

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director *DST*
Prepared by: Teri Davis, Senior Management Analyst *TJ*

DATE: January 3, 2007 (CC Meeting of 1/17/07)

SUBJECT: Consider Resolution Amending the City's Classification Plan and Rescinding Resolution No. 2005-2370

BACKGROUND AND DISCUSSION

Attached to this report is a draft resolution amending the Classification Plan to: 1) make editorial corrections throughout the Classification Plan to achieve internal consistency within the document; 2) insert language throughout the Classification Plan that changes terms referring to supervising contractors to terms pertaining to administering contracts; 3) revise the job titles for Community Services Manager to Recreation/Community Services Manager, Landscape Assessment District Superintendent and Parks and Facilities Superintendent to Landscape Parks Maintenance Superintendent, Information Systems Supervisor to Senior Information Systems Analyst, Information Systems Technician to Information Systems Technician II; and 4) to add new job descriptions for Assistant Engineer, Associate Civil Engineer, Information Services Analyst, Information Technician I, Box Office Cashier, Parks and Landscape Manager, and Senior Civil Engineer. The proposed revisions to the Classification Plan are consistent with the Salary Plan adopted by the City Council on December 20, 2006, and the discussion in the staff report for that December 20, 2006 agenda item.

Only the referenced job descriptions are included with the attached resolution. A complete copy of the Classification Plan will be included with the final resolution.

City Council concurrence to allow City Manager final approval of corrections to the complete Classification Plan is requested to permit staff to make any other internal consistency and editorial corrections prior to finalizing the resolution for the Mayor's signature.

STAFF RECOMMENDATION

Adopt Resolution No. 2007-____ consistent with the agenda report.

Attachment: Partial Classification Plan Resolution

RESOLUTION NO. 2007-_____

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. 2005-2370

WHEREAS, the City Council adopted Resolution No. 2005-2370 on April 6, 2005, establishing a revised classification plan and job descriptions for Non-Competitive and Competitive Service employees; and

WHEREAS, the Council has determined that revisions to the Classification Plan are appropriate to revise the job titles for Community Services Manager to Recreation/Community Services Manager, Landscape Assessment District Superintendent and Parks and Facilities Superintendent to Landscape Parks Maintenance Superintendent, Information Systems Supervisor to Senior Information Systems Analyst, Information Systems Technician to Information Systems Technician II; add new job descriptions for Assistant Engineer, Associate Civil Engineer, Information Services Analyst, Information Technician I, Box Office Cashier, Parks and Landscape Manager, and Senior Civil Engineer; and to revise the job descriptions for various positions to improve language consistency.

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. Resolution No. 2005-2370 is hereby rescinded.

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SECTION 4. 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 17th day of January, 2007.

Patrick Hunter, Mayor

ATTEST:

Deborah S. Traffenstedt, City Clerk

Exhibit A: Classification Plan Job Descriptions

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EXHIBIT A

City of Moorpark Partial Classification Plan and Job Descriptions

ASSISTANT ENGINEER

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

DEFINITION

To perform under direct or general supervision various professional field and office engineering work related to the planning, design, construction and maintenance of City capital improvement projects, City infrastructure, and daily department operations; confer with developers, contractors and representatives of other agencies regarding facility and infrastructure development; to administer professional services and construction contracts; provide professional assistance to the City Engineer/Public Works Director and Assistant City Engineer and others in areas of expertise; prepare plans and specifications; perform a variety of studies and prepare and present staff reports; and perform related work as required. This position is not overtime exempt.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

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

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

Essential Functions:

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

2. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.
3. Review plans and calculations of consulting engineers and private contractors for conformance with regulations, specifications, and/or conditions of approval.
4. Assist in the management, coordination, inspection, and progress of assigned projects, including capital projects, and ensure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders, prepare progress reports on projects under construction, and maintain project files.
5. Administer National Pollutant Discharge Elimination System (NPDES) programs; assist/conduct plan check review of plans for private and public projects affecting City streets, sewers, drains, and related public works facilities, for compliance with NPDES related requirements; make technical decisions and recommendations regarding appropriate application of "Best Management Practices."
6. Manage City service contracts, including contract development, coordination, and review of services and processing of invoices.
7. Meet with property owners, engineers, contractors, architects, and the general public concerning interpretation and application of City and Department policies and procedures.
8. Respond verbally and in writing to citizen inquiries and complaints; investigate field problems, including but not limited to grading, encroachment permits, right-of-way, property line information, utility information, slope stability, stormwater and groundwater issues, improvement plan check and payment processes.
9. Administer and oversee a variety of projects and programs as assigned, which may include: the Capital Improvement Program, Traffic Regulatory Program, Graffiti Abatement Program, Fleet Maintenance Program, Crossing Guard Program, and City Transit Program.
10. Participate in the development of the City Engineer/Public Works Department budget; assist with the forecast of funds needed for staffing, equipment, materials, and supplies, and recommend budgetary adjustments as appropriate and necessary; assist with procurement of equipment and capital project budget monitoring; and assist with engineering fee analysis.

11. Provide review and oversight of land development projects, subdivision maps, and associated improvement plans; meet with potential developers to review engineering requirements for development projects; prepare design/mitigation conditions of approval; review sureties and agreements for grading and improvements; inspect during and post construction for compliance with conditions of approval.
12. Prepare or review maps, easement language, legal descriptions, and deeds.
13. Assist with issuance of grading and encroachment permits.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.
15. Interpret and apply Federal, State and local policies, laws and regulations.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, design and construction, and maintenance
Methods, materials, and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Basic principles of capital improvement cost estimation, project management, and contract administration
Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Basic principles of capital improvement cost estimation
Assessment District management.
Principles and practices of contract administration.
Technical report writing
Modern office procedures, methods and equipment.

Purchasing procedures and practices.

Grant application procedures and grant administration.

Principles of supervision, training and performance evaluation.

Principles of advanced mathematics and their application to engineering work

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

Ability to:

Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Assist in developing and administering contracts for professional services and construction.

Prepare maps and engineering drawings, design computations, plans, and studies.

Perform basic plan checking activities.

Interpret, apply and explain complex laws, codes, regulations and policies.

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

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

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

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

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

Maintain accurate records and files.

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

Experience and Training Guidelines

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

Experience:

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

Training:

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

License or Certificate

Engineer in Training (EIT) certificate is desirable.

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception. Specific vision abilities required by the job include close vision, color vision and the ability to adjust focus.

ASSOCIATE CIVIL ENGINEER

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

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

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

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

Essential Functions:

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

2. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.
3. Review plans and calculations of consulting engineers and private contractors for conformance with regulations, specifications, and/or conditions of approval.
4. Assist in the management, coordination, inspection, and progress of assigned projects, including capital projects, and ensure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders, prepare progress reports on projects under construction, and maintain project files.
5. Administer National Pollutant Discharge Elimination System (NPDES) programs; assist/conduct plan check review of plans for private and public projects affecting City streets, sewers, drains, and related public works facilities, for compliance with NPDES related requirements; make technical decisions and recommendations regarding appropriate application of "Best Management Practices."
6. Manage City service contracts, including contract development, coordination, and review of services and processing of invoices.
7. Meet with property owners, engineers, contractors, architects, and the general public concerning interpretation and application of City and Department policies and procedures.
8. Respond verbally and in writing to citizen inquiries and complaints; investigate field problems, including but not limited to grading, encroachment permits, right-of-way, property line information, utility information, slope stability, stormwater and groundwater issues, improvement plan check and payment processes.
9. Administer and oversee a variety of projects and programs as assigned, which may include: the Capital Improvement Program, Traffic Regulatory Program, Graffiti Abatement Program, Fleet Maintenance Program, Crossing Guard Program, and City Transit Program.
10. Participate in the development of the City Engineer/Public Works Department budget; assist with the forecast of funds needed for staffing, equipment, materials, and supplies, and recommend budgetary adjustments as appropriate and necessary; assist with procurement of equipment and capital project budget monitoring; and assist with engineering fee analysis.

11. Provide review and oversight of land development projects, subdivision maps, and associated improvement plans; meet with potential developers to review engineering requirements for development projects; prepare design/mitigation conditions of approval; review sureties and agreements for grading and improvements; inspect during and post construction for compliance with conditions of approval.
12. Prepare or review maps, easement language, legal descriptions, and deeds.
13. Assist with issuance of grading and encroachment permits.
14. Signs off on documents and reports and performs other duties requiring certification as a Professional Engineer in the State of California.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.
16. Interpret and apply Federal, State and local policies, laws and regulations.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, design and construction, and maintenance
Methods, materials, and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Basic principles of capital improvement cost estimation, project management, and contract administration
Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Basic principles of capital improvement cost estimation
Assessment District management.

Principles and practices of contract administration.

Technical report writing

Modern office procedures, methods and equipment.

Purchasing procedures and practices.

Grant application procedures and grant administration.

Principles of supervision, training and performance evaluation.

Principles of advanced mathematics and their application to engineering work

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

Ability to:

Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

Assist in developing and administering contracts for professional services and construction.

Prepare maps and engineering drawings, design computations, plans, and studies.

Perform basic plan checking activities.

Interpret, apply and explain complex laws, codes, regulations and policies.

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

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

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

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

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

Maintain accurate records and files.

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

Experience and Training Guidelines

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

Experience:

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

Training:

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

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, kneeling, squatting, or walking for prolonged periods of time; travel to various locations; operating motorized vehicles; medium lifting, carrying, pushing and pulling; climbing; balancing; stooping; reaching; handling; use of fingers; talking; hearing; near and far acuity; depth perception. Specific vision abilities required by the job include close vision, color vision and the ability to adjust focus.

BOX OFFICE CASHIER

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

DEFINITION

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

SUPERVISION RECEIVED

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

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

Essential Functions:

1. Provides assistance in the computerized box office ticket system for the City; and participates in ticket sales.
2. Provides assistance to box office patrons, donors and City officials; responds to ticketing questions, inquiries, and complaints.
3. Examines daily receipts for accuracy and completeness; codes and prepares receipts of all funds received; prepares and reconciles daily box office financial records.
4. Monitors performance and provides guidance for performance improvement and development.
5. Monitors and maintains office supplies necessary for daily operation; requests supplied as needed.
6. Maintains box office security system.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Experience and Training Guidelines

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

Experience:

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

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

Sufficient physical ability to work in a box office; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time, perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate box office equipment. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate box office equipment. Hear in the normal audio range with or without correction.

INFORMATION SYSTEMS TECHNICIAN I
INFORMATION SYSTEMS TECHNICIAN II

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

DEFINITION

To perform installation, configuration, repair, and maintenance for a variety of personal computer equipment, peripherals and software; to assist in maintaining and administering the local area network; and to provide support, technical assistance and training to end users and perform related duties as required. These positions are not overtime exempt.

DISTINGUISHING CHARACTERISTICS

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

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

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned lead supervisor and department head.

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

Essential Functions:

1. Assist with activities related to the management and maintenance of the City's information systems, database applications, optical imaging, accounting/finance applications, and office automation applications including but not limited to word processing, electronic mail, spreadsheets, graphics, geographical information system (GIS) and telecommunication functions.
2. Provide responsible staff assistance and support to the assigned lead supervisor and department head.
3. Assist with training City staff in the procedures, methods and equipment used in information systems technology. May revise or prepare operating procedures.
4. Assist with maintaining the citywide hardware/software inventory, including performance of routine cleaning of equipment as required.
5. May assist with researching solutions to hardware and software problems and investigating and evaluating system improvements and enhancements.
6. May assist with LAN and City Home Page administration and maintenance.
7. Maintain routine back-up schedules for all file servers.
- ~~8. May participate in the development of the City annual budget.~~
8. Responds to inquiries and provides general technical assistance regarding computer/microcomputer systems and programs at the user site.
9. Performs regular cleaning and minor maintenance of printers, tape drives and peripheral equipment; maintains an inventory of computer supplies.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Operational characteristics of information service systems, including hardware and software.

Principles and techniques of programming.

Principles and techniques of computer repair and maintenance.

Languages used in microcomputer programs.

Principles and practices of systems analysis, programming, and documentation.

Purchasing procedures and practices.

Modern office procedures, methods and equipment.

Methods and techniques of training and instruction.

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

Ability to:

Analyze programs, policies and operational needs.

Instruct and train City staff in information systems operations.

Keep accurate jobs records and write reports using standard office and computer equipment.

Analyze, design, program, and maintain information systems and peripherals.

Analyze data and develop logical solutions to complex computer application and programming problems.

Troubleshoot computer hardware and software problems.

Make recommendations on selection of information systems and software application packages.

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

Experience and Training Guidelines

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

Information Systems Technician I

Experience:

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

Training:

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

Information Systems Technician II

Experience:

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

Training:

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

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

INFORMATION SERVICES ANALYST

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned lead supervisor and department head.

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

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

Essential Functions:

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

2. Assist in making program modifications as necessary to meet user requirements; reviews and modifies programs to correct errors and improve efficiency and cost-effectiveness.
3. Provide responsible staff assistance and support to the assigned lead supervisor and department head.
4. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
5. Assists in compiling, integrating and analyzing information gathered from users to select, design or modify computer programs; evaluates third-party vendor software.
6. Assist with training City staff in the procedures, methods and equipment used in information systems technology.
7. Assist with maintaining the citywide hardware/software inventory, including performance of routine cleaning of equipment as required.
8. Maintain routine back-up schedules for all file servers.
9. May serve as liaison for the assigned department with other City departments and outside agencies; assist in resolution of sensitive and controversial issues.
10. May plan, direct, coordinate, and review and provide comments on the work plan for the assigned division; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
11. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
12. Participate in developing systems test plans; tests programs and procedures during installations to ensure system requirements are being met completely and accurately.
13. Customizes installed software to the specific requirements of the user department.
14. May participate in the development of the City annual budget.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

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

Ability to:

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

Analyze and define basic user problems and requirements and develop efficient, cost-effective computer applications solutions.

Communicate clearly and concisely, both orally and in writing.

Experience And Training Guidelines

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

Experience:

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

Training:

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

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

LANDSCAPE/PARKS MAINTENANCE SUPERINTENDENT

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

DEFINITION

To supervise, assign and review the work of staff responsible for maintaining the City's landscape maintenance assessment districts (LMDs) including, but not limited to: parkways, medians, trails, open space; and parks and facilities; administer service and construction contracts and manage contractors; manage capital projects; coordinate compliance with the City's tree ordinance, including tree permits; and perform a variety of technical tasks relative to assigned areas of responsibility. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks and Landscape Manager.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties that may apply to any individual in this classification include, but are not limited to, the following:

Essential Functions:

1. Manage and participate in the development and administration of the Division's 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.
2. Provide responsible staff assistance and support to the Parks and Landscape Manager.
3. Manage and participate in the implementation of the Division's goals and objectives; implement approved policies and procedures.

4. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
5. Participate in the selection of assigned maintenance staff; provide or coordinate staff training; evaluate staff performance and work with employees to correct deficiencies; implement discipline procedures.
6. Manage and participate in the development and administration of the Division's 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.
7. Administer and oversee a variety of projects and programs as assigned, which may include administration of a capital improvement program for streetscapes, trails and open space, maintenance contracts for City streetscape locations; conduct streetscape inspections; meet with contractor to discuss maintenance issues; evaluate contractor performance.
8. Monitor water usage in streetscapes and other landscaped areas; design and recommend irrigation modifications; monitor herbicide, pesticide and fertilizer use; conduct rodent controls; assess erosion risk.
9. Coordinate, schedule and assign maintenance staff for senior, recreation and other program and facility rentals; conduct fire and safety inspections; coordinate weed abatement, repair deficiencies at City facilities where necessary.
10. Coordinate the City's tree ordinance, respond to private tree removal requests, assist other department with tree related evaluations, and oversee the tree maintenance contract.
11. Prepare analytical and statistical reports on operations and activities.
12. Provide assistance to director on capital improvement project planning and supervision.

Essential and other important responsibilities and duties that may apply to a specific individual in this classification include, but are not limited to, the following:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for maintenance of the City's LMDs, including but not limited to parkways, medians,

trails, and open space; administer service and construction contracts; and evaluate the work of maintenance contractors.

2. Participate in the review of LMD landscape plans; oversee and inspect landscape construction to ensure that approved plans are followed.
3. Oversee building cleaning; maintain HVAC system; maintain security and fire alarms.
4. Conduct Citywide backflow inspection; monitor graffiti on City property; maintain vehicle report.
5. Assist with the review of LMD maintenance forecast for the establishment of assessment levies and monitor LMD fund balances.

Marginal Functions:

1. Attend and participate in technical group meetings; stay abreast of new trends and innovations in the field of landscape and tree maintenance.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices, operations, services and activities of comprehensive landscaping and tree maintenance programs.

Principles and practices of a building maintenance program.

Principles and practices of landscape construction.

Principles of supervision, training and performance evaluation.

Principles and practices of backflow inspection.

Principles and practices of irrigation systems.

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 subordinate staff.

Select, supervise, train and evaluate staff.

Effectively manage service and construction contracts and evaluate the work of contractors.

Interpret and read landscape and irrigation plans.

Interpret and explain City policies and procedures.

Prepare clear and concise comprehensive reports.

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

Enter data on a computer at a 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:

Five years of increasingly responsible experience in landscape maintenance, building maintenance, and contract administration projects, including two years 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 landscape design, tree maintenance, 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.

Possession of or ability to obtain and maintain Playground Safety Certification.

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.

PARKS AND LANDSCAPE MANAGER

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

DEFINITION

Under administrative direction, to direct, manage, supervise, and coordinate Parks, Landscape and Facilities Division programs and activities, including maintenance of parks, facilities, Landscape Maintenance Districts (LMD's), trails and open space; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide management support to the Director of Parks, Recreation, and Community Services. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks, Recreation, and Community Services Director.

Exercises direct supervision over supervisory, professional, technical, and administrative support staff, administers contracts and monitors performance.

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

Essential Functions:

1. Assume management responsibility for Parks, Landscape and Facilities Division operations, services, and activities including preventive maintenance, repairs, and improvements of parks, facilities, trails, open space and LMD's; implement and maintain automated maintenance reporting systems.
2. Provide responsible staff assistance and support to the Parks, Recreation, and Community Services Director; prepare and present staff reports and other necessary correspondence.
3. Participate in the development and implementation of goals, objectives, policies, and priorities for Parks and Landscape Division programs; recommend, within Departmental policy, appropriate service and staffing levels.
4. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within Departmental policy, appropriate

service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Director of Parks, Recreation, and Community Services; direct the implementation of improvements.

5. Supervise, select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies.
6. Plan, direct, coordinate, and review the work plan for the Parks, Landscape and Facilities Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.
7. Manage and participate in the development and administration of the Parks, Landscape and Facilities Division annual and capital improvement budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.
8. Perform contract administration and supervise and monitor capital and improvement projects; coordinate the preparation of capital and improvement plans and specifications, prepare Request for Proposals, and manage the proposal process; coordinate capital and improvement work with other department and agencies.
9. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Marginal Functions:

1. Attend and participate in professional group meetings, stay abreast of new trends and innovations in the field of landscape maintenance, construction, and facility maintenance.
3. 2. Serve as emergency response worker as necessary.
4. 3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services, and activities of a comprehensive municipal parks, landscape, facilities program.

Organizational and management practices as applied to the analysis and evaluation of parks, landscape programs, and facility policies and operational needs.

Modern and complex principles and practices of parks, landscape and facility program development and administration.

Negotiation strategies.

Principles and practices of construction contract administration.

Principles and practices of program development and administration.

Principles and practices of municipal operational and capital improvement budget preparation and administration.

Modern office procedures, methods and equipment.

Principles of supervision, training and performance evaluation.

Park planning and design theory and policies.

Computer functions and related software.

Technical report writing.

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

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

Safe driving principles and practices.

Ability to:

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

Select, supervise, train and evaluate staff.

Effectively manage professional service, maintenance, and construction contracts and evaluate the work of contractors and consultants.

Delegate authority and responsibility.

Lead and direct the operations, services and activities of assigned areas of responsibilities including one or more divisions of the Department.

Develop and administer, division goals, objectives, and procedures.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

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

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

Experience and Training Guidelines:

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

Experience:

Five years of increasingly responsible experience in administration of parks, facilities, and landscape maintenance programs, including three years of supervisory experience.

Training:

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

License or Certificate:

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

Possession of, or ability to obtain, an appropriate, pesticide applicator's license.

Possession of, or ability to obtain, an appropriate, pesticide advisor's license.

Possession of, or ability to obtain, an appropriate, arborist certificate.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

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 programs and activities; to assign and oversee recreation staff providing safe and well managed recreation programs to teens and other specialized customers including but not limited to adult and youth sports, leisure classes, special events, senior citizens, camps and other City programs; to manage the recreation center facility and gymnasium, to supervise the operations of the active adult center, and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks, Recreation, and Community Services Director.

Exercises direct and primary supervision over supervisory, professional, technical, recreation and clerical support staff including volunteers, administers contracts and monitors performance.

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

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and educational programs, adult and youth sports, facilities, teen program/day camp, active adult center and related programs, special events and excursions and clerical support staff.
6. Provide responsible staff assistance and support to the Parks, Recreation, and Community Services Director.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures; train and evaluate staff, umpires, and officials.

4. Administer recreation programs; develop and manage instructor contracts; schedule usage of facilities and make park reservations; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, and ads; order required materials, supplies and awards.
5. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and park facility improvements; inspect facility and grounds and test equipment; purchase program supplies and equipment.
6. Participate in the selection of recreation staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Prepare and administer program and division budgets; submit budget recommendations; monitor expenditures; perform accounting for each program area as necessary.
8. Schedule, implement, promote and publicize a variety of recreation programs and special events; design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases, post and handout flyers.
9. Perform miscellaneous duties for the Department of Parks, Recreation, and Community Services, prepare analytical and statistical reports to Director, Parks and Recreation Commission and possibly City Manager and City Council on operations and activities.
10. Develop project proposals; conduct program evaluations.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Operations, services and activities of City recreation programs.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software, and other types of software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and youth camp administration.
Pertinent Federal, State, and local laws, codes and regulations.
Prepare clear and concise reports.
Lead and instruct groups and individuals.

Ability to:

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

Experience and Training Guidelines

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

Experience:

Five years of increasingly responsible experience in recreation, including two years of supervisory or lead responsibility.

Training:

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

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

SENIOR CIVIL ENGINEER

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Engineer/Public Works Director.

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

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

Essential Functions:

1. May serve as Assistant City Engineer.

2. Participate in the conduct of complex engineering projects, including research, design and review for a variety of public works and utility capital improvements, and construction; provide supervisory lead.
3. Provide responsible staff assistance and support to the City Engineer/Public Works Director.
4. Participate in project planning, design and preparation of specifications, drawings and contract documents for a variety of engineering projects.
5. Evaluate compliance with laws, ordinances and acceptable engineering standards and determine appropriate corrections or improvements.
6. Administer contracts for capital and development projects.
7. Research, identify, prepare applications, and administer grant funding sources.
8. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.
9. Review plans and calculations of consulting engineers and private contractors for conformance with regulations, specifications, and/or conditions of approval.
10. Serve as resident engineer during construction; conduct or supervise field inspections of construction sites and other sites.
11. Supervise and participate in the design and construction of capital improvement projects.
12. Initiate and conduct engineering planning studies.
13. Perform consultant oversight including the selection of consultants and participate in and oversee the preparation of plans, specifications and cost estimates.
14. Participate in the development of the City Engineer/Public Works Department budget; assist with the forecast of funds needed for staffing, equipment, materials, and supplies, and recommend budgetary adjustments as appropriate and necessary; assist with procurement of equipment and capital project budget monitoring; and assist with engineering fee analysis.

15. Assist in the management, coordination, inspection, and progress of assigned projects, including capital projects, and ensure conformance with contract plans and specifications; make recommendations on approval of progress payments and change orders, prepare progress reports on projects under construction, and maintain project files.
16. Manage city service contracts, including contract development, coordination, and review of services and processing of invoices.
17. Prepare and review maps, easement language, legal descriptions, and deeds.
18. Approve documents and reports and perform other duties requirement certification as a Professional Engineer in the State of California.
19. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.
20. Interpret and apply Federal, State and local policies, laws and regulations.
21. May attend and make presentations at City Council and other meetings.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Engineering principles and practices as applied to city engineer/public works, including planning and development, and design and construction
Methods and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports
Operations, services and activities of a comprehensive municipal public works program.
Management skills to analyze programs, policies and operational needs.
Principles and practices of program development and administration.
Principles and practices of municipal budget preparation and administration.
Assessment District management.

Technical report writing.

Principles and practices of contract administration.

Modern office procedures, methods and equipment.

Purchasing procedures and practices.

Grant application procedures and grant administration.

Principles of supervision, training and performance evaluation.

Principles of advanced mathematics and their application to engineering work.

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

Ability to:

Delegate authority and responsibility.

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

Develop and administer departmental goals, objectives, and procedures.

Effectively manage contracts and evaluate the work of contractors.

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

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

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

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

Experience And Training Guidelines

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

Experience:

Five years of professional engineering experience, including experience in municipal engineering and public works. No less than two years of supervisory experience.

Training:

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

License or Certificate

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

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

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

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

SENIOR INFORMATION SYSTEMS ANALYST

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

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the highest journey level position in the Information Systems Analyst series. Positions at this level are distinguished from the Analyst level by having broader application and organizational knowledge to lead in the prioritizing of Citywide needs for new systems or enhancements to existing systems; having more specialized technical knowledge and the ability to provide more leadership and strategic direction; applying best practices and business principles while serving as project leader and chief technical representative to assigned projects; developing new projects; meeting with project stakeholders and creating written project plans. This position receives only occasional guidance regarding objectives or when unusual situations arise, supervises staff and administers service contracts. Work is normally reviewed on completion and for overall results.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned department head.

Exercises lead worker supervision over technical and clerical staff, administers contracts and monitors performance.

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

Essential Functions:

1. Plan, organize, lead, supervise, and monitor programs and activities related to the management and maintenance of the City's information systems, database

- applications, optical imaging, accounting/finance applications, and office automation applications including but not limited to word processing, electronic mail, spreadsheets, graphics, geographical information system (GIS) and telecommunication functions.
2. Provide responsible staff assistance and support to the assigned department head.
 3. Instruct, assist, and train City staff in the procedures, methods and equipment used in information systems technology.
 4. Maintain citywide hardware/software inventory; recommend and implement hardware/software upgrades, policies, and procedures for information systems functions.
 5. Assist department representatives in researching solutions to hardware and software problems; interface with vendors and contractors concerning software and hardware needs, problems, requirements, applications, pricing and availability; oversee the purchase/installation of hardware and software; design or customize programs to accommodate the needs of other City departments; and investigate and evaluate system improvements and enhancements.
 6. Prepare requests for proposals and/or obtain bids for hardware/software upgrades and professional services.
 7. Monitor work activities and information systems security to ensure compliance with established policies and procedures.
 8. May assist with administration of contract for video broadcast and production services and management of City government channel.
 9. May assist with LAN and City Home Page administration.
 10. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
 11. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policies and departmental procedures, appropriate service and staffing levels.
 12. May plan, direct, coordinate, and review the work plan for the assigned division; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.

13. Supervise, train, motivate and evaluate assigned personnel; provide or coordinate staff computer related training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Participate in the development of the City annual budget, including the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures for division and implement adjustments.
15. May serve as liaison for the assigned department with other City departments and outside agencies; assist in resolution of sensitive and controversial issues.
16. Prepare staff reports and correspondence and present reports at meetings with City officials, employees and others encountered in the course of work; prepare analytical and statistical reports on operations and activities.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Operational characteristics of information service systems, including hardware and software.

Principles and techniques of programming.

Principles and techniques of computer repair and maintenance.

Principles and practices of systems analysis, programming, and documentation.

Principles and practices of contract administration.

Purchasing procedures and practices.

Modern office procedures, methods and equipment.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration and financial management information systems.

Methods and techniques of training and instruction.

Principles of supervision, training and performance evaluation.

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

Ability to:

Select, supervise, train, and evaluate support staff.

Manage, direct, and coordinate the work of support staff.

Analyze programs, policies and operational needs.

Instruct and train City staff in information systems operations.

Analyze, design, program, and maintain information systems and peripherals.

Analyze data and develop logical solutions to complex computer application and programming problems.

Troubleshoot computer hardware and software problems.

Make recommendations on selection of information systems and software application packages.

Effectively manage contracts and evaluate the work of contractors.

Develop and administer division goals, objectives and procedures.

Prepare and present clear and concise administrative and technical reports to a variety of City staff and officials.

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

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

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

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

Coordinate medium to large complex technical documents, reports, and correspondence.

Organize and prioritize workload.

Experience and Training Guidelines

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

Experience:

Four years of increasingly responsible experience in management of information systems, LAN management, and personal computer environments.

Training:

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

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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