administer policies and procedures.
2. Provide responsible staff assistance and support to the Community Development Director, Deputy Community Development Director, or other assigned supervisor.
3. Manage and participate in the development and implementation of Community Development Department goals, objectives, policies, and priorities for each assigned division or service area.

4. Coordinate activities with other City departments and public agencies, Chamber of Commerce, economic development collaboratives, and applicable affordable housing organizations.
5. 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.
6. Plan, direct and coordinate the work plan of any assigned division of the Community Development Department; assign projects to subordinate staff; review and evaluate work methods and procedures; meet with 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. Train and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline.
9. Participate in the preparation and administration of the Community Development Department budget as assigned; complete revenue and expenditure projections; monitor expenditures, cost recovery, and time accounting.
10. Explain and interpret Community Development Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
11. 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.
12. Oversee City agreements for professional consulting services related to assigned programs and activities; monitor contract payments; ensure contracts are within budget requirements; ensure compliance with contract obligations.
13. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
14. Monitor legislative developments related to assigned activities and programs.
15. Attend and participate in professional training and group meetings, stay abreast of new trends and innovations for assigned areas of responsibility; and represent City at local and regional meetings.

16. Provide expertise in application and interpretation of the Municipal Code, including Zoning Code.
17. Provide regular reports to the department head and City Manager on the status of development applications and assigned programs and activities.
18. Maintain organized and accurate records, files, and databases for entitlement processing and all other assigned areas of responsibility, including key deadlines for action and expiration dates for permits or agreements.
19. May be assigned responsibility for supervising affordable housing programs and activities and including assisting with bond issues including debt service projections and analysis.

**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 community development program, including economic development, planning, affordable housing, building and safety, code compliance and related programs.

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.

Planning theory and social policies.

Principles and practices of building construction, structural design, and processing procedures for land development.

Pertinent building related codes, ordinances, and regulations enforced by the City including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.

Civil engineering principles and practices.

Geographic information system software.

Technical report writing.

Methods and techniques of research and analysis related to urban development and environmental impact assessment.

Current literature, information sources and research techniques in the field of urban planning.

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.

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.

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 California Environmental Quality Act (CEQA).

English usage, spelling, grammar, and punctuation.

**Ability to:**

Oversee and participate in the management of the Economic Development and Planning Divisions and other divisions of the Community Development Department as assigned, including responsibility for administration, development review and entitlement processing for development projects, long-range and regional planning, environmental review, business registration, and code compliance.

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.

Identify and respond to community concerns and needs related to assigned areas of responsibility.

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 computer, 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 areas 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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 urban planning experience that includes public agency economic development and affordable housing programs, projects and activities, and including two years of administrative and supervisory responsibility.

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## FINANCE DIRECTOR

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

### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Finance Department including preparation of the budget, accounting, accounting system maintenance, payroll, financial reporting and audits, assessment district administration, purchasing, fixed asset management, cost allocation administration, grant management, and office equipment maintenance; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant or Deputy City Manager; and may serve as City Treasurer if appointed by the 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 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 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, contract administration, grant management, time accounting, and office equipment maintenance supervision.
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.
10. Supervise the preparation of financial reports to the City Council, City Manager, City departments and other governmental and regulatory bodies; review analytical reports to ensure that data is accurate and complete.
11. Oversee audits to ensure that the City is maintaining proper internal controls and is in compliance with established policies and procedures and state law.
12. Consult with and advise departments concerning budgetary and financial issues and problems; assist in the review and analysis of revenue estimates, expenditures, and fund conditions; prepare special and periodic financial reports.
13. Direct and participate in developing findings, alternatives and recommendations involving complex revenue and financial management issues.

14. Monitor developments related to finance and accounting matters and evaluate their impact on City operations and financial programs; recommend and implement policy and procedural improvements.
125. Provide staff support to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
136. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance, accounting, and purchasing.
147. 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.~~

Operations, services and activities of a comprehensive municipal financial management program.

Principles and practices of general, fund, and governmental accounting principles and practices including financial statement preparation and methods of financial control and reporting.

Principles and practices of municipal budget preparation and administration.

Practices and methods of public agency financing.

Methods and techniques of revenue analysis and interpretation.

Principles and practices of cost accounting and internal control and auditing.

Principles and practices of public purchasing and contracting, including competitive bidding procedures and contract administration.

Financial research and report preparation methods and techniques.

Automated financial management systems.

Management skills to analyze programs, policies and operational needs.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Principles of conducting a workplace investigation.

Modern office procedures, methods, and equipment.

English usage, spelling, grammar, and punctuation.

Principles of mathematics and statistics.

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.

Develop and administer departmental goals, objectives, and procedures.

Plan and direct a variety of financial and internal service programs and activities.

Evaluate financial programs and make sound recommendations for improvement.

Develop and implement financial procedures and controls.

Ensure compliance with applicable bond and investment laws.

Perform complicated mathematical calculations and analyses.

Perform complex administrative and analytical activities for assigned programs.

Understand the organization and operation of the assigned department as necessary to perform assigned responsibilities.

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, and comprehensive administrative and financial reports.

Prepare and administer large and complex budgets.

Read and interpret complex data, information and documents.

Work on multiple, concurrent projects with strict deadlines and with frequent interruptions.

Effectively manage contracts and evaluate the work of contractors.

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

Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others. Prepare and present clear and concise administrative and financial reports to a variety of City officials and the public.

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.

Research and prepare effective grant proposals.

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

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 computer, printers and copiers.

Enter data on a computer at a speed necessary for successful job performance.

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

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.

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

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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**

FiveSeven years of increasingly responsible finance and budgetingaccounting experience that includes the management and investment of funds, including twofour years of administrative and supervisory responsibility. Financial management and investment experience in a governmental agency is preferred.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, finance, public administration, business administration 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.

## **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 computer, 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.~~

## **PLANNING 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; to provide information and assistance to the general public, developers, and the business community on planning, zoning and development matters; and to investigate and enforce the City's municipal, zoning, and building codes. 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 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. Since this class is typically used as a training class, employees may have only limited work experience.

### **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. Interpret, apply and enforce the City's municipal, zoning, and building codes; issue infraction citations.
11. Conduct code compliance patrol and investigation duties in designated areas of the City to observe and follow up on violations and progress on compliance.
12. 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.
13. Investigate and follow-up on code compliance complaints submitted by citizens or observed by other staff.
14. Process and issue home occupation, business registration and vendor permits, and develop and maintain related files and correspondence.
15. May make public presentations and present oral reports on planning and code compliance information and activities.

**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.  
Basic knowledge of zoning and building codes.  
Methods of building construction.  
Modern office procedures, methods and equipment.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
English usage, spelling, grammar, and punctuation.

### **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 use pertinent Federal, State, and City codes related to building construction and rehabilitation.  
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 computer, printers and copiers.  
Enter data into a computer at a speed necessary for successful performance.  
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press, or other agencies on sensitive issues in area of responsibility.  
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 no less than one semester or two college quarters, where preferably college credit is received, may substitute as qualifying experience.

**Training**

Equivalent to a Bachelor's 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.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to computer screens; exposure to outside atmospheric conditions and potentially hostile environments, dust and noise; work on slippery or uneven surfaces; work around moving mechanical equipment, tools or machinery.

**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; 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.

## **PUBLIC WORKS 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 assigned programs, services, activities and operations of the Public Works Department, including supervising one or more divisions; to coordinate assigned programs and 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 direction from Department Head, Deputy City Manager, Assistant City Manager or City Manager.

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. Provide responsible staff assistance and support to assigned Department Head, Deputy City Manager, Assistant City Manager or City Manager.
2. Assume direct responsibility for administering and monitoring assigned programs, projects, services, and activities of one or more department divisions, including contract administration, grant management, time accounting, purchasing, budget preparation, and supervision.
3. Provide significant managerial support in the development and administration of the annual department budget; including development the forecast of funds needed for staffing, equipment, materials, and supplies.
4. Plan and coordinate the work plan for the assigned program, division, and/or department.
5. Manage Public Works Department contracts for services as assigned by the Department Head.

6. May administer the Capital Improvement, Fleet Maintenance, and/or Crossing Guard Programs.
7. Participate in employee selection and supervise, train, motivate and evaluate assigned personnel; prioritize work activities and projects and review work of assigned personnel for accuracy; prepare performance evaluations and work with employees to correct deficiencies.
8. Prepare agreements; oversee and administer contracts and direct the work of consultants and contractors.
9. Monitor legislative developments related to areas of responsibility.
10. Participate in the development and administration of annual operating budget for program and division areas of responsibility, including the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and recommend approval of expenditures within approved limits.
11. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental and City policy, appropriate service and staffing levels.
12. Draft goals, objectives, policies, procedures, and priorities for assigned programs; implement and administer the approved goals, objectives, policies, procedures, and priorities for assigned programs.
13. Receive and respond to difficult and sensitive inquiries and complaints from the public, press, or other agencies.
14. Prepare and present staff reports, ordinances, resolutions, and other supporting documentation for City Council and appointed commissions and boards; may be assigned responsibility for a commission or board, including agenda process and completion of legislative records.
15. Prepare and monitor project and program grants and related documentation required to retain grant eligibility and funding.
16. Conduct a variety of organizational and operational studies and investigations; recommend modifications to City or department programs, policies, procedures and fees as appropriate.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the areas of responsibility; represent City at local and regional meetings.

18. Prepare press releases, newspaper articles, public service announcements and newsletters; respond to press inquiries.
19. May conduct confidential investigations.
20. May assist with development monitoring and condition compliance.
21. May serve as liaison for the assigned department with other City divisions and departments, outside agencies, public and private organizations, and community groups; make presentations as required; negotiate and resolve sensitive and controversial issues.

**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 public works program, including public works maintenance and operations, capital improvement engineering and administration, and traffic engineering.

Modern methods, tools equipment, materials, and work practices utilized in the design, installation, operation, maintenance, and repair of public works facilities and systems.

Types and level of maintenance and repair activities generally performed in a public works program.

National Pollutant Discharge Elimination System (NPDES) requirements for capital projects, development projects, and maintenance activities.

Practices of public transit and paratransit programs.

Floodplain management.

Principles and practices of construction/capital improvement project management, administration, and coordination.

Management skills to analyze programs, policies and operational needs.

Principles of supervision, training and performance evaluation.

Principles and practices of municipal budget preparation and administration.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles of conducting a workplace investigation.

Purchasing procedures and practices.

Methods of research, program analysis, and report preparation.

Modern office procedures, methods, and equipment.  
English usage, spelling, grammar, and punctuation.  
Principles of mathematics and statistics.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Provide managerial support in directing a comprehensive public works program, which may include oversight of services and activities of one or more budgeted department divisions.

Perform complex administrative and analytical activities for assigned programs.

Understand the organization and operation of the assigned department as necessary to perform assigned responsibilities.

Manage, direct and coordinate the work of support staff.

Select, supervise, train and evaluate staff.

Prepare and administer division and/or department budgets.

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

Develop and administer division or department goals, objectives, 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.

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

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

Prepare and present clear and concise administrative and financial reports to a variety of City officials and the public.

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.

Research and prepare effective grant proposals.

Independently prepare correspondence and memoranda.

Communicate clearly and concisely, both orally and in writing.

Operate and use modern office equipment including computer, printers and copiers.

Enter data 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 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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 municipal public works experience, including two years of administrative and supervisory responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in engineering, public administration, business administration, urban studies, economics, 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 environment; exposure to computer screens; occasional field environment.

**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.

## 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, library, public art, 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 if assigned; 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; administer capital projects.
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 status analytical and statistical reports to Parks and Recreation Director, and City Manager, and prepare agenda reports to Parks and Recreation Commission, Arts Commission, Library Board, and City Council on operations and activities. May be directed to act as staff for Arts Commission and Library Board.
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 Commissions and Boards, 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.

Principles and practices of program development and administration.

Principles and practices of public relations.

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 pPrinciples 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.

English usage, spelling, grammar, and punctuation.

**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 computer, 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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**

FiveSix years of increasingly responsible experience in recreation planning and/or community services, including twothree years of supervisory or lead responsibility. ~~Experience in related community services planning is dDesirable community services experience, including~~ ages but not limited to active adults/senior citizens, library, community theater, and arts programs.

**Training**

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

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

## **SENIOR HOUSING 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 administer and coordinate the activities and operations of the City's affordable housing programs including for-sale first time home buyer housing, rental units, and rehabilitation programs; coordinate code compliance activities; perform a wide variety of responsible and complex administrative and analytical duties; oversee assigned administrative processes, procedures and programs; and 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. Oversee and participate in the development, implementation, and maintenance of the City's affordable housing programs, which may include for-sale first time home buyer housing, rental units, and rehabilitation programs;
2. 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.
3. Provide responsible staff assistance and support to assigned management staff and department or program area.
4. Participate in the drafting and implementation of department goals, policies and procedures.

5. Develop and implement operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare employee evaluations.
6. Analyze the preparation and administration of assigned budget(s); maintain and monitor appropriate budgeting controls; prepare various financial reports as required.
7. 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.
8. Administer maintenance and service contracts; develop requests for proposals; conduct research on specifications.
9. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
10. 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.
11. Prepare agenda reports, resolutions, ordinances and other supporting program documents; prepare and monitor program grants and related proposals.
12. Assist with bond issues including preparation of debt service projections, analysis, and compliance monitoring.
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.
17. Prepare press releases, newspaper articles, public service announcements and newsletters.

18. Participate in contract administration with outside consultants and developers.
19. Serve as a liaison with public and private organizations, community groups and other social organizations; make presentations as required.
20. May direct and coordinate City code compliance activities for the Community Development Department.

**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 building construction, structural design, and processing procedures for land development.

Pertinent building related codes, ordinances, and regulations enforced by the City for residential construction, including the Uniform Building Code, plumbing, electrical, and mechanical codes, zoning ordinances, general land use codes, and related City codes and state mandated regulations.

Geographic information system software.

Technical report writing.

Methods and techniques of research and analysis related to urban development and environmental impact assessment.

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.

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.

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 California Environmental Quality Act (CEQA).

English usage, spelling, grammar, and punctuation.

**Ability to:**

Perform complex administrative and analytical activities for assigned programs.

Conduct financial research and analysis.

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.

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 computer, 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.

Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.

**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 public agency or non-profit agency affordable housing program experience, including one year of lead worker supervisory experience. Experience with development of affordable for-sale and rental housing, financing, and rehabilitation programs is desirable.

**Training**

Equivalent to a Bachelor's 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.