

RESOLUTION NO. 2015-3469

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. 2015-3434

WHEREAS, the City Council adopted Resolution No. 2015-3434 on September 2, 2015, 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.

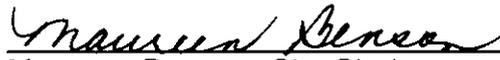
SECTION 4. Resolution No. 2015-3434 is rescinded and this resolution shall become effective upon adoption.

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 16th day of December, 2015.

  
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Janice S. Parvin, Mayor

ATTEST:

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

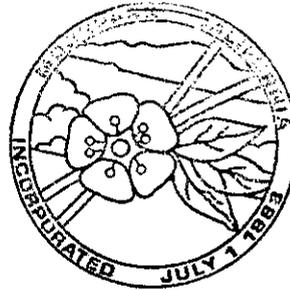


Exhibit A: Classification Plan and Job Descriptions

## **EXHIBIT A**

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

**ACCOUNT CLERK I  
ACCOUNT CLERK II**

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

**DEFINITION**

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

**DISTINGUISHING CHARACTERISTICS**

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

**Account Clerk II**--This is the full journey level class within the Account Clerk series. Employees within this class are distinguished from the Account Clerk I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

**Account Clerk I**

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

**Account Clerk II**

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

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

**Essential Functions:**

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

2. Provide responsible staff assistance and support to the Accounting Technicians or division manager.
3. Run reports for payment; check for accuracy; make corrections.
4. Process miscellaneous accounts receivable, including recording payments received; maintain aging report of receivables; and coordinate work with outside collection agency(ies).
5. Assist in the processing and collection of skipped accounts, reminder and termination notices, 48-hour notices, and terminated and past due accounts.
6. Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments.
7. Process manual warrants for approval; type and input manual checks; maintain spreadsheets.
8. Calculate City medical, dental, vision and disability premiums.
9. Prepare receipts and bank deposits; prepare a daily deposit of revenue.
10. Process payroll time sheets; input payroll data into computer; submit payroll for approval; maintain payroll records and reports.
11. Check and tabulate statistical and financial data; sort and alphabetize financial documents.
12. Perform a variety of general clerical duties including typing, maintaining files and records, maintaining and ordering supplies and processing mail.
13. Assist in preparation of the Comprehensive Annual Financial Report, Annual Budget, and other financial reports to departments, management and other agencies.
14. Input and retrieve a variety of financial data and information using a computer.
15. Perform computer maintenance; ensure software is operational, and operate the system daily.
16. May assist with the processing and collection of applications and fee payments for business registration, including reminder notices.

**Marginal Functions:**

1. Serve as emergency response worker as necessary.
2. Perform a variety of general office support duties including answering the telephone, typing and maintaining files and records.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Account Clerk I**

**Knowledge of:**

Basic accounting principles as applied to accounts payable, accounts receivable and payroll.

Basic mathematical and statistical principles.

Modern office procedures, methods and equipment.

Spreadsheet, word processing and financial management software.

Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

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

English usage, spelling, grammar and punctuation.

**Ability to:**

Learn fundamentals of financial record keeping.

Learn accounting and spreadsheets software.

Learn to accurately tabulate, record, reconcile, and balance assigned transactions.

Learn to maintain a variety of financial records and files.

Operate and use modern office equipment including 10-key adding machine, computer, printers, copiers, and mail machine.

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

Perform varied clerical work.

Perform procedures in an organized and accurate manner.

Understand and carry out oral and written instructions.

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

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

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

**Account Clerk II**

In addition to those qualifications for Account Clerk I:

**Knowledge of:**

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

**Ability to:**

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

Equivalent to completion of the twelfth grade.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

**ACCOUNT TECHNICIAN I  
ACCOUNT TECHNICIAN II  
SENIOR ACCOUNT TECHNICIAN**

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

**DEFINITION**

To perform technical accounting and fiscal duties in support of the assigned supervisor; to oversee accounts payable, accounts receivable and payroll functions; to reconcile major accounts and bank statements from the City's accounts; and to participate in the development of a variety of financial reports. These positions are not overtime exempt.

**DISTINGUISHING CHARACTERISTICS**

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

**Account Technician II**--This is the intermediate journey level class within the account technician series. Employees within this class are distinguished from the Account Technician I by the performance of the full range of duties as assigned, but not including lead worker supervision over technical and clerical staff. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Account Technician I level, or when filled from the outside, applicants must have prior experience. Employees at this level have previous accounting experience, but may have no supervisory experience.

**Senior Account Technician**--This is the full journey level class within the account technician series. Employees within this class are distinguished from the Account Technician II by the performance of lead worker supervisor responsibilities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the II level, or when filled from the outside, applicants must have prior accounting and supervisory experience.

**SUPERVISION RECEIVED AND EXERCISED**

**Account Technician I and II**

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

**Account Technician II**

Receives general supervision from the Senior Account Technician or division manager. May exercise lead worker supervision over technical and clerical staff.

**Senior Account Technician**

Receives direction from division manager or department head. Exercises lead worker supervision over technical and clerical staff.

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

**Essential Functions:**

1. Perform technical accounting and fiscal duties including balancing and reconciling major accounts and bank statements for the City's bank accounts; balance and reconcile cash for various division accounts.
2. Provide responsible staff assistance and support to the division manager or department head.
3. Review calculation of medical, dental, vision, and disability insurance premiums.
4. Coordinate and review the preparation of accounts payable and warrant processing.
5. Review the preparation of payroll for accuracy; review accounts receivable input; review the input and balance of specialized accounts and daily deposit of revenue.
6. Prepare financial statements, schedules, and related statistical and financial reports; cash receipts, run reports, prepare forms and spreadsheets, and categorize revenue.
7. Monitor cash balances in various accounts; review cash deposits to maintain appropriate balances; balance and reconcile various accounts.
8. Assist with various City audits including the annual audit and single audit.

9. Maintain a variety of ledgers, registers and journals; audit account claims and monitor corresponding funds.
10. Research background information; analyze accounting information and solve problems; compile and prepare a variety of statistical and financial reports.
11. Utilize computer applications in the performance of assigned duties; monitor and correct computer system errors.
12. Provide technical information and instruction regarding applicable procedures and methods to various City staff.

### **Senior Account Technician**

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

13. Analyze and roll forward prior year Capital Improvement Project (CIP) balances into the new fiscal year.
14. Monitor and process property damage and police-related billing activities.
15. Coordinate small claims filing for outstanding accounts receivable balances.
16. Assist with Assessment District accounting administration.
17. Review and process budget adjustments and line item adjustment requests.

### **Marginal Functions:**

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

### **QUALIFICATIONS**

#### **Account Technician I**

#### **Knowledge of:**

Principles and practices of fiscal record keeping and reporting.  
Principles and techniques of governmental accounting.  
Basic principles and practices of accounting.  
Principles and techniques of bookkeeping.  
Principles of business letter writing and basic report preparation.

Principles of municipal budget preparation and control.  
Principles and procedures related to accounts payable and receivable.  
Basic auditing principles.  
Spreadsheet, word processing and financial management computer applications.  
Modern office procedures, methods and equipment.  
Pertinent Federal, State, and local laws, codes and regulations.  
English usage, spelling, grammar and punctuation.

**Ability to:**

Understand, interpret and communicate the City procedures, rules and regulations.  
Implement applicable procedures.  
Maintain a variety of financial records and files.  
Perform varied technical accounting clerical work.  
Accurately tabulate, record, and balance assigned transactions.  
Perform routine clerical work.  
Operate and use modern office equipment including 10-key adding machine, computer, printers and copiers.  
Enter data into a computer at a speed necessary for successful job performance.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows for effective interaction and communication with others.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

**Experience and Training Guidelines:**

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

**Experience**

Two years of increasingly responsible clerical and technical accounting experience.

**Training**

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

**License or Certificate:**

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

**Account Technician II**  
**Senior Account Technician**

In addition to the qualifications for Account Technician I:

**Knowledge of:**

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

**Ability to:**

Lead and review the work of support staff.

**Experience and Training Guidelines:**

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

**Account Technician II**

**Experience**

Three years of increasingly responsible clerical and technical accounting experience.

**Training**

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

**License or Certificate:**

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

**Senior Account Technician**

**Experience**

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

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Account Technician I**  
**Account Technician II**  
**Senior Account Technician**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

**ACCOUNTANT I  
ACCOUNTANT II**

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

**DEFINITION**

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

**DISTINGUISHING CHARACTERISTICS**

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

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

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the division manager or department head.

May exercise lead worker supervision over technical and clerical staff.

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

**Essential Functions:**

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

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

**Marginal Functions:**

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

## **QUALIFICATIONS**

### **Knowledge of:**

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

### **Ability to:**

Perform professional level accounting duties in accounting, financial reporting and fixed assets.  
Conduct financial research and analysis.  
Examine, complete and analyze detailed financial documents, forms and records.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.  
Prepare a variety of financial statements, reports and analyses.  
Operate and use modern office equipment including 10-key adding machine, 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.  
Conduct sound audits of financial records.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

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:*

**Accountant I**

**Experience**

Three years of increasingly responsible finance and accounting experience, with a minimum of one year of this experience in a governmental agency, including one year of lead worker supervisory responsibility. Municipal experience is desirable.

**Training**

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

**Accountant II**

**Experience**

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

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **ACTIVE ADULT CENTER COORDINATOR**

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

### **DEFINITION**

To supervise, assign, review and participate in the work of staff responsible for providing services for active adults/senior citizens; to provide on-site supervision and coordination, scheduling, implementation, and promotion of the Moorpark Active Adult Center; and to perform a variety of technical tasks relative to assigned area of responsibility. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

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

#### **Essential Functions:**

1. Plan and prioritize activities related to providing active adult/senior citizen services and programs including educational and recreational programs or activities, information and referrals regarding housing, transportation, and programs, special events and other related services.
2. Provide essential staff assistance and support to the Parks and Recreation Director and assigned supervisor.
3. Participate in the selection of part-time staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; write, review, and evaluate staff training manual; recruit volunteers; conduct quarterly volunteer training and supervise volunteers on a daily basis.
4. Recommend and assist in the implementation of division goals and objectives; establish schedules and methods for providing active adult/senior citizen programs; implement policies and procedures.

5. Participate in the preparation and administration of the Active Adult Center budget; submit budget recommendations; monitor expenditures.
6. Prepare grant reports and program evaluations for Parks and Recreation Director's approval; attend meetings with staff, the Director, Advisory Committee and subcommittee, volunteers and Area Agency on Aging.
7. Promote the Active Adult Center within the community with flyers, schedules of events, pamphlets and brochures, presentations to organizations, press releases, and announcements on government TV.
8. Organize, schedule and implement Active Adult Center activities; propose purchases of supplies and materials; coordinate facility needs with program and activity leaders.
9. Promote Active Adult Center Advisory Committee, plan agendas, represent City at monthly meetings; take minutes of meetings.
10. Seek grants and write grant proposals; network with provider agencies, community groups and media.
11. Write monthly newsletter; edit and prepare for mail.
12. Monitor program compliance with applicable laws, rules and regulations.
13. Maintain awareness of new developments in the field of active adult/senior citizen services; incorporate new developments as appropriate into programs.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a recreational and educational program for active adult/senior citizens.

Principles of supervision, training and performance evaluation.

Services available to seniors who live in Ventura County.

Basic procedures, methods and techniques of budget preparation and control.

Recent developments, current literature and information related to active adult/senior citizen services and activities.

Application of marketing theories, principles and practices and their application to program promotion.

Modern office procedures, methods and equipment.

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

English usage, spelling, grammar and punctuation.

**Ability to:**

Supervise, organize, train and evaluate the work of technical and clerical personnel.

Coordinate and direct social service programs suited to active adults/senior citizens.

Recommend and implement goals and objectives for providing active adult/senior citizen services.

Elicit community and organizational support for active adult/senior citizen programs.

Interpret and explain City policies and procedures.

Prepare and administer complex program budgets.

Allocate limited resources in a cost-effective manner.

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

Four years of increasingly responsible experience in educational and recreational programs and activities, including one year of supervisory responsibility.

**Training**

Equivalent to the completion of the twelfth grade supplemented by college level course work in geriatrics, senior activities, recreation or a related field.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **ACTIVE ADULT CENTER SUPERVISOR**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

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

### **Essential Functions:**

1. Plan and prioritize activities related to providing active adult/senior citizen services and programs including educational and recreational programs or activities, information and referrals regarding housing, transportation, and programs, special events and other related services.
2. Provide essential staff assistance and support to the Parks and Recreation Director and assigned supervisor.
3. Participate in the selection of part-time staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; write, review, and evaluate staff training manual; recruit volunteers; conduct quarterly volunteer training and supervise volunteers on a daily basis.
4. Recommend and assist in the implementation of division goals and objectives; establish schedules and methods for providing senior programs; implement policies and procedures.

5. Participate in the preparation and administration of the Active Adult Center budget; submit budget recommendations; monitor expenditures.
6. Prepare grant reports and program evaluations for Parks and Recreation Director's approval; attend meetings with staff, the Director, Advisory Committee and subcommittee, volunteers and Area Agency on Aging.
7. Promote the Active Adult Center within the community with flyers, schedules of events, pamphlets and brochures, presentations to organizations, press releases, and announcements on government TV.
8. Organize, schedule and implement Active Adult Center activities; propose purchases of supplies and materials; coordinate facility needs with program and activity leaders.
9. Serve as staff to Active Adult Center Advisory Committee; plan agendas; represent City at monthly meetings; and take minutes of meetings.
10. Seek grants and write grant proposals; network with provider agencies, community groups and media.
11. Write monthly newsletter.
12. Monitor program compliance with applicable laws, rules and regulations.
13. Maintain awareness of new developments in the field of active adult/senior citizen services; incorporate new developments as appropriate into programs.
14. Assume responsibility for all operations associated with the Senior Nutrition Program, including all compliance and training requirements.
15. Conduct in-home interviews with senior citizens interested in home delivered meals and make determination on eligibility.
16. Serve as the City's liaison with the Area Agency on Aging on all matters including grants.
17. Assist with citywide cultural arts and performing arts programs and events.
18. Serve as the City's liaison to the Ventura County Arts Council and with other regional arts organizations.
19. May assist the Moorpark Arts Commission with Art in Public Places Program and with art grant applications.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a recreational and educational program for active adult/senior citizens.

Principles of supervision, training and performance evaluation.

Services available to seniors who live in Ventura County.

Basic procedures, methods and techniques of budget preparation and control.

Recent developments, current literature and information related to active adult/senior citizen services and activities.

Application of marketing theories, principles and practices and their application to program promotion.

Principles and practices of budget administration.

Principles and practices of contract administration.

Methods of research, program analysis, and report preparation.

Policies and procedures of the assigned department.

Public relations techniques.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods and equipment.

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

**Ability to:**

Supervise, organize, train and evaluate the work of technical and clerical personnel.

Coordinate and direct social service programs suited to active adults/senior citizens.

Recommend and implement goals and objectives for providing active adult/senior citizen services.

Elicit community and organizational support for active adult/senior citizen programs.

Interpret and apply administrative and departmental policies and procedures.

Perform complex administrative and analytical activities for assigned programs.

Prepare and administer complex program budgets.

Allocate limited resources in a cost-effective manner.

Independently perform administrative and analytical activities in the area of work assigned.

Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

Effectively manage contracts and evaluate the work of contractors.

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

Research, analyze, and evaluate programs, policies, and procedures.

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

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

Prepare clear and concise reports.

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

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

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

**ADMINISTRATIVE ASSISTANT I  
ADMINISTRATIVE ASSISTANT II**

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

**DEFINITION**

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

**DISTINGUISHING CHARACTERISTICS**

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

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

**SUPERVISION RECEIVED AND EXERCISED**

**Administrative Assistant I and II**

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

May provide lead worker supervision to assigned clerical staff.

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

**Administrative Assistant I and II**

**Essential Functions:**

1. Perform administrative duties in support of assigned department director and/or division manager; recommend improvements in work flow, procedures and use of equipment and forms; assist in preparing comprehensive reports, minutes of

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

work assignments and supervise student workers or other clerical office staff; perform legislative history searches.

13. Maintain records and logs and develop reports concerning new or ongoing programs and program effectiveness; maintain records for attendance; appointments to City Commissions, boards and committees; facilities usage; service levels; permits and related records; prepare statistical reports as required.
14. Operate and maintain a variety of office equipment including computers, printers and copiers, scanners and postage machine; input and retrieve data and text; organize and maintain paper and electronic files.
15. Receive, sort and distribute incoming and outgoing correspondence.
16. Perform routine accounting functions; receive and process invoices; may participate in monitoring the department budget; compile time accounting, prepare employee time sheets and payroll forms; may collect fees and process receipts.
17. May serve as recording secretary to various committees, commissions and boards; prepare public hearing notices and agendas; attend meetings, take notes and prepare minutes.
18. May monitor and update information on the City's website or other social media.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Administrative Assistant I and II**

**Knowledge of:**

Operations, services and activities of assigned department.  
Cash and credit card handling techniques.  
Principles and practices of customer service.  
Switchboard operating techniques.  
Principles of proper phone etiquette.  
Modern office procedures, methods and equipment.  
Computer functions and related software.

Techniques of business letter writing and basic report preparation.

Principles and procedures of record keeping.

Principles and procedures of filing.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Bid procedures.

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

Principles of supervision, training and performance evaluation.

**Ability to:**

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

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

Interpret, explain and enforce Department policies and procedures.

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

Prioritize work and perform multiple functions at once.

Work independently in the absence of supervision.

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

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

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

Independently prepare correspondence and memoranda.

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

**Experience and Training Guidelines:**

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

### **Administrative Assistant I**

#### **Experience**

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

#### **Training**

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

#### **License or Certificate:**

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

### **Administrative Assistant II**

#### **Experience**

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

#### **Training**

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

#### **License or Certificate:**

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

**WORKING CONDITIONS**

**Administrative Assistant I and II**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **ADMINISTRATIVE SERVICES DIRECTOR**

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

### **DEFINITION**

To direct, manage, supervise, and coordinate the programs and activities of the Administrative Services Department. May serve as City Clerk, Personnel Officer, and/or City Risk Manager. This position is overtime exempt.

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

#### **Essential Functions:**

1. Provide responsible staff assistance and support to the City Manager or Assistant City Manager.
2. Manage and participate in the development and implementation of goals objectives, policies and priorities for the Administrative Services Department; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within City policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for the Administrative Services Department; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate and evaluate the Administrative Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

6. Oversee and participate in the development and administration of the Administrative Services Department budget; forecast funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Serve as liaison for the Administrative Services Department with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
8. Serve as public information officer if appointed by City Manager.
9. Assist City Manager in administration of his office including administration of City Attorney contract, law enforcement services contract, and goal setting process as assigned.
10. Provide responsible staff assistance to the City Manager; provide staff support to boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
11. Assist City Manager with special projects as assigned.

**City Clerk Essential Functions:**

12. All Essential Functions of the City Clerk job description would be applicable if appointed to serve as City Clerk.

**Personnel Officer and Risk Manager:**

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

**Marginal Functions:**

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

## **QUALIFICATIONS**

### **Knowledge of:**

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

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

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Parliamentary procedure and Roberts Rules of Order.

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

Modern office procedures and methods and equipment.

Computer system operations, networking and management.

English usage, spelling, grammar, and punctuation.

Purchasing procedures and practices.

Principles and methods of record keeping and report writing.

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

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

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

General personnel policies and procedures applicable to the City.

Principles and practices of local government risk management.

### **Ability to:**

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

Select, supervise, train and evaluate staff.

Oversee and direct the operations, services and activities of an Administrative Services Department.

Develop and administer an efficient records management system.

Comply with all posting and publication guidelines.

Conduct all regular and special municipal elections.

Develop and administer, program goals, objectives and procedures.

Prepare and administer large and complex budgets.

Prepare clear and concise administrative and financial reports.

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

- Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
- Operate and use modern office equipment including computer, printers and copiers.
- Type and/or enter data on a computer at a speed necessary for successful job performance.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply pertinent Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical duties appropriate to successful performance of assigned duties and responsibilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain confidentiality of information.
- 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**

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

**Training**

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

**License or Certificate:**

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

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **ADMINISTRATIVE SERVICES MANAGER**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

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

### **Essential Functions:**

1. Assume responsibility for assigned administrative services and activities of a department including contract administration and negotiation, grant management, purchasing, information systems, department or City fixed assets; budget process; and assist with risk management, 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, development monitoring, 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.

## **ADMINISTRATIVE SPECIALIST**

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

### **DEFINITION**

Under general supervision, perform a wide variety of administrative and analytical duties, including research, analysis, program development, report writing, and grant administration; oversee assigned administrative processes, procedures and programs; and provide information and assistance to the public regarding assigned programs and services. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from various management staff.

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

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

### **Essential Functions:**

1. Assume responsibility for monitoring and administering assigned program areas and assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff, participate in employee selection, prioritize and coordinate work assignments, review work for accuracy.
2. Provide responsible staff assistance and support to assigned management staff and department or program area.
3. Assist in developing and implementing operational, administrative, program, and other policies and procedures.
4. Assist with the analysis and preparation of assigned budget(s); assist in maintaining and monitoring of appropriate budgeting controls; prepare various financial reports as required.

5. Collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
6. Assist in administering contracts; develop requests for proposals; conduct research on specifications.
7. Prepare and monitor grant programs, related proposals, and grant progress reports.
8. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
9. Participate in special projects and studies including research of new programs, services, and software; budget analysis and preparation; prepare and present reports.
10. Assist in preparation of ordinances, resolutions, and other supporting program documents; assist in preparing and monitoring program grants and related proposals; assist in implementing new software.
11. Assist in developing and design departmental, operational and administrative procedures or forms as required.
12. Participate in various committees; attend and participate in professional group meetings.
13. Make oral and written presentations to the City Council, staff, the public and professional groups.
14. Assist with risk management responsibilities, including monitoring contracts and agreements, insurance review, cost recovery for City property damage, insurance, underwriting reporting, and safety inspections.
15. May perform all of the essential functions of the Deputy City Clerk I and II job classification.
16. May serve as a liaison with public and private organizations, community groups and other social organizations; make presentations as required; coordinate work of volunteers.
17. May draft press releases, newspaper articles, public service announcements and newsletters.

**Marginal Functions:**

1. May assist in preparation of program and employee performance evaluations.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of mathematics and statistics.  
Principles of supervision, training and performance evaluation.  
Principles and practices of budget administration.  
Principles and practices of contract administration.  
Methods of research, program analysis, and report preparation.  
Policies and procedures of the assigned department.  
Public relations techniques.  
Principles and procedures of accounting and procurement practices.  
English usage, spelling, grammar, and punctuation.  
Modern office procedures, methods and equipment.  
Research, analytical techniques and the public policy development theory.  
Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform complex administrative and analytical activities for assigned programs.  
Independently perform administrative and analytical activities in the area of work assigned.  
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply administrative and departmental policies and procedures.  
Effectively manage contracts and evaluate the work of contractors.  
Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.  
Research, analyze, and evaluate programs, policies, and procedures.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.  
Prepare clear and concise reports.  
Operate and use modern office equipment including 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.

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. One year of the education requirement may be substituted with three years of responsible administrative and analytical work experience.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **ASSISTANT CITY CLERK**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Clerk.

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

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

#### **Essential Functions:**

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

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

**Marginal Functions:**

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

## **QUALIFICATIONS**

### **Knowledge of:**

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

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

City government structure and processes.

Effective public contact and public relations techniques and practices.

Bid procedures for public agency projects.

Analysis and research methods and techniques.

Principles of supervision, training and performance evaluation.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods and equipment

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

### **Ability to:**

Perform complex administrative and analytical activities for assigned programs.

Independently perform administrative and analytical activities in the area of work assigned.

Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Effectively manage contracts and evaluate the work of contractors.

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

Research, analyze, and evaluate programs, policies, and procedures.

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

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

Prepare clear and concise reports.

Operate and use modern office equipment including 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.

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**

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

**Training**

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

**License or Certificate:**

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

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **ASSISTANT CITY ENGINEER**

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

### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the 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 Public Works Department services and activities as assigned, including contract management for specific engineering services; administration of various Public Works Department Programs; administration of Assessment Districts; and the management of grant applications and state compliance requirements.
2. Serves as 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.
3. Provide responsible staff assistance and support to the City Engineer/Public Works Director.
4. Manage and participate in the development and implementation of 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 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 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 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 Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
13. Represent the Public Works Department to other City departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies and organizations; interact with utilities on various issues; serve as City liaison to Caltrans and work with

Caltrans to resolve a variety of problems and issues 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**

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 or a related field.

**License or Certificate:**

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

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **ASSISTANT CITY MANAGER**

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

### **DEFINITION**

To provide highly responsible and complex administrative support to the City Manager; may be appointed to supervise one or more department head positions or serve as a department head, with responsibility to plan, direct, manage and oversee any of the City's programs, functions, or departments as determined by the City Manager and including special projects as assigned; and may be appointed to serve as City Treasurer. This position is overtime exempt.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

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

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

### **Essential Functions:**

1. Serve as acting City Manager in the City Manager's absence consistent with written authorization of the City Manager.
2. Provide highly responsible staff assistance and support to the City Manager.
3. May be appointed by the City Manager to supervise any department head or serve as department head for any City department; may be assigned responsibility for any budgeted division of responsibility.
4. Manage the development and implementation of City Manager's Office and assigned Department goals, objectives, policies, and priorities for each assigned service area.
5. May oversee and administer certain contracts for the provision of services to City, such as law enforcement and building and safety.
6. Plan, direct and coordinate, through subordinate level staff and private contractors, the work plan for each assigned service area; assign projects and

programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.

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 assigned personnel; provide or coordinate City staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. May serve as City Treasurer; oversee management of City finance and investment activities, accounting, purchasing, business registration, and special assessment districts.
11. Explain and interpret City Manager and department programs, policies, and activities; provide expertise in application and interpretation of the Municipal Code; analyze and evaluate cost effectiveness of private contractors and consultants; negotiate and resolve sensitive and controversial issues.
12. Represent the City Manager's Office and any assigned department to the public, elected officials, outside agencies, and other City departments; and coordinate activities with those of other departments and outside agencies and organizations.
13. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide staff support to assigned boards and commissions and City Council standing committees.
15. Manage agreements with contractors, consultants, and vendors; provide franchise agreement oversight if assigned.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government administration and privatization.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

18. Oversee planning and implementation of special projects and assigned capital improvement projects.
19. May oversee the City computer and telephone systems and website; respond to communication technology issues.
20. May oversee risk management, insurance and loss control and serve as the City's Risk Manager.
21. May manage labor relations, and personnel benefit programs and may be appointed to perform the Personnel Officer responsibilities of the City's Personnel Rules for Competitive Service Employees.
22. May serve as Public Information Officer.
23. May supervise the City Clerk and perform all of the essential functions of a Deputy City Clerk if appointed consistent with Sections 40813 and 40814 of the Government Code, or may perform the responsibilities of the City Clerk job classification if appointed by the City Manager.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

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

Management skills to analyze programs, policies and operational needs.

Principles and practices of contract administration.

Principles and practices of program development and administration.

Principles and practices of municipal budget preparation and administration.

Principles of supervision, training and performance evaluation.

Purchasing procedures and practices.

Modern office procedures, methods and equipment.

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

English usage, spelling, grammar, and punctuation.

**Ability to:**

Provide administrative and professional leadership and direction.

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

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

Select, supervise, train and evaluate staff.

Effectively manage contracts and evaluate the work of contractors.

Delegate authority and responsibility.

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

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

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

Develop and administer departmental goals, objectives, and procedures.

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

Prepare clear and concise administrative and financial reports.

Prepare and administer large and complex budgets.

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

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

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**

Ten years of increasingly responsible experience in municipal government, including a minimum 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 public administration, business administration, economics, urban planning, engineering, government or a related field. A Master's degree is desirable.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **ASSISTANT ENGINEER**

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

### **DEFINITION**

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

### **DISTINGUISHING CHARACTERISTICS**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

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

#### **Essential Functions:**

1. Provide responsible staff assistance and support to the City Engineer/Public Works Director and Assistant City Engineer.
2. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering

decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.

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

improvements; inspect during and post construction for compliance with conditions of approval.

12. Prepare or review maps, easement language, legal descriptions, and deeds.
13. Assist with issuance of grading and encroachment permits.
14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.
15. Interpret and apply Federal, State and local policies, laws and regulations.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

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

**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 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.

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.

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**

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

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering or a related engineering field. Two years of

the education requirement may be substituted with four years of professional engineering work experience, with no less than two of those years being municipal engineering experience.

**License or Certificate:**

Engineer in Training (EIT) certificate is desirable.

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **ASSISTANT PLANNER**

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

### **DEFINITION**

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

### **DISTINGUISHING CHARACTERISTICS**

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

### **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 higher-level planning staff.
3. Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with appropriate conditions of approval regulations and policies; process administrative and discretionary permits and minor variances.

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

**Marginal Functions:**

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

## **QUALIFICATIONS**

### **Knowledge of:**

Basic principles and practices of urban planning and development.  
Basic site planning and architectural design techniques and methods.  
Modern office procedures, methods and equipment.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.  
Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.  
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 utilize current literature, information sources and research techniques in the field of urban planning.  
Perform basic plan checking activities.  
Conduct site inspections.  
Operate and use modern office equipment including 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**

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

**Training**

Equivalent to a 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, dust and noise; work on slippery or uneven surfaces.

**Physical Conditions:**

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

## **ASSISTANT TO CITY MANAGER/CITY CLERK**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager.

Exercises direct and primary supervision over technical and clerical staff.

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

### **Essential Functions:**

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

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

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

**Marginal Functions:**

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

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of the City Clerk's Division.  
Management methods and techniques to analyze programs, policies and operational needs.  
Principles and practices of program development and administration.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Parliamentary procedure and Roberts Rules of Order.  
Principles and practices of records management including records retention laws, micrographic and scanning operations.  
Modern office procedures and methods and equipment.  
Computer system operations, networking and management.  
English usage, spelling, grammar, and punctuation.  
Purchasing procedures and practices.  
Principles and methods of record keeping and report writing.  
Pertinent Federal, State, and local laws, codes and regulations including the Election Code, Political Reform Act, the Ralph E. Brown Act, PERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, and COBRA.  
Legal aspects of human resources management including unfair labor practices, discrimination and illegal harassment and other matters related to employment law.  
Principles and practices of employee recruitment, selection, and management.  
General personnel policies and procedures applicable to the City.  
Principles and practices of local government risk management.

### **Ability to:**

Manage, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Oversee and direct the operations, services and activities of a City Clerk's Division.  
Develop and administer an efficient records management system.  
Comply with all posting and publication guidelines.  
Conduct all regular and special municipal elections.  
Develop and administer, program goals, objectives and procedures.  
Prepare and administer large and complex budgets.  
Prepare clear and concise administrative and financial reports.  
Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.  
Operate and use modern office equipment including computer, printers and copiers.

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

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

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

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

Maintain confidentiality of information.

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 managerial or administrative experience in municipal government, records management, office management, human resources, or a related field, including a minimum of two years' experience in a City Clerk's office and 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, or a related field, supplemented by specialized training or upper division college level course work in personnel or human resources.

**License or Certificate:**

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

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **ASSOCIATE CIVIL ENGINEER**

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

### **DEFINITION**

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

### **DISTINGUISHING CHARACTERISTICS**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

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

#### **Essential Functions:**

1. Provide responsible staff assistance and support to the City Engineer/Public Works Director and Assistant City Engineer.
2. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; develop plans, specifications and other contract documents for a variety of engineering projects; make technical engineering

decisions and assist with development of technical criteria and standards, calculate the quantity, quality, and cost of materials used for various projects.

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

conditions of approval; review sureties and agreements for grading and improvements; inspect during and post construction for compliance with conditions of approval.

12. Prepare or review maps, easement language, legal descriptions, and deeds.
13. Assist with issuance of grading and encroachment permits.
14. Signs off on documents and reports and performs other duties requiring certification as a Professional Engineer in the State of California.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of City Engineering and Public Works.
16. Interpret and apply Federal, State and local policies, laws and regulations.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

Engineering principles and practices as applied to city engineer/public works, including planning and development, design and construction, and maintenance.  
Methods, materials, and techniques used in the preparation of public works project designs and related plans, specifications, cost estimates and reports.  
Basic principles of capital improvement cost estimation, project management, and contract administration.  
Operations, services and activities of a comprehensive municipal public works program.  
National Pollutant Discharge Elimination System (NPDES) requirements for capital projects, development projects, and maintenance activities.  
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.  
English usage, spelling, grammar, and punctuation.

**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 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.  
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.  
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 professional engineering experience, including experience in municipal engineering and public works.

### **Training**

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

### **License or Certificate:**

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

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

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

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

#### **Physical Conditions:**

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

**ASSOCIATE PLANNER I  
ASSOCIATE PLANNER II**

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

**DEFINITION**

To perform professional work in the field of current and/or comprehensive planning; to process permits and conduct research; and to provide information and assistance to developers, the business community and the public on planning, housing, and development related matters. 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**

**Associate Planner I**--This is the first mid-level class in the professional planner series. This class is distinguished from the Assistant Planner by increased work experience and the ability to act more independently as a development project case planner including environmental document preparation, development plans examination, code compliance research, and report preparation.

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

**SUPERVISION RECEIVED AND EXERCISED**

**Associate Planner I and II**

Receives general supervision from higher-level staff.

**Associate Planner II**

May exercise lead worker supervision over technical and clerical staff.

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

**Associate Planner I and II**

**Essential Functions:**

1. Confer with and advise other staff, architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards; provide customer service at the public counter and over the phone.
2. Provide responsible staff assistance and support to higher-level planning staff.
3. Accept applications for development; enter data into a computer; check commercial, industrial and residential development plans to determine compliance with appropriate conditions of approval regulations and policies; process administrative and discretionary permits and minor variances.
4. Participate in the preparation or review of environmental impact and planning reports, yearly Department of Finance Report, monthly census report of building activity, yearly infrastructure report and quarterly development status report; may make recommendations on special studies and compile information.
5. Participate in the environmental review process of proposed development and prepare initial studies.
6. Conduct planning research; prepare reports; prepare and maintain graphics and maps.
7. Collect, record, and summarize statistical and demographic information; establish and maintain a comprehensive database; research and draft various ordinances for review.
8. Process minor lot line adjustment applications, sign permit applications, zoning clearances, and landscape plans and invoices.
9. Perform site visits of proposed projects; survey neighborhoods for land uses.
10. Research and prepare a variety of documents, briefs, and correspondence on planning activities.
11. Answer questions and provide information to the public; may make public presentations and present oral reports on planning information and activities.
12. As assigned, assume responsibility for code and condition compliance related duties.

13. Process and issue home occupation, business registration and vendor permits, and develop and maintain related files and correspondence.
14. Provide regular reports to the Department Head on the status of development applications and code compliance activities.
15. Maintain organized and accurate records, files, and databases for entitlement processing, including key deadlines for action and expiration dates for permits.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Associate Planner I and II**

**Knowledge of:**

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

Perform basic plan checking activities.

Conduct site inspections.

Operate and use modern office equipment including 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.

Interpret planning and zoning programs to the general public.

Analyze and compile technical and statistical information.

Prepare clear and concise oral and written reports.

Perform journey level plan checking activities.

**Experience and Training Guidelines:**

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

**Associate Planner I**

**Experience**

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

**Training**

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

### **Associate Planner II**

#### **Experience**

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

#### **Training**

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

### **Associate Planner I and II**

#### **License or Certificate:**

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

### **WORKING CONDITIONS**

#### **Associate Planner I and II**

#### **Environmental Conditions:**

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

#### **Physical Conditions:**

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

## **BOX OFFICE CASHIER**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED**

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

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

### **Essential Functions:**

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

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

Basic box office operations and procedures for a performing arts facility.

Principles and practices of customer service.

Methods and techniques of cashiering.

Operational characteristics of computerized ticketing systems.

**Ability to:**

Provide effective and efficient customer service at the box office.

Respond to requests and inquiries from patrons regarding box office operations and related theatre events.

Utilize an automated box office system, computer terminals and standard computer equipment and software.

Perform basic mathematical functions with speed and accuracy.

Prepare routine financial reports of box office operations.

Work varying hours, remain calm in stressful situations, and stand for extended periods of time in a confined area.

Communicate clearly and concisely, both orally and in writing.

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

Operate a cash drawer.

Respond and perform assigned duties in the event of a City-declared emergency.

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **BUDGET AND FINANCE MANAGER**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

#### **Essential Functions:**

1. Provide technical assistance and training to City staff in matters related to financial accounting and budget administration.
2. Provide responsible staff assistance and support to the Finance Director.
3. Develop and maintain chart of accounts.
4. Oversee and coordinate the annual audit process; ensure the timely delivery of financial documents.
5. Review financial registers, journals, and related documents prepared by others; recommend and implement changes in accounting, financial and auditing systems and procedures; prepare, audit and supervise the distribution of financial reports.
6. Plan, prioritize, assign, supervise and review the work of staff responsible for financial services including accounts payable, receivable, cash management, billing, tax compliance and reporting; supervise and occasionally perform the preparation and posting of journal entries to record revenues, transfers, payments, and correct expenditures.

7. Recommend and assist in the preparation and implementation of division goals and objectives; implement approved policies and procedures.
8. Establish schedules and methods for providing assigned financial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
9. Maintain City contracts; monitor contract payments; ensure contracts are within budget requirements; ensure compliance with contract obligations.
10. Analyze revenue-generating and cost-reducing proposals for capital and operating programs; prepare revenue projections and provide revenue management.
11. Participate in the preparation, development and administration of the City-wide budget; develop estimates of funds needed for staffing and related expenses; approve expenditures and implement appropriate budget adjustments.
12. Participate in the selection of finance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Participate in the preparation and administration of assigned budget; complete line item budget analysis as assigned; submit budget recommendations; monitor expenditures.
14. Monitor legislative developments related to finance and accounting matters; evaluate impact on City operations; assist with long range financial planning and forecasting.
15. Review vendor reports and issue 1099s to appropriate vendors; transmit magnetic media returns of 1099s 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 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**

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

## CITY CLERK

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

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

#### **Essential Functions:**

1. Perform the responsibilities of the City Clerk as established by State law and City Municipal Code and as assigned by the City Manager.
2. Plan, organize, direct and participate in the work involved in maintaining official City documents and records including agendas, minutes, ordinances, resolutions, contracts, agreements, deeds and other legal documents and official records of the City Council and subsidiary authorities.
3. Maintain custody of official records and archives of the City including ordinances, resolutions, contracts, agreements, deeds, insurance and surety documents, minutes and legal library; certify copies as required.
4. Provide responsible staff assistance and support to the City Manager, Assistant City Manager, or Deputy City Manager.
5. Act as custodian of the City's seal, vital documents and records; supervise the management of the City's computerized records management program and

indexing and filing systems; develop, coordinate and supervise the City-wide records storage system; ensure compliance with appropriate guidelines for records retention and disposition.

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

16. Participate in the development, implementation and monitoring of goals, objectives and policies for the City Clerk's Division.
17. Assist with the development and administration of the City Clerk's Division budget.
18. Supervise, train and evaluate employees as assigned and assist in their selection.
19. Compile, organize and interpret data, write reports and prepare correspondence.
20. Analyze administrative and operational situations and recommend change as needed.
21. Operate a computer, printer and applicable software to independently produce correspondence, memoranda, reports and other materials.
22. Assist in developing and design or departmental, operational and administrative procedures or forms as required.
23. Make oral and written presentations to the City Council, staff, the public and professional groups.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

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

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

City government structure and processes.

Effective public contact and public relations techniques and practices.

Bid procedures for public agency projects.

Analysis and research methods and techniques.

Principles of supervision, training and performance evaluation.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods and equipment

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

**Ability to:**

- Perform complex administrative and analytical activities for assigned programs.
- Independently perform administrative and analytical activities in the area of work assigned.
- Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.
- Interpret and apply administrative and departmental policies and procedures.
- Effectively manage contracts and evaluate the work of contractors.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Research, analyze, and evaluate programs, policies, and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, develop and prepare ordinances, resolutions, contracts, and technical reports and associated summary data for presentation to City Council and others.
- Prepare clear and concise reports.
- Operate and use modern office equipment including 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.
- 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 managerial or administrative experience in municipal government, records management, office management, or a related field, including a minimum of three years City Clerk's office experience and two years of supervisory responsibility.

**Training**

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

**License or Certificate:**

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

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **CITY ENGINEER/PUBLIC WORKS DIRECTOR**

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

### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the 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 Public Works Department services and activities including contract management for City services; administration of various Public Works Department Programs; administration of Assessment Districts; and the management of grant applications and state compliance requirements.
2. Provide responsible staff assistance and support to the City Manager.
3. Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area.
4. Manage 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, pavement striping, and City transit 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 Public Works Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with staff to identify and resolve problems.
8. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
9. Select, train, motivate and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
10. Oversee and participate in the development and administration of the Public Works Department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary; review and approve all departmental expenditures; supervise procurement of major equipment including Request for Qualifications or Proposals (RFQ or RFP), bids, staff reports, and purchase orders.
11. Explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
12. Represent the Public Works Department to other City departments, elected officials and outside agencies; coordinate Public Works Department activities with those of other departments and outside agencies and organizations; interact with utilities on various issues; serve as City liaison to Caltrans and work with Caltrans to resolve a variety of problems and issues.
13. Provide staff assistance to City Manager and City Council; provide support to City Council standing committee(s) and other committees; serve as City liaison to the County-wide Transportation Technical Advisory Committee and similar

committees; prepare and present staff reports and other necessary correspondence.

14. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the 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 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.  
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**

Seven years of increasingly responsible experience in municipal City Engineering and 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 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.

## **CITY MANAGER**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the City Council.

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

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

#### **Essential Functions:**

1. Assume full management responsibility for all City Department services and activities including all contract services; recommend and administer policies and procedures.
2. Provides responsible staff assistance and support to the City Council.
3. As designated by City Council, serve as Executive Director for other public entities for which the City Council serves as the governing body.
4. Manage the development and implementation of City goals, objectives, policies, and priorities for each service area.
5. Establish, within City policy and budget, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

6. Plan, direct and coordinate, through department directors, each department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
7. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
8. Select, train, motivate and evaluate department directors and subordinate management personnel; provide for staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
9. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
10. Interpret and explain all City department programs, policies, and activities; negotiate and resolve sensitive and controversial issues; provide expertise in application and interpretation of the Municipal Code.
11. Represent the City of Moorpark to the public, elected officials and outside agencies; coordinate activities with other departments, outside agencies and organizations.
12. Participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
13. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of city management.
14. Prepare City Council meeting agendas and respond to inquiries.
15. Provide staff support to boards and commissions and committees.
16. Negotiate on labor issues with the employee union as the City Council's spokesperson.
17. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
18. Serve as emergency response worker as necessary.
19. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a modern and complex municipality.  
Management skills to analyze programs, policies and operational needs.  
Principles and practices of program development and administration.  
Contract law and contract administration.  
Purchasing practices and procedures.  
Modern office procedures, methods and equipment.  
Principles and practices of municipal service provision.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State, and local laws, codes and regulations.  
Principles of supervision, training and performance evaluation.  
English usage, spelling, grammar, and punctuation.

### **Ability to:**

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

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

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

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**

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

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

**CLERICAL AIDE I  
CLERICAL AIDE II**

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

**DEFINITION**

To perform a general variety of basic clerical duties in support of an assigned function. These positions are temporary, part-time, and not overtime exempt.

**DISTINGUISHING CHARACTERISTICS**

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

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

**SUPERVISION RECEIVED AND EXERCISED**

**Clerical Aide I and II**

Receives immediate supervision from the assigned supervisor.

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

**Clerical Aide I and II**

**Essential Functions:**

1. Sorts, files and categorizes reports, correspondence, data and forms.
2. Receives, sorts, copies and distributes mail.
3. Operates a computer and other modern office equipment.
4. Acts as a telephone receptionist.

5. Types file information and scans documents into an electronic imaging records management system.
6. Operates an automobile for purchasing supplies, making deliveries or similar purposes.
7. Provides responsible staff assistance and clerical support to the assigned supervisor.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods, software and equipment.

English usage, spelling, grammar, and punctuation.

Principles of proper phone etiquette.

Basic mathematical principles.

Standard safety precautions.

**Ability to:**

Respond to requests and inquiries from the general public.

Perform a wide variety of clerical duties including answering phone calls.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Operate and use a computer, printers and copiers, and scanners and postage machine.

Type on a computer at a speed necessary for successful job performance.

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

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

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

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

**Experience and Training Guidelines:**

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

**Clerical Aide I**

**Experience**

One year of general clerical experience is desirable.

**Training**

Equivalent to the completion of the twelfth grade.

**Clerical Aide II**

**Experience**

One year of general clerical experience is desirable.

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **CLERICAL AIDE/CROSSING GUARD**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from assigned supervisor.

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

#### **Clerical Aide Essential Functions:**

1. Sorts, files and categorizes reports, correspondence, data and forms.
2. Receives, sorts, copies and distributes mail.
3. Operates a computer and other modern office equipment.
4. Acts as a telephone receptionist.
5. Types file information and scans documents into an electronic imaging records management system.
6. Operates an automobile for purchasing supplies, making deliveries or similar purposes.
7. Provides responsible staff assistance and clerical support to the assigned supervisor.

**Crossing Guard Essential Functions:**

1. Perform crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.
2. May set up, monitor, and take down traffic warning devices and barricades for traffic control.
3. May perform regular sidewalk inspections and measure and report sidewalk and street maintenance and repair needs.
4. May perform street light inspections to verify proper function.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

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

**Ability to:**

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

Remain calm and use good judgment in emergency situations.

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

Equivalent to completion of twelfth grade supplemented by specialized clerical training.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

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

**CODE COMPLIANCE TECHNICIAN I  
CODE COMPLIANCE TECHNICIAN II**

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

**DEFINITION**

To investigate and enforce the City's municipal, zoning, and building codes; to develop case files and issue citations; and to provide building and safety inspections and code enforcement of City owned property. These positions are not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for these positions to serve the interest of the City's operation and mission.

**DISTINGUISHING CHARACTERISTICS**

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

**Code Compliance Technician II**--This is the full journey level class within the Code Compliance Technician series. Employees within this class are distinguished from the Code Compliance Technician I by the performance of the full range of duties as assigned including issuing citations. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Code Compliance Technician I level, or when filled from the outside, applicants must have prior experience.

**SUPERVISION RECEIVED AND EXERCISED**

**Code Compliance Technician I**

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

**Code Compliance Technician II**

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

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

**Essential Functions:**

1. Interpret, apply and enforce the City's municipal, zoning, and building codes; issue infraction and misdemeanor citations and testify in court as necessary; track the progress of cases involved in the legal system and those assigned to the City Attorney's office.
2. Develop policies and procedures for inclusion in the City's Code Compliance Manual.
3. Conduct patrol and investigation duties in designated areas of the City to observe and follow up on violations.
4. Investigate and follow-up on complaints submitted by citizens or observed by other staff.
5. Meet with citizens and explain City ordinances, policies, and procedures; mediate resolution of violations.
6. Process and issue home occupation, business registration and vendor permits; develop and maintain permit files and correspondence; draft and submit vendor and home occupation permit status reports to department director.
7. Inspect properties and structures for building code, zoning code, health and safety deficiencies; conduct code enforcement investigations; prepare reports on property inspections.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Code Compliance Technician I**

**Knowledge of:**

Procedures, objectives, and performance requirements of various City, State, and Federal rehabilitation programs.

Modern office procedures, methods and equipment.

Applicable City, State, and Federal codes, ordinances, and regulations related to zoning, building construction and property maintenance.

Accepted safety standards and methods of building construction for family housing units.

English usage, spelling, grammar, and punctuation.

**Ability to:**

Interpret and apply pertinent Federal, State, and City codes and ordinances relating to building construction and rehabilitation.

Read and interpret building plans, blueprints, and specifications.

Prepare cost estimates and job specifications.

Write clear and concise reports.

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

Understand and follow oral and written instructions.

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

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

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

**License or Certificate:**

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

**Code Compliance Technician II**

In addition to the qualifications for Code Compliance Technician I:

**Knowledge of:**

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

**Ability to:**

Work independently in the absence of supervision.

**Experience and Training Guidelines:**

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

**Experience**

Two years of municipal experience working with code enforcement or related experience.

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and field environment; travel from site to site; exposure to outside atmospheric conditions, dust and noise; work in high, exposed places; work on uneven surfaces;

work around moving mechanical parts of equipment, tools or machinery; exposure to potentially hostile environments.

**Physical Conditions:**

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

## **COMMUNITY DEVELOPMENT DIRECTOR**

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

### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Community Development Department including Planning, Code Compliance and Building and Safety Divisions, and may also oversee Affordable Housing, Economic Development, 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.
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 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 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:**

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**

Seven years of increasingly responsible professional urban planning experience, including 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 SERVICES TECHNICIAN**

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

### **DEFINITION**

Under direct supervision, performs a variety of administrative support work within the Parks and Recreation Department, including assisting with research, analysis, program development, report writing, grant administration, publicity and public information pertaining to the Parks and Recreation Department programs. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from various management staff.

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

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

### **Essential Functions:**

1. Assist in coordinating, monitoring, and administering assigned program areas including but not limited to commercial and residential solid waste and recycling programs; household hazardous waste collection; used oil recycling; public transit, and senior and disabled paratransit; assist in assigned administrative support functions including file maintenance, records storage, and budget; may direct the work activities of assigned technical or clerical personnel or other subordinate staff or administer contract operations.
2. Assist in implementing operational, administrative, program, and other policies and procedures; provide administrative support and research.
3. Provide preliminary analysis for the preparation and administration of assigned budget(s); assist in maintaining and monitoring of appropriate budgeting controls; prepare various financial reports as required.
4. Under supervision, collect, compile, and analyze information from various sources on a variety of specialized topics related to assigned programs; prepare

reports which present and interpret data, and identify alternatives; make and justify recommendations.

5. Assist in administering maintenance and service contracts, developing requests for proposals, and conducting research on specifications.
6. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
7. Participate in special projects and studies including background research of new programs and services, and feasibility analysis; prepare and present reports.
8. Assist in preparation of and monitoring grant programs, related proposals, and grant progress reports.
9. Participate in various committees; attend and participate in professional group meetings.
10. Make oral and written presentations to the staff, the public and professional groups.
11. Participate in the preparation and revision of brochures and other administrative materials; develop educational displays; may be asked to assist with youth outreach and school presentations.

**Marginal Functions:**

1. May serve as a liaison with public and private organizations, community groups, and other social organizations; make presentations as required.
2. May draft press releases, newspaper articles, public service announcements, and newsletters.
3. May participate in contract administration with outside consultants and developers.
4. Serve as emergency response worker as necessary.
5. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles of integrated waste management, including solid waste source reduction, recycling, and composting.  
Practices of public transit and paratransit programs.  
Principles of mathematics and statistics.  
Principles of business letter writing and basic report preparation.  
Methods of research, program analysis, and report preparation.  
Public relations techniques.  
Spreadsheet, word processing, and financial management computer applications.  
Modern office procedures, methods, and equipment.  
Principles of supervision, training, and performance evaluation.  
English usage, spelling, grammar, and punctuation.

### **Ability to:**

Understand, interpret, and communicate the City's procedures, rules and regulations, and implement applicable procedures.  
Perform varied technical administrative work.  
Perform routine clerical work.  
Operate and use modern office equipment including computer, printers and copiers.  
Enter data into a computer at a speed necessary for successful job performance.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain cooperative working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows for effective interaction and communication with others.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.  
Perform administrative and analytical activities for assigned programs.  
Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.  
Interpret and apply administrative and departmental policies and procedures.  
Effectively manage contracts and evaluate the work of contractors.  
Research, analyze, and evaluate programs, policies, and procedures.  
Prepare clear and concise reports.  
Research, analyze, and evaluate new service delivery methods, procedures, and techniques.  
Research and prepare effective grant proposals.  
Independently prepare correspondence and memoranda.

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **CROSSING GUARD**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

#### **Essential Functions:**

1. Perform crossing guard duties to escort children and adults across the street in a safe manner after verifying visually and audibly that it is safe to enter the intersection.
2. May set up, monitor, and take down traffic warning devices and barricades for traffic control.
3. May perform regular sidewalk inspections and measure and report sidewalk and street maintenance and repair needs.
4. May perform street light inspections to verify proper function.

#### **Marginal Functions:**

1. Respond to public inquires in a courteous manner.
2. Perform clerical support duties.

3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

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

### **Ability to:**

Understand and follow oral and written instructions.  
Communicate clearly and concisely, both orally and in writing.  
Fluently speak the English language and understand both written and oral English usage.  
Establish and maintain effective working relationships with those contacted in the course of work, including working effectively with school children.  
Operate and use modern office equipment including computer, printers and copiers.  
Enter data into a computer at a speed necessary for successful job performance.  
Remain calm and use good judgment in emergency situations.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows for effective interaction and communication with others.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

### **Experience and Training Guidelines:**

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

#### **Experience**

Prior experience working with children is desirable.

**Training**

Equivalent to completion of twelfth grade.

**License or Certificate**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **CROSSING GUARD SUPERVISOR**

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

### **DEFINITION**

To coordinate and provide lead worker supervision of crossing guards, provide parking enforcement, other municipal code compliance support activities and to provide support to the full range of Public Works activities. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from division manager or other designated supervisor.

Exercises lead worker supervision over crossing guard and maintenance staff.

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

#### **Essential Functions:**

1. Schedule, plan, organize and provide safety and related training to crossing guards for coverage of locations throughout the City.
2. Monitors, supervises, and trains crossing guards.
3. May substitute for absent crossing guards.
4. Observes crossing guard locations for safety checks and compliance with City policies.
5. Inspects parking compliance in shopping centers, along key commercial corridors and streets in the vicinity of schools, and other City streets and issues parking citations.
6. May assist with traffic control and direct traffic during emergencies or congested periods and in support of public works maintenance and repair efforts.
7. May remove debris from City rights-of-way, including but not limited to shopping carts, barricades, dirt, lumber, bricks, auto parts, nails, glass, and dead animals.

8. May place barricades and signs for traffic control.
9. May transport and place radar speed trailer or other trailers.
10. May operate high-pressure graffiti removal sprayer.
11. May make contact with residents or the driving public to provide information and literature regarding municipal codes.
12. May issue citations for violations of municipal codes.
13. May enter information in computer devices and maintain computer databases.

**Marginal Functions:**

1. Respond to public inquires in a courteous manner.
2. Assist Public Works administrative staff as directed.
3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

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

**Ability to:**

Organize and schedule coverage of a number of posts and coordinate part-time staff.  
Perform a variety of skilled and semi-skilled maintenance, construction and repair work in the area of work assigned.  
Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner. Drive a pick-up truck with trailer in a safe and effective manner.  
Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.  
Perform heavy manual labor.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

Prepare clear and concise reports and correspondence.

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

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

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

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

**DEFINITION**

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

**DISTINGUISHING CHARACTERISTICS**

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

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

**SUPERVISION RECEIVED AND EXERCISED**

**Deputy City Clerk I**  
**Deputy City Clerk II**

Receives general supervision from the City Clerk.

May exercise lead worker supervision over clerical staff.

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

**Deputy City Clerk I**  
**Deputy City Clerk II**

**Essential Functions:**

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

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

31. Prepare written agenda reports and make oral presentations to the City Council, staff, the public and professional groups.

### **Deputy City Clerk II**

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

32. Coordinate the document imaging system and maintenance of complex filing and computerized record systems.
33. Coordinate the subpoena response function of the City Clerk's Division as needed.
34. Assist with risk management responsibilities, including monitoring contracts and agreements, insurance review, cost recovery for City property damage, insurance, and underwriting reporting.
35. May be appointed to serve as City Clerk in the absence of the City Clerk.

### **Deputy City Clerk I** **Deputy City Clerk II**

#### **Marginal Functions:**

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

#### **QUALIFICATIONS**

##### **Deputy City Clerk I**

#### **Knowledge of:**

Principles and practices of records management, scanning, and document imaging operations.  
Methods and techniques of record keeping.  
Methods and procedures of data entry.  
Principles of business letter writing and basic report preparation.  
Modern office procedures, methods, and equipment.  
English usage, spelling, grammar, and punctuation.

Bid procedures.

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

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

Principles of supervision, training and performance evaluation.

**Ability to:**

Interpret and explain City policies and procedures.

Research, analyze, and evaluate records and files.

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

Understand and comply with all posting and publication guidelines.

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

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

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

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

**License or Certificate:**

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

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

**Deputy City Clerk II**

**Knowledge of:**

Principles and practices of records management, scanning, and document imaging operations.

Methods and techniques of record keeping.

Methods and procedures of data entry.

Principles of business letter writing and basic report preparation.

Modern office procedures, methods, and equipment.

English usage, spelling, grammar, and punctuation.

Bid procedures.

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

Principles and practices of contract administration.

Methods of research and report preparation.

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

Principles of supervision, training, and performance evaluation.

**Ability to:**

Independently perform administrative and analytical activities in the area of work assigned.

Interpret and explain City policies and procedures.

Research, analyze, and evaluate records and files.

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

Understand and comply with all legal posting and publication guidelines.

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

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

Independently prepare correspondence and memoranda.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public 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**

Three years of increasingly responsible office management and/or administrative and analytical experience, including two years in a City Clerk's Office.

**Training**

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

**License or Certificate:**

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

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

**WORKING CONDITIONS**

**Deputy City Clerk I**  
**Deputy City Clerk II**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **DEPUTY CITY MANAGER**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager.

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

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

#### **Essential Functions:**

1. May serve as acting City Manager in the City Manager's and Assistant City Manager's absence consistent with written authorization of the City Manager.
2. Provide highly responsible and complex staff assistance and support to the City Manager.
3. May be appointed by City Manager to serve as City Treasurer.
4. May be appointed by the City Manager to serve as the Administrative Services Director, Community Development Director, Finance Director, Parks and Recreation Director, Public Works Director, or other department head position.

5. May be appointed to perform the Personnel Officer responsibilities of the City's Personnel Rules for Competitive Service Employees and to serve as the City's Risk Manager, and/or Public Information Officer.
6. May oversee management of City finance and investment activities, the budget, accounting, purchasing, business registration, and special assessment districts.
7. May plan, manage, and oversee economic development, affordable housing, community development, capital projects, emergency preparedness, legislation monitoring, public information, and franchise agreements.
8. May manage the City's legislative monitoring program and develop the annual legislative program; research proposed legislation and strategies with appropriate staff; attend hearings, testify and prepare reports as needed.
9. May oversee and administer certain contracts for the provision of services to City, such as law enforcement and building and safety.
10. Manage the development and implementation of goals, objectives, policies, and priorities for each assigned service area; provide expertise in application and interpretation of the Municipal Code.
11. Recommend, within City policy, appropriate service and staffing levels, monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and allocate resources accordingly.
12. Plan, direct, and coordinate, through subordinate level staff and private contractors, the work plan for each assigned service area; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
13. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
14. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Oversee and participate in the development and administration of the City budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies for assigned service areas; and implement budgetary adjustments as appropriate and necessary.

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

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

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

Management skills to analyze programs, policies and operational needs.

Negotiation strategies.

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

**Ability to:**

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

**Experience and Training Guidelines:**

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

**Experience**

Eight years of increasingly responsible experience in municipal government, including a minimum 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 public administration, business administration, economics, urban planning, engineering, government or a related field. A Master's degree is desirable.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **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 HOUSING MANAGER**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

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

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

#### **Essential Functions:**

1. Provide technical assistance and training to City staff in matters related to economic development, and affordable housing programs and activities.
2. Provide responsible staff assistance and support to the City Manager or Department Head as assigned by the City Manager.
3. Assist with property acquisition actions of City as assigned.
4. Oversee and coordinate the transition of Redevelopment Agency functions and responsibilities.
5. Plan, prioritize, assign, supervise and review the work of staff and consultants responsible for the preparation and administration of affordable housing programs and activities including the preparation and amendment and monitoring of regulatory agreements, affordable housing sections of development agreements, and affordable housing agreements. Perform such work in absence of assigned staff.

6. Recommend and assist in the preparation and implementation of City goals and objectives in areas of Economic Development and Affordable Housing and implement approved activities.
7. Establish schedules for development performance and other provisions of disposition and development agreements with private developers for the sale and redevelopment of City-owned property.
8. Oversee City agreements for professional consulting services relating to housing and specified economic development programs and activities; monitor contract payments; ensure contracts are within budget requirements; ensure compliance with contract obligations.
9. Analyze operating and capital improvement project budgets for specified areas of responsibility.
10. Prepare the City Annual Operating Budget for areas of responsibility; participate in the preparation of the Capital Improvement Project Budget funded with bond financing and supervise the preparation, development and administration of annual budget programs for the City Housing Fund; develop estimates of funds needed for staffing and related expenses; recommend expenditures and implement appropriate budget adjustments.
11. Participate in the preparation and administration of assigned budget; complete line item budget analysis as assigned; submit budget recommendations; monitor expenditures.
12. Monitor legislative developments related to economic development and housing programs.
13. Assist City departments in the preparation and maintenance of financial and other economic development or housing records.
14. Assist with bond issues including preparation of debt service projections and analysis.
15. Attend and participate in professional training and group meetings; stay abreast of new trends and innovations in the field of affordable housing and economic development; and represent City at regional and state meetings.
16. Coordinate activities with other City departments and public agencies, Chamber of Commerce, economic development collaboratives, and applicable affordable housing organizations.

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

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of community development and economic development.

Affordable housing programs including deed restriction provisions, home mortgage financing and related procedures.

Principles and practices of tax increment financing.

Principles and practices of state and federal tax credit financing, home mortgage financing and other forms of public assistance provided for private for-profit and non-profit housing developments

Principles and practices of budgeting.

Principles and practices of contract administration.

Review and analysis of business plans and financial statements.

Principles of supervision, training and performance evaluation.

Modern office procedures, methods and equipment.

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

English usage, spelling, grammar, and punctuation.

**Ability to:**

Supervise, organize, and review the work of subordinate staff.

Select, supervise, train and evaluate staff.

Conduct financial research and analysis.

Communicate clearly and concisely, both orally and in writing.

Manage contracts.

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

Effectively manage contracts and evaluate the work of contractors.

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

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

Prepare a variety of reports and analyses.

Operate and use modern office equipment including computer, printers and copiers.  
Utilize computer equipment and software to produce appropriate reports, informational items, tracking systems and related documents.  
Apply Federal, State and local laws and regulations pertaining to housing and redevelopment programs projects and activities.  
Evaluate financial data and recommend improvements.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.  
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 with public agency economic development programs, projects, and activities including affordable housing in California, and including two years of supervisory or lead worker responsibility.

**Training**

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

## **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.

## **EXECUTIVE SECRETARY**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Manager.

Exercises lead worker supervision over clerical staff.

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

#### **Essential Functions:**

1. Perform a wide variety of responsible, confidential, and complex administrative, technical and secretarial duties for the City Manager and City Council.
2. Provide responsible staff assistance and support to the City Manager.
3. Participate in administrative duties relating to the City Manager and City Council; act as liaison between the City Manager, City Council, staff, and outside agencies; prepare comprehensive reports, minutes of meetings and agendas.
4. Maintain calendar of activities, meetings, and various events for City Manager; coordinate assigned activities with City departments, the public and outside agencies.
5. Maintain records and logs and develop reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
6. Assist the public and private groups, organizations and City departments; provide secretarial and clerical support to staff of the City Manager's Office; provide information as appropriate.

7. Attend a variety of meetings including departmental, advisory board, City Council, and related meetings with outside agencies; prepare minutes for selected meetings; disseminate information to City staff.
8. Answer questions and provide information to City staff and the public regarding City procedures and policies; refer inquiries as appropriate.
9. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; receive and distribute incoming mail.
10. Independently compose, compile and prepare correspondence, reports and related documents as assigned.
11. Type, proofread and edit a wide variety of complex and confidential reports, letters, memoranda and statistical charts; type from rough draft or verbal instruction; take and transcribe dictation using shorthand, speedwriting or dictation equipment as required.
12. Review, research and summarize a variety of fiscal, statistical and administrative information; prepare related reports, newsletters and correspondence.
13. Assist in a variety of department operations; perform special projects and assignments as requested.

**Marginal Functions:**

1. May serve as recording secretary to City Council, commissions, committees and boards as required.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

City organization, policies and procedures.  
Operations, services and activities of City departments.  
Principles and practices of customer service.  
Modern office procedures, methods, and equipment.  
Techniques of business letter writing and report preparation.  
Principles and procedures of record keeping.  
Principles and procedures of filing.

English usage, spelling, grammar, and punctuation.

Basic mathematical principles.

Perform responsible and difficult secretarial and administrative support services involving the use of independent judgment and personal initiative.

Principles of supervision, training, and performance evaluation.

**Ability to:**

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

Interpret and apply administrative and departmental policies and procedures.

Prioritize work and perform multiple functions at once.

Independently prepare correspondence and memoranda.

Take and transcribe dictation at a speed necessary for successful job performance.

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

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

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

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

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

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

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

Five years of increasingly responsible administrative and secretarial experience.

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **FACILITIES TECHNICIAN**

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

### **DEFINITION**

To perform semi-skilled and skilled work in the maintenance, repair, alteration, and construction of City buildings, facilities, and fixtures including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission. This position is not overtime exempt.

### **SUPERVISION RECEIVED AND EXERCISED**

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

May exercise lead worker supervision over lower-level maintenance staff, temporary staff, administer contracts and monitor performance.

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

#### **Essential Functions:**

1. Maintain and repair City facilities, equipment, and buildings by performing a variety of skilled and semi-skilled work including carpentry, plumbing, roofing, painting, mechanical, heating, air conditioning, and electrical trades work.
2. Provide responsible staff assistance and support to assigned supervisory or maintenance staff.
3. Install, adjust, repair and inspect heating, ventilation, and air conditioning equipment including forced air furnaces, water pumps, air conditioning units, exhaust fans, air filters, compressors, and heat exchangers.
4. Operate a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, paint sprayers, sewer augers, and various hand tools required for carpentry, plumbing, and maintenance tasks.

5. Repair and replace plumbing fixtures including sinks, toilets, faucets and pipes; clear obstructions from water and sewer lines.
6. Coordinate and oversee the work of consultants and maintenance and construction contractors.
7. Perform journey level carpentry work including the construction, installation, remodeling and repairing of cabinets, partitions, walls, windows, doors, roofs, foundations, and other carpentry work.
8. Maintain operation records; file reports on a daily basis to supervisor.
9. Perform room set up and take-down; assist with office moves and equipment relocation.
10. Manage the City's furniture and equipment storage inventory; maintain a list of items and their location.
11. Troubleshoot and repair electrical problems; repair or replace switches, outlets, breakers, fuses, and wiring; replace light fixtures and ballasts.
12. Repair and adjust locks, doors, and door closers.
13. Read and interpret blueprints, diagrams, and sketches.
14. Excavate, set forms, pour and finish concrete.
15. Order and maintain necessary materials, supplies and equipment to perform assigned work.
16. May perform custodial duties including cleaning restrooms and offices; maintain and clean floors; dust office machines; close buildings.

**Marginal Functions:**

1. Respond to public inquires in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics of mechanical equipment and tools used in the maintenance and repair of buildings and building facilities.

Principles, theory, and standard practices of several maintenance trades as they apply to maintenance and repair of structures, machinery, and equipment.

Occupational hazards and standard safety practices necessary in the maintenance and repair of buildings and building facilities.

Policies, procedures and codes related to the maintenance and repair of buildings and building facilities.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Use of hazardous chemicals

Safe driving principles and practices.

Principles of supervision and training.

### **Ability to:**

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations.

Operate a variety of maintenance and repair tools and equipment in a safe and effective manner.

Perform heavy manual labor for extended periods of time.

Troubleshoot mechanical problems.

Operate modern office equipment including computer, printers and copiers.

Identify facilities maintenance needs and take corrective actions.

Repair and maintain a variety of mechanical equipment.

Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of facilities maintenance.

Perform duties in a manner to maximize public safety.

Prepare and maintain accurate and complete records.

Understand and follow oral and written instructions.

Work independently in the absence of supervision.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

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

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

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

Operate a motor vehicle safely.

**Experience and Training Guidelines:**

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

**Experience**

Five years of experience in skilled building maintenance or construction work.

**Training**

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

**License or Certificate:**

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

Possession of or ability to obtain a Hazwoper certificate.

**WORKING CONDITIONS**

**Environmental Conditions:**

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

**Physical Conditions:**

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

## **FINANCE/ACCOUNTING MANAGER**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

Exercises direct and primary supervision over technical and clerical staff.

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

#### **Essential Functions:**

1. Monitor and respond to mainframe computer system operations; provide technical assistance and training to City staff in matters related to financial accounting and budget administration.
2. Provide responsible staff assistance and support to the Finance Director and/or Assistant City Manager.
3. Develop and maintain chart of accounts.
4. Monitor and balance various accounts; verify availability of funds; classify expenditures and revenues; research and analyze transactions to resolve problems.
5. Review financial registers, journals, and related documents prepared by others; recommend and implement changes in accounting, financial and auditing systems and procedures; prepare, audit and supervise the distribution of financial reports.
6. Plan, prioritize, assign, supervise and review the work of staff responsible for financial services including accounts payable, receivable, cash management,

billing, tax compliance and reporting; supervise and occasionally perform the preparation and posting of journal entries to record revenues, transfers, payments, and correct expenditures.

7. Recommend and assist in the preparation and implementation of division goals and objectives; implement approved policies and procedures.
8. Establish schedules and methods for providing assigned financial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
9. Participate in the maintenance of general ledger and accounting control records; reconcile various bank accounts to the general ledger including travel, bond and coupon, deposits, and investments.
10. Prepare the annual financial report including production of lead sheets, verification of account and fund balances, comparison of previous and current year revenues and expenditures, preparation and input of statements for internal and external use.
11. Coordinate audit procedures with external auditors; respond to requests for information and provide needed assistance.
12. Participate in the selection of finance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Participate in the preparation and administration of assigned budget; complete line item budget analysis as assigned; submit budget recommendations; monitor expenditures.
14. Prepare analytical and statistical reports on operations and activities; prepare monthly financial statements for assigned City Departments.
15. Review vendor reports and issue 1099s to appropriate vendors; transmit magnetic media returns of 1099s 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.

**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 program.  
Generally accepted finance and accounting principles and procedures.  
Principles of supervision, training and performance evaluation.  
Principles and practices of mathematics and statistics.  
Principles and practices of budgeting.  
Principles and practices of contract administration.  
Governmental accounting principles and practices.  
Financial research and report preparation methods and techniques.  
Automated financial management systems.  
Modern office procedures, methods and equipment.  
Purchasing practices and procedures.  
Pertinent Federal, State, and local laws, codes and regulations.  
English usage, spelling, grammar, and punctuation.

**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.

Conduct sound audits of financial records.

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

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

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

**Experience and Training Guidelines:**

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

**Experience**

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

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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

## **FINANCE DIRECTOR**

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

### **DEFINITION**

To plan, direct, manage and oversee the activities and operations of the Finance Department including preparation of the budget, accounting, accounting system maintenance, payroll, financial reporting and audits, assessment district administration, purchasing, fixed asset management, cost allocation administration, grant management, and office equipment maintenance; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant or Deputy City Manager; and may serve as City Treasurer 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 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.
15. Provide staff support to a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the fields of finance, accounting, and purchasing.
17. 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 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, 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, and 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 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**

Seven years of increasingly responsible finance and accounting experience that includes the management and investment of funds, including four 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.

## **HUMAN RESOURCES ANALYST**

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

### **DEFINITION**

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

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Personnel Director or Personnel Officer.

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

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

#### **Essential Functions:**

1. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.
2. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, answer telephone inquiries; arrange testing and interviewing, conduct background check; prepare employment letters; arrange for physicals and fingerprinting; conduct new employee orientation.
3. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.
4. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain employee injury records and prepare and post annual injury log as required by Cal/OSHA.

5. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification, as well as insurance and liability matters.
6. Assist with employee benefits administration, including retirement, deferred compensation, employee assistance program, insurance plans, and flexible spending accounts; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.
7. Plan and implement employee recognition activities including supervision of preparation of employee newsletter.
8. Assist with coordination of City's volunteer program including recruitment and recognition and maintaining appropriate records.
9. Provide technical support as needed for labor relations negotiations.
10. Assist with administration of classification and compensation plans and as needed labor agreement(s).
11. Assist with customer service enhancement activities.
12. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC, Affordable Care Act, and prepare all bulletin board postings as required.
13. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.
14. Coordinate and monitor employee training and development programs including providing information about training opportunities to City Departments and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.
15. Assume direct responsibility for monitoring and administering assigned program areas; assist in assigned administrative support functions including budget; may direct the work activities of assigned clerical and technical personnel or other subordinate staff; participate in employee selection; prioritize and coordinate work assignments; review work for accuracy.

16. Provide responsible staff assistance and support to assigned management staff and department or program area.
17. Assist in developing and implementing operational, administrative, program, and other policies and procedures; assist in contract negotiations; prepare employee performance evaluations.
18. Collect, compile, and analyze complex information from various sources on a variety of specialized topics related to assigned programs; prepare reports which present and interpret data, and identify alternatives; make and justify recommendations.
19. Participate in the drafting and implementation of Human Resources/Risk Management Division goals, policies and procedures.
20. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
21. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.
22. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
23. Assist in developing and design departmental, operational and administrative procedures or forms as required.
24. Participate on Safety Committee; attend and participate in professional group meetings.
25. May assist with risk management activities including annual insurance reports and coordination with joint powers insurance authority for safety training and insurance matters.
26. Make oral and written presentations to staff, the public and professional groups.

**Marginal Functions:**

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

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

## **QUALIFICATIONS**

### **Knowledge of:**

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

Pertinent Federal, State and local laws, codes and regulations including CalPERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, Affordable Care Act, and COBRA.

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

General risk management related laws, policies and procedures

Principles of mathematics and statistics.

Principles of supervision and training.

Principles and practices of budget administration.

Principles and practices of contract administration.

Methods of research, program analysis, and report preparation.

Policies and procedures of the assigned department.

Public relations techniques.

Principles and procedures of accounting and procurement practices.

English usage, spelling, grammar, and punctuation.

Modern office procedures, methods, and equipment.

Spreadsheet, word processing, and human resources and financial management software.

Principles and procedures of record keeping.

Research, analytical techniques and the public policy development theory.

Federal, State and local laws, codes and regulations.

### **Ability to:**

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

Interpret and explain City rules, policies and procedures.

Perform complex administrative and analytical activities for assigned programs.

Maintain confidentiality of information.

Independently perform administrative and analytical activities in the area of work assigned.

Understand the organization and operation of the assigned department and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply administrative and departmental policies and procedures.

Effectively manage contracts and evaluate the work of contractors.

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

Research, analyze, and evaluate programs, policies, and procedures.

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

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

Prepare clear and concise reports.

Operate and use modern office equipment including 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.

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 human resources experience including administrative and analytical experience, preferably within a local government environment, including one year of lead worker supervisory responsibility.

**Training**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field. One year of the education requirement may be substituted with two years of responsible administrative and analytical work experience.

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; occasional field environment; exposure to computer screens.

**Physical Conditions:**

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

## **HUMAN RESOURCES SPECIALIST**

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

### **DEFINITION**

To perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events, training and employee development programs; to provide information and assistance to City employees regarding City personnel policies and procedures; to assist with risk management activities; and to provide administrative support to the Personnel Director or Personnel Officer as designated in the City's Personnel Rules. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Personnel Director or Personnel Officer.

Exercises lead worker supervision over clerical staff.

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

#### **Essential Functions:**

1. Plan and coordinate recruitment and selection activities; including the preparation of job announcements and advertisements, dispatch to proper locations, answer phone inquiries; arrange testing and interviewing and employment medical exams; notify applicants of acceptance or rejection.
2. Provide responsible staff assistance and support to the Personnel Director or Personnel Officer.
3. Conduct employee orientation; prepare and process personnel documents related to hiring; answer employee questions regarding policies and procedures.
4. Process employee separations including resignations and dismissals; oversee employee evaluation process to insure timely and thorough reports and personnel action forms; maintain personnel records and files.

5. Prepare and process all mandatory forms for all workers' compensation injuries; and coordinate activities with City's claims administrator. Maintain attendance log and files for injury prevention program, Cal/OSHA and other Federal and State mandated programs.
6. Assist City's Risk Manager, as needed, on employee safety training, including appropriate record keeping and notification.
7. Assist with employee benefits administration, including retirement, deferred compensation, employee assistance program, insurance plans, and flexible spending accounts; assist employees with claims and benefit related questions and concerns; and coordinate employee briefings and provide for initial and open enrollments for such programs.
8. Prepare a wide variety of reports, forms, letters, memoranda and statistical charts; independently prepare correspondence related to assigned responsibilities.
9. Serve on Safety Committee and other committees as assigned.
10. Plan and implement employee recognition activities including publication of employee newsletter.
11. Assist with coordination of City's volunteer program including recruitment and recognition.
12. Provide technical support as needed on labor relation's matters.
13. Assist with administration of classification and compensation plans and as needed labor agreements.
14. Assist with customer service enhancement activities.
15. Assist with monitoring conformance with federal, state and local personnel laws, regulations and policies such as child labor, Immigration and Naturalization, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, COBRA, EEOC, Affordable Care Act, and prepare all bulletin board postings as required.
16. Serve as City's contact for employment verification, reference checks, wage and earnings assignment orders, state disability and unemployment claims and similar matters.
17. Coordinate and monitor all employee training and development programs including providing information about training opportunities to City Departments

and employees, documenting training received in personnel files, and evaluating the effectiveness and quality of the training provided.

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

**Marginal Functions:**

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

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

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

General personnel policies and procedures applicable to the City.

General risk management policies and procedures.

Operations, services and activities of assigned department.

Modern office procedures, methods, and equipment.

Business letter writing and basic report preparation techniques.

Principles and procedures of record keeping.

English usage, spelling, grammar, and punctuation.

Basic mathematical and statistical principles.

Pertinent Federal, State and local laws, codes and regulations including CalPERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, Affordable Care Act, and COBRA.

Principles of supervision, training, and performance evaluation.

**Ability to:**

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

Interpret and explain City policies and procedures.

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

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

Independently prepare correspondence and memoranda.

- Prioritize work and perform multiple functions at once.
- Implement personnel programs.
- Maintain excellent interpersonal skills.
- Manage multiple assignments and projects.
- Maintain confidentiality of information.
- Type and/or enter data into a computer at a speed necessary for successful job performance.
- Work independently in the absence of supervision.
- Work cooperatively with other departments, City officials and outside agencies.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to performance of assigned duties and responsibilities.
- Maintain mental capacity, which allows for effective interaction and communication with others.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

**Experience and Training Guidelines:**

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

**Experience**

Three years of increasingly responsible human resources experience.

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; occasional field environment; exposure to computer screens.

**Physical Conditions:**

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

## **HUMAN RESOURCES ASSISTANT**

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

### **DEFINITION**

To perform a wide variety of personnel administration duties involving recruitment, benefit administration, and workers' compensation administration; to coordinate employee events; to provide information and assistance to City employees regarding City personnel policies and procedures; and to provide administrative and clerical support to the Personnel Director and Personnel Officer. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Personnel Director and Personnel Officer.

May exercise lead worker supervision over clerical staff.

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

#### **Essential Functions:**

1. Plan and coordinate recruitment activities; including the preparation of job announcements and help wanted advertisements, dispatch to proper locations, answer phone inquiries; arrange testing and interviewing; notify applicants of acceptance or rejection.
2. Provide responsible staff assistance and support to the Personnel Director and Personnel Officer.
3. Conduct employee orientation; prepare and process personnel documents related to hiring; answer employee questions regarding policies and procedures.
4. Process employee separations including resignations and dismissals; process employee evaluations and personnel action forms; maintain personnel records and files.
5. Prepare and process all mandatory forms in all workers' compensation injuries; coordinate insurance renewal briefings and process all changes.

6. Coordinate employee safety training, computer training and development programs; obtain speakers and notify employees; maintain attendance log and files for injury prevention program, Cal/OSHA and other Federal and State mandated personnel programs.
7. Assist with employee health, dental, vision and long-term disability benefit plan administration; assist employees with claims, benefit related questions, concerns, City personnel rules and regulations.
8. Maintain a calendar of activities, meetings and various events for assigned director; coordinate activities with other City departments, the public and outside agencies; make necessary travel arrangements.
9. Provide clerical support duties including type, format, edit, revise and proofread a wide variety of reports, forms, letters, memoranda and statistical charts; type from rough draft or verbal instruction; independently compose correspondence related to assigned responsibilities.
10. Serve as secretary to Safety Committee; take and transcribe minutes and record information.
11. Requisition materials and supplies as required; prepare, file and record purchase orders.
12. Update human resources related computer records.

**Marginal Functions:**

1. Assist in a variety of department operations; perform special projects and assignments as requested.
2. Serve as emergency response worker as necessary.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Legal aspects of human resources management including unfair labor practices, discrimination and harassment.

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

General personnel policies and procedures applicable to the City.

Operations, services and activities of assigned department.

Modern office procedures, methods and equipment.  
Business letter writing and basic report preparation techniques.  
Principles and procedures of record keeping.  
English usage, spelling, grammar, and punctuation.  
Basic mathematical and statistical principles.  
Pertinent Federal, State and local laws, codes and regulations.  
Principles of supervision, training, and performance evaluation.

**Ability to:**

Coordinate, organize and review the work of staff in the area of work assigned.  
Interpret and explain Department policies and procedures.  
Perform responsible clerical human resources duties involving the use of independent judgment and personal initiative.  
Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.  
Independently prepare correspondence.  
Prioritize work and perform multiple functions at once.  
Type and/or enter data into a computer at a speed necessary for successful job performance.  
Work independently in the absence of supervision.  
Work cooperatively with other departments, City officials and outside agencies.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to performance of assigned duties and responsibilities.  
Maintain mental capacity, which allows for effective interaction and communication with others.  
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.  
Develop working knowledge of Pertinent Federal, State and local laws, codes and regulations including CalPERS, ADA, FMLA, California Family Rights Act, Pregnancy Disability Act, FLSA, Affordable Care Act, and COBRA.

**Experience and Training Guidelines:**

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

**Experience**

Equivalent to three years of increasingly responsible administrative secretarial experience.

**Training**

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

**License or Certificate:**

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

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

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