

RESOLUTION NO. 4173

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING RE-CLASSIFICATION OF SIX (6) POSITIONS WITH SALARY
ADJUSTMENTS, RE-TITLE OF THREE (3) POSITIONS
AND APPROVE NEW JOB DESCRIPTIONS**

WHEREAS, in October 2006, the City Council contracted with Koff & Associates, Inc. to conduct a classification and total compensation study for the City; and

WHEREAS, Koff & Associates, Inc. has completed the classification component of the study and has made recommendations with respect to classification changes; and

WHEREAS, the City wishes to implement the classification changes recommended in the Study; and

WHEREAS, the City does not have approved job classifications and job specifications (job descriptions) for the job classifications of Building Technician, Deputy City Clerk, Police Records Supervisor, Senior Planner and Senior Civil Engineer; and

WHEREAS, the City wishes to re-title the classifications Public Works Foreman and, Secretary to the City Manager and wishes to revise the job specification of Finance/Personnel Officer; and

WHEREAS, the City wishes to grant a salary increase to occupied positions recommended for reclassification.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Soledad as follows:

Section 1: That the class specifications, in the form of the documents hereunto attached and marked as Exhibits 1 through 8, and by reference made a part hereof, are hereby approved.

Section 2: That the following title changes and reclassifications and salary adjustments are hereby approved effective with the commencement of the pay period following October 17, 2007.

Current Job Title	Current Pay Schedule And Range	Proposed Job Title	Proposed Pay Schedule and Range
Finance/Personnel Director		Finance Director	No Change
Public Works Foreman		Public Works Supervisor	No Change
Secretary to the City Manager		Executive Assistant to the City Manager	No Change
Associate Planner	Mid-Management Pay Schedule Range 51	Senior Planner	Mid-Management Pay Schedule Range 53
Associate Engineer	Mid-Management Pay Schedule Range 63	Senior Civil Engineer	Mid-Management Pay Schedule Range 65
Office Specialist (Community Dev. Dept.)	Classified Pay Schedule (CALPRO) Range 34	Building Technician	Classified Pay Schedule (CALPRO) Range 36
Office Specialist (Community Dev. Dept.)	Classified Pay Schedule (CALPRO) Range 34	Administrative Secretary	Classified Pay Schedule (CALPRO) Range 39
Admin. Secretary (Police Department)	Classified Pay Schedule (CALPRO) Range 39	Police Records Supervisor	Mid-Management Pay Schedule Range 47
Admin. Secretary (Community Dev. Dept.)	Classified Pay Schedule (CALPRO) Range 39	Deputy City Clerk	Confidential status (Mgmt, Mid-Mgmt, Professional & Confidential pay schedule) Range 46


PASSED AND ADOPTED at a regular meeting of the City Council of the City of Soledad duly held on the 20th day of February 2008, by the following vote:

AYES, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

NOES, Councilmembers: Patricia Stephens

ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None


 RICHARD V. ORTIZ, Mayor

ATTEST:


 NOELIA F. CHAPA, City Clerk

**BUILDING TECHNICIAN
(PROPOSED)**

DEFINITION

Under general supervision, explains ordinances, procedures, and requirements to homeowners, developers, and contractors pertaining to land development and improvement permit requests and concerns; processes building permit applications for new construction of building modifications within the City; receives plans, calculates fees, and ensures that appropriate licenses are obtained by contractors; routes plans for review and issues permits as directed by management or Building Official; schedules, logs, and maintains files regarding building inspections; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is an experienced-level class in this technical functional area that performs a wide variety of permit processing activities. The work has technical aspects, requiring the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public. This class is distinguished from office support classes such as the Administrative Secretary by the performance of technical and/or specialized duties, which require the application of a specialized technical knowledge and skill in addition to standard office support skills.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides information regarding building ordinances, procedures, and requirements to homeowners, developers, and contractors in person and over the telephone; answers inquiries regarding the status of submitted projects.
- Reads and reviews building plans, specifications, and associated documents for completeness and conformance to permit requirements; reviews plans and determines which permits are needed.
- Calculates permit fees by type of construction and square footage; prepares bills, may collect such fees and issue receipts; issues permits following established guidelines.
- Enters and maintains permit application information into an automated system; routes sets of plans to various City departments and other agencies, if appropriate, for review and sign-off; tracks plans to ensure return in a timely manner.
- Researches parcel numbers for ownership and any previous work or departmental actions regarding the property.
- Verifies that required permits, licenses, and insurances have been obtained.
- Receives requests for building inspections, enters inspection data, prepares field inspection records, and schedules and coordinates inspections.
- Conducts records research for public and other agencies as requested.

- Receives complaints from the public, attempts to resolve the issues, and schedules field checks by inspectors as required for problem resolution.
- Establishes and maintains departmental files regarding development proposals, contractor information, building permit status, and inspections required and performed.
- Prepares and updates a variety of periodic and special status, accounting, database, and statistical reports; distributes reports internally and to various governmental offices.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs general office support duties such as opening and routing mail, preparing correspondence and duplicating and distributing various written materials.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Codes, regulations, policies, technical processes and procedures related to building sufficient to answer questions and provide information to the public.
- Various construction types and building inspection procedures and requirements.
- Applicable zoning and related laws and regulations.
- Business arithmetic and basic statistical techniques.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Learn City ordinances, codes, and regulations pertaining to assigned area of responsibility including those pertaining to permit approval.
- Verify square footage, fees and/or penalties from plans.
- Perform detailed, technical and specialized permit support work.
- Perform the full range of office and clerical support duties and tasks.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions.
- Compose correspondence and reports independently or from brief instructions.
- Establish, maintain and research files.
- Interpret, apply and explain policies and procedures.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, financial and statistical computations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Operate modern office equipment including computer equipment and software programs.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.

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

Education and Experience:

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

Equivalent to completion of twelfth (12th) grade and three (3) years of administrative or general clerical experience in a public agency related to routine permit and building functions, including dealing with the public. Permit Technician certification by ICBO (required within 1 year of appointment).

License:

- Valid California class C driver's license with satisfactory driving record may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**SENIOR PLANNER
(PROPOSED)**

DEFINITION

Under general direction, administers current and advanced planning activities, including serving as project manager for complex development applications; administers specified activities in such areas as zoning, redevelopment, housing, and advanced planning; provides technical direction to lower-level or contract staff; provides information and assistance to property owners, developers, contractors, and the public; provides professional assistance to the Community Development Director, City Council, Planning Commission, and others in areas of expertise; oversees, reviews, and performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the professional planning series with responsibilities spanning the entire spectrum of the planning function, with a primary emphasis on current and advanced planning and related issues. Successful performance of the work requires a broad professional background as well as skill in coordinating assigned work with that of other City departments and public agencies. Responsibilities include assisting with performing specified departmental day-to-day administrative functions. This class is distinguished from the Community Development Director in that the latter has overall responsibility for all planning and community development functions and for developing, implementing, and interpreting public policy for the department.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Reviews applications for residential, commercial, and industrial developments; evaluates alternatives and conformance with City policies and ordinances, the General Plan, and State and Federal laws; prepares and presents staff reports to the Planning Commission and City Council regarding such applications.
- Confers and coordinates assigned planning and development activities with those of City departments, public utilities, and public agencies to solicit comments regarding projects and ensures that the comments are satisfactorily addressed by the project applicant.
- Provides day-to-day technical support and direction to lower level or contract professional, technical, and support staff.
- Prepares and processes California Environmental Quality Act compliance documents.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures, and evaluates alternatives.

- Participates in City long- and short-range planning activities; prepares or oversees preparation of modifications to specific General Plan elements; conducts a variety of special studies, evaluates alternatives, makes recommendations for actions, and prepares narratives and statistical reports.
- Makes presentations to the Planning Commission, City Council, and various committees and commissions; develops and presents informational sessions to various segments of the community.
- Serves as project manager for the most complex planning projects, including analyzing and evaluating site and architectural plans, performing technical review for routine project plans and applications, and making recommendations; manages consultant contracts, including determining scope of work and budgets, tracking budgets, and approving contract payments.
- Conducts site inspections, including determining if projects are in compliance with laws, regulations and ordinances; makes recommendations regarding changes.
- Prepares a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Maintains accurate records and files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures related to urban and regional planning, particularly as related to the current planning and redevelopment processes.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning.
- Concepts of municipal zoning, building, and other municipal codes.
- Applicable Federal, State, and local laws, codes, and regulations, such as CEQA, subdivision and planning laws, and California redevelopment laws.
- Modern and complex principles and practices of program development and administration.
- Modern principles and practices, technical legal issues, and research methods of urban planning, zoning, urban economics, demographics, and environmental management.
- General concepts of architecture, landscaping, grading, drainage, and traffic and transportation engineering as they relate to the process of urban planning.
- Practices of researching planning issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Methods and techniques of effective technical report preparation and presentation.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, including Microsoft Office, Microsoft Project, City permitting software, and basic GIS concepts and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, and regulatory organizations and with property owners, developers, contractors and the public.
- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone.

Ability to:

- Administer specified current and long-range planning, development, redevelopment, and related programs in an independent and cooperative manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.

- Interpret, apply, and explain complex laws, codes, regulations, and ordinances governing land use and municipal planning.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations, and ordinances.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, regulatory organizations, and individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in urban planning, community development, business or public administration, or a related field, and five (5) years of professional experience in planning, zoning, and related community development activities. Possession of a Master's degree in either urban planning or public administration with emphasis in urban planning is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Certification by the American Institute of Certified Planners (AICP) is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen, and make inspections; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**DEPUTY CITY CLERK
(PROPOSED)****DEFINITION**

Under general supervision, provides complex and confidential administrative and program support to the City Clerk in the preparation of agendas, minutes, and Council actions, in the maintenance of official documents and records, and in managing the functions, services, and operations of the City Clerk's function; handles confidential matters related to the operations of the City; assists with various City election processes; provides varied, technical, complex, and specialized office administrative and secretarial support to the City Clerk, and other City departments as assigned; coordinates assigned activities with those of other City departments; provides administrative and clerical support to Assistant City Manager; acts for the City Clerk on a relief basis; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction by the City Clerk/City Manager and Assistant City Manager. ~~May exercise technical and functional direction over assigned staff.~~ **Exercises general direction and supervision over assigned staff.**

CLASS CHARACTERISTICS

This is a confidential class pursuant to the City's employee relations policy and a single-position classification that is responsible for the administration and daily operations of the City Clerk's function, under the direction of the City Clerk. This classification performs a variety of administrative duties including assisting with municipal elections, administration of filings, assisting in the development of the City Council agendas as needed, coordinating with other City departments. The nature, scope, and diversity of responsibilities of this classification require a broader understanding of City functions and the capability of relieving the City Clerk of day-to-day office administrative and coordinative duties, as well as fulfilling some of the duties of the City Clerk in the latter's absence.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists with preparation and distribution of City Council agenda packets and attends meetings as necessary; under supervision, may prepare City Council meeting minutes.
- Posts agendas, staff reports, and other official records on the City website.
- Assists with the conduct of municipal elections.
- Prepares special commendations in the form of proclamations, certificates of recognition, and City titles.
- Performs and coordinates complex records management activities, such as filing, storage, data entry, indexing, tracking, and retrieval of City records, including highly confidential records; assists with legislative history indexing and updating.
- Responds to staff and public inquiries received and processes public records requests.

- Assists the City Clerk in fulfilling the duties of filing official and filing officer under the conflict of interest and campaign provisions of the Political Reform Act.
- Coordinates and responds to all subpoenas for documents or staff.
- Maintains appointment schedules and calendars, arranges meetings and conferences, and prepares and distributes materials.
- Prepares reports and composes correspondence, memoranda, and other informational materials, including confidential information.
- Assists with contract maintenance; monitors effective dates and fulfillment of insurance requirements.
- Assists in the preparation and monitoring of the City Clerk's budget; receives and codes all invoices for the City Clerk's Office.
- Prepares correspondence, reports, forms, and specialized documents related to the City Clerk's office from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, and correct English usage, including grammar, punctuation, and spelling.
- Performs difficult, complex, technical, and/or specialized office support work, which requires the exercise of independent judgment and the application of technical skills.
- Operates standard office equipment, including word processing and spreadsheet hardware and software, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic activities and functions of a City government and a City Council.
- Applicable codes, regulations, policies, technical processes, and procedures related to the City Clerk's office.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- Computer applications related to the work, including word processing and spreadsheet applications.
- Records management and filing principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors, the City Council and other City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public, City Council and other City staff, in person and over the telephone.
- **Principles and practices of employee supervision, including work planning, assignment review, performance evaluation and the training of staff in work procedures.**

Ability to:

- Perform responsible technical administrative support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential, and responsible administrative work requiring the use of independent judgment, tact, and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

- Interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Take notes at public meetings and accurately transcribe them.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update City database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work

Education and Experience:

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

Equivalent to graduation from twelfth (12th) grade and four (4) years of experience in municipal government, preferably with the City Clerk's Office or related organization that staffs a government body and holds elections.

License:

- Valid California class C driver's license with satisfactory driving record may be required.
- Possession of certification as a Certified Municipal Clerk is desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**SENIOR CIVIL ENGINEER
(Proposed)**

DEFINITION

Under general direction, performs the most complex and difficult professional field and office civil engineering work related to the planning, design, construction, and maintenance of City capital improvement projects and infrastructure; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts, and assists in the preparation and administration of the departmental budget; provides professional assistance to the Public Works Director/City Engineer, the City Council, and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; signs drawings, submits reports, and performs similar work within state guidelines; at the discretion of the Public Works Director, may serve as acting City Engineer in his or her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Director/City Engineer. May provide supervision and technical direction to lower-level professional, technical, or clerical staff.

CLASS CHARACTERISTICS

This is the advanced journey-level in the professional engineering series with responsibility for either an entire function of the engineering division, such as capital improvement design or private land development and permitting, or specific engineering programs and projects as assigned by the Public Works Director/City Engineer. Incumbents perform the most complex professional and technical work in the preparation of plans, specifications, designs, estimates, schedules, inspections, and project management activities for construction or maintenance programs. This class is distinguished from the Public Works Director/City Engineer in that the latter has overall responsibility for all public works and engineering functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Researches, designs, prepares, and evaluates plans, specifications, requests for proposal, cost estimates, and other documents for a variety of City capital improvement projects; coordinates this work with that of other City departments, outside agencies, contractors, and consultants.
- Examines public and private engineering plans, subdivision maps, specifications, designs, cost estimates, and legal descriptions for a variety of construction and maintenance and/or private development projects to ensure compliance with engineering standards and specifications.
- Manages capital improvement projects and environmental studies; may supervise staff or manage contracts with professional staff in technical fields to accomplish projects.
- Examines plans, calculations, and specifications for public works construction, alteration, and repair projects or as needed to assist in approvals for private development projects.
- Performs engineering work for the most complex designs for public works construction projects.

- Coordinates work activities with other divisions, departments, jurisdictions, and private entities, prepares reports and presentations for public and private bodies, represents the City before State and Federal regulatory agencies and applies for and obtains permits.
- Conducts engineering and related studies, evaluates alternatives, makes recommendations, and prepares reports for the City Council.
- Conducts studies and confers with the public regarding traffic and transportation issues; addresses traffic control and signage problems.
- Confers with and provides information to property owners, contractors, developers, engineers, architects, and the public regarding conformance to standards, plans, specifications, and codes; explains codes, requirements, and procedures and evaluates alternatives.
- Participates in City long- and short-range capital improvement and infrastructure design activities.
- Interprets and administers applicable ordinances relating to project requirements, prepares engineering reports, legal descriptions, and project related correspondence, acts as project engineer when dealing with other departments, other jurisdictions, and agencies and responds personally or in writing to questions related to projects and engineering policy.
- Prepares contract specifications and requests for proposals for capital improvement projects; submits projects for competitive bids; analyzes bids and makes recommendations for acceptance.
- Researches, prepares, and recommends methods of financing various improvements; reviews, analyzes, and makes recommendations concerning engineering, project costs, operations, and control aspects of land development proposals including environmental and other documentation.
- Performs the more complex construction inspections to confirm contractual compliance to engineering and construction standards.
- May review all final maps and write legal descriptions and prepare plans for easements, lot line adjustments, and other survey related issues in conjunction with capital improvement projects.
- May be designated by the City Engineer as the person responsible for professional civil engineering work with the ability and requirements to sign and seal such work.
- Monitors systems and procedures for contract administration to ensure compliance with technical and legal requirements.
- Provides engineering services and consultation to a variety of field and office personnel and personally performs difficult engineering work and contract administration and prepares and initiates a variety of project-related studies and reports.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other materials.
- Maintains and directs the maintenance of working and departmental automated and manual files.
- Monitors changes in laws, regulations, and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Participates on a variety of interdisciplinary committees and commissions and represents the City on engineering issues to a variety of community and stakeholder groups.
- May serve as acting City Engineer in the Public Works Director's absence and assists the City Engineer in planning and organizing the Engineering functions of the Public Works Department, including the preparation and implementation of the budget.
- Communicates orally, in writing or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups, and representatives of various organizations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, and standards of civil engineering design and construction related to City public works and infrastructure development and maintenance.
- Principles and practices of civil engineering in a municipal setting.
- Applicable Federal, State, and local laws, rules, regulations, codes, standards, and programs.
- Principles and practices of project management and evaluation, including goal setting and the development of objectives, work planning, and organization.
- Principles and practices of capital improvement cost estimation and contract administration.
- Basic supervisory principles and practices.
- Recent developments, current literature and informational resources regarding municipal development and capital improvement projects.
- Basic budgetary principles and practices.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations and preparing and presenting effective staff reports.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work, including computer-aided drafting concepts and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Research, design, prepare, and evaluate plans, subdivision maps, and specifications for a variety of City public works and private development projects.
- Examine public and private engineering plans, specifications, designs, cost estimates, and legal descriptions for a variety of construction and maintenance projects.
- Develop and administer contracts for professional services and construction in a public agency setting.
- Conduct complex civil engineering research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Manage capital improvement projects, contracts for services, and environmental studies.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organization, and individuals.
- Direct and review the work of support and consultant staff on a project or day-to-day basis.
- Instruct staff in work procedures.
- Prepare clear and concise reports, correspondence, ordinances, policies, procedures, and other written materials.
- Make effective public presentations.
- Maintain accurate records and files.
- Operate modern office equipment, including computer equipment and software programs.
- Communicate effectively verbally and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field, and five (5) years of professional engineering design, plan review, and project administration experience, preferably in a public agency setting. Possession of a Master's degree is desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Registered Professional Civil Engineer license in the State of California is required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect City development sites, to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is partially a sedentary office classification; the job also involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PUBLIC WORKS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of public works maintenance staff within the Public Works Department; coordinates, monitors, and provides technical input for assigned public works maintenance, construction, and repair projects, and other special programs; provides technical assistance to the Public Works Director/City Engineer; performs a variety of technical tasks relative to the maintenance and repair of City infrastructure, facilities, and systems; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Public Works Director/City Engineer. Exercises direct supervision over assigned staff. Coordinates and monitors the work of outside contractors, vendors, and consultants as assigned.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the public works maintenance series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of public works maintenance staff either directly or through lead workers. Incumbents are expected to independently perform the full range of public works maintenance duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Public Works Director/City Engineer in that the latter has overall responsibility for all public works and engineering functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the public works maintenance work unit.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of the public works maintenance work unit; recommends improvements and modifications and prepares various reports on operations and activities.
- Determines and recommends equipment, materials, and staffing needs for assigned maintenance projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.
- Monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in informal bid processes for repair and construction projects as necessary.

- Coordinates with contractors in providing contract public works maintenance services.
- Performs the most complex public works maintenance duties and provides technical assistance to crews.
- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Maintains logs and records of work performed; prepares periodic reports.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of public works maintenance program development and administration.
- Principles, practices, equipment, tools, and materials of utility construction, maintenance, and repair.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Principles of contract administration for public works maintenance and repair projects.
- Basic principles and practices of budget and Capital Improvement Program development, administration and accountability.
- Safety principles, practices, and procedures of assigned City infrastructure, facilities, and systems, including equipment and hazardous materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct public works maintenance operations and activities.
- Analyze, interpret, apply, and enforce Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance duties and operate related equipment safely and effectively.
- Develop contract specifications for public works maintenance contracts; administer such contracts.
- Develop cost estimates for supplies and equipment.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Maintain accurate records and files of work performed.

- Develop and recommend systems and procedures related to assigned operations.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in public works maintenance and repair or related field, and five (5) years of increasingly responsible experience in the construction and maintenance of City infrastructure, facilities, and systems related to area of assignment, including two (2) years lead or supervisory experience.

License:

- Valid California class B driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays. Participates in after-hours emergency response and on-call and callback assignments.

**POLICE RECORDS SUPERVISOR
(PROPOSED)**

DEFINITION

Under general supervision, performs a variety of general administrative, clerical, and customer service duties involved in coordinating office administrative and secretarial support for the Police Department; maintains, processes, and distributes Police records, including serving as a call-taker, front desk customer service, and assisting in dispatching units; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Chief. ~~Exercises technical and functional direction and training to assigned staff.~~ **Exercises general direction and supervision over assigned staff.**

CLASS CHARACTERISTICS

This is an advanced-journey level administrative classification that performs a wide variety of specialized technical and administrative support work for the Police Department. Responsibilities include coordinating the office administrative work for the Department by performing technical assistance to ensure efficient service provision. Incumbents develop and administer records management policies, procedures, and systems, respond to questions from other staff, the public, and other agencies. The work requires the interpretation and application of policies, procedures, and regulations and involves frequent contact with the public, as well as performing various research functions for Department staff. This class is distinguished from the Administrative Secretary in that it is responsible for the accurate handling of Police records, and provides technical and functional direction and training to lower level staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Supervises, oversees, and ensures that the office administrative functions of the department to which assigned are effectively carried out; plans, schedules, assigns, reviews, and evaluates the work of assigned non-sworn records and office support staff within the department; schedules and coordinates trainings for all department personnel.
- Provides initial non-emergency contact to the public and representatives of other agencies for the department at a public counter or over the telephone; determines the nature of the contact; provides factual information regarding services, policies, and procedures, which requires a knowledge of legal guidelines, departmental policies, and procedures, or directs the caller to the proper individual or agency; dispatches officer(s) to the scene as appropriate.
- Enters data from a variety of police reports into established law enforcement automated systems and other formats and computer systems; checks computations prior to entry and prepares reports using computerized data; has access to confidential and/or restricted records and files; provides computer support to department staff.
- Maintains and updates records according to established policies and procedures, including indexing a wide variety of violations and notifications, tracking and filing reports, and blanking out confidential information when required.

- Performs a variety of customer services functions applicable to records maintenance, retention, and release, including receiving, responding to, and entering requests for police reports and safekeeping of property, collecting fees, issuing visitor badges, and screening and forwarding telephone calls.
- Conducts statistical research and prepares a variety of special and recurring statistical reports for the Chief, Lieutenant, Sergeants, the Department of Justice, and various County, State, and Federal agencies.
- Processes registrants for sex, drug, arson, and violent predator crimes, including gathering all necessary paperwork and information, verifying identity and familiarity with current rules and regulations, and updating files as required.
- Provides general information regarding department policies, procedures, and regulations, including responding appropriately to complaints, requests for information, and requests for service in person and by telephone, forwarding written complaints against personnel, and coordinating work with other City departments.
- Performs a variety of reception, administrative support, and clerical duties, including answering and directing telephone calls and calls for service; preparing and balancing cash receipts journal; distributing incoming mail; receiving and processing payments or notices of non-payment; processing restraining orders; transcribing taped statements by officers, witnesses, suspects, and victims; sorting, filing, copying, and distributing a variety of documents; maintaining a variety of filing systems; and participating in the registration of a variety of services.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, preparing contracts and agreements, arranging for equipment purchase and maintenance, attending meetings, and serving on various task forces and committees.
- Computes payroll for all Police Department personnel as assigned, including compiling time cards, tracking absences and overtime requests, processing civil subpoena refunds or billings for officer services.
- Collects and prepares documents for all arrests and citations; forwards documents to appropriate department, division, and court; indexes a wide variety of violations and notifications; compiles and distributes complaints, booking information, fingerprint cards, photographs, and other law enforcement reports.
- Receives, records, and distributes service subpoenas, including receiving information for cancellation of court appearance, tracking subpoenas to ensure they have been served or canceled, and replying to court as needed.
- Assists in dispatching units using the computer-aided dispatch system.
- Responds to questions and comments from the public in a courteous and timely manner; responds to inquiries from other agencies asking for information, assistance, and technical knowledge.
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic functions, principles and practices of law enforcement agencies.
- Applicable Federal, State, and local codes, regulations, policies, technical processes and procedures, including Police Department policies and procedures, the California Vehicle Code, Penal Code, Welfare and Institutions Code, Health and Welfare code, and the Municipal Code.
- Techniques, methods, and processes of record management and retrieval.
- Standard office practices and procedures, including filing and the use of standard office equipment.
- Business arithmetic and basic statistical techniques.
- Terminology and procedures used in public safety dispatching.

- Computer applications related to the work, including data tracking, word processing, and basic spreadsheet applications.
- Modern office practices, methods, and computer equipment.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.
- **Principles and practices of employee supervision, including work planning, assignment review, performance evaluation and the training of staff in work procedures.**

Ability to:

- Read, interpret, apply, and explain complex laws, rules, policies, codes, and procedures.
- Organize, research, and maintain technical and administrative files.
- Enter data into a computer system and prepare written materials with sufficient speed and accuracy to perform the work.
- Make accurate arithmetic and statistical calculations.
- File and maintain automated and hardcopy records with speed and accuracy.
- Organize own work, set priorities, and meet critical deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in clerical and customer support duties or in the maintenance, processing, and distribution of Police records.

License:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or

public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons infected with communicable diseases.

CITY OF SOLEDAD

**FLSA: NON-EXEMPT
CONFIDENTIAL
APPROVED: _____**

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

Under general direction, provides varied, complex, and confidential office administrative and secretarial support to the City Manager, City Council, and related management staff; conducts special projects and administers limited programs; manages the City Manager's office staff and operations; acts as the first point of contact for the City Council, other departments, and the public to resolve City-wide issues and concerns; performs technical support work related to the responsibilities of the City Manager; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager. Provides technical and functional direction and training to clerical staff assigned to the City Manager's Office.

CLASS CHARACTERISTICS

This is a confidential class pursuant to the City's employee relations policy. The class is the highest-level administrative support and an experienced-level paraprofessional class in the City Manager's Office. Incumbents perform a variety of highly confidential office administrative, project coordination, and management support work for the City Manager, City Council, other department directors, and associated staff. The work requires extensive public contact, the frequent use of tact, discretion, and independent judgment, knowledge of City activities, and the ability to conduct independent projects. This class is distinguished from other office support classes in that the nature, scope, diversity, and confidentiality of responsibilities originating at City-wide level require a broader understanding of City functions and the capability of relieving City management staff of day-to-day office administrative and coordinative duties.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides varied, confidential, and responsible office support to the City Manager and various City management and administrative personnel, as needed; oversees and ensures that the office administrative functions of the City Manager's office and the City Council are effectively carried out.
- Oversees and ensures that the office administrative and clerical functions of the City Manager's office are effectively carried out.
- Oversees and supervises the clerical duties of technical and administrative incumbents within the City Manager's Office.
- Maintains multiple calendars and coordinates the schedules of the City Manager staff, the City Council, and other City management and administration; and makes travel arrangements as required.
- Organizes and coordinates meetings, conferences, City Council meetings, and other functions for the

Exhibit 7

City.

- Receives and screens visitors, telephone calls, emails, and regular mail; provides information and resolves issues for City staff, other organizations, and the public, which often requires the use of judgment and the interpretation of policies, rules, and procedures.
- Types and assembles reports, manuals, correspondence, and other materials containing highly confidential information; independently responds to letters and general correspondence (i.e., composes and prepares letters, memoranda, and reports pertaining to standard policies).
- Researches, compiles, organizes, and analyzes information and data for special projects and various reports, publications, and newsletters; designs and implements forms; prepares written materials to explain City programs and procedures.
- Takes and transcribes minutes during various meetings.
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, preparing contracts and agreements, purchasing supplies, arranging for equipment purchase and maintenance, attending meetings, and serving on various task forces and committees.
- Acts as Secretary to the City Council; types confidential correspondence, provides office administrative support, and makes meeting and other arrangements for the Mayor and Council.
- Coordinates, prepares, and provides for the distribution of the bi-monthly City Council agendas; organizes, duplicates, and distributes Council communications submitted from staff.
- In the absence of the Deputy City Clerk, attends City Council meetings; takes and transcribes Council minutes; records vote counts on resolutions presented; prepares and types Council Resolutions and other materials.
- Attends other Commission and committee meetings as required.
- Opens City mail and makes distribution to various departments; prioritizes incoming mail for the City Manager.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other department-specific equipment.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
- Directs, coordinates, reviews, and evaluates the work of office support staff on a project or day-to-day basis; participates in the selection of clerical staff and trains staff in work procedures.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Principles, practices, and procedures of public administration in a municipal setting.
- Basic research and reporting methods, techniques, and procedures.
- Sources of information related to a broad range of municipal programs, services, and administration.
- Applicable Federal, State, and local codes, regulations, and departmental policies, technical processes and procedures, and legislative processes.
- Public relations techniques.
- Record keeping principles and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.

- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Interpret and implement policies, procedures, technical processes, and computer applications related to the City Manager's office.
- Perform basic research and prepare reports and recommendations.
- Analyze and resolve office administrative and procedural concerns and make process improvement changes to streamline procedures.
- Organize, maintain, and update office database and records systems.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately transcribe own notes.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a records management system.
- Make accurate arithmetic and statistical calculations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to the completion of the twelfth (12th) grade, and five (5) years of experience in general clerical, office administrative, or secretarial work. Two years of college coursework in business administration or a related field, plus experience in providing technical and administrative support to executive-level management in a public agency is desirable.

License:

- Valid California class C driver's license with satisfactory driving record may be required.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

FINANCE DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department, including finance, accounting, purchasing, and risk management; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to City management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager or designee. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical, and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-range planning and development and administration. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Finance Department; establishes, within City policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides for or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.

- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Coordinates the administration of the annual budget for the City, provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Establishes the City's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations.
- Performs City Treasurer duties; manages the City's investment portfolio; ensures that investments meet the City's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the City Council; prepares annual City Investment Policy.
- Manages revenue collection programs including tax assessments, subventions, license or user fees, and other sources.
- Manages and participates in all activities related to the City's accounting function, including the accounting system, payroll, accounts payable, accounts receivable, processing and issuance of checks and warrants, and cash receipts.
- Coordinates employee development, training, work evaluation, and recognition programs.
- Represents the Finance Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates in and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Finance.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, citywide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes and regulations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.

- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person, and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of City programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field, and five (5) years of management or administrative experience in finance administration, and/or City government. Possession of a Master's Degree or Certified Public Accountant's certification is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.