

RESOLUTION NO. 4196

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD
APPROVING TWENTY-SIX (26) UPDATED
CITY JOB DESCRIPTIONS**

WHEREAS, the City of Soledad's Classification Plan includes class specifications (job descriptions) for City job classifications; and

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. prepared updated class specifications for the City's job descriptions; and

WHEREAS, the City wishes to use the updated job descriptions for the purposes of employee recruitment, performance evaluation and training.

NOW THEREFORE, BE IT HEREBY RESOLVED by the City Council of the City of Soledad that the class specifications, in the form of the documents hereunto attached and marked as Exhibits 1 through 26, and by reference made a part hereof, are hereby approved.

PASSED AND ADOPTED by the City Council of the City of Soledad at a regular meeting duly held on the 16th day of April 2008, by the following vote:

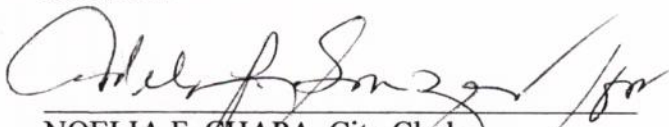
AYES, and in favor thereof, Councilmembers: Martha Camacho, Juan Saavedra, Patricia Stephens, Mayor Pro Tem Christopher Bourke, Mayor Richard Ortiz

NOES, Councilmembers: None

ABSENT, Councilmembers: None

ABSTAIN, Councilmembers: None

ATTEST:


NOELIA F. CHAPA, City Clerk


RICHARD V. ORTIZ, Mayor

ASSISTANT CITY MANAGER

DEFINITION

Under administrative direction, assists the City Manager in planning, organizing, managing, and providing administrative direction and oversight for all City functions and activities; coordinates assigned activities with City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and various community and regulatory agencies; provides highly responsible and complex administrative assistance to the City Manager and City Council; at the discretion of the City Manager, may serve as acting City Manager in his or her absence; performs related work as required. At the discretion of the City Manager provides direct oversight to assigned departments.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and general policy direction from the City Manager. Exercises general direction and supervision over management, supervisory, professional, technical and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This single-position classification has responsibility for assisting the City Manager in the management of all City activities and functions. The classification regularly interacts with the City Manager, City Council, and departmental representatives in obtaining and coordinating projects and information. 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 assigned activities with those of City departments and agencies and managing and overseeing the complex functions of assigned programs and projects. This class performs the duties of the City Manager in the City Manager'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 the City Manager in the development, direction, coordination, and implementation of goals, objectives, policies, procedures, and work standards for the City.
- Contributes to the overall quality of the City's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; 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.
- Provides for the selection, training, professional development, and work evaluation of Department Directors and staff; authorizes discipline as required; provides policy guidance and interpretation to staff.

- Participates in the development and administration of the City's budget; assists in the direction and forecast of additional funds needed for staffing, equipment, and supplies; assists in the monitoring of and approves expenditures; assists with the preparation and implementation of budgetary adjustments.
- Supervises and manages assigned City-wide functions, programs, and projects; represents assigned departments to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Serves on the labor negotiations team and negotiates contracts and agreements with employee association representatives.
- Implements directives and policies from the City Manager; meets and coordinates with City departments in order to direct such directives; identifies and resolves organizational and operational problems with implementation; ensures the successful implementation or completion of such projects.
- Conducts a variety of citywide organizational studies, investigations, and operational studies; recommends modifications to programs, policies, and procedures as appropriate.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of trends and innovations in government administration.
- Serves as acting City Manager in the City Manager's absence and assists the City Manager in planning and organizing City departments, including direction and strategic planning recommendations.
- Prepares, reviews, and presents various staff reports, management and information updates, and reports on special projects to the City Manager, City Council, and the public.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations; responds to sensitive inquiries on behalf of the City Manager as appropriate.
- Oversees the City's human resources functions including recruitment, selection, benefits administration, training, and personnel records management.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, financial analysis and taxation, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles, practices, and procedures of public administration in a municipal setting.
- Functions, services, and funding sources of a municipal government.
- Functions, authority, responsibilities, and limitations of an elected City Council.
- Applicable Federal, State, and local laws, codes, ordinances, and regulations.
- Principles and practices of municipal budget development, administration, and accountability.
- Principles, practices, and legal elements of California economic and community development and redevelopment.
- Current social, political, and economic trends affecting City government and service provision.
- Modern office practices, methods, and computer equipment.
- Record keeping principles and procedures.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

- Principles practice and procedures related to human resources administration.
- Techniques for providing a high level of customer service to the 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 City and assigned program areas.
- Provide administrative and professional leadership and direction for 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.
- 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 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 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, or a related field, and seven (7) years of increasingly responsible administrative experience, including three (3) years of management and supervisory experience. Possession of a Master's Degree 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.

FIRE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Fire Department, including fire prevention and inspection programs, response to fires, medical emergency, rescue, hazardous materials, natural and man-made incidents, and other public services; provides expert professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with intergovernmental and regulatory agencies and various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. 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 department director classification oversees, directs and participates in all activities of the Fire Department, including short- and long-range planning, 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. Assignments allow for a high degree of administration discretion in their execution.

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 Fire Department; establishes, within City policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- 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 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.
- Represents the Fire 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 on 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 fire prevention and suppression.
- 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.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex incidents and/or investigations.
- Monitors legal, regulatory, technological, and societal changes and trends that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Confers with City Administration and elected officials in the planning and implementation of efficient and effective public safety measures, including disaster preparedness.
- Provides effective professional liaison between the Fire Department and the general public to ensure the promotion of goodwill, cooperation, and open communications.
- Serves as a spokesperson for the Fire Department at a variety of community events, meetings, and other public relations activities.
- Evaluates major incidents or situations and determines necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments within assigned work areas.
- Manages and executes special projects and systems.
- Provides staff support to City Council committees as needed.
- 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, court decisions, and regulations concerning the operation of a full service municipal police department.
- 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.
- Technical, legal, financial, and public relations problems associated with the management of municipal fire programs.
- Functions, services, and funding sources of a full-service municipal fire department.
- Principles and practices of fire prevention, suppression, containment, rescue, clean-up, and salvage.
- Principles and practices of providing emergency medical care at the EMT level.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Techniques of first aid and CPR.
- The operation and maintenance of a variety of fire services vehicles, equipment, and facilities.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- 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 effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- 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:

- 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, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations and ordinances.

- 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.
- Control and direct emergency situations related to fire prevention, emergency medical response, and hazardous materials incidents.
- 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.
- Identify and be responsive to community issues, concerns, and needs.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Make sound, independent decisions in emergency situations.
- 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 an Associate of Arts degree in fire science, business or public administration, or a closely related field, and five (5) years experience as a fire officer in a municipal fire agency, including two (2) years in a supervisory, administrative, or managerial level. A four-year degree from an accredited college or university in fire science, business or public administration, or a closely related field is highly desirable.

License:

- Must possess a valid California class C driver's license and have a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; to operate a motor vehicle and to visit various

City and meeting sites; vision to discern colors and assess emergency situations, including medical incidents, to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. This is partially a sedentary, partially a field classification that requires operating in emergency situations and identifying and assessing problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator, operate standard office equipment, and to operate above-mentioned apparatus and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites, and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees partially work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. The work also involves work in the field with exposure to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.

ECONOMIC DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Economic Development Department, including economic development activities, housing programs, grants management, and acts as project manager for the Redevelopment Agency; 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 his/her 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 department director classification oversees, directs, and participates in all activities of the Economic Development Department, including short- and long-range planning, 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, conducting significant political outreach, 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.

- Economic growth creating jobs, business attraction, retention.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Economic Development Department and the Redevelopment Agency; 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 or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Designs, develops and directs the implementation of projects and programs that further the economic growth of the City by attracting and retaining new businesses that provided needed services to the public and create jobs.
- Manages the City's grant programs, including coordinating with California Department of Housing and Community Development staff on available grants, progress reports on applications, and guideline interpretation questions; coordinating with grant writing consultants; reviewing grant applications for correctness and completeness before submission; and reviewing and writing monthly, quarterly and annual reports and public notices regarding City grants.
- Manages the Business Loans Programs and Housing Rehabilitation Program, including conferring with and advising members of the business community and the general public of the incentives and guidelines these programs offer, preparing the annual reports, developing marketing materials and programs, and monitoring legislation affecting these programs.
- 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.
- Represents the Economic Development 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 on 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 fields of economics and economic development, grant administration, and housing programs.
- 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.
- Provides staff support to City Council Committees as needed.
- 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.
- Technical, legal, financial, and public relations problems associated with the management of economic development, grant administration, and housing programs.
- 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.

Skill in:

- Developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Providing administrative and professional leadership and direction for the department and the City.
- Preparing and administering large and complex budgets; allocating limited resources in a cost effective manner.
- Interpreting, applying, and ensuring compliance with Federal, State, and local policies, procedures, laws, regulations.
- Planning, organizing, directing, and coordinating the work of management, supervisory, professional, and technical personnel; delegating authority and responsibility.
- Selecting, training, motivating, and evaluating the work of staff, and training staff in work procedures.
- Researching, analyzing, and evaluating new service delivery methods, procedures and techniques.
- Effectively administering special projects with contractual agreements and ensuring compliance with stipulations; effectively administering a variety of City programs and administrative activities.
- Conducting effective negotiations and effectively representing the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.

- Preparing clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conducting complex research projects, evaluating alternatives, making sound recommendations, and preparing effective technical staff reports.
- Effectively representing the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establishing and maintaining a variety of filing, record-keeping, and tracking systems.
- Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner; organizing own work, setting priorities, and meeting critical time deadlines.
- Operating modern office equipment, including computer equipment and specialized software applications programs.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishing and maintaining 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, economics, finance, or a related field, and five (5) years of management or administrative experience in economic development and administration, and/or City government. Possession of a Master's Degree 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 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 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.

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community Development Department, including current planning, advanced planning, zoning, building and code enforcement and environmental impact studies; 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, 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 Community Development Department, including short- and long-range planning, 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 Community Development Department; establishes, within City policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the department's budget; projects 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 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.
- Administers and implements the City's General Plan and zoning ordinances, including providing staff direction regarding department policy interpretation and conducting meetings with the public regarding related issues.
- Oversees City compliance with current environmental laws and acts, including providing necessary direction and updated information to staff, setting policies, and drafting a variety of review reports.
- Participates in advanced-level land use and planning activities, including analyzing and reviewing complex development proposals; negotiates and manages consultant contracts for planning projects as well as development agreements.
- Provides project management for the most complex planning studies; analyzes site design, terrain constraints, circulation, land use compatibility, utilities, and other urban services for all planning applications; ensures compliance with Federal, State, and local laws, rules, and regulations.
- Confers with engineers, developers, architects, and a variety of agencies, and the general public in acquiring information and coordination of planning, zoning, subdivision, building, environmental, and related matters; provides information regarding City development.
- Represents the Community Development 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 on 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 Community Development.
- 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.
- Provides staff support to City Council committees as needed.
- 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.
- 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.
- Theories, principles, and contents of General Plan, land use, zoning, subdivision, urban planning regulations, natural resource protection, and environmental laws.
- Principles and techniques of conducting site planning, architectural review, subdivision design, land use, and other analytical studies; evaluating alternatives and making sound recommendations.
- Applicable Federal, State, and local laws, codes, and regulations.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations aspects of community development programs.
- Methods and techniques for effective report writing and presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment operations and work-related computer applications, including word processing.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service and interacting 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.

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 department 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.
- Develop, recommend, interpret, and apply the City's General Plan and Development Code.
- Effectively administer special projects with contractual agreements and ensure compliance with contract provisions; 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, and formulate appropriate recommendations.
- 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 urban planning, community development, business or public administration, or a related field, and five (5) years of responsible professional urban planning experience with considerable supervisory or administrative experience. Possession of a Master's Degree is highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Certification by the American Institute of Certified Planners (AICP) within one year of employment in position.

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 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.

PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Works Department, including engineering, the maintenance and operations of streets, storm drains, fleets, water production and distribution, wastewater treatment, and collections systems, and other programs; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments, 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. 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, 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 Public Works 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 Public Works 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 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.
- May perform the duties of the City Engineer as prescribed by State law and City ordinances, including overseeing the preparation of engineering plans and specifications, the construction of public projects, and the administration of professional service, construction, maintenance and other contracts.
- Reviews, approves, and signs plans and specifications for City infrastructure and facilities, assessment districts, subdivisions, and developments.
- Oversees the development or update of the City's Capital Improvement Plan and Equipment Replacement Program.
- Administers engineering, construction, maintenance, and other contracts; resolves issues associated with contract compliance.
- Confers with engineers, developers, architects and a variety of agencies and the general public in acquiring information and coordination of engineering, public works, utilities, and related matters; provides information regarding these matters as well.
- Represents the Public Works 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 on 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 Public Works.
- 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.
- Provide staff support to City Council committees as needed.
- 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.
- 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.
- Principles and practices of public works development, maintenance, and management in a municipal setting.
- Principles and techniques of capital improvement engineering, design, construction, inspection, funding and long-term maintenance.
- Principles and concepts of municipal infrastructure maintenance, repair, and replacement, including streets, facilities, and underground lines, including those for water production and distribution and wastewater treatment and collection.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of public works programs.
- Methods and techniques for writing and presentations, contract negotiations, mediation and arbitration, business correspondence, and information distribution; research and reporting methods, techniques, and 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, 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 civil engineering, public or business administration, or a related field, and five (5) years of responsible professional engineering or public works operations and maintenance experience with considerable supervisory or administrative experience. Possession of a Master's Degree is preferred.

License:

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

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 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.

POLICE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Police Department, including Field Operations, Criminal Investigations, Communications, and Management Services; 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; at the discretion of the City Manager, may serve as acting City Manager in his or her absence; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. 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 department head classification oversees, directs, and participates in all activities of the Police Department, including short- and long-range planning, 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. Assignments allow for a high degree of administration discretion in their execution.

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 Police 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 or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the City Manager.
- Directs, manages, and participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- 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.
- Represents the Police 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 on 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 law enforcement.
- 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.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile and complex investigations.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
- Provides effective professional liaison between the Police Department and other City Departments and divisions.
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs.

- Provides effective professional liaison between the Police Department and the general public to ensure the promotion of goodwill, cooperation, and open communications.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Participates on a variety of boards, commissions, and professional group meetings.
- Evaluates major incidents or situations and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments within assigned work areas.
- Provides staff support to City Council committees as needed.
- 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, court decisions, and regulations concerning the operation of a full service municipal police department.
- 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.
- Technical, legal, financial, and public relations problems associated with the management of municipal police programs.
- Record keeping principles and procedures.
- Functions, services, and funding sources of a full-service municipal police department.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and the pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- 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, often when relations may be confrontational or stressed.
- 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.
- 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.
- Identify and be responsive to community issues, concerns, and needs.
- 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.
- Make sound, independent decisions in emergency situations.
- 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 criminal justice, police science, public or business administration, or a related field, and five (5) years municipal supervisory experience in police service equivalent to the level of Lieutenant or above.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid Advanced and/or Supervising certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession of Executive Development and or Management certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.
- Title 22 First Aid/CPR Certificate is preferred.
- Desirable: Graduated from FBI National Academy, Command College and/or other management leadership program.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently 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 indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, 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 in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

POLICE LIEUTENANT

DEFINITION

Under general direction, plans, schedules, organizes, supervises, reviews, and evaluates the work of field service officers, investigators, and a variety of non-sworn staff through a subordinate level of supervision; trains staff and provides for their professional development; develops and implements specific departmental operational programs; provides complex administrative and budgetary support to the Police Chief; acts for the Chief in the absence of the Chief; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief. Exercised direct and general supervision over Police Sergeants, Police Officers, Investigator and a variety of non-sworn staff, either directly or through a subordinate level of supervision.

CLASS CHARACTERISTICS

This management level class is responsible for planning patrol, public service and investigative functions, or administrative support activities, including assisting the Chief in formulating policy, developing goals and objectives, and administering the department's budget. The primary responsibilities are managerial, including the coordination of activities with those of other City departments and law enforcement agencies. This class is distinguished from Police Chief in that the latter has overall management responsibility for the Police 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.

- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for the Department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Provides management, leadership, and motivation to departmental personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public.
- Develops and standardizes procedures and methods to improve the efficiency and effectiveness of police services and programs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Chief.
- Coordinates sworn personnel selection procedures, including conducting interviews and acting as liaison with background investigators, and medical/psychological screening professionals.
- Trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

- Prioritizes and allocates available resources; reviews and evaluates service delivery, makes recommendations for improvement and ensures maximum effective service provision.
- Manages and participates in the development and administration of the Police Department's annual budget, including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary.
- Develops cooperative working relationships and mutual aid agreements with representatives of other local public safety departments.
- Provides highly complex staff assistance to the Police Chief; assists in preparation of staff reports, procedures, written materials, and other necessary correspondence.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to departmental programs, policies, and procedures, as appropriate.
- Monitors legal, regulatory, technological, and societal changes and court decisions that may affect the work of the department; recommends equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and /or the public, mediates any conflicts or disputes with department personnel or the public, and takes appropriate action to ensure a timely and equitable resolution when first-line supervisors are unable to do so.
- Provides effective professional liaison between the Police Department and other City departments and divisions.
- Maintains and directs the maintenance of departmental files, directs the release of records and dispatch activities.
- Represents the City and/or the Police Department in meetings with members of other public and private organizations, business, educational, and community groups, and the public.
- Responds to emergency or unusual situations; performs the full range of patrol, investigative, and related duties of an officer and assumes a command role as appropriate; may oversee and coordinate the work of multi-agency task forces or committees.
- Assists in providing leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Manages and executes special projects and systems.
- May assume command in the absence of the Police Chief.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of budget administration.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

- Applicable Federal, State, and local laws, codes, court decisions, and regulations concerning the operation of a full service municipal police department.
- Functions, services, and funding sources of a full-service municipal police department.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned division.
- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and the pursuit, apprehension, and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- 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 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, often when relations may be confrontational or stressed.
- 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 the public and City staff, in person and over the telephone.

Ability to:

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex projects, on-time and within budget.
- Plan, organize, schedule, assign, review, and evaluate the work of staff.
- Train staff in work procedures.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Make sound, independent decisions as a watch commander and in emergency situations.
- 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, and regulatory organizations, and in meetings with individuals.
- Identify and be responsive to community issues, concerns and needs.
- Perform comprehensive first aid procedures and CPR.
- 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 of college or university with major coursework in criminal justice, police science, public administration, or a related field, and three (3) years of supervisory experience.

License:

- Valid California class C driver's license with satisfactory driving record.
- Possession of Basic, Intermediate and/or Advanced P.O.S.T. certificate.
- Possession and maintenance of firearms qualification.
- Title 22 First Aid/CPR Certificate is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently 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 indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Performing everyday responsibilities may put employees at risk of coming in contact with a variety of potentially hazardous substances and situations including, but not limited to, armed and/or dangerous individuals and animals, disease, unknown toxins and drugs, and bodily fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

POLICE SERGEANT

DEFINITION

Under general supervision, plans, schedules, trains, deploys, organizes, supervises, and reviews the work of officers and non-sworn staff on an assigned shift; performs the full range of field and office work in connection with patrol, traffic enforcement, crime prevention, investigations, youth services, and training; assists in the preparation of cases and testifies in court; serves in specialized departmental roles; learns and assists with administrative functions for the department; fosters cooperative working relationships with other City departments, outside agencies, and the public served; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Lieutenant. Exercises first-level shift supervision over Police Officers, Investigator and non-sworn staff on an assigned shift basis.

CLASS CHARACTERISTICS

This is the first full supervisory-level class in the sworn peace officer series, responsible for all activities on an assigned shift or unit and for assisting with overall department management and multi-agency activities as assigned. Responsibilities include patrol watch command and the performance of a variety of investigative and administrative duties. This class is distinguished from Police Lieutenant in that the latter has full management responsibility over designated areas of the Police 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.

- Plans, schedules, assigns, reviews, and evaluates the work of sworn and non-sworn staff on an assigned shift or unit; conducts shift briefings.
- Provides input into selection, disciplinary, and other personnel matters; may counsel employees as required.
- Plans, develops, presents, coordinates, and maintains records of training programs; trains staff in work procedures; reviews and approves reports prepared by sworn and non-sworn staff.
- Schedules the work of employees to provide for coverage and makes day-to-day assignments as required by the needs of the department.
- Evaluates operations for effectiveness, identifies trends, and anticipates changing needs for staffing, enforcement activities, training, and other related needs or deficiencies.
- Prepares policies, procedures, and general orders and performs other administrative duties for the department.
- Participates in the development and implementation of goals, objectives, policies, and priorities in designated areas of responsibility, including planning, organizing, and directing the work of departmental personnel in implementing the expressed directives of the Police Chief.

- Participates in the development and administration of the Police Department's annual budget, including estimating necessary operational funds, monitoring, and approving expenditures, and directing and implementing adjustments as necessary.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Ensures that departmental goals and objectives of Police services are met for maximum effective service delivery.
- Responds to major crime scenes, accidents, or emergencies, and assumes immediate command of police activities, including supervising and participating in any and all crime scene processes, providing technical advice and direction, and requesting additional resources as necessary.
- Addresses any complaints or concerns from the public or other City personnel regarding significant or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- May perform the full range of duties of a Police Officer.
- Performs other duties of a similar nature or level.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and the pursuit, apprehension, and transport of suspects.
- Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.
- Applicable Federal, State, and local laws, codes, ordinances, court decisions, and City and department policies and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Techniques of first aid and CPR.
- Basic budgetary and program evaluation practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- 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, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Plan, schedule, assign, supervise, review, and evaluate the work of sworn and non-sworn staff on an assigned shift.

- Provide leadership and motivate staff;
- Train staff in work procedures.
- Oversee and evaluate programs and projects.
- Apply theories, principles, and procedures in providing police services.
- Make effective presentations to individuals and groups.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Observe crime and accident scenes and other situations accurately, recall faces, names, descriptive characteristics, facts of incidents and places.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations within general policy and legal guidelines.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- 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 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 three (3) years of experience as a sworn law enforcement officer.

License:

- Valid California class C driver's license with satisfactory driving record.
- Possession of Basic POST Certification and/or Intermediate and Advanced Post Certification.
- Possession and maintenance of firearms qualification.
- Title 22 First Aid/CPR Certificate is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently 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 indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Performing everyday responsibilities may put employees at risk of coming in contact with a variety of potentially hazardous substances and situations including, but not limited to, armed and/or dangerous individuals and animals, disease, unknown toxins and drugs, and bodily fluids. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, and the enforcement of Federal, State, and local laws and ordinances; makes investigations, assists in the preparation of cases, and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Sergeant. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This sworn working-level law enforcement class performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to rotating beats for patrol or traffic enforcement, all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to assure the maximum delivery of effective police service. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

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.

- Patrols the City within an assigned beat on a rotational basis in a radio dispatched automobile to secure life and property, observe situations, report suspicious or criminal activity, hazardous conditions, and deter crime by providing high visibility.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities, and other incidents to protect public safety and property, resolve problems, diffuse situations, and enforce laws and ordinances.
- Provides information, direction, and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle or vehicle, and performing other related duties as required.
- Observes, monitors, and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; assists motorist with inoperable vehicles and arranges for immediate removal of stranded vehicles; provides direction and traffic control in accident or incident situations, special events, or other congested situations.

- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Secures crime scenes and evidence; interviews suspects, victims, and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Conducts comprehensive investigations into felony and high-level crimes as assigned, including conducting surveillance activities and coordinating and maintaining crime scene activities.
- Provides assistance to the Animal Control Officer as assigned and performs the full range of animal control duties in their absence.
- Provides oversight of juveniles and delinquents; interprets law to school officials and parents; confers with school administrators to identify and discuss criminal and public safety issues; works to resolve cases involving unfit homes and crimes committed against or by juveniles; advises and refers juveniles to appropriate community resources as requested or as necessary.
- Assists the City Attorney or the District Attorney staff in preparing, documenting, and developing cases and gathering information; testifies in court as required.
- Directs the activities of police support personnel in office and field situations.
- Provides emergency medical attention to the public when responding to calls for assistance and requests appropriate medical assistance as necessary.
- Provides mutual aid to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Prepares reports; prepares and maintains logs, records, and accurate files.
- Serves writs, warrants, subpoenas, and other legal documents.
- May perform and/or coordinate specific program or project areas such as school resources, investigations, crime prevention, and/or field training as assigned by the Police Chief and/or the Police Lieutenant.
- Attends meetings, conferences, workshops, and training sessions; reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas; and may conduct shift briefings in the absence of the Sergeant.
- Oversees the use and care of equipment as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices, and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, and the pursuit, apprehension, and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable Federal, State, and local laws, codes, ordinances, court decisions, and departmental rules and regulations.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agencies, and impact weapons.
- Techniques of first aid and CPR.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- 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, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents, and places.
- Interpret apply and explain complex laws, codes, regulations, and ordinances.
- Prepare clear, accurate, and grammatically correct reports, records, and other written materials.
- Identify and be responsive to community issues, concerns, and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate a motor vehicle in a safe manner under patrol and emergency conditions.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- 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 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. Two (2) years of college-level coursework in law enforcement, police, social, or behavioral science is desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Graduation from accredited P.O.S.T. Academy.
- Possession and maintenance of firearms qualification.
- Title 22 First Aid/CPR Certificate is preferred.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently 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 indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, 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 in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

FIRE ENGINEER

DEFINITION

Under general supervision, operates and maintains fire fighting apparatus and equipment; responds to fires, medical emergencies, hazardous materials incidents, rescues, and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education, and related activities to protect life and property; performs fire station maintenance; provides information and assistance to the public; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision is exercised. May provide technical and functional direction to Firefighters and volunteer staff as assigned.

CLASS CHARACTERISTICS

This is an advanced-level class in the fire service series, qualified to drive and operate a truck, engine, and all other vehicles, equipment, and apparatus to perform all normal fire suppression, basic medical emergency, hazardous materials, and other emergency response activities. Successful performance of the work requires the performance of heavy physical work at potential risk to health and safety. This class is distinguished from the Fire Captain in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in fire service operations.

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.

- Operates and maintains all fire apparatus and related fire services and medical equipment to ensure operational readiness and safety of fire personnel, including operating hydraulic pumps and aerial equipment, and performing daily inspections, maintenance, training, and inventory.
- Responds to fire alarms, emergency medical calls at the basic life support level, emergency rescues, hazardous materials incidents, public service calls, and other incidents, which require the mitigation of circumstances that may threaten life or property, such as fire suppression, emergency medical care, and rescue of victims.
- Drives fire apparatus to emergency scene and positions and prepares equipment for use as directed by command officer, including aerial and fire engines to emergencies, training, and inspections.
- Operates and oversees the use of a variety of fire apparatus, vehicles, and equipment, including operating fire pumps, calculating, and monitoring hydraulic conditions, directing engine hook-up, setting controls to ensure proper water flow levels, operating aerial ladder truck, and extending and retracting ladder; lays, connects, charges, and uses supply lines and various water appliances to

- control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire.
- Searches for and rescues victims from buildings, motor vehicles, water hazards, and other locations.
 - Applies medical treatment and life support techniques within the scope of an Emergency Medical Technician (EMT); provides assistance to qualified paramedics, as directed; assists in the emergency transportation of patients.
 - Contains, isolates, and minimizes hazardous materials spills.
 - Works closely with other emergency medical staff, police, and public safety and fire personnel from other agencies; responds to mutual aid situations as required.
 - Performs daily checks of equipment to ensure all equipment is in good working order, including inspecting all aerial apparatus, tools, and other related equipment to ensure their efficient operation and readiness for any emergency response situation, and keeping complete and accurate inspection records and apparatus usage log as required; inspects all EMT equipment.
 - Performs fire safety inspections on a variety of businesses and multi-family residences, and participates in a variety of public awareness activities to promote good public relations and fire safety awareness, including providing tours of fire facilities and giving presentations at local schools as requested.
 - Investigates fire cause and origin, including investigating the cause and origin of suspicious fires, collecting evidence samples for lab processing, photographing, and sketching fire scenes, interviewing witnesses and suspects, and documenting all investigative activities in investigative reports as required.
 - Responds to and mitigates hazardous materials incidents, including identifying hazardous materials, mitigating the incident, and requesting assistance from other resources as appropriate.
 - Performs any or all of the duties of a Firefighter as necessary.
 - Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including training in fire suppression, fire pump operation, aerial apparatus operation, emergency medical training, hazardous materials, vehicle extrication, technical rescues, equipment use and maintenance, and other related functions.
 - Performs physical fitness training to maintain physical abilities necessary for firefighting.
 - Provides instruction to other fire personnel on topics related to fire apparatus maintenance, use, and other related topics.
 - Maintains station and personal living areas in a clean and orderly manner, and maintains surrounding grounds to ensure a safe and pleasant environment for fire personnel and the general public.
 - Serves within a command structure, requiring adherence to officers' orders in life threatening situations.
 - Performs collateral duties related to one or more departmental programs, such as fire hydrants, wild land training coordination, emergency management services, mapping, hose testing, monthly reports, legal compliance, etc.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Practices and techniques of driving varied vehicles and operating a wide range of fire equipment and apparatus, including related fireground hydraulics.
- Principles and practices of fire suppression, containment, rescue, clean-up, and salvage.
- Principles and practices of providing emergency medical care at the EMT level.
- Practices and techniques of hazardous materials response, containment, and clean-up.
- Geography of the City, including locations of streets, hydrants, sprinkler, and standpipe hookups, and alarm panels.

- Techniques of first aid and CPR.
- Applicable Federal, State, and local laws, codes, and ordinances.
- The operation and maintenance of a variety of fire services vehicles, equipment, and facilities.
- Safety practices and equipment related to the work.
- 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:

- Operate vehicles, equipment, and apparatus safely and in conformance with department procedures and traffic laws.
- Perform fire suppression and associated rescue and salvage work in a safe and effective manner.
- Apply the mechanics of fire fighting and emergency medical care at an EMT level.
- Deal with hazardous materials incidents in conformance with department procedures.
- Learn the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions in emergency and non-emergency situations 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 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 supplemented by at least two (2) years of municipal fire suppression experience. Some college-level coursework in fire technology or a related field is desirable.

License:

- Valid California class B driver's license with satisfactory driving record.
- State of California Emergency Medical Technician I Certificate.
- State of California Firefighter I Certificate.
- State of California PC832 certificate.

PHYSICAL DEMANDS

Must possess mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined

spaces, around machines and to climb and descend ladders; vision to discern colors and assess emergency situations, including medical incidents, 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 apparatus 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, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

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

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.

FIREFIGHTER

DEFINITION

Under general supervision, responds to fires, medical emergencies, hazardous materials incidents, rescues and other emergency and non-emergency situations; participates in all other suppression, prevention, inspection, education, and related activities to protect life and property; performs fire station maintenance; provides information and assistance to the public; and performs other duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No direct supervision is exercised. May provide technical and functional direction to volunteer staff as assigned.

CLASS CHARACTERISTICS

This is the first working-level class in the fire service series that performs all normal fire suppression, basic medical emergency, hazardous materials, and other emergency response activities. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work and requires the ability to perform heavy physical work at potential risk to health and safety. This class is distinguished from Fire Engineer in that the latter drives and operates all fire equipment and apparatus. It is further distinguished from Fire Captain in that the latter is the first supervisory level in this sworn class series.

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.

- Responds to fire alarms, delivers all equipment, and implements fire suppression and firefighting techniques to rescue victims and protect private and public property.
- Assumes a designated position on an assigned apparatus and follows command structure instructions for fire suppression or related emergency services.
- Serves within a command structure, requiring adherence to officer's orders in life threatening situations.
- Responds to structural fires and performs search and rescue operations to remove persons from burning structures, and fire suppression techniques as appropriate; lays, connects, charges, and uses supply lines and various water appliances to control and extinguish fires; places water curtains and performs ventilating and access maneuvers; uses foam and chemical extinguishers as required by the nature of the fire; operates fire streams as directed; raises and climbs ladders; ventilates roofs and windows; operates fire pumpers.
- Operates all types of portable fire extinguishers, pike poles, hand lines, smoke ejectors, salvage covers, forcible entry tools, aerial ladder equipment, emergency medical equipment, and other firefighting and medical equipment as required.

- Performs salvage duties at fire scenes by placing salvage covers, sweeping, vacuuming up water, and removing debris.
- Obtains and preserves evidence at a fire scene and participates in determining fire origin and cause.
- Inspects building structures to ensure code compliance, explains City fire codes and fire prevention policies and procedures to the general public, and prepares complete and accurate reports of inspection activities as required.
- Responds to emergency medical calls, and administers advanced first aid and/or basic life support as appropriate, including assessing patients, CPR, resuscitation, operating automated external defibrillator, rescue breathing, administration of oxygen, recording vital signs, and other related medical treatments as appropriate.
- Responds to emergency rescue calls, including auto accidents requiring extrication, search, and rescue, gas system leaks, confined space rescues, and rope rescues.
- Performs overhaul operations to ensure the complete suppression of fire.
- Responds to a variety of alarms and follows established procedures to investigate.
- Maintains fire equipment in a clean and operable condition, including performing daily equipment checks, and repairing damaged equipment as necessary.
- Ensures the use of appropriate firefighting safety apparel and equipment, and follows appropriate safety procedures as required.
- Works closely with other emergency medical staff, public safety, and fire personnel from other agencies, depending upon response situation.
- Responds to hazardous materials emergencies, including scene assessment, identifying the extent of damage and/or potential hazard to the community, implementing containment plans, and protecting fire personnel and civilians from exposure to chemicals.
- Responds to man made and natural disasters, including fires, floods, earthquakes, crash rescues, and other catastrophic events, including providing medical assistance and removing persons from harmful structures or exposure to fire, smoke, adverse weather conditions, and harmful materials.
- Maintains an awareness of other Fire personnel on detail for the purpose of protecting other Firefighters' lives as necessary.
- Participates in Fire drills.
- Makes verbal and written analyses of activities involved in any fire emergency situation.
- Performs all necessary training activities as assigned and in accordance with readiness and preparation for firefighting activities, including training in fire suppression, emergency medical training, hazardous materials, vehicle extrication, technical rescues, equipment use and maintenance, and other related functions.
- Operates and maintains a variety of fire vehicles, apparatus, and equipment on a training basis.
- Performs physical fitness training to maintain physical abilities necessary for firefighting.
- Maintains station and personal living areas in a clean and orderly manner and maintains surrounding grounds to ensure a safe and pleasant environment for fire personnel and the general public.
- Participates in a variety of public awareness activities to promote good public relations and fire safety awareness, including providing tours of fire facilities and giving presentations at local schools as requested.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fire suppression, containment, rescue, clean-up, and salvage.
- Principles and practices of providing emergency medical care at the EMT level.
- Practices and techniques of hazardous materials response, containment, and clean-up.

- Geography of the City, including locations of streets, hydrants, sprinkler and standpipe hookups, and alarm panels.
- Techniques of first aid and CPR.
- Applicable Federal, State, and local laws, codes, and ordinances.
- The operation and maintenance of a variety of fire services vehicles, equipment, and facilities.
- Safety practices and equipment related to the work.
- 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:

- Perform fire suppression and associated rescue and salvage work in a safe and effective manner.
- Apply the mechanics of fire fighting and emergency medical care at an EMT level.
- Deal with hazardous materials incidents in conformance with department procedures.
- Learn the geographic layout of the City and the surrounding areas and the location of various fire suppression utilities.
- Establish and maintain a variety of manual and computerized record keeping and project management systems.
- Make sound, independent decisions in emergency and non-emergency situations 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 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. Some college-level coursework in fire technology or a related field is desirable.

License:

- Valid California class B driver's license with satisfactory driving record.
- State of California Emergency Medical Technician I Certificate.
- State of California Firefighter I Certificate.

PHYSICAL DEMANDS

Must possess mobility, physical strength and stamina to respond to emergency situations and use all emergency apparatus and equipment; perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders; vision to discern colors and assess emergency situations, including medical incidents, 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 apparatus 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, objects, and individuals necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, extreme temperatures, inclement weather conditions, road hazards, substantial heights, 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 in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends, and holidays and monitor radio traffic on 24-hour shifts as assigned.

ACCOUNTANT

DEFINITION

Under general supervision, performs responsible professional accounting, administrative and technical support relative to the planning, organization and coordination of the financial activities of the City; provides responsible technical assistance to the Finance Director; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Director. May as delegated by the Finance Director supervise Finance Staff.

CLASS CHARACTERISTICS

This mid-management classification has responsibility for performing a major portion of the fund accounting and fiscal management of the City. Successful performance of the work requires thorough knowledge of governmental accounting practices and procedures, fund accounting, and fiscal management. This class is distinguished from the Finance Director in that the latter has overall responsibility for all finance, accounting, and other administrative 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.

- Performs complex and difficult accounting and financial support work within programmatic and procedural guidelines.
- Provides responsible professional and technical assistance in the administration and implementation of the City's financial and accounting programs.
- Reconciles general ledger and subsidiary ledgers; prepares monthly financial statements, including distributing monthly revenue and expenditure reports to departments; prepares numerous monthly financial reports.
- Analyzes and reconciles expenditure and revenue accounts.
- Records and maintains appropriate controls for equipment purchases; assists in the City's purchase orders and accounts payable system, auditing, and financial analysis, grant accounting, and special reports.
- Reconciles postings from accounts payable, cash receipts, investments, debt payments, debt proceeds, payroll liabilities, and accounts receivable to the general ledger; prepares journal entries.
- Performs duties related to fund activity, including calculation of liabilities by fund, calculating and adjusting fund transfers, and calculating and adjusting benefit spread to all funds.
- Reviews financial accomplishment requests, program income reports, and reconciles grants accounts to general ledgers.
- Oversees debt management, reimbursement accounts, capital projects, enterprise funds, and inter-fund and department charges.

- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government.
- Reconciles and records Finance Department and inter-fund charges.
- Prepares financial reports for management and government.
- Prepares audit schedules/accruals for the annual audits.
- May assist in the preparation of the annual budget.
- Performs other duties as assigned.
- Reconciles bank statements and investment accounts to the general ledger on a monthly basis.

QUALIFICATIONS

Knowledge of:

- Modern principles, practices, and methods of public and governmental accounting and financing, including program budgeting and auditing and their application to municipal operations.
- General principles and practices of data processing and its applicability to accounting and municipal operations.
- Applicable Federal, State, and local ordinances, resolutions and laws affecting municipal financial operations.
- Principles and practices of business organization and public administration.
- Record keeping principles and procedures.
- Modern office practices, methods and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- 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:

- Analyze financial data and draw sound conclusions.
- Interpret, apply and explain applicable Federal, State and local policies, procedures, laws and regulations related to area of assignment.
- Work on multiple projects with competing priorities effectively and in a timely manner; organize and prioritize timelines for self and others in an effective and timely manner.
- Evaluate and develop improvements in operations, procedures, policies or methods.
- Analyze situations accurately and develop effective course of action.
- Understand and carry out a variety of complex instructions in a responsible and independent manner.
- Prepare clear, complete, and concise financial statements and reports.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment, including computer equipment and specialized software application 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 which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a four-year college or university with major coursework in accounting or a closely related field and two (2) years of responsible professional accounting experience. Certification as a certified public finance officer 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.

MANAGEMENT ANALYST

DEFINITION

Under general direction, performs a full range of varied, responsible, professional, and complex technical administrative and analytical duties of assigned department and/or division; analyzes departmental practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; develops, summarizes, and maintains administrative and fiscal records; directs, oversees, and manages programs, special projects, and studies, and performs related administrative support functions; fosters cooperative working relationships among City departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. No direct supervision of staff is exercised. Exercises project direction to professional, technical, or office support staff, and/or consultants on a project basis.

CLASS CHARACTERISTICS

This is an experienced-level class responsible for developing and implementing policies and procedures for the following programmatic functions: budget development, financial administration and reporting, expenditure monitoring, grant funds disbursement, purchasing, contract administration, management analysis, and program evaluation. Incumbents provide a professional-level resource for organizational, managerial, and operational analyses and studies. Supervision of staff or consultants may be required on a project basis. This class is distinguished from other administrative support classifications by the complexity and scope of its responsibilities, including the oversight of programmatic functions in addition to administrative responsibilities.

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 in developing goals, objectives, policies, procedures, work standards, and administrative control systems.
- Coordinates, oversees, and performs professional-level research, administrative, operational, financial, legislative, and analytical duties in support of assigned programs; conducts studies, research projects, and analysis by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.
- Assists in the development and administration of programmatic budgets, including cost containment and grant funds disbursement.
- Leads in the development and implementation of key departmental and City projects related to the goals and functions of the assigned functional area.

- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the class or by management staff including complex financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval.
- Plans, designs, develops, organizes, and oversees multiple highly complex programs; manages program budgets; acts as the liaison between the City and outside agencies and vendors; oversees committees formed for these programs; receives, reviews, and organizes program applications; ensures that awards stay within funding limits; presents committees' recommendations to the City Council; sends award letters to program applicants; represents the City to applicants.
- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, and operational problems or issues; monitors legislation and analyzes proposed legislation.
- Assists with the budget process; provides assistance in the development and administration of assigned budget; collects and analyzes financial data; makes budget recommendations relative to assigned projects; creates data tracking and reporting systems.
- Serves as a liaison with employees, public and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Prepares and submits City Manager and City Council agenda reports and various other commission, committee and staff reports, resolutions, ordinances, press releases, newsletter articles, and correspondence regarding assigned activities.
- Confers with other management staff regarding provision of administrative and support services, including contracts, agreements, and grant reporting.
- Prepares or assists in the preparation of requests for proposals and bids and administers consultant contracts.
- Plans, organizes, and oversees special projects that require coordination with and direction of contract consultants.
- Participates on a variety of interdisciplinary committees and commissions and represents the City to a variety of community and stakeholder groups.
- 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.
- Directs and supervises the work of contract consultants.
- Oversees, coordinates, and administers department-specific programs and projects.
- May participate in the selecting, training, motivating, and evaluating assigned staff; provides or coordinates staff training; works with employees to correct deficiencies.
- May direct the work activities of assigned clerical and technical personnel; prioritizes and coordinates work assignments; reviews work for accuracy; recommends improvements in workflow, procedures, and use of equipment and forms.
- Assists in various human resources functions, such as comprehensive classification and compensation studies and analyses, recruitment efforts, and related human resources programs and activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of municipal government management.

- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, purchasing, human resources, risk management, finance, budgeting, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Principles and practices of municipal budget development, administration, and accountability.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Basic principles of supervision, work assignment, and training.
- 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 laws, codes, and regulations.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Techniques of contract administration.
- 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:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee departmental and programmatic administrative, budgeting, and fiscal reporting activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Conduct research on a wide variety of administrative topics, including contract feasibility, budget, and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Organize, direct, and coordinate the work of assigned staff and contract consultants on a project basis.
- Understand the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, policies, procedures, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.

- Analyze situations and identify pertinent problems/issues, collect relevant information, evaluate realistic options, and recommend/implement appropriate course of action.
- Organize own work, set priorities, work independently on a day-to-day basis, meet critical deadlines, and balance multiple objectives.
- Enter data into standard computer formats and produce correspondence and reports with speed and accuracy sufficient to perform assigned work.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- 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 the 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 graduation from a four-year college or university with major coursework in business or public administration, finance, accounting, economics or a related field and three (3) years of professional-level budgetary, programmatic, special projects and related administrative support experience.

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.

ECONOMIC DEVELOPMENT/HOUSING PROGRAM COORDINATOR

DEFINITION

Under general supervision, provides highly responsible and complex analytical, research, and project management functions for the economic development, redevelopment, and housing programs within the City; monitors grant loan programs for business and related housing programs; provides overall coordination, development, and administration for assigned programs and projects; provides highly responsible and complex professional assistance to the Economic Development Director; 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. Exercises project direction to professional, technical, or office support staff, and/or consultants on a project basis.

CLASS CHARACTERISTICS

This is a single-position class that develops and implements a variety of financial assistance programs for businesses, housing rehabilitation, and first time homebuyers programs. Responsibilities include the implementation of redevelopment, housing, economic development, and real estate projects requiring the use of a high level of tact, discretion, and independent judgment, as well as knowledge of departmental activities. The work has technical and programmatic aspects, requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public, as well as performing various research and monitoring functions. This class is distinguished from the Economic Development Director in that the latter has overall responsibility for all economic, housing, and redevelopment 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.

- Assists in the development, direction, coordination, and implementation of goals, objectives, policies, procedures, and work standards for the Economic Development Department and the Redevelopment Agency.
- Coordinates, oversees, and performs professional-level research, administrative, operational, financial, legislative, and analytical duties in support of assigned programs; conducts studies, research projects, and analysis by selecting, adapting, and applying appropriate analytical, research, and statistical techniques.
- Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations and assists with the implementation of procedural, administrative, and/or operational changes after approval.

- Plans, designs, develops, organizes, and oversees multiple highly complex programs; acts as the liaison between the City and outside agencies and vendors; oversees committees formed for these programs; receives, reviews, and organizes program applications; prepares periodic write-ups and reports detailing the success of the program.
- Provides financial counseling and processes applications for low interest rehabilitation loans, business loans, and deferred payment loans for first time buyers programs.
- Assists with the development and administration of the department's budget; assists with the forecast of additional funds needed for staffing, equipment and supplies; assists with the monitoring of expenditures.
- Monitors consultant contracts for housing and business revolving loan funds, first time buyer assistance programs, financial reporting, and grant funding programs.
- Establishes and maintains records and files for assigned programs, including all documentation related to loans, contracting agreements, housing photos, and fund disbursements.
- Serves as a liaison with employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding the assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Acts as the City's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of urban housing, redevelopment, and economic development programs.
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable codes, regulations, policies, guidelines, technical processes and procedures related to a housing rehabilitation program.
- Principles and practices of marketing and program evaluation.
- Practices and procedures of grant writing and administration
- Principles and practices of contract administration.
- 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:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Develop, coordinate, implement, and oversee assigned departmental and programmatic activities.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Interview, evaluate, and counsel potential and current program participants.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Interpret, apply, and explain complex Federal, State, and local laws, codes, regulations, and departmental policies and procedures.
- Conduct research on a wide variety of administrative topics, including contract feasibility, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Directing the work of contract consultants on a project basis.
- Understanding the organization and operation of the assigned department and of outside agencies as necessary to assume assigned responsibilities.
- Prepare clear and effective financial, statistical, narrative, informational, and educational reports, correspondence, policies, procedures, and other written material.
- Make accurate arithmetic, financial, and statistical computations.
- Effectively conduct meetings and make presentations to various groups.
- Analyze situations and identify pertinent problems/issues, collect relevant information, evaluate realistic options, and recommend/implement appropriate courses of action.
- Organize own work, set priorities, work independently on a day-to-day basis, meet critical deadlines, and balance multiple objectives.
- Enter data into standard computer formats and produce correspondence and reports with speed and accuracy sufficient to perform assigned work.
- 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 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 a four-year college or university with major coursework in business or public administration, public policy, economics, city or urban planning, or a related field, and two (2) years of experience in developing and/or administering housing, economic development, or redevelopment projects and programs, preferably in a public agency.

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.

ASSISTANT ENGINEER/ASSOCIATE CIVIL ENGINEER

DEFINITION

Under direct or general supervision, performs various professional field and office engineering work related to the management, planning, design, construction, and maintenance of City capital improvement and other public works projects, City public works infrastructure, and daily departmental operations; provides project management and administration; confers with developers, contractors, and representatives of other agencies regarding facility and infrastructure development; administers professional services and construction contracts; provides highly complex staff assistance to the City Engineer, Senior Civil Engineer, and others in areas of expertise; performs a variety of studies and prepares and presents staff reports; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Senior Civil Engineer. May exercise general or project direction over assigned staff.

CLASS CHARACTERISTICS

Assistant Engineer: This is the entry-level class in the professional engineering series that learns to and performs a broad spectrum of the City's engineering activities and functions, including routine project responsibilities. Successful performance of the work requires skill in coordinating work with those of other City departments and public agencies as well as dealing with the public. This class is alternately staffed with Associate Engineer and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications and demonstrating the ability to perform the work of the higher-level class.

Associate Engineer: This is the full journey-level class in the professional engineering series, with responsibilities spanning the entire spectrum of the City's engineering function. Successful performance of the work requires an extensive professional background as well as skills in project management and administration of capital improvement projects, coordinating work with other City departments and public agencies, as well as dealing with the public. This class is distinguished from the Senior Civil Engineer in that the latter is the highest-level class in the professional engineering series and provides administrative support to departmental staff in addition to performing the most complex engineering related 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.

- Plans, designs, and inspects all phases of civil engineering public works construction projects, including defining the scope of the project; securing adequate funding from Federal and State grant programs and other funding sources; coordinating with permitting and public utility agencies;

performing historical document research and review; conducting engineering analysis of alternatives; preparing plans, specifications, and cost estimates; performing research, map and field studies, and surveys; drafting site plans with specialized computer software; applying engineering principles and practices to specific problems; coordinating construction schedules with other projects and agencies; preparing and reviewing cost estimates; inspecting construction of projects to ensure compliance with construction documents; and performing other related engineering and design work.

- Reviews construction plans prepared by consulting engineers and private contractors to verify compliance with City sidewalk, public utility, and improvement requirements; checks plans for conformance with regulations regarding line, grade, size, elevation, and location of structures; reviews engineering calculations of other engineers or engineering technicians; participates in pre-design, construction, and utility coordination meetings and issues construction permits.
- Provides construction administration, public relations, management, and inspection of public works construction projects, including coordinating work with other divisions and City departments, reviewing and inspecting work to ensure conformance with plans and specifications, tracking and maintaining all project accounting, coordinating schedules, and providing public notices of projects.
- Administers and monitors federal and state programs mandates and ordinances; recommends policies, procedures and programs to ensure compliance with such regulations.
- Participates in the annual budgetary process, providing estimates of budget requirements pertaining to the housing function; administers purchases in support of planned and approved programs.
- Investigates field problems affecting property owners, contractors, and maintenance operations; responds to citizen inquiries and complaints; provides information to the public at the front counter in person, via telephone or other means of communication regarding grading, encroachment permits, right-of-way and property line information, utility information, slope stability, and groundwater issues, improvement plan check, and payment processes.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- 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:

- Civil engineering principles, techniques, policies, and procedures.
- Methods, materials, and techniques used in the construction of public works projects, including water and wastewater systems, stormwater, street, and traffic systems design.
- Basic principles, practices, procedures, and standards related to City public works and engineering infrastructure development and maintenance.
- Basic principles and practices of capital improvement program budgeting, cost estimation, funding, project management, and contract administration.
- General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.
- Subdivision engineering, plan review, mapping, and construction practices.
- Bidding requirements for public works projects.
- Project management and contract administration principles and techniques.
- Engineering plan types, review practices, and permit filing and approval procedures.

- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Basic principles of employee supervision and training.
- Modern office practices and technology, including personal computer hardware and software, such as computer applications related to the work, including computer-aided drafting concepts and applications, and Geographical based Information Systems (GIS) programs.
- Modern developments, current literature, and sources of information regarding engineering.
- Principles of advanced mathematics and their application to engineering work.
- Practices of researching engineering and design issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Principles and practices of safety management and training.
- Methods and techniques of effective technical report preparation and presentation.
- 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:

- Conduct complex civil engineering research projects, analyze complex problems, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Prepare, understand, and interpret engineering construction plans, specifications, and other contract documents.
- Conduct comprehensive engineering studies and prepare reports with recommendations.
- Assist in and develop and administer contracts for professional services and construction in a public agency setting.
- Read, interpret, apply, and explain technical written material and complex laws, codes, regulations, ordinances, and City engineering policies and procedures.
- Read and understand technical drawings and specifications.
- Perform mathematical and engineering computations with precision.
- Recognize discrepancies from as-built to contract specifications, and recommend reconciliation of the two.
- Make engineering design computations and check, design, and prepare engineering plans and studies.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations and individuals.
- Coordinate assigned activities with other City departments and agencies as required.
- Direct the work of contract consultants.
- Prepare and present clear, concise and logical written and oral reports, correspondence, policies, procedures, and other written materials.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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:

Assistant Engineer and Associate Civil Engineer: Equivalent to graduation from an accredited four-year college or university with major coursework in civil engineering or a related engineering field.

Assistant Engineer: Two (2) years of professional engineering design, plan review, and project administration experience, preferably in a public agency setting.

Associate Civil Engineer: Three (3) 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:

Assistant Engineer and Associate Civil Engineer:

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

Assistant Engineer:

- Engineer-In-Training License issued by the State of California.

Associate Civil Engineer:

- Registered Professional Civil Engineer license in the State of California.

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.

ASSISTANT/ASSOCIATE PLANNER

DEFINITION

Under direct or general supervision, performs a variety of professional and technical routine to complex activities in the field of current and advanced planning, including review of development and land use applications, zoning, site plan, and environmental review; may serve as project manager for development applications; completes technical assessments, prepares written project analyses; provides professional advice and assistance to the public on planning, community development, zoning, permits, and environmental review; assists with preparation of City ordinances; assumes primary role in enforcement of zoning regulations; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Community Development Director or designee. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

Assistant Planner: This is the entry-level class in the professional planning series. Initially, under direct supervision, incumbents learn the more routine planning, zoning, and related functions encountered by the City. Responsibilities include providing a range of routine customer service to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues. This class is alternately staffed with Associate Planner and incumbents may advance to the higher-level class after gaining the knowledge, skills, and experience that meet the qualifications and demonstrating the ability to perform the work of the higher-level class.

Associate Planner: This is the journey-level class in the professional planning series. Incumbents may be assigned the full range of routine and complex planning, zoning, and related functions encountered by the City. Responsibilities include providing a range of routine and complex customer services to the public at the front counter and on the telephone regarding policies and procedures, ongoing projects, zoning regulations, permit requirements and related building and development issues. This class requires the frequent use of independent judgment as well as a knowledge of departmental and City activities. This class is distinguished from the Senior Planner in that the latter is the advanced-journey level class in the series, providing administrative support and day-to-day supervision to departmental staff in addition to performing the most complex planning and related 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.

- Reviews routine to more complex commercial, industrial, and residential development proposals, plans, and applications for completeness and accuracy; issuance of zoning clearance; reviews for compliance or consistency with appropriate regulations and policies.
- Reviews permit applications, site plans and architectural plans for completeness and compliance with current City codes and regulations; provides interpretations of the California Environmental Quality Act (CEQA) and local environmental guidelines; approves, or denies administrative submittals.
- May serve as project manager for routine application projects, including site and architectural plans, use permits, tentative tract maps, variances, performing technical review and analyses, coordinating in-house review with applicants, and making recommendations to the Planning Commission and City Council, .
- Compiles information for a variety of studies and reports; researches, analyzes, and interprets social, economic, population, and land use data and trends; develops recommendations and prepares written reports on various planning matters and the City's General Plan.
- Participates in the implementation administration and update of the City's General Plan, including Housing Element, and development regulations, including Zoning Ordinance and Zoning Map.
- Researches, collects, records, analyzes, interprets, and summarizes statistical and demographic information; prepares spreadsheets and establishes and maintains a comprehensive database on identified planning issues.
- Prepares staff reports for the Planning Commission, City Council, various committees, and advisory boards as directed; prepares research, reports, maps, and conducts briefings.
- Confers with and advises architects, builders, attorneys, contractors, consultants, and the general public regarding City development policies and standards; provides and clarifies information relative to zoning, general plan compliance, CEQA and other issues.
- Conducts studies and participates in the development of programs to address significant planning and development issues.
- Researches and assists in preparing ordinances for review.
- Participates in coordinating City planning and development related activities with other City departments and with outside agencies.
- Answers questions and provides information to the public concerning planning and zoning regulations.
- Maintains accurate records and files.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices and procedures related to urban and regional planning, development, and zoning administration.
- Geographic, socio-economic, transportation, political, and other elements related to urban planning.
- Comprehensive plans and current planning processes and the development process.
- Site planning and architectural design principles.
- Applicable Federal, State, and local laws, codes, and regulations.
- Project management techniques.
- Researching and reporting methods, techniques and procedures.
- Recent developments, current literature, and sources of information related to planning and zoning.
- Modern office methods, practices, procedures and equipment, including computer hardware and software necessary for graphic presentation, mapping and database management, including Microsoft Office, Microsoft Project, PowerPoint, and basic GIS concepts and applications.
- Practices of researching planning issues, evaluating alternatives, making appropriate recommendations, and preparing and presenting effective staff reports.

- Methods and techniques of effective technical report preparation and presentation.
- 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:

- Interpret planning and zoning programs to the general public.
- Read site plans and architectural plans and make effective site visits.
- Identify and respond to issues and concerns of the public, Planning Commission, City Council, and other boards and commissions.
- Interpret, apply, and explain complex laws, codes, regulations, and ordinances.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services.
- Enforce ordinances and regulations effectively and tactfully.
- Make effective public presentations.
- Conduct routine research projects, evaluate alternatives, and make sound recommendations.
- Prepare clear and concise technical and staff reports, correspondence, policies, procedures, and other written materials.
- Learn City permitting software, information sources, and research techniques in the field of urban planning.
- Prepare accurate display maps, plans, charts, and tables.
- Effectively represent the Department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and individuals.
- Analyze and compile technical and statistical information and prepare reports.
- Make sound, independent decisions within established policy and procedural guidelines.
- 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 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:

Assistant and Associate Planner: 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.

Assistant Planner: One (1) year of professional experience in planning, zoning, and related community development activities.

Associate Planner: Three (3) years of professional experience in planning, zoning, and related community development activities. A Master's degree in a related field may be substituted for one (1) year of experience.

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 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.

ADMINISTRATIVE SECRETARY

DEFINITION

Under general supervision, provides a wide variety of technical office administrative and secretarial support to a department head, and/or assigned management, professional, and supervisory staff; provides a variety of technical and office administrative support work to ensure the effective functioning of the department to which assigned; coordinates management and room calendars; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the administrative support series. Incumbents perform a wide variety of specialized technical and administrative support work for various City departments. Responsibilities include coordinating the office administrative work for the department by performing technical assistance to ensure efficient service provision. Responsibilities require the frequent use of tact, discretion, and independent judgment as well as a knowledge of departmental and City activities. The work requires the interpretation of departmental policies, procedures, and regulations, and involves frequent contact with the public, as well as performing various research and reporting functions. This class is distinguished from the Office Specialist in that it provides higher-level office administrative and technical support to a department head and related management, professional, and supervisory staff and performs technical support work related to the department to which assigned.

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.

- Oversees and ensures that the office administrative functions of the department to which assigned are effectively carried out.
- 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.
- Receives and screens visitors and telephone calls; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of policies, rules, procedures, and ordinances; distributes materials and information to customers.
- Performs a variety of clerical/administrative work including preparing and word processing of routine to complex correspondence, forms, and reports from drafts, notes, brief instructions, corrected copy, or dictated tapes; proofreads materials for accuracy, completeness, compliance with departmental

policies, correct formatting, and correct English usage., including grammar, punctuation, and spelling.

- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; assists in budget preparation and maintains records of purchase orders, payroll, expense statements, and other departmental fiscal transactions.
- Compiles information and data for administrative, statistical, and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Coordinates calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and outside groups or organizations; arranges for necessary materials to be available at meetings.
- Coordinates travel arrangements and accommodations for department personnel and submits all related paperwork.
- Coordinates workshops and classes; assists with special event programs; coordinates reservations and use of equipment and facilities.
- Acts as the City's representative and liaison on relevant topics, including responding to questions and comments from the public, in a courteous and timely manner and collaborating with involved parties to reach solutions on identified issues.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- May train other clerical personnel in work procedures.
- Performs other duties as assigned.

If assigned to the Community Development Department

- Attends Planning Commission evening meetings and takes minutes.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable codes, regulations, policies, technical processes, and procedures related to the department to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Budgeting and fiscal monitoring, and the City's budget process.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection, report preparation and, if required, preparing meeting minutes.
- Computer applications related to the work, including word processing, Internet, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- 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:

- Perform responsible technical administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential and responsible secretarial and office 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.
- Research and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take meeting 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 the completion of the twelfth (12th) grade and four (4) years of experience in general clerical, office administrative or secretarial work. Two (2) years of college coursework in business administration or a related field, plus experience in providing technical and administrative support to a department head in a public agency is highly 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.

OFFICE SPECIALIST

DEFINITION

Under general supervision, provides a wide variety of technical office administrative and secretarial support to management, professional, and supervisory staff in an assigned department; performs technical support work related to the department; creates, implements, and participates in technical processes, procedures and programs; 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 the full journey-level class within the administrative support series. Incumbents perform a variety of specialized and confidential administrative, secretarial, and clerical work for various City departments, including coordinating assigned projects, providing general information to the public, and other administrative, budgetary, database, and support work. Responsibilities require the ability to perform the full range of administrative and clerical office support work for an assigned department. This class is distinguished from the Administrative Secretary in that the latter is a higher-level administrative support class, performs more technical complex and basic programmatic activities, and demonstrates advanced technical knowledge and 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.

- Receives and screens visitors and telephone calls; provides factual information to City staff, other organizations, and the public regarding City functions, policies, rules, procedures, and ordinances; distributes materials and information to customers.
- Performs a variety of secretarial/clerical work including preparing and word processing correspondence, forms, and reports from drafts, notes, brief instructions, or corrected copy; proofreads materials for accuracy, completeness, compliance with departmental policies, correct formatting, and correct English usage, including grammar, punctuation, and spelling.
- Receives, opens, date stamps, and disburses incoming mail; prepares outgoing mail for posting; prepares special mailings and ensures that all attachments are included and are mailed in a timely manner.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate a two-way radio or other department-specific equipment.
- Sets up and maintains general office files and maintains a variety of logs and records.
- Prepares and updates a variety of periodic and special narrative, database, and statistical reports.

- Maintains an inventory of supplies, forms, and materials for City departments; surveys vendors and assists with the establishment of ongoing purchase orders; verifies deliveries and distributes supplies to various departments.

If assigned to the Finance Department:

- Prepares collection letters for overdue accounts receivable due to the City; follows up as required; submits delinquent accounts for collection; testifies in small claims court as necessary.
- Processes and follows-up on liability claims against the City; ensures that forms are complete and distributes them to the proper City department and third-party administrator.
- Assists with administering the Risk Management functions of the City.

If assigned to the Police Department:

- Maintains the evidence/property storage, including booking evidence, maintaining the chain of custody and detailed records, and providing for the release or destruction of evidence/property; prepares court orders for the release of property and the location for destruction, following established procedures.
- Enters data from a variety of police reports into established CLETS-Tracnet and other formats in the computer system; checks computations prior to entry and prepares reports using computerized data; has access to confidential and/or restricted computer files;
- Assists in preparing a variety of special and recurring statistical reports for the Chief, Lieutenant, Sergeants, the Department of Justice, and various County, State, and Federal agencies.
- Following specific legal guidelines, prepares and distributes copies of police and other reports to individuals and agencies requesting such reports and explains requirements and limitations of report distribution; collects, receipts, and balances fees for services.
- Performs Livescan data entry.
- Performs registration of subjects on probation and parole.
- Maintains a variety of files (e.g. DUI, Booking, etc.); prepares letters to collect fees for DUI and booking; upon non-payment, refers accounts to collection with documentation.
- Must be willing to submit and pass a detailed background investigation.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies.
- 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.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, database, and spreadsheet applications.
- Business arithmetic techniques.
- Basic principles of record keeping and cash handling.
- 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:

- Perform responsible reception, administrative, and secretarial support work with accuracy.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Compose correspondence and reports.
- 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.
- File materials alphabetically, chronologically, and numerically.
- Make accurate arithmetic computations.
- 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 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 three (3) years of varied administrative support experience preferably involving some public contact.

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.

OFFICE ASSISTANT

DEFINITION

Under direct supervision, provides basic administrative, secretarial, and clerical duties in support of the City; answers incoming telephone calls and directs calls to proper staff; provides general clerical support; provides general information and assistance to the public; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is the entry-level class in the office support series responsible for receptionist and clerical duties for the City and for performing a wide variety of customer service activities. This class is distinguished from other administrative series in that the latter provide higher-level office administrative and secretarial support to a department head and/or related management, professional, and supervisory staff and perform technical administrative, secretarial, and clerical support work related to the department to which assigned.

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.

- Performs a variety of clerical and office support duties for the City, including greeting the public, referring customers to the appropriate employees, receiving and screening telephone calls, taking messages, directing callers to the proper office or person, and providing factual information regarding City and departmental activities and functions in a professional and courteous manner.
- Receives, sorts, and distributes incoming mail and processes outgoing mail including, preparing, and pre-sorting bulk mailings.
- Processes connect/disconnect requests for utility customers; receives complaints from customers concerning utility problems and attempts to resolve problems or contacts operational department management concerning complaints and issues.
- Distributes forms, brochures, information packets, and other materials for contractors; receives, date stamps, and distributes incoming materials addressed to appropriate departments.
- Performs a wide variety of general clerical duties to support departmental operations; including maintaining a variety of files, logs, and records (for example, business licenses, dog licenses if assigned to the Finance Department), preparing letters regarding license renewals, photocopying and faxing, and serving as an alternate for other clerical personnel.

If assigned to the Finance Department:

Exhibit 19

- Receives cash for designated items and reconciles cash drawer; issues receipts and refunds as necessary; balances the funds received each day; maintains a cash log of all cash receipts; records daily tax receipts into computer system.
- Prepares a variety of departmental, county, State, and Federal reports.

If assigned to the Police Department:

- Performs radio dispatch for the City.
- Must be willing to submit and pass a detailed background investigation.
- Performs related duties as assigned.
- Access to secure files.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies.
- 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 techniques.
- Basic principles of record keeping and cash handling.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform responsible reception, administrative, and secretarial support work with accuracy.
- Provide varied, confidential, and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and effectively prioritize multiple phone calls, walk-up traffic, and other requests/interruptions.
- Compose correspondence and basic reports.
- Make accurate arithmetic computations.
- Maintain accurate records and files.
- 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 the 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 and one (1) year of clerical support experience preferably involving some public contact.

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.

ACCOUNTING ASSISTANT

DEFINITION

Under direct supervision, performs a variety of fiscal and administrative support within the Finance department, including payroll, accounts receivable, accounts payable, maintenance of accounting records, and office assistance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Finance Director. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is the entry-level class within the paraprofessional accounting series that learns to and performs clerical duties and basic/routine technical work in the following areas: payroll, utility billing, accounts payable, and accounts receivable, in addition to performing a variety of record keeping, reconciliation, and report preparation activities. The principal function of an employee in this class is to provide basic fiscal and administrative support within the Finance Department. This class is distinguished from the Accounting Technician in that the latter is the full journey-level class in the series, works more independently with more general supervision, and performs more complex technical accounting support 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.

- Processes the bi-weekly payroll based on supervisor approved timesheets; prepares quarterly Federal and State tax reports, year-end W-2 and 1099 forms, and payroll checks.
- Maintains the financial records on utility accounts; sets up new accounts; processes monthly utility billings and adjustments; responds to questions from the public regarding billings and invoices and reconciles problems or refers customers to appropriate staff in a professional and courteous manner; and processes utility connection and disconnection forms.
- Receives and balances cash receipts; allocates expenditures to proper accounts; posts revenue; prepares deposits and related reports; prepares delinquent item reports, initiates and monitors delinquent processing.
- Prepares warrants and expenditure listings; posts revenue payments and expenditures on a daily basis; reconciles deposits and accounts; submits garbage changes to tri-cities as needed.
- Processes and maintains accounts payable records, including vendor numbers and information; tracks and processes purchase orders; reviews invoices and reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation for payment; enters and verifies data into the automated accounts payable system to produce payment, prepares payments for mailing and files copies with backup; posts encumbrances and expenditures to various accounts and reconciles accounts; receives vendor inquiries via telephone, fax or mail; and resolves any issues, problems or requests.

- Verifies, posts, and records a variety of financial transactions; prepares and maintains database, records and a variety of periodic and special financial, accounting, and statistical reports.
- Enters and retrieves information using standard word processing and spreadsheet software.
- Performs a variety of general office support work, including preparation of correspondence, forms, and reports; maintains accurate records and files; and audits and records information for records and reports.
- Assists with the staffing of the front counter; answers phones and performs receptionist duties in a professional and courteous manner on a relief basis.
- Provides clerical support to other departments, as directed.
- May assist in the annual audit.
- May assist in preparation of the annual budget.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Terminology and practices of financial and accounting document processing and record keeping, including payroll, accounts payable, accounts receivable, and billing related to utilities.
- Record keeping, information processing requirements, and rules and policies related to the production of payroll.
- Applicable Federal, State, and local regulations, policies, and procedures related to fiscal record keeping and accounting.
- Records management principles and practices.
- Modern office practices, methods, and computer equipment.
- Computer applications related to work, including word processing and spreadsheet software.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform accounting and financial office support work accurately and in a timely manner.
- Review payroll and other financial documents for completeness and accuracy.
- Perform account entry and record keeping work.
- Perform a variety of processing/record keeping clerical functions; accurately compare, proofread, and verify lists of names and numbers.
- Make accurate arithmetic and financial computations.
- Maintain accurate records and files.
- 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.
- Establish and maintain effective working relationships with those contacted in the course of the 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 completion of the twelfth (12th) grade and two (2) years of experience in performing accounting or fiscal clerical support work, preferably with a municipal agency.

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.

BUILDING INSPECTOR

DEFINITION

Under general supervision, performs routine to complex combination inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, housing, and environmental codes, and other governing laws and ordinances, including basic zoning, grading, and flood zone regulations; performs non-structural plan checking on a variety of residential construction and modification; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Official. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a journey-level class in the building inspection functional area that independently perform a variety of routine to complex inspections to determine building code compliance with foundations, framing, electrical, plumbing, mechanical, housing, access, life safety, and other functional elements. Inspections performed are for residential, commercial, and industrial buildings and properties. This class is distinguished from the engineering series in that the latter is a professional-level class series that requires possession of a four-year degree, may require a valid certificate of registration as a professional engineer or architect, and performs professional engineering work and complex structural plan review.

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.

- Performs field inspections of new and existing commercial, industrial, and residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, footings, framing, electrical, mechanical, plumbing, housing, access, life safety, and other functional elements.
- Confers with legal, fire, and public works staff regarding building, fire, life safety, zoning, and other code interpretations and applications.
- Performs non-structural plan checking for completeness, accuracy, and code compliance for new construction, alterations, or remodeling for existing structures; ensures compliance with applicable codes and accepted engineering practices.
- Reviews energy calculations to ensure compliance with State codes.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Reviews damaged buildings for safe occupancy after fires or other occurrences.

- Consults with the Community Development Director and City legal staff regarding legal aspects of code compliance and building matters.
- Writes "stop work" notices for work being done without permits or in an unsafe manner.
- Performs grading inspections with an emphasis on drainable systems, compaction, subdrainage, and environmental protection.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction site meetings; resolves complaints and problems.
- Establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Prepares a variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, materials, and tools used in building construction.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Construction methods, materials, tools, and equipment used for current residential, commercial, and industrial construction.
- Concepts and practices of non-structural plan review.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies governing the construction of assigned projects, as well as enforcement of housing codes.
- Occupational hazards and standard safety practices necessary in the area of building inspection.
- Mathematical principles including algebra, geometry, and trigonometry.
- Modern office practices, methods, and computer equipment.
- Principles and procedures of record-keeping.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various professional, educational, regulatory, and legislative organizations.
- Techniques for dealing with the engineers, developers, contractors, City staff, and representatives of other agencies in an effective manner.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Interpret, apply, and explain laws, regulations, codes, and departmental policies governing the construction and maintenance of buildings, as well as code enforcement of housing codes.
- Review and authorize change orders, claims, and progress payments.
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Review and analyze construction plans, specifications, and maps for conformance with City standards and policies.
- Coordinate and deal with contractors, engineers, and property owners, and respond to inquiries and complaints in a fair, tactful and timely manner.
- Respond to complaints or inquiries from citizens, staff, and outside organizations.

- Perform the entire range of combined building inspection activities with a minimum of supervision.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals.
- Read, understand, and interpret construction blueprints, plans, and specifications.
- Prepare accurate and precise reports and records.
- Make accurate mathematic computations.
- Prepare clear, effective, and accurate technical reports.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize own work, set priorities, and meet multiple deadlines.
- 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 employees and those contacted in the course of the 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 construction technology, building inspection, or a related field, and two (2) years of experience in building inspection, the enforcement of building codes, and/or plan checking with a public agency.

License:

- Valid California class C driver's license with satisfactory driving record.
- Certification as a Building or Combination Inspector by the International Conference of Building Officials or the International Code Council.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, climb, 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 primarily in the field and are frequently exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, substantial heights, 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.

CODE ENFORCEMENT OFFICER

DEFINITION

Under general supervision, administers the City's code enforcement program, including the identification, investigation, and correction of violations of the City's municipal, building, zoning, occupancy, signage, and housing codes and of State and City health and safety codes and ordinances; investigates citizen complaints of public nuisances and quality of life issues and seeks voluntary compliance or issues citations and initiates abatement procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

This is an experienced-level class that performs a variety of routine inspection and code enforcement duties. Responsibilities include the authority to cite violators and initiate court proceedings for compliance. The scope of compliance coverage includes abandoned vehicles, property maintenance, weed abatement, and signage. Some basic code compliance of the uniform building code is included in the work. This class is distinguished from Building Inspector in that the latter is primarily responsible for performing a variety of on-site building inspection duties at various stages of construction, alteration, and repair to determine compliance with building, plumbing, electrical, mechanical, structural, and related codes.

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.

- Receives, records, and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, health, and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and vector control issues of vacant properties; provides confirmation to public by telephone and in person regarding code regulations.
- Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes a notice of violation on property to abate fire and public safety hazards and public nuisances.
- Meets with City planning, building, and public works staff and legal counsel regarding complaints; coordinates activities with other staff and code enforcement personnel.

- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at nuisance abatement hearings.
- Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas; notes possible violations at other property sites during the course of field investigations.
- Provides information to violators, the general public, business community, and government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Maintains files and records related to citations and violations; prepares a variety of written reports, memoranda, and correspondence.
- Inputs and retrieves a variety of information using a computer terminal.
- May perform special project work or additional job functions, such as graffiti abatement on commercial property.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, methods, and techniques of code violation investigation and enforcement.
- Methods and procedures used in code enforcement including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and preparing non-compliance cases for possible legal action.
- Basic requirements of zoning, building, and related codes, ordinances, and regulations.
- Applicable Federal, State, and local laws, codes, and regulations, including administrative and departmental policies.
- Legal terminology as used in code enforcement.
- Basic knowledge of or familiarity with reading site plans and construction plans.
- Occupational hazards and standard safety practices necessary in the area of code enforcement.
- 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 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, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Explain codes and regulations to property owners, residents, and others.
- Interpret, apply, and explain Federal, State, and local laws, codes, and regulations, including administrative and departmental policies and procedures.
- Learn occupational hazards and standard safety practices necessary in the area of code enforcement.
- Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.
- Prepare clear and concise reports, correspondence, and other written materials.
- Read and interpret maps, plans, and legal descriptions.
- Respond to and effectively prioritize work responsibilities with other requests/ interruptions.
- Establish, maintain, and update records, logs and reports.

- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Make accurate arithmetic, and statistical computations.
- 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 which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to completion of the twelfth (12th) grade and one (1) year of experience in the enforcement of zoning laws and building codes with a public agency. This work must have included significant public contact and the exercise of investigative or inspection skills.

License:

- Valid California class C driver's license with satisfactory driving record is required.
- Must possess or obtain a California PC832 certificate within one year of appointment.

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 inspect various 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. The job involves field inspection work requiring frequent walking at inspection site areas to monitor performance and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, 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 primarily in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

ANIMAL CONTROL OFFICER

DEFINITION

Under general supervision, performs a variety of duties involved in the enforcement and communication of animal services codes, ordinances, and regulations; ensures public safety by capturing and caring for wild, vicious, and/or injured animals; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Lieutenant. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This is a journey-level class that independently performs a variety of complex animal control duties, including field patrol, investigation, and quarantine of specified animals. This class is distinguished from sworn Police classes in that it performs law enforcement and police support duties that do not require performance by a sworn police officer. This class is further distinguished from Police Sergeant in that the latter is a sworn Police class and the first supervisory level in the sworn officer class series.

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.

- Patrols the City and enforces animal services codes, ordinances, and regulations; investigates reports of animal abuse, issues citations, collects fees, and takes other appropriate actions.
- Captures and impounds unlicensed, stray, and uncontrolled animals; transports animals to shelter; arranges for proper storage and humane care.
- Picks up dead or injured animals; provides aid to injured animals; transports animals to veterinarian for treatment or euthanasia; medicates and vaccinates animals to be adopted.
- Responds to calls from citizens for animal services; investigates complaints involving animals; investigates reports of dogs, cats, or other animals creating nuisances.
- Determines whether calls meet the criteria for emergency response and call-out and how quarantines should be handled; evaluates and authorizes immediate care of euthanasia for sick and injured animals, emergency seizure of animals, and owner relinquishments in the field; determines whether a criminal complaint and/or dangerous/vicious animal investigation should be initiated.
- Assists Police Department with animal related issues, including the determining the care of pets of individuals who have been arrested and/or are under investigation.
- Establishes and maintains positive community relations through programs, demonstrations, and public assistance regarding humane animal services, including wildlife issues, adoption procedures, and enforcement of animals regulations; speaks at school and other meetings, and answers specific and general questions.
- Identifies and investigates animal-related crimes, interviews witnesses, collects evidence, writes reports, and testifies in court.

- Investigates reports of animal bites and completes State mandated quarantines as necessary.
- Answers questions regarding the enforcement of animal services, regulations, adoption, and licensing policies and procedures.
- Prepares reports and maintains records, logs, and files of activities; prepares cases and complaints for court action; testifies in court.
- Cleans and performs basic maintenance on animal control vehicle and other required equipment.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods and techniques of handling, collection, impoundment, and registration of a variety of wild and domestic animals in various conditions.
- Identification of various breeds of dogs, cats, and other domestic animals.
- Principles of animal behavior and care.
- Principles, practices, methods, and techniques of code violation investigation and compliance.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Applicable Federal, State, and local laws, codes, and regulations including administrative and departmental policies.
- Occupational hazards and standard safety practices necessary in the area of animal services.
- Techniques and practices of public speaking and making presentations before small groups.
- Principles of record keeping and reporting.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- 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 public and City staff, in person and over the telephone.

Ability to:

- Recognize normal and abnormal animal behavior.
- Handle potentially dangerous animals in a safe manner.
- Inoculate and medicate animals, after completion of the appropriate training.
- Interpret, explain, apply, and enforce laws, ordinances, and regulations pertaining to animal services.
- Effectively respond to calls for services.
- Access, retrieve, enter, and update information using a computer terminal.
- Interpret and apply applicable Federal, State, and local laws, codes, and regulations, including administrative and departmental policies.
- Prepare, maintain, and update accurate and detailed documentation of inspection findings and other written materials, records, logs, and reports.
- Effectively represent the City in meetings with governmental and regulatory agencies, community groups, property owners, business owners, and the public.
- Make accurate mathematic computations.
- Maintain accurate records and files of work performed.
- Understand and carry out oral and written instructions.
- Organize work, set priorities, meet critical deadlines, and exercise sound, independent judgment within established guidelines.

- Operate modern office equipment including computer equipment and software programs.
- Operate and maintain a variety of animal control equipment.
- Operate a two-way radio.
- 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 the completion of the twelfth (12th) grade and two (2) years of experience in the enforcement and communication of animals services codes, ordinances, and regulations and the humane care and handling of animals. College-level coursework in animal health care and experience with a public agency are highly desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Must be able to obtain a Reserve Level III Police Officer certification and a State of California humane officer, or a PC832 code enforcement certificate, within a time period specified by the City.

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, to inspect various City and residential sites, and to walk on uneven terrain and access a variety of entry and exit points; 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 field classification with frequent standing in and walking between work areas required. Wrist flexion and lateral rotation are necessary in combination with grasping to handle a snare and leash. 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 frequently 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 animals, materials, and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work outside and may be exposed to inclement weather conditions and potentially hazardous physical substances. May involve exposure to dangerous and/or diseased animals, and animals known to cause allergies. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

PARATRANSIT DRIVER

DEFINITION

Under general supervision, drives a City-owned van within an established service area; picks up and delivers passengers, as requested; receives and accounts for fares charged; maintains accurate ridership, servicing, and maintenance request records; and performs other duties 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 a single-position classification responsible for operating and maintaining a City-owned van used in providing the public with transportation around the City. Responsibilities include maintaining accurate records of patrons who use the service, as well as pick-up and drop-off locations, and the collection and accounting of fares charged. Incumbents are required to have a working knowledge of City streets and landmarks and provide the highest level of safety and customer service to the public.

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.

- Drives the City-owned van on a demand/response system and within a designated geographical area, on a scheduled or as-notified basis.
- Picks up customers at designated locations and transports them to their desired destination, as schedule permits, stands by, returns at predetermined times or returns for pick-up as dispatched.
- Assists clients in access to and egress from vehicle; operates handicapped access equipment as required.
- Addresses and resolves client complaints and issues.
- Based upon a pre-established rate schedule, collects fares from clients for the transportation service.
- Reconciles daily cash and deposits all collected fares and receipts with the City cashier at the end of each day's schedule.
- Operates a two-way radio to receive dispatch calls from the City's central base-station and reports location and other information, as required.
- Logs all client rides and destinations.
- Inspects the van prior to beginning a day's shift.
- Maintains cleanliness and general upkeep of the van, checks fuel levels, and replenishes fuel as required.
- Reports the need for vehicle maintenance or repair.
- Picks-up and delivers mail, packages, supplies, and other items as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- General principles of vehicular safety, operation, and maintenance.
- Community streets and locations of area landmarks and road systems.
- Techniques for dealing with individuals of various ages and socio-economic backgrounds.
- Basic mathematics and arithmetic.
- Basic principles of record keeping and cash handling.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Operate a general-purpose passenger van in a safe, courteous, and responsible manner.
- Make change and monetary calculations quickly and accurately.
- Determine and select the most efficient routes to various locations.
- Inspect and maintain a vehicle in a safe and orderly condition.
- Maintain accurate records and files.
- Understand and follow oral and written instructions.
- 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 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 and some experience or training in the operation of public vehicles designed for the transportation of the public.

License:

Must possess or be able to obtain within 45 days of employment a valid California Class B driver's license with passenger endorsement and maintain a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility and stamina to drive a Paratransit van for extended periods of time, to assist clients on and off the van; vision to drive a motor vehicle, read maps, instructions, printed materials and a computer screen; and hearing and speech to communicate in person, over the telephone and a two-way radio. This is primarily a sedentary classification while the incumbent operates the van, although standing and walking may be required. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull in order to operate the vehicle and assist patrons on and off the van. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

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

MAINTENANCE WORKER I/II
(Proposed)

DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, repair, and operation of City infrastructure, including facilities, streets, utility systems, parks, grounds, buildings, and equipment; inspects facilities and makes recommendations regarding improvements; monitors contractor work and overall performance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Senior Maintenance Worker or the Public Works Supervisor. No supervision is exercised. May exercise technical and functional direction over lower-level staff.

CLASS CHARACTERISTICS

Maintenance Worker I: This is the entry-level class in the public works maintenance series. Initially under close supervision, incumbents with basic maintenance experience learn City infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Maintenance Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, and certifications which meet the qualifications for higher-level class and after demonstrating the ability to perform the work of the higher-level class.

Maintenance Worker II: This is the journey-level class in the public works maintenance series that performs the full range of duties required to ensure that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Maintenance Worker in that the latter is responsible for technical and functional direction over lower-level utility maintenance staff and is capable of performing the most complex duties assigned to the division.

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.

- Performs a wide variety of construction, installation, maintenance, and repair work on City streets, utility systems, parks, grounds, buildings, facilities, and equipment; provides limited scope electrical, plumbing, painting, and carpentry work; assists in the performance of utility maintenance, including water systems, fire hydrants, and wastewater system equipment.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City infrastructure.

- Performs basic maintenance on light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and City workers.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Performs a variety of technical landscape and parks construction duties, including planting flowers, shrubs, and trees, irrigating, mowing, and fertilizing turf and lawns, trimming and planting, fertilizing, and pruning shrubs.
- Inspects, maintains, repairs, and constructs developed and undeveloped parks, playgrounds, athletic and other related facilities and properties.
- Performs pesticide applications as required, including calculating proper amounts of pesticides, spraying parks, trails, landscapes, and street trees, and completing necessary paperwork.
- Maintains interior and exterior of parks and landscapes in a clean and safe condition, including picking up trash and maintaining trash receptacles, cleaning and repairing restrooms, and cleaning up vandalism.
- Installs and repairs irrigation equipment, including installing irrigation pipes, testing systems, and making repairs.
- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting, and striping, repairing, and reconstructing streets.
- Provides installation, maintenance, and repair of traffic signs, including making signs, and installing signposts and signs in accordance with City, State, and Federal Codes.
- Performs a variety of duties in the maintenance of stormdrain structures to ensure efficient drainage.
- Drives the street sweeper and performs limited service and repairs on the sweeper.
- Performs a variety of weed abatement duties to eliminate hazards to vehicles and pedestrians as necessary.
- Orders materials from specified vendors as necessary to complete duties; requisitions materials and supplies from City stores for assigned projects.
- Performs visual checks of meter conditions and connections to ensure efficient operations, and reports damaged or non-functioning meters.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining storm drain systems, streets, traffic signs, street marking, and asphalt and concrete repair, as well as parks, landscape construction, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Safe work methods and safety practices pertaining to the work.

- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Perform construction, modification, maintenance, and repair work on streets, facilities and equipment, parks, and landscapes such as found in the City.
- Operate specialized street maintenance and repair equipment.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- 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 those contacted in the course of the 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:

Maintenance Worker I and II: Equivalent to the completion of the twelfth (12th) grade.

Maintenance Worker I: One (1) year of experience of construction, maintenance, or repair experience in streets and traffic, utility systems, general construction, or parks and landscapes facilities maintenance.

Maintenance Worker II: In addition to the above, two (2) years of experience equivalent to Maintenance Worker I at the City of Soledad.

License:

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

Maintenance Worker II:

- Valid California class A or B driver's license highly desirable.

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.

MECHANIC/MAINTENANCE WORKER

DEFINITION

Under general supervision, performs a variety of skilled and semi-skilled repairs, services, and maintenance to City automobiles, trucks, tractors, and other power driven equipment; performs a variety of work in the construction, modification, maintenance, repair, and operation of City infrastructure, including facilities, streets, utility systems, parks, grounds, buildings, and equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Public Works Supervisor. May exercise technical and functional direction over assigned staff.

CLASS CHARACTERISTICS

This is a fully experienced class that independently performs the full range of preventive maintenance, troubleshooting, service, and repair activities on a range of light and heavy City vehicles, public safety vehicles and equipment, and construction and maintenance equipment. Responsibilities also include ensuring that City infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. This class is distinguished from other maintenance classes by the specialized knowledge and skill required for maintenance of rolling stock and associated power equipment and tools.

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.

- Performs skilled and semi-skilled mechanical maintenance and repair work on City vehicles and rolling stock, including automobiles, trucks, construction equipment, paratransit vehicles, fire apparatus and equipment, landscape maintenance equipment, and smaller hand tools and equipment.
- Inspects automobiles, trucks, and related equipment to locate and determine the extent of necessary overhaul or repair.
- Performs general overhaul and repair work on gasoline, diesel, and propane-powered engines, such as automobiles, trucks, tractors, and other automotive and mechanical equipment.
- Inspects, adjusts, and replaces necessary units and related parts including valves, hoses, belts, and alternators.
- Uses welding equipment to fabricate and repair parts and equipment.
- Repairs cooling, fuel, electrical, and exhaust systems; tunes engines using standard testing equipment.
- Performs preventive maintenance work on vehicles including lubrication and oil changes.
- Road tests vehicles, trucks, and heavy equipment; makes emergency repairs in the field as required.
- Maintains records on maintenance and repair work performed.

Exhibit 26

- Performs repair work on other City equipment and systems as necessary.
- Cleans and maintains the garage area and equipment.
- Performs a wide variety of construction, installation, maintenance, and repair work on City streets, utility systems, parks, grounds, buildings, facilities, and equipment; provides limited scope electrical, plumbing, painting, and carpentry work; assists in the performance of utility maintenance, including water systems, fire hydrants and wastewater system equipment.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of City infrastructure.
- Provides for the maintenance and repairs of City streets and roadways, including shoveling and spreading asphalt in patching, painting and striping, repairing, and reconstructing streets.
- Performs a variety of duties in the maintenance of storm drain structures to ensure efficient drainage.
- Drives the street sweeper and performs limited service and repairs on the sweeper.
- Maintains the interior and exterior of City facilities such as the Adobe House, including making repairs, and cleaning up vandalism.
- Orders materials from specified vendors as necessary to complete duties; requisitions materials and supplies from City stores for assigned projects.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Responds to emergency situations as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of repair, overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered equipment, and relevant codes and regulations relating to this function.
- Techniques, methods, materials, tools, and equipment used in the overhaul, servicing, and preventive maintenance of heavy and light gasoline and diesel-powered automobiles, trucks, and construction equipment.
- Operation, maintenance, and calibration of a wide variety of equipment, hand, shop, and power tools used in the work.
- Automotive and equipment servicing and preventive maintenance practices.
- Basic troubleshooting and repair estimation principles and practices.
- Maintenance principles, practices, tools, and materials for maintaining storm drain systems, streets, including traffic signs, street marking, and asphalt and concrete repair; and parks, including landscape construction, street tree maintenance, irrigation, playgrounds, athletic and sports fields, and other related facilities and properties.
- Basic traffic control procedures and traffic sign regulations.
- Safe work methods and safety practices pertaining to the work
- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work, including inventory control and fleet record keeping.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Diagnose and repair a variety of mechanical and electrical problems of gasoline and diesel-driven equipment.
- Read and comprehend schematics, fabricate special bodies, parts and essentials as necessary.
- Locate and diagnose engine and other operating defects; use electronic and mechanical shop diagnostic equipment.
- Make extensive repairs of motors, transmissions, differentials, chassis parts, electrical, fuel, ignition, cooling, steering, hydraulic, and air systems, including proper testing and adjustments.
- Accurately estimate time, materials, and supplies necessary to complete repairs.
- Service and perform preventative maintenance and repair on a variety of automobiles, trucks, and heavy construction equipment.
- Perform construction, modification, maintenance, and repair work on streets, facilities and equipment, parks, landscapes, and street trees such as found in the City.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Operate, maintain, and calibrate a variety of hand, power, and shop tools related to the trade.
- Read and interpret instruction manuals and diagrams.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records, and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- 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 those contacted in the course of the 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, and three (3) years of responsible experience in the maintenance, servicing, and repair of light to heavy vehicles and equipment, as well as public works maintenance experience.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid California Class A or B driver's license with satisfactory driving record is highly desirable.

PHYSICAL DEMANDS

Must possess mobility to work in a standard shop setting or in the field; use and operate a variety of tools, power tools, equipment and machinery; to operate a motor vehicle and drive on surface streets; to identify mechanical issues, to identify and locate parts and repair tools/equipment, to inspect, analyze and diagnose problems with automobiles, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment; 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; color vision to read various dials, gauges and identify color-coded cables and wires; and hearing and speech to communicate in person and over the telephone. The job involves walking and working on slippery or uneven surfaces. Positions in this classification bend, stoop, kneel, reach and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees primarily work in the centralized maintenance shop or in the field, and are exposed to loud noise levels, vibration, confining workspace, chemicals, dust, paint fumes, mechanical and/or electrical hazards, grease, oils, solvents, machinery with extremely hot surfaces and/or moving parts, and moving objects or other vehicles. 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.