

ACCOUNTING TECHNICIAN

DEFINITION

To perform a variety of complex and technical financial accounting duties; to interpret, apply and explain pertinent policies, regulations, and rules; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Accounting Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Finance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform specialized technical work in the preparation, review, calculation, input and processing of financial, accounting and/or payroll records and other related documents.

Create and review various documents and reports related to area of assignment for accuracy, completeness, and compliance with departmental policies, laws and other regulations.

Compile, research, and prepare a variety of periodic and special financial, accounting, payroll, and perquisite reports, including federal and state wage and tax filings, related to area of assignment.

Provide information to City employees and others that require the use of judgment and the interpretation of policies, laws, rules, and procedures related to area of assignment.

Monitor, review, and reconcile a variety of accounts; calculate, reconcile and process various payments, including employee payroll, benefits and deductions.

Organize and maintain various files.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles, and practices of financial accounting.

Recordkeeping requirements related to area of assignment.

Basic business data processing principles and applications.

Modern office practices and procedures, including computer equipment and software applications related to assignment.

Business mathematics.

English usage, spelling, grammar, and punctuation.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform complex and specialized technical financial work related to the preparation, processing and maintenance of City accounting and/or payroll projects.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Reconcile, analyze, interpret, prepare, post, and verify various financial transactions and data.

Compile and reconcile numerical and financial data.

Make arithmetical calculations, postings, and comparisons rapidly and accurately.

Maintain detailed and accurate records.

Develop and implement various data collection, reporting, and filing systems.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible experience involving the preparation and processing of payroll or financial accounting and related documents.

Training:

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

License and Certificate

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

Established: February 2019

FLSA: Non-Exempt

ACCOUNTING MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the accounting division within the Administrative Services Department including accounting, auditing, and payroll functions and the maintenance of accounting systems, statistical and financial report preparation, audit oversight, cash management, and the analysis of fiscal records and information; to assist with purchasing, treasury and budgeting functions; to coordinate accounting activities with other divisions and departments; and to provide highly complex staff assistance to the Administrative Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Services Director.

Exercises direct supervision over assigned [management, supervisory, professional, technical and administrative support] staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct accounting activities including accounting, auditing, and payroll and the maintenance of accounting systems, statistical and financial report preparation, audit oversight, cash management, and the analysis of fiscal records and information.

Direct, oversee and participate in the development of the accounting work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the accounting operations budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Assist in management of the treasury and the purchasing functions.

Develop and recommend systems and procedures related to payroll activities; research and develop systems to address new City, State and Federal requirements and standards.

Review the payroll process and assess the effectiveness of the process; determine alternatives and solutions to problems that arise; assist data processing in developing effective payroll programs.

Compile, review and document benefit data; provide information to providers; answer questions from staff regarding benefits.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Ensure compliance with all relevant generally accepted government accounting standards, policies and regulatory reporting requirements; oversee the City-wide audit process; review and verify the accuracy of records and reports.

Prepare and/or oversee and review daily cash position/forecast, annual ROPS, the City's general ledger and required subsidiary ledgers, and required governmental reports including year-end payroll taxes and W-2 processing.

Serve as liaison with City departments and other private and public sector organizations for related system operations; provide information regarding the City's accounting policies, procedures and reporting capabilities.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices and terminology used in public agency financial, accounting, auditing and reporting functions as well as the specific City of San Pablo financial policies and procedures.

Principles, practices and requirements of relevant financial regulatory requirements.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, implement and direct accounting, auditing, and payroll functions of the Finance Division and the maintenance of accounting systems, statistical and financial report preparation, audit oversight, cash management, and analysis of fiscal records and information operations/activities.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

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

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in accounting in a governmental or public agency setting, including two years of supervisory responsibility.

Training:

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

License and Certificate

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

Established: February 2013

Revised/Retitled from Finance Supervisor: February 2019

FLSA: Exempt

ASSISTANT CITY MANAGER

DEFINITION

To assist the City Manager to administer, provide direction, oversee and review the internal activities and operations of the City of San Pablo including to assist in implementation of municipal policy as established by the City Council, act as the Chief Operating Officer and the City's Personnel Administrator;; ensure required regulatory compliance of personnel and other operations; to represent the City Manager in their absence and to assist the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over management, supervisory, professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide direction and review of the overall activities and internal operations of the City; provide oversight and assistance to department heads; assist the City Manager to establish administrative goals and objectives; identify areas of City service delivery in need of improvement as assigned; oversee and implement programmatic and service delivery changes as needed.

Act as the City's Personnel Administrator; oversee Labor Relations and human resource functions; direct and oversee the employee contract negotiations and contract implementation; responsible for personnel policy development, interpretation and implementation to ensure compliance with labor laws; manage the recruitment and selection processes and authorize hiring and termination of City personnel; responsible for workers' compensation claims administration.

Act as the City's Chief Operating Officer; assist to develop, prepare and propose the City annual budget; recommend long-term plans for capital improvements and their financing; assist the City Manager to implement a variety of financial planning processes; make recommendations to approve the forecast of additional funds needed for staffing, equipment, materials and supplies; recommend approvals of major expenditures and authorizations of mid-year budget adjustments.

Oversee the City Council report and agenda process; attend City Council meetings as requested; assist the City Manager to implement municipal policy as established by the City Council; assist the City Manager to respond to City Council inquiries; assist the City Manager with needed research and interpretation, explanation and preparation of reports and/or presentations for City Council; assist the City Manager to implement Council directives and ensure City ordinances are enforced.

Represent the City to other public agencies, community-based organizations, elected officials,

outside agencies, the media and other entities in the absence of the City Manager or as assigned; act as a City government liaison between the residents and the City government in the absence of the City Manager or as assigned; meet with citizens, local businesses, community groups and attend professional meetings as needed.

Assist the City Manager to coordinate and oversee interactions in cross-jurisdictional issues involving the City departments and other City Managers, public officials and outside agencies on issues that affect the local, regional and State on municipal management and local government functions as assigned.

Direct, oversee, develop, implement and assist with training and career development programs, work programs, safety training, regulatory compliance and wellness programs; assist in the development of detailed operating procedures in accordance with approved Council policies and procedures.

Confer with department heads and others concerning administrative and operational problems; request information or research; assist the City Manager to direct the investigation of the most difficult, sensitive, significant and controversial issues including public complaints or service-related problems; assist the City Manager to ensure resolution of issues and public complaints.

Direct and oversee the investigations of staff-related complaints and allegations of misconduct or policy violations by City employees; recommend or approve appropriate decisions and recommendations, including counseling and all levels of discipline, based on the factual findings of personnel-related investigations and in compliance with City personnel rules and employee bargaining agreement MOU's.

Prepare evaluations of department heads and other assigned staff; maintain discipline and high standards necessary for the efficient and professional operation of the City.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of modern municipal government, management, administrative procedures, organizational development, and related functions.

Principles and practices of effective public relations, interrelationships and effective public

speaking techniques used with community groups, outside agencies, private businesses, City Council, employees and residents.

Principles and practices of municipal government finance management, revenues and resources, cost control methodology, budget preparation and administration.

Principles and practices of personnel/human resources management, training, performance evaluation, leadership, motivation, team building and conflict resolution.

Current trends and operating problems related to municipal government management.

Pertinent local, state and federal laws, rules, ordinances and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Ability to:

Assist the City Manager to administer, provide direction, oversee and review the internal activities and operations of the City of San Pablo including to assist in implementation of municipal policy as established by the City Council, act as the Chief Operating Officer and as the City's Personnel Administrator.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Develop, prepare and administer City-wide budgets, allocate resources, administer and direct cost control measures, and oversee financial long-range plans and programs to meet City needs.

Make effective public oral presentations and analyze, interpret, summarize, and present administrative and technical information and data to individuals or groups.

Supervise and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

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

Interpret, administer and apply a variety of City policies, programs, procedures, rules, ordinances and regulations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of increasingly responsible experience in a municipal organization, involving the responsibility for planning, organization, implementation and supervision of varied work programs including finance and human resource management; including two years of administration and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public or business administration, human resources management, finance or a related field. A Master's degree is preferred.

License and Certificate

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

Revised: June 2012

Revised/Retitled from Assistant City Manager/Personnel Administrator: February 2019

FLSA: Exempt

**ASSISTANT ENGINEER
ASSOCIATE ENGINEER**

DEFINITION

To perform a variety of professional and technical engineering duties including tasks related to design, investigation and construction of municipal public works projects including Capital Improvement Projects (CIP); and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Assistant Engineer - This is the entry level class in the professional Engineer series. Positions in this class typically have little or no directly related work experience. The Assistant Engineer class is distinguished from the Associate Engineer level by the performance of less than the full range of duties assigned to the Associate Engineer level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Associate Engineer - This is the journey level class in the professional Engineer series and is distinguished from the Assistant level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant Engineer level.

This class is distinguished from the Senior Civil Engineer in that the latter performs special projects and inspections and provides technical and functional supervision over assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Assistant Engineer

Receives general supervision from a Senior Civil Engineer.

Associate Engineer

Receives direction from a Senior Civil Engineer.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of assigned professional and technical engineering tasks and duties including CIP project planning, analysis, design, construction, plan checking, inspections, special duties, creation of special reports and various related engineering maintenance duties.

Assist to prepare estimates and reports, design studies, and estimates for new or modified services and facilities as well as long-range City maintenance and capital improvement needs as assigned.

Review and check plans, including permit applications, CIP, and land development plan reviews, for conformance with design standards, codes and regulations; discuss pertinent information with survey crew members; interpret and analyze plans, specifications and the results of survey work.

Make field inspections and reviews of projects under construction to ensure proper execution of critical structural phases as designed and as shown on approved plans as assigned.

Conduct research and make recommendations; analyze and maintain engineering-related data and statistical information; perform mathematical engineering calculations for assigned projects.

Verify that the plans are in compliance with regulations, environmental requirements (CEQA), and other requirements.

Assist with review and preparation of bid documents including Requests for Qualification (RFQ) and Requests for Proposals (RFP) and related documents for a variety of projects; assist in the review of private development proposals; provide conditions of approvals; assist or prepare scopes of work, specifications and estimates.

Assist, guide, meet and confer and coordinate with consultants and contractors; address project issues and concerns and inquiries from a variety of sources including consultants, contractors outside agencies, stake-holders, other departments and the public; provide information; document and resolve, or refer, complaints.

Monitor and administer contracts for completion of obligations and meeting requirements; review payments and billings for contracted services for approvals.

Investigate public concerns related to traffic, pedestrian safety, parking, signs, and curb marking; respond to inquiries and provide recommendations to residents and business owners.

Review and approve encroachment permits and traffic control plans for work plans on public right of way; coordinate inspections with contractors and City inspectors; research easement and property right of way information for project needs.

Prepare and present staff reports and other information to City Commissions and/or Council for agenda items; represent the City or department at other meetings as assigned; prepare correspondence and other administrative documents as needed.

Assist to train interns as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Assistant Engineer

Knowledge of:

Principles and practices, methods, materials, equipment and tools used in municipal engineering and design.

Learn the methods and procedures of cost estimating.

Learn to understand, review, process and administer engineering applications, contract documents and agreements, consultant scopes of work documents and Requests for Qualifications (RFQ) and Requests for Proposals (RFP).

Learn the principles and practices of public works construction methods

Safe use of materials used in assigned work, including construction safety methods.

Learn the City engineering and Public Works Department policies, and other standards, requirements, codes and procedures.

Mathematical calculations used in engineering work.

Current developments, literature and sources of information regarding engineering.

Ability to:

Learn to perform a variety of assigned professional and technical engineering tasks and duties including CIP project planning, analysis, design, construction, plan checking, inspections, special duties, creation of special reports and related tasks.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Interpret, apply and ensure compliance with engineering standards.

Conduct engineering and construction plan checks, design reviews and inspections.

Perform accurate engineering calculations and estimates of costs.

Use and care for engineering, surveying and drafting tools, equipment and instruments.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Learn relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Some technical engineering experience is desirable.

Training:

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

License and Certificate

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

Associate Engineer

In addition to the qualifications for the Assistant Engineer:

Knowledge of:

Methods and procedures of contract administration and engineering cost estimating.

Principles and practices of public works construction methods, materials and practices, including construction safety methods.

City engineering and Public Works Department policies, and other standards, requirements, codes and procedures.

Mathematical calculations used in engineering work.

Current developments, literature and sources of information regarding engineering.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform a variety of assigned professional and more complex technical engineering tasks and duties including CIP project planning, analysis, design, construction, plan checking, inspections, special duties, creation of special reports and related tasks.

Understand, review, process and administer engineering applications, contract documents and agreements, consultant scopes of work documents and Requests for Qualification (RFQ) and Requests for Proposals (RFP).

Experience and Training

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

Experience:

Two years of responsible experience similar to Assistant Engineer with the City of San Pablo.

Training:

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

License and Certificate

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

Established: February 2019

FLSA: Exempt

CITY ATTORNEY

DEFINITION

To represent the City in legal actions and manage the claims process; to provide legal advice and draft documents on issues related to a general law city including on the Brown Act, Public Records Act, land use, CEQA, public contracting, conflict of interests, real property, employment, finance, elections, and utilities; and to provide highly responsible and complex support to the City Council, City Boards and Commissions, and City officials and employees.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Council.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide legal advice and draft documents on issues related to a general law city including on the Brown Act, Public Records Act, land use, CEQA, public contracting, conflict of interests, real property, employment, finance, elections, utilities and related City matters.

Represent the City in legal actions and manage the claims process both against and by the City and oversee litigation.

Draft and review contracts, real property documents, resolutions, ordinances, policies and motions; respond to inquiries on various legal matters from Council or departments, either verbally or in written form.

Provide highly responsible and complex support to the City Council, City Boards and Commissions, and City officials and employees; meet with individual Council members as needed.

Develop, plan and implement City Attorney office goals and objectives; recommend and administer policies and procedures.

Attend meetings of the City Council and review all items prepared for City Council consideration before agenda material is distributed; and prepare and present staff reports.

Attend meetings of the Planning Commission and review all items prepared for Planning Commission consideration before agenda material is distributed.

Direct and oversee the development of the City Attorney's office work plan; assign work activities,

projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the City Attorney's office budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the City Attorney's office.

Attend Executive Leadership Group meetings to identify legal issues proactively; have meetings with staff determining priority and timing based on meeting subject.

Provide guidance and advice on matters related to labor and employee relations, including collective bargaining agreements, grievances, Skelly Hearing and other labor relations matters.

Manage and address Police Department's Pitchess Motions and gun forfeiture cases.

Represent the City to outside groups and organizations; participate in outside community and professional groups and committees.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of a wide variety of areas related to municipal law.

Principles and practices of municipal organizational functions and operations.

Methods and procedures for drafting, reviewing and/or analyzing the legal implications of a wide variety of ordinances, resolutions, policies, procedures, complaints, and contracts and related documents.

Principles and practices of land use and planning, public finance, public works projects, public contracts, bidding and related matters.

Principles and practices of municipal labor relations processes, applicable California labor laws affecting the City and City employees, and professional human resources policies and procedures of a City government.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the City Attorney's office.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Research legal issues and apply law to situations facing the City; perceive and understand factors related to the political environment and how that might impact desired outcomes.

Communicate to City Council, City Boards and Commissions and City staff and the general public about legal principles affecting City operations; recognize when outside counsel expertise is needed.

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, and project consequences of proposed actions.

Interpret and apply City policies, procedures, rules, ordinances and regulations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Seven years of increasingly responsible experience working with a governmental or City legal office; including three years of administrative and management responsibility.

Training:

Possession of a Juris Doctorate from an accredited law school.

License and Certificate

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

Membership in the State Bar of California.

REVISED: FEBRUARY 2019

FLSA: EXEMPT

CITY MANAGER

DEFINITION

To administer, provide direction, oversee and review the overall activities and operations of the City of San Pablo including to implement municipal policy as established by the City Council, develop the City-wide budget and oversee City financial planning, act as a City government liaison between the residents and the City government; ensure required regulatory compliance of activities of the City, coordinate and oversee activities of the City departments including interactions in cross-jurisdictional issues involving other City Managers, public officials and outside agencies; and to advise and assist the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the San Pablo City Council.

Exercises direct supervision over City management and supervisory, professional, technical and administrative support staff assigned to the City Manager's office.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Administer, oversee, provide direction and continuously monitor, evaluate and review the overall activities and operations of the City; establish administrative goals and objectives; identify areas of City service delivery in need of improvement; direct and implement programmatic and service delivery changes as needed.

Attend City Council meetings; advise City Council of issues, situations, program progress and present and future needs of the City, provide executive-level assistance to the City Council; implement municipal policy as established by the City Council; respond to City Council inquiries; direct needed research and prepare and/or present various reports to City Council; ensure that Council directives are carried out and all City ordinances are enforced.

Represent the City to other public agencies, community-based organizations, elected officials, outside agencies, the media and other entities; act as a City government liaison between the residents and the City government; meet with citizens, local businesses, community groups and attend professional meetings.

Develop, prepare and propose the City annual budget; implement financial planning measures and processes including long-term plans for capital improvements with plans for their financing; approve the forecast of additional funds needed for staffing, equipment, materials and supplies; approve major expenditures; authorize mid-year budget adjustments.

Coordinate and oversee interactions in cross-jurisdictional issues involving the City departments and other City Managers, public officials and outside agencies on issues that affect the local,

regional and State on municipal management and local government functions.

Ensure required compliance programs of regulated activities of the City are functional and in operation.

Interpret, analyze and explain policies, procedures and programs.

Confer with Department Heads and/or the Assistant City Manager (Personnel Administrator) and others concerning administrative and operational problems; request information or research; direct the investigation of the most difficult, sensitive, significant and controversial issues including public complaints and staff or service-related problems; make or approve appropriate decisions and recommendations; ensure resolution of issues and complaints.

Coordinate training programs; coordinate with the Assistant City Manager (Personnel Administrator) to authorize hiring, termination and discipline of City personnel; motivate and evaluate Department Heads and assigned staff; maintain discipline and high standards necessary for the efficient and professional operation of the City.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of modern municipal government, management, administrative procedures, organizational development and related functions.

Current social, political, and economic trends and operating problems of municipal government.

Principles and practices of effective public relations, interrelationships and effective public speaking techniques used with community groups, outside agencies, private businesses, City Council, employees and residents.

Principles and practices of municipal government finance management, revenues and resources, cost control methodology, budget preparation and administration.

Principles and practices of personnel management, training, performance evaluation, leadership, motivation, team building and conflict resolution.

Pertinent local, state and federal laws, rules, ordinances and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Ability to:

Administer, oversee, review, plan, direct, and coordinate the administration and operations of City-wide programs and the work of the departments of the City of San Pablo.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Develop, prepare and administer City-wide budgets, allocate resources, administer and direct cost control measures, and oversee financial long-range plans and programs to meet City needs.

Make effective public oral presentations and analyze, interpret, summarize, and present administrative and technical information and data to individuals or groups.

Gain cooperation through discussion and persuasion.

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

Interpret, administer and apply a variety of City policies, programs, procedures, rules, ordinances and regulations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge

and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Seven years of increasingly responsible experience in a municipal organization, involving the responsibility for planning, organization, implementation and supervision of varied work programs; including three years of administration and management responsibility.

Training:

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

License and Certificate

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

REVISED: JUNE 2003; FEBRUARY 2019
FLSA: EXEMPT

COMMUNITY OUTREACH TECHNICIAN

DEFINITION

To coordinate and implement community-based events and programs for the Police Department; to develop and publicize crime prevention strategies; to develop content for various media outlets regarding the department and its programs, services, and activities; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Community Outreach Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Organize, coordinate and participate in a variety of events and programs in support of the Police Department's community outreach and crime prevention functions.

Design and participate in events and programs aimed at crime prevention; provide training for residents, business owners and property managers.

Participate, plan and provide assistance with community events, meetings (including facilitating and developing agendas), group/tour visits, and activities.

Write, edit, design and produce press releases, public service announcements, brochures, fact sheets and presentations to create public awareness of Police Department activities and events.

Develop and monitor event and program budgets; order supplies.

Create, modify and retrieve a variety of statistical information, reports, and records related to area of assignment.

Respond to questions and concerns from community members; establish relationships with neighborhood representatives, business owners, and school personnel.

Conduct public presentations to groups of all sizes.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Crime prevention principles and practices.

Graphic design software and digital media tools.

Principles and practices of communication, including writing and editing content for social media.

Police Department programs and activities.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Plan, organize, monitor and participate in community engagement activities.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare, maintain, and analyze a variety of data, records and reports.

Plan and organize large and small community events.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible customer service experience involving direct public contact.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in communications, community services, or a related field.

License and Certificate

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

Established: February 2019

FLSA: Non-Exempt

**COMMUNITY SERVICES COORDINATOR I
COMMUNITY SERVICES COORDINATOR II**

DEFINITION

To perform planning and coordination for a variety of special events and facility use functions for the Community Services Department including parks and recreational services or community based programs; to assist community organizations with planning and program development; and to provide professional level support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

Community Services Coordinator I - This is the entry level class in the professional Community Services Coordinator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Community Services Coordinator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Community Services Coordinator II - This is the journey level class in the professional Community Services Coordinator series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Community Services Coordinator I

Receives general supervision from the Community Services Manager or Supervisor.

Community Services Coordinator II

Receives direction from the Community Services Manager or Supervisor.

May provide direct supervision over support staff and volunteers.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, oversee, coordinate, develop, implement and evaluate various activities and events within the Community Services Department including parks and recreation program services, seniors, youth, children's program services, and activities and events for various community facilities such as park programs, programs at community centers and to include recreational facilities programs, sports programs, and after school programs, and related events and activities, as assigned.

Make presentations, lead or co-lead activities for youth, staff, seniors, volunteers, or residents; provide training for assigned activities.

Recruit, hire, on-board and train support staff and volunteers as assigned

Interact with various organizations and systems including, but not limited to, community or neighborhood associations, faith-based/grass-root groups, businesses, schools, churches, law enforcement, and other segments of the community to assure adequate resources and services to meet the needs of the community.

Oversee and assist to schedule activities, process cancellations, provide registration packets, confirm reservations, collect and process information and documents related to registrations, contracts, insurance, parent letters, insurance, rentals, fees, agenda's for boards or commissions and related record keeping duties as assigned.

Manage inventory and equipment for assigned programs and activities; answer and respond to emails and phone calls.

Explain City and departmental policies and procedures and ensure that they are followed and implemented; ensure regulatory requirements for any activities or programs are maintained; work effectively with a variety of community or partnership liaisons and volunteers in implementing programs as assigned.

Exhibit excellent customer service principles in interactions with program and activity participants and volunteers.

Schedule and confirm staff availability for various shifts and/or events, including volunteers, train and/or answer questions of part time and intermittent staff and volunteers, and assist contract instructors and other volunteer users of City recreational facilities as assigned.

Assist with preparing, copying and/or distributing or posting promotional flyers and information related to City community services events and programs related to areas of assignment.

Schedule, coordinate, facilitate and/or attend various meetings and staff training as assigned.

Oversee that safety protocols are enforced and compliance with fire, safety and ADA requirements in the use of City related programs and events as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Ensure that appropriate licenses, permits, and certifications are routinely maintained to ensure compliance with industry standards as assigned.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

When assigned to transportation/paratransit shuttle services; perform scheduling; coordinate rides; participate in program budget development and tracking; perform dispatch and phone customer service duties; assist seniors and persons with disabilities to use transit services.

When assigned to transportation/paratransit shuttle services create program publicity material; prepare itineraries and plan social trips; take other drivers for random drug DOT testing; conduct quarterly safety meetings and trainings as assigned; coordinate vehicle maintenance and repairs; maintain the driver safety manual.

When assigned to transportation/paratransit shuttle services coordinate activities to register participants and collect fees; provide transportation services for senior and nutrition program participants; conduct outreach activities; partner with local facilities to coordinate and provide participant services including excursions and to assist with food bank programs; coordinate provision of services for other agencies by scheduling or providing transportation for nursing homes, Kaiser, various medical and dental facilities, assisted living facilities, West County Health Center, and others; use transportation software program; and perform transit research as needed.

When assigned to youth, school, & community partnerships research grant funding and alternative forms of income and funding for programs, including monitoring grant funding to ensure compliance with established regulations

When assigned to youth, school, & community partnerships develop and maintain grant contract service records and administrative record keeping systems; maintaining related time lines and priorities to assure related activities comply with established standards, requirements, laws, policies and procedures.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Community Services Coordinator I

Knowledge of:

Principles, practices, and methods of implementing community, recreational and school-related programs, activities and events as assigned.

Socio-economic, cultural and socio-emotional diversity.

Principles and practices of excellent customer service.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Learn to perform planning and coordination for a variety of functions for the Community Services Department including parks and recreational services or community based programs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Learn to maintain and inventory equipment used in various activities as assigned.

Learn to maintain required documentation and records.

Learn to respond to participant questions and refer complaints or concerns appropriately.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Learn first aid, CPR, and safety protocols and relevant policies, rules and procedures related to area of assignment.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Some technical experience in area of assignment is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in community services management or a related field.

License and Certificate

First aid, CPR, and safety protocols and relevant policies, rules and procedures related to area of assignment.

Possession of, or ability to obtain, a valid California Driver License.

Community Services Coordinator II

In addition to the qualifications for the Community Services Coordinator I:

Knowledge of:

Principles, practices, and methods of implementing community, recreational and school-related programs, activities and events related to area of assignment.

First aid, CPR, and safety protocols and relevant policies, rules and procedures related to area of assignment.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Principles, practices, and methods of RFQ/RFP process, grant application, monitoring and reporting techniques; local and statewide private funding sources.

Ability to:

Perform planning and coordination for a variety of program, special events and facility use functions for the Community Services Department related to area of assignment.

Respond to participant questions and refer complaints or concerns appropriately.

Maintain and inventory equipment used in various activities as assigned.

Maintain required documentation and records.

Oversee and ensure that contract requirements are met for contractors and facility rental users.

Experience and Training

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

Experience:

Two years of responsible experience similar to Community Services Coordinator I with the City of San Pablo.

Training:

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

License and Certificate

Possession of, or ability to obtain, a valid CPR, AED and First Aid Certificate.

Possession of, or ability to obtain, a California Food Handlers card, as required by area of assignment.

Possession of, or ability to obtain, a valid California Class B driver's license when assigned to transportation/paratransit shuttle services.

Established: February 2019

FLSA: Exempt

COMMUNITY SERVICES MANAGER

DEFINITION

To plan, organize, direct and coordinate divisional activities within the Community Services Department including either recreation, senior, paratransit and/or youth school, and community partnership; to coordinate assigned Community Services activities with other divisions and departments; and to provide highly complex staff assistance to the Community Services Director.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Director.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, direct and coordinate assigned division activities within the Community Services Department including programs, operations, events and activities; act as liaison to community groups, boards, commissions, or advisory panels or groups when assigned.

Direct, oversee and participate in the development of assigned services and programs work plans; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Community Services budgets and other service area budgets, as assigned; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training, and oversight, coordination and training for volunteers; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Manage facility use by coordination of activity and program schedules; oversee reservation requests, bookings, cancellations and denials of applications; resolve conflicts and maximize use of facilities by coordination with citizen groups and organizations; resolve administrative concerns by applying appropriate policies and procedures; negotiate and resolve sensitive and controversial issues or concerns; maintain and ensure high customer service standards are met.

Ensure maintenance of recreational facilities and equipment through supervision of a facility/equipment maintenance system; ensure safety protocols are enforced and compliance with fire, safety and ADA (Americans with Disabilities Act) requirements in the use of the City facilities for recreation and related programs and events; assist to coordinate capital projects related to park and recreation facilities.

Develop and implement strategies to enhance program generation; maximize public awareness of assigned programs by planning and implementing a comprehensive marketing and promotional programs; meet with a wide variety of groups and organizations to implement division programs and activities including public groups, clubs, organizations, partnership representatives, local schools, community or neighborhood associations, faith-based/grass-root groups, businesses, churches, law enforcement, and other segments of the community and agencies to promote assigned division activities and programs; monitor trends and interests.

Prepare grant requests; monitor grant-funded programs and budgets and prepare necessary reporting documentation; manage contracts that are funded by other organizations as assigned; ensure regulatory requirements for insurance, programs and activities are maintained.

Prepare and present staff reports; explain department programs, policies and activities; oversee other special programs and activities as assigned.

Represent the division and department to outside agencies, partnership liaisons and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Develop, disseminate and publicize in various forms of the media information about available programs, events, and services related to areas of assignment.

Research and prepare technical and administrative reports related to area of assignment; perform special studies as requested; prepare written correspondence; prepare agendas for meetings and subcommittees as needed.

Assist Community Services Director with annual reporting for federal, statewide, private and local tax measure funding sources or other annual reports as assigned.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of recreational program planning, development, implementation, oversight and coordination related to area of assignment.

Methods and procedures of facility use and parks management and equipment, tools and materials used in a variety of recreational and sports programs and activities.

Marketing and promotional techniques and software used in area of assignment.

Principles and practices of leadership, motivation, team building, customer service and conflict resolution.

Principles, practices, and methods of RFQ/RFP process, grant application, monitoring and reporting techniques; local and statewide private funding sources

First Aid, CPR, AED use, food safety and other safety protocols related to areas of assignment.

Pertinent local, state and federal rules, regulations and laws.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize, plan, develop and direct recreation, senior, paratransit, and/or youth school, & community partnership activities within the Community Services Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

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

Oversee, implement and forecast budget expenditures.

Conduct research; prepare promotional materials, reports and agendas; create and maintain a variety of records and documentation as needed for assigned area.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Supervise, train and evaluate personnel.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

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

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation management, human services or a related field.

License and Certificate

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

Possession of, or ability to obtain, a valid CPR, AED and First Aid certificate.

Established: February 2019

FLSA: Exempt

COMMUNITY SERVICES SUPERVISOR

DEFINITION

To plan, organize, direct and supervise a variety of designated recreation, senior, paratransit and/or youth school, and community partnership programs, activities, services and operations within the Community Services Department; to coordinate assigned activities with other divisions; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Services Manager.

Exercises direct supervision over assigned professional, technical and administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned programs and activities; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in assigned programs, services and activities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Organize, schedule and promote program activities by preparing program publicity materials, coordinating facilities, registering participants and collecting fees; meet with citizens and community groups and make public presentations.

Monitor program compliance with laws, rules, and regulations, enforcing safety policies and procedures.

Prepare reports and other written materials; maintain all related records and files pertaining to assigned program and activities.

Purchase program related supplies and maintain inventory; coordinate repair of equipment used

in assigned programs and activities.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of recreation administration including methods and techniques of program implementation for groups of varying ages and interests.

Equipment, tools and materials used in recreation, youth, and senior programs, activities, services and operations.

First aid, health, and safety standards and practices related to assigned programs.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state and federal laws, ordinances and rules.

Ability to:

Organize, implement and direct assigned recreation, senior, paratransit, and/or youth school and community partnership programs, services, and operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.

Interpret and explain pertinent community service and recreation services and department policies and procedures.

Understand community needs in a variety of program areas and evaluate activities according to those needs.

Prepare clear, concise, and accurate reports and conduct presentations.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of increasingly responsible experience in community service and/or recreational programs, including one year providing technical and functional supervision over assigned personnel.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, human development, sociology, gerontology, public administration or a related field.

License and Certificate

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

Established: June 2002

Revised/Retitled from Recreation Supervisor: February 2019

FLSA: EXEMPT

EXECUTIVE ASSISTANT TO THE CITY MANAGER

DEFINITION

To perform a wide variety of highly responsible, confidential and technically complex and detailed administrative office support duties for the City Manager and executive/management staff in the City Manager's Office; and to perform related administrative office duties and projects as assigned.

DISTINGUISHING CHARACTERISTICS

The Executive Assistant to the City Manager is a single position classification and is the highest office administrative/secretarial class in the City. The primary responsibility is to manage the administrative work of the City Manager's Office and to ensure efficient service for the City Manager's Office, City Council, and the public. Responsibilities require tact, discretion, diplomacy, initiative and independent judgment, as well as knowledge of City activities and a strong ability to implement City administrative procedures. This class is distinguished from other office administrative classes in that the nature, scope, and diversity of responsibilities require a broader understanding of City functions and the competence to perform duties that require the exercise of discretion and independence with respect to matters of significance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager and Assistant City Manager.

May exercise direct supervision over assigned administrative support staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform a wide range of highly responsible, confidential and technically complex and detailed administrative office duties for the City Manager or their designee; coordinate the City Manager's calendar; screen incoming calls and visitors; make travel arrangements and appointments.

Create, organize, manage and maintain, copy and/or scan a variety of files and records, manuals, resource materials, and confidential files as assigned; monitor and purge files and records per appropriate document retention protocols; prepare staff reports and assist with website updates as backup as requested.

Serve as the contact and liaison for assigned functions and programs with other City departments and staff, the general public, outside agencies and organizations; explain a variety of programs, policies and activities; refer to executive/management staff sensitive and controversial issues as appropriate.

Perform a variety of special projects and research assignments as assigned by the City Manager or designee; plan, organize and schedule meetings, business lunches, special events, team building and training programs as assigned.

Plans, directs, reviews, and evaluates the work of any assigned office staff; trains staff in work procedures; provides effective input into selection and discipline; ensures and coordinates coverage for the office at all times.

Composes, prepares and proofreads confidential correspondence, reports, and other complex documents.

Assist the Human Resources Division in various duties including design of job announcements, arranging and scheduling interviews, coordinating background checks, coordinating pre-employment physical examination appointments, random DOT/medical appointments for public works and paratransit and related specialized requirements and processes; file, maintain and archive confidential employee personnel records and other confidential and sensitive documents as assigned.

Attend City Council meetings and other meetings to take minutes or perform other functions as assigned.

Requisition, store, and maintain an inventory of office supplies and equipment.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, methods and trends of municipal government operations as needed to assume assigned responsibilities.

Methods, procedures, techniques, and activities of assigned functions and programs including the administrative office procedures and processes of an executive office.

Methods and principles needed for analysis; research, detailed records management and report writing.

Technical knowledge, computer skills and other expertise needed for the specialized area of assignment.

Principles and practices of public relations and internal/external customer service techniques.

Principles of supervision, training, and employee development.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform a wide variety of highly responsible, sensitive, complex and detailed administrative office support duties for the City Manager and executive/management staff in the City Manager's Office and related administrative office duties and projects.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Maintain confidentiality; use tact and discretion in communications with government officials, the City Council, representatives of business or community organizations, the public, and multiple levels of City personnel to exchange information and explain City administrative policies and procedures.

Create, organize, manage, maintain and scan a variety of files and records, manuals, resource materials, and confidential documents and files.

Prepare staff reports, create and maintain calendars, schedules, recruitment materials, and a variety of other detailed documents in an accurate and timely manner.

Manage special projects, attend meetings, take minutes, and organize events, meetings and trainings.

Make process improvement changes to streamline procedures.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Five years of responsible office administration experience including experience in providing support to executive level staff.

Training:

Equivalent to an Associate's degree from an accredited college in business, public administration, or a related field.

License and Certificate

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

Established: December 2010

Retitled from Executive Assistant: February 2019

FLSA: Non-Exempt

HUMAN RESOURCES TECHNICIAN

DEFINITION

To perform varied technical duties in Human Resources program areas including recruitment and selection, and benefits administration; to assist with conducting studies and special projects; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level Human Resources Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist with coordination of selection processes; draft job announcements, rating sheets, recruitment advertisements and written correspondence; schedule and facilitate interviews; prepare interview materials.

Provide information to City employees and external customers regarding a variety of Human Resources policies, procedures and practices, and City benefits plans.

Process payroll changes and benefit enrollments for employees and retirees according to established policies and procedures and Memoranda of Understanding.

Assist professional staff in performing and conducting studies, special projects, and other administrative and technical functions.

Establish and maintain filing and reporting systems; maintain mandated records as required by law.

Assist with open enrollment and recordkeeping; process payments and reconciles monthly premiums.

Act as liaison between employees and benefits providers.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Theories, principles and practices of public sector human resources administration.

Methods and practices of recruitment and selection.

Basic benefits administration.

Human Resources Information Systems programs related to area of assignment.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform a variety of technical duties in support of the recruitment and selection, and benefits administration functions.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Process a variety of employee transactions, using relevant software programs and/or databases.

Schedule and facilitate recruitment activities including interviews, written exams, and/or performance exams.

Compose job announcements, recruitment advertisements, and correspondence directed to applicants and/or employees.

Maintain accurate and detailed records; develop, implement and maintain various data collection, reporting, and filing systems.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible technical human resources experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in human resources or a related field.

License and Certificate

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

Established: February 2019

FLSA: Non-Exempt

INFORMATION TECHNOLOGY TECHNICIAN

DEFINITION

To perform installation, maintenance, and troubleshooting support services for city-wide hardware and software systems; to research and make recommendations regarding new hardware, software and office equipment, to plan and execute project implementation; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Information Technology Technician class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Review and resolve work order requests related to network, communications, hardware and software problems and coordinate with end users and/or managers to ensure that customer needs are met; maintain records of work completed and resolutions.

Install and configure desktop computers, laptops, printers and other desktop peripherals such as scanners, cameras and mobile devices; install and support various software and train customers in the use of installed hardware and software.

Support and troubleshoot current desktop operating systems; perform diagnostic testing; analyze root cause of problem and develop long-term solutions; identify and report network problems to the proper network areas.

Perform workstation and network troubleshooting; perform configurations of new desktop images; install, upgrade and maintain computer workstation hardware, peripherals, mobile devices and associated software; manage and execute installation of upgrades and system patches.

Assist users in optimizing their desktop environment; assist in restoring or recovering files or corrupted data;

Administer Active Directory and user account changes. utilize Group Policies or other software applications to deliver applications to end user systems.

Perform technical duties in support of information technology operations; work with vendors to diagnose and remedy problems related to third party systems.

Monitor systems for errors and/or abnormal situations; respond to error messages, resolve issues or refer to appropriate staff member;

Administer system backups on a routine basis; file backup tapes; maintain tape library. Restore user files and directories as needed.

Under supervisory direction, maintain inventories of all hardware, software and peripherals in use at the City.

Research potential new hardware, software or related peripheral equipment and make recommendations on purchases and functionality.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, tools and techniques of testing, troubleshooting, problem solving and maintenance of hardware and software related to computers, mobile devices, network, and communication systems.

Windows-based computer applications.

Principles and techniques of advanced troubleshooting related to area of assignment such as to computers, mobile devices, network, and communication systems.

Basic knowledge of data networking principles.

Principles and practices of recordkeeping and workflow process.

Operating systems relevant to area of assignment.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Install, configure, maintain, repair and modify a variety of computer equipment, software, communications, servers and desktops, and related peripheral equipment and systems.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Understand, interpret and explain hardware and software application solutions to users; read and follow schematic diagrams.

Train end users on application software packages when needed.

Troubleshoot problems related to area of assignment such as to computers, mobile devices, network, and communication systems; identify and locate the source of the problem; diagnosis problem and develop logical, reliable solutions; and initiate corrective actions.

Write procedures and documentation for problems, solutions and standards.

Read, comprehend and retain technical information related to area of assignment

Set priorities and meet critical deadlines; research technical materials and provide and document solutions to more complex problems.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Provide on-call service, as assigned, during off hours, evenings, weekends and holidays.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of progressively responsible technical level computer operations, troubleshooting and repair experience.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in computer science, information technology, or a related field.

License and Certificate

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

Possession of an A+ certificate or equivalent experience.

REVISED: JUNE 2007; FEBRUARY 2019
FLSA: NON-EXEMPT

LEGAL ASSISTANT

DEFINITION

To perform a variety of highly responsible and complex administrative duties including basic research; to manage correspondence, maintain detailed files, assist in maintaining claims by the City or against the City; to assist in preparing and filing court pleadings, staff reports and other legal documents and to process contract paperwork; and to provide specialized administrative support to the City Attorney.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level specialized administrative support Legal Assistant class. Incumbents initially perform the more routine duties assigned to positions in this class and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Attorney.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the City Attorney to handle claims by the City or against the City; maintain claim logs; and process claims under the direction of the City Attorney and joint risk pool/ claims adjuster.

Prepare and file court pleadings based on use of templates: communicate with Court officials including defense attorneys, District Attorney's Office, and Probation Officers.

Prepare staff reports, and other legal documents based on use of templates; prepare agenda items; request records and files and other data; scan or make copies, gather and compile documents and other supporting materials.

Process contracts and insurance paperwork submitted for execution based on use of a prepared checklist; contact insurance companies; and perform related assignments as assigned.

Process and compile budget requests; process and recommend expenditure requests for designated accounts; manage and process payments of invoices and process payroll information as assigned.

Perform a variety of highly responsible and complex administrative duties including to function as a receptionist; greet visitors to the office; answer and screen calls; take messages;

manage correspondence, maintain detailed records and files, conduct basic research and analysis, and related tasks.

Make travel arrangements; schedule conference rooms; maintain calendar of proceedings and other critical dates; arrange for video conferences and continuing education opportunities; calendar and coordinate meetings; maintain the law library; process mail; notarize or arrange for documents to be notarized as requested.

Handle arrangements related to professional positions that the City Attorney may hold, such as president of the Contra Costa City Attorneys Association or officer with the League of California Cities.

Function as Secretary to Board/Commission/hearing officer twice a month, as needed; may assist other departments as needed.

Maintain sensitive files and records; prepare and compile detailed and complex documents with accuracy, in a timely manner and with confidentiality.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic legal procedures, processes and terminology.

Administrative office procedures and processes.

Principles and practices of basic City government organization and procedural processes.

Methods and principles needed for analysis; research, and detailed records management.

Technical knowledge, computer skills and other expertise needed for the specialized area of assignment.

Principles and practices of public relations and internal/external customer service techniques.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform a variety of highly responsible and complex administrative duties including basic research; manage correspondence; maintain legal files; assist in processing claims by the City or against the City; assist in preparing and filing court pleadings, staff reports and other legal documents; process contract paperwork and related assignments; and provide specialized administrative support to the City Attorney.

Intermittently, review and evaluate documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.

Understand and process budget requests, invoices, and payroll.

On a continuous basis, sit at desk for long periods of time or stand at public counter; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Work independently and with initiative while following prescribed procedures.

Use sound judgment in recognizing scope of authority.

Maintain and manage sensitive, confidential and complex filing and record systems.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible complex administrative support experience in a legal environment.

Training:

Equivalent to an Associate's degree from an accredited college with major course work in legal studies or a related field.

License and Certificate

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

Possession of California Notary appointment desirable, but not required.

Established: February 2019

FLSA: Non-Exempt

MAINTENANCE SUPERVISOR

DEFINITION

To plan, organize, direct, supervise and participate in the maintenance operations for the Public Works Department including a wide variety of work in the maintenance and repair of City facilities including buildings, parks, streets, sidewalks, signs, landscaping and grounds; to coordinate assigned activities with other divisions and contractors; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Maintenance and Operations Manager.

Exercises direct supervision over assigned technical maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for City maintenance activities; implement policies and procedures.

Plan, prioritize, schedule, assign, supervise, review, inspect and assist in the work of staff in a variety of routine and emergency maintenance and repair tasks within the City including work on buildings, facilities, streets, parks, grounds, creeks, storm drains, catch basins and a variety of equipment.

Supervise a wide variety of projects involving carpentry, plumbing, electrical, lighting, masonry, concrete, glazing, painting, landscaping, grounds maintenance, graffiti abatement, and related installation, repair and maintenance tasks.

Inspect, and supervise maintenance and repair of restrooms, sinks, toilets, trash receptacles and lighting fixtures, electrical outlets, drinking fountains and other building amenities as needed.

Plan and oversee proper set up of traffic control devices such as cones, barricades, arrow boards and signs in public rights-of-way to control traffic flow through construction work zones.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures when directed.

Plan, schedule, oversee and participate in landscaping and grounds spraying tasks including mixing and applying fertilizers, herbicides and pesticides.

Identify equipment and tools needed for projects; operate heavy construction equipment and other manual and power tools and equipment for a variety of construction and maintenance operations; identify malfunctions and direct and/or participate in the repair of tools and equipment.

Assist with, recommend, or prepare requisitions for material and supplies, review invoices for payment as assigned, maintain records of time and materials used.

Initiate and receive work orders, estimating time and materials needed, determining priorities with management and scheduling work.

Coordinate activities and review scope of work with contractors related to special projects and joint activities; write contracts and RFPs for work requiring outside contractors; assist with selection of contractors; participate in planning and/or pre-construction meetings.

Train staff on work methods and procedures for a variety of technical tasks and projects; train and oversee staff in the use of safe work practices, precautions, occupational hazards and the safe use and disposal of chemicals and hazardous materials.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of building, facilities and grounds, creek, street and parks maintenance and repair.

Safe and effective use and maintenance of a wide variety of equipment, tools and materials used in building, facility and grounds maintenance and repair projects.

Occupational hazards and safety procedures related to area of assignment; methods for safe and efficient operation of vehicles, including trucks, and light to heavy power driven

equipment used in maintenance and repair projects.

Methods, procedures and skills needed in carpentry, plumbing, fabrication including welding, masonry, concrete, graffiti abatement, and landscaping and grounds maintenance projects.

Map and blueprint reading and interpretation.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Pertinent local, state and federal rules, ordinances, regulations and laws.

Ability to:

Organize, implement, direct and participate in the work of maintenance operations and staff performing a variety of routine and emergency maintenance and repair tasks including work on buildings, facilities, streets, parks, grounds, storm drains, catch basins and equipment including performing carpentry, plumbing, electrical, masonry, concrete, glazing, painting, and landscaping tasks and related repair and maintenance needs.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret, explain and use work orders, blueprints, building plans, maps, instructions and to model and follow department policies and procedures.

Operate and maintain a variety of heavy land light power-driven equipment, mechanical and other basic tools in an efficient and safe manner.

Operate standard and specialized office equipment including applicable software programs.

Determine priorities, schedule needed work, prepare requisitions for material and supplies, review invoices for payment, and prepare and maintain reports and other records.

Safely handle, use and dispose of chemicals and a variety of hazardous materials and to train and oversee others in performing these tasks.

Assist in the development and monitoring of an assigned program budget.

Supervise, train and evaluate assigned staff.

Develop and recommend policies and procedures related to assigned operations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Three years of increasingly responsible experience in public works maintenance, including two years providing technical and functional supervision over assigned personnel.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work or specialized training in heavy equipment operation or other specialized areas of maintenance or construction or a related field.

License and Certificate

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

Possession and maintenance of a valid Pesticide Applicator's Certificate including categories B and C, issued by the State of California.

Must be able to obtain a Class B California Driver's License within six months of appointment to the position.

Established: February 2015

Revised/Retitled from Maintenance Operations Supervisor: February 2019

FLSA: Exempt

SENIOR ENVIRONMENTAL PROGRAM ANALYST

DEFINITION

To perform professional and technical environmental programmatic duties requiring specialized knowledge; to develop, implement, monitor and promote environmental programs; to plan, organize, direct and supervise assigned staff engaged in the Environmental Programs Division of the Public Works Department; and to provide highly responsible professional support to assigned management.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the professional Environmental Program Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including monitoring and ensuring compliance with outside federal, state and local or regional government environmental program complex requirements and provide direct supervision over assigned professional staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from Public Works Director/City Engineer.

Exercises direct supervision over assigned professional and technical staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for environmental programs; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in environmental programs.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staffing and projects; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Develop, implement, monitor and promote a variety of environmental programs including activities that reduce greenhouse gas emissions in accordance with Assembly Bill 32 (AB32) and the City's Climate Action Plan and compliance with the City's National Pollution Discharge Elimination System (NPDES) permit, which involves inspection of creeks, businesses and construction sites, trash and pollutant management.

Participate in various regional organizations including the Contra Costa Clean Water Program (CCCWP), Bay Area Stormwater Management Agencies Association (BASMAA) and East Bay Energy Watch program and others; Interact and coordinate activities with representatives or staff of other relevant organizations and groups including the Sustainability Coordinator for Contra Costa County, the Regional Water Quality Control Board, PG&E Governmental Affairs, Contra Costa Flood Control, and Stormwater Coordinators and Stormwater Inspectors from other regional organizations, Code Enforcement Officers, and others as needed.

Collect, analyze and interpret data; monitor energy and water usage for City facilities and develop, promote and implement energy and water efficiency measures; assist to develop policies and procedures related to compliance and enforcement; make recommendations for changes and improvements to existing standards and procedures.

Track applicable grant programs and applications and other funding sources; maintain checklists and use other tools including program manuals, policies and guidelines to ensure compliance with requirements and timelines.

Assist with and/or monitor Capital Improvement Projects (CIPs) relevant to assigned area of responsibility; coordinate with engineers, construction management personnel and others responsible for the capital and operational engineering projects compliance with environmental policies and guidelines.

Assist with budget development for Environmental Services; track Environmental Services budget expenditures; review invoices and spending on accounts, monitor program costs, and related expenses.

Provide analysis and required information for the Stormwater Utility Assessment (SUA) and submit information to City Council annually for approval.

Schedule, coordinate and attend meetings, seminars, conferences, training sessions and staff meeting for departmental staff; prepare agendas and informational packets as needed; take and transcribe minutes for assigned boards and commissions.

Review and document complaints from residents; research needed information to respond to and resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and procedures of, and techniques for, coordinating and overseeing a variety of assigned environmental programs.

Methods and procedures for collecting, monitoring, tracking, interpretation, analysis, and documentation of data and information related to assigned environmental programs.

Technical requirements of various regulatory agencies and organizations affecting area of assignment.

Methods and procedures for grant tracking, writing, and monitoring and budget development and oversight.

Principles and practices of excellent internal and external customer service including dispute and complaint resolution.

Principles and practices of supervision, training and performance evaluations.

Relevant local, State, and Federal laws, rules and regulations related to area of assignment.

Ability to:

Perform the most complex duties related to developing, implementing, monitoring and promoting a variety of environmental programs for the City.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Coordinate with other agencies in the development and implementation of new environmental programs.

Develop budget projections and track invoices and expenditures.

Research, write grants and monitor related requirements for compliance and timelines.

Coordinate, schedule and document content of meetings, training, conferences and seminars related to area of assignment.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

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

Experience:

Two years of responsible journey experience similar to an Environmental Program Analyst with the City of San Pablo.

Training:

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

License and Certificate

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

Established: February 2019

FLSA: Exempt