



Department		Fire	
Employee Association		Miscellaneous	
Resolution No./Established Date:			
Resolution No./Revision Date(s):		December 19, 2006	
Salary Range:		Position Code	
EEO Code		FSLA	Non-Exempt

FIRE ENGINEER

DEFINITION

Under general supervision, performs firefighting and emergency service activities in protecting life and property; to respond to fire and emergency service calls; handles the most complex and technical equipment operations; assists in training less experienced staff and to perform station equipment maintenance and other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Captain classification. Provides functional supervision of Fire Fighters.

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

1. Maintain and upkeep emergency apparatus, fire engine and other fire equipment; perform minor repairs to Department apparatus and equipment.
2. Respond to fire and emergency alarms; help lay hose and assist with the operations of a variety of fire and emergency equipment; assist with fire suppression, medical treatment and hazardous material incidents.
3. Perform station maintenance; clean station living quarters and maintain them in a clean and orderly condition.
4. Assist in the testing of fire hose and fire hydrants.
5. Study and review Fire Division rules and regulations, fire hazards, firefighting techniques and emergency procedures.
6. Participate in training exercises; develop skills in suppression, medical aid, apparatus operation and other related areas.
7. Assist with public education; provide CPR instruction, grade school presentations.
8. Assist in the preparation of training and incident reports; enter completed forms in record management system as directed by the Fire Captain.
9. Drive and operate emergency apparatus to and from emergencies and non-emergency work; determine the safest and most efficient route.
10. Assist with and participate in Volunteer Firefighter training.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Local geography to include streets, fire hydrants, mains and traffic patterns.
 Principles, practices and methods of fire prevention and suppression.
 Operation and maintenance of fire fighting vehicles and equipment.
 Practical hydraulics and pump operations.

Two way radio procedures.
Uniform Fire Code and local fire regulations.

Ability to:

Understand and act in accordance with Department Policy, rules, and regulations.
Demonstrate mechanical aptitude for the operation of fire and emergency service equipment.
Think and act quickly and calmly in emergency situations.
Learn firefighting methods and techniques.
Drive fire and emergency equipment safely and skillfully in accordance with traffic rules and regulations.
Operate water-pumping equipment.
Place fire equipment in a location that maximizes its efficiency.
Meet established standards of physical endurance and agility.
Deal tactfully with the public.
Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.
Communicate clearly and concisely, both orally and in writing.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Two years of experience equivalent to that gained as a Firefighter.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in fire science or a related field. Graduation from a two (2) year California community college program or supplemental courses in fire science.

License or Certificate

Possession of an appropriate valid California Motor Vehicle Driver's license, Class B.
Possession of an appropriate Hazardous Materials First Responder Certificate.
Possession of a valid Medical First Responder or Emergency Medical Technician Certificate.
Possession of a valid Cardiopulmonary Resuscitation Certificate.
Possession of an Automatic Defibrillator certification.
Possession of a California State Fire Marshal Firefighter I certificate.
Possession of a California State Fire Marshal Fire Apparatus Driver/Operator 1A and 1B Certificate.
The ability to obtain a California State Fire Marshal Fire Apparatus Driver/Operator 1 Certificate within 18 months of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment including but not limited to; exposure to fire encompassed surroundings, dangerous persons and animals; hazards of emergency driving; hazards associated with traffic control and working near traffic; and natural and man-made disasters.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; repeated bending; operating motorized equipment and vehicles.

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

December 14, 2006

Item No. **8f(2)**

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of December 19, 2006

**RECOMMENDATION TO CONSIDER ADOPTING RESOLUTION NO. 2006-,
AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLANS
AND APPROVING THE NEW CLASSIFICATIONS, JOB DESCRIPTIONS AND
SALARY RANGES FOR FIRE ENGINEER AND DEPUTY CITY CLERK
CLASSIFICATIONS, RECLASSIFICATION OF THREE (3) FIRE FIGHTER
POSITIONS TO FIRE ENGINEERS, REVISED JOB DESCRIPTION AND
TITLE CHANGE FOR EXECUTIVE ASSISTANT/CITY CLERK
CLASSIFICATION, ADJUSTED SALARY RANGE FOR COMMUNITY
DEVELOPMENT DIRECTOR CLASSIFICATION; AND ACCOUNTING
SERVICES MANAGER**

RECOMMENDATION:

It is recommended that the City Council:

1. Consider adopting Resolution No. 2006-, amending the City's Job Classification and Compensation Plans, and;
2. Approve new classification, job description and salary range for Fire Engineer position, and;
3. Approve new classification, job description and salary range for the new Deputy City Clerk position, and;
4. Approve reclassification of three (3) Fire Fighter positions to Fire Engineer, and;
5. Approve revised job description and title change for the Executive Assistant/ City Clerk, and;
6. Approve adjusted salary range for the Community Development Director classification, and;
7. Approve reclassification of Supervising Accountant classification to Accounting Services Manager.

BACKGROUND:

At the regular meeting of June 20, 2006, the City Council took action to adopt the FY 2006-07 budget for the City of Marina. As a consequence of the adoption of the FY 2006-07 budget, the positions of Deputy City Clerk, City Clerk, Fire Engineer, Community Development Director, and Supervising Accountant were all approved and funded.

ANALYSIS:

To establish a new job classification for the City of Marina, the Interim Human Resource Director conducts an analysis of the work performed by the proposed new classification, and surveys the market to compare similar job classifications and salary schedules, and conducts an internal value study of comparable job classifications. Studies include the analysis of the essential and important duties and responsibilities of a position, minimum employment standards, market data, and an internal value

analysis of comparable classifications within the city to ensure the appropriate alignment of like or comparable work groups. Recommended adjustments to the existing classification and/or a salary range, or a new proposed job description and salary range is recommended. The proposed new classification, job description and salary range requires an adjustment to the City's Classification and Compensation Plan.

Critical aspects of a study include analysis of the current needs and activities of the City of Marina as well as the job duties that are typical and standard within a respective industry. The job descriptions and respective salary ranges are based on a market survey of the same or similar job classifications obtained from the City's survey cities, including Hollister, Gilroy, Monterey, Morgan Hill, Paso Robles, Seaside, San Luis Obispo, Santa Cruz, Soledad, and Watsonville. The internal value analysis compares existing classifications and pay structure within the City's current Classification and Compensation Plans.

The proposed salary range for the Fire Engineer, Deputy City Clerk, and Community Development Director job classifications and the proposed new and/or revised job descriptions are included in this report ("**EXHIBIT A**").

Should the City Council approve the proposed new job classifications, job descriptions and salary ranges, the Interim Human Resources Director will administer a recruitment, examination and selection process to fill the current vacancies in each department.

Fire Engineer:

The Fire Engineer is an hourly, non-exempt, professional-level classification under the Fair Labor Standards Act. Under CalPERS and the California Labor Code, (specifically, section 4850), fire safety positions are sworn classifications, including Fire Engineer. This classification is assigned to the Marina Miscellaneous Employees Association (MEA) and therefore, all matters related to the terms and conditions of employment shall be represented by this particular bargaining unit.

The Fire Engineer is the advanced journey-level position of the Fire Fighter job class series. The position receives general supervision from the management-level Fire Captain. The position works closely with the Fire Fighter position, but has the higher-level responsibility for performing the more advanced and complex work of the two classifications. The career path for fire personnel begins with the Fire Fighter classification, which would compete for promotion to the Fire Engineer classification, and the Engineer would compete for promotion to the management-level Fire Captain classification. The proposed salary range for the Fire Engineer is based on the City's existing salary structure, and is anchored to the salary range for the Fire Captain; both are below the current market, however.

Currently, six (6) Fire Fighter positions were authorized in the FY 2006-07 budget; three (3) vacancies and three (3) incumbents. Staff recommends that the City Council approve the reclassification of the three (3) vacant Fire Fighter positions to the new proposed Fire Engineer classification. This recommendation is intended to ensure extended coverage and provide the advanced journey-level expertise above and beyond the existing journey-level Fire Fighter classification.

Should the City Council approve the reclassification of the three (3) Fire Fighter vacancies, the Human Resources Director will administer an internal 'Promotional Only' examination process for current Fire Fighters to submit letters of interest. A 'Promotional' Employment Eligibility List will be validated by Human Resources and then certified by the City's Personnel Officer, the City Manager. Internal candidates will be referred to the Fire Chief for final selection interviews.

Deputy City Clerk

The new Deputy City Clerk classification is a hourly, professional-level, non-exempt classification under the Fair Labor Standards Act, and is assigned to the Marina Miscellaneous Employee Association. The position receives direction from the City Clerk and may provide functional supervision over para-professional, technical, administrative, clerical classifications, as requested. This classification performs a variety of technical city clerk related duties, provides professional-level support to the City Clerk, the Mayor and City Council, and performs a variety of complex, responsible, administrative duties for the City Manager's Office, including back-up support in the absence of administrative staff. This classification also provides assistance in establishing general and standardized clerical, administrative and operational standards, guidelines and procedures.

Staff recommends the City Council approve the establishment of the new Deputy City Clerk classification, the job description and the proposed salary range.

City Clerk

The City Clerk classification is an exempt, Director classification under the FLSA. The classification receives direction from the City Manager. The proposed revisions to the City Clerk job description are due to the creation and establishment of the professional-level Deputy City Clerk classification. Additionally, over several years the essential duties and responsibilities of the City Clerk function have evolved due to changing laws, legislation, and regulations. Some of the critical responsibilities involve the management, retention, protection and disclosure of public records of a local government agency. The establishment of the Deputy City Clerk classification also affects the work performed by the City Clerk classification and entails the duties of supervising a professional-level position. Staff recommends the City Council approve the revised City Clerk job description.

Community Development Director

At the time the Community Development Director classification was initially adopted by the City Council the proposed salary range was significantly below market rate and anchored to the duties and responsibilities associated with the Planning and Engineering functions of the Community Development Department.

A market study of similar classifications in each of the survey cities did not reflect the duties and responsibilities of the position, which relate to the oversight of a Public Works division. A salary range was established based primarily on the usual and more customary responsibility for Planning and Engineering services; the proposed and adopted salary at the time, did not sufficiently account for the full scope of work performed by the position.

This issue was in fact, a matter of discussion during the recruitment and examination processes, for which, only two (2) candidates applied. The proposed salary adjustment is intended to address the City's continued challenges in the area of recruitment and retention. The proposed adjusted salary range remains below the current market rate for this classification.

Staff recommends the City Council approve the proposed salary adjustment for the Community Development Director classification. Should the City Council authorize the adjusted salary range, the Human Resources Director will re-announce the current vacancy and administer a new recruitment, examination and selection process.

Accounting Services Manager

The Supervising Accountant is a management-level, non-exempt classification of the City of Marina's Finance Department. This classification is assigned to the Marina Management Employee Association. Incumbents in this classification receive direction from the Finance Director, and provide direct supervision of the assigned personnel, including contractors and consultants.

The Finance Department provides two primary areas of service and support, which include financial services and accounting services. As the department continues to evolve and respond to the increasingly complex and diverse financial needs of the City, each area of service will continue to be defined and distinguished as divisions. A current and increasing need is the managerial oversight of accounting services, programs and activities. This particular reclassification of the Supervising Accountant classification addresses the basic need to re-title the position to reflect the current accounting industry. The proposed reclassification also establishes an updated job description, which accurately reflects both the work currently performed by the current incumbent, as well as, the clear expectations of the position.

Examples of the work performed by this revised classification include, but are not limited to managing payroll services, general accounting, revenue collection, grant accounting, and auditing functions. This classification participates in the preparation and maintenance of the City's budget, and provides financial services and assistance to city departments, and assists in establishing annual goals, objectives and measuring program effectiveness and accomplishments. Direct supervision of accounting personnel is also a key function of this reclassified Accounting Services Manager. Staff recommends the City Council approve the proposed reclassification, title change and revised job description.

FISCAL IMPACT:

Should the City Council approve this request, funding for each respective position was included in the 2006-07 Budget in the General Fund, Personnel Salaries Accounts. It is anticipated that funding for the salary-adjusted positions will be adequate due to salary savings from vacancies. The adjusted personnel costs will be included in future budgets.

If any budget amendments be necessary prior to actual hiring, staff will return to the City Council for approval of any adjustments prior to proceeding with any offers of employment.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Kathy E. McFall
Interim Director of Human Resources and Risk Management
City of Marina

REVIEWED/CONCUR:

Anthony J. Altfeld
City Manager
City of Marina

SOURCE OF FUNDING:

Should the City Council approve this request, funding for each respective position was included in the 2006-07 Budget in the General Fund, Personnel Salaries Accounts. It is anticipated that funding for the salary-adjusted positions in the 2006-07 Budget will be adequate due to salary savings from vacancies. The adjusted personnel costs will be included in future budgets.

Should any budget amendments be necessary prior to actual hiring, staff will return to the City Council for approval of any adjustments prior to proceeding with any offers of employment.

NOTED FOR FISCAL IMPACT:

I have reviewed the expenditures as proposed in this staff report and, unless otherwise noted, find that there is sufficient funding and that the proposed expenditures are contained within the approved budget.

Kyle C. Stewart
Finance Director
City of Marina

RESOLUTION NO. 2006-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
AMENDING THE CITY'S CLASSIFICATION AND COMPENSATION PLANS
AND APPROVING THE NEW CLASSIFICATIONS, JOB DESCRIPTIONS
AND SALARY RANGES FOR FIRE ENGINEER AND DEPUTY CITY CLERK
CLASSIFICATIONS, RECLASSIFICATION OF THREE (3) FIRE FIGHTER POSITIONS TO FIRE
ENGINEERS, REVISED JOB DESCRIPTION
AND TITLE CHANGE FOR EXECUTIVE ASSISTANT/CITY CLERK CLASSIFICATION;
ADJUSTED SALARY RANGE FOR COMMUNITY DEVELOPMENT DIRECTOR
CLASSIFICATION;
AND ACCOUNTING SERVICES MANAGER

WHEREAS, At the regular meeting of June 20, 2006, the City Council took action to adopt the FY 2006-07 budget for the City of Marina, which included the positions of Deputy City Clerk, City Clerk, Fire Engineer, Community Development Director, and Supervising Accountant were all approved and funded; and

WHEREAS, the Interim Human Resource Director conducted an analysis of the work performed by the proposed new classification, and surveys the market to compare similar job classifications and salary schedules, and conducts an internal value study of comparable job classifications; and

WHEREAS, studies included the analysis of the essential and important duties and responsibilities of a position, minimum employment standards, market data, and an internal value analysis of comparable classifications within the city to ensure the appropriate alignment of like or comparable work groups; and

WHEREAS, The proposed new classifications, job descriptions and salary range requires an adjustment to the City's Classification and Compensation Plan; and

WHEREAS, The job descriptions and respective salary ranges are based on a market survey of the same or similar job classifications obtained from the City's survey cities, including Hollister, Gilroy, Monterey, Morgan Hill, Paso Robles, Seaside, San Luis Obispo, Santa Cruz, Soledad, and Watsonville; and

WHEREAS, The proposed salary range for the Fire Engineer, Deputy City Clerk, and Community Development Director job classifications and the proposed new and/or revised job descriptions are included in this report ("**EXHIBIT A**"); and

WHEREAS, the Interim Human Resources Director will administer recruitment, examination and selection process to fill the current vacancies in each department.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Marina does hereby:

1. amending the City's Job Classification and Compensation Plans, and;
2. Approve new classification, job description and salary range for Fire Engineer position, and;
3. Approve new classification, job description and salary range for the new Deputy City Clerk position, and;

4. Approve reclassification of three (3) Fire Fighter positions to Fire Engineer, and;
5. Approve revised job description and title change for the Executive Assistant/ City Clerk, and;
6. Approve adjusted salary range for the Community Development Director classification, and;
7. Approve reclassification of Supervising Accountant classification to Accounting Services Manager.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on December 19, 2006 by the following vote:

AYES, COUNCIL MEMBERS:

NOES, COUNCIL MEMBERS:

ABSENT, COUNCIL MEMBERS:

ATTEST:

Ila Mettee-McCutchon, Mayor

Joy P. Junsay, City Clerk

EXHIBIT A

RECOMMENDED MONTHLY SALARY RANGES FOR NEW AND/OR REVISED CLASSIFICATIONS

TITLES	Monthly Salary Range				
Deputy City Clerk	4,314	4,530	4,756	4,994	5,244
Fire Engineer	4,448	4,671	4,904	5,150	5,407
Community Development Director	7,632	8,014	8,415	8,835	9,277



Department	Fire		
Employee Association	Miscellaneous		
Resolution No./Established Date:			
Resolution No./Revision Date(s):	December 19, 2006		
Salary Range:		Position Code	
EEO Code		FSLA	Non-Exempt

FIRE ENGINEER

DEFINITION

Under general supervision, performs firefighting and emergency service activities in protecting life and property; to respond to fire and emergency service calls; handles the most complex and technical equipment operations; assists in training less experienced staff and to perform station equipment maintenance and other work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Captain classification. Provides functional supervision of Fire Fighters.

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

11. Maintain and upkeep emergency apparatus, fire engine and other fire equipment; perform minor repairs to Department apparatus and equipment.
12. Respond to fire and emergency alarms; help lay hose and assist with the operations of a variety of fire and emergency equipment; assist with fire suppression, medical treatment and hazardous material incidents.
13. Perform station maintenance; clean station living quarters and maintain them in a clean and orderly condition.
14. Assist in the testing of fire hose and fire hydrants.
15. Study and review Fire Division rules and regulations, fire hazards, firefighting techniques and emergency procedures.
16. Participate in training exercises; develop skills in suppression, medical aid, apparatus operation and other related areas.
17. Assist with public education; provide CPR instruction, grade school presentations.
18. Assist in the preparation of training and incident reports; enter completed forms in record management system as directed by the Fire Captain.
19. Drive and operate emergency apparatus to and from emergencies and non-emergency work; determine the safest and most efficient route.
20. Assist with and participate in Volunteer Firefighter training.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Local geography to include streets, fire hydrants, mains and traffic patterns.
Principles, practices and methods of fire prevention and suppression.
Operation and maintenance of fire fighting vehicles and equipment.
Practical hydraulics and pump operations.

Two way radio procedures.
Uniform Fire Code and local fire regulations.

Ability to:

Understand and act in accordance with Department Policy, rules, and regulations.
Demonstrate mechanical aptitude for the operation of fire and emergency service equipment.
Think and act quickly and calmly in emergency situations.
Learn firefighting methods and techniques.
Drive fire and emergency equipment safely and skillfully in accordance with traffic rules and regulations.
Operate water-pumping equipment.
Place fire equipment in a location that maximizes its efficiency.
Meet established standards of physical endurance and agility.
Deal tactfully with the public.
Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.
Communicate clearly and concisely, both orally and in writing.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Two years of experience equivalent to that gained as a Firefighter.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in fire science or a related field. Graduation from a two (2) year California community college program or supplemental courses in fire science.

License or Certificate

Possession of an appropriate valid California Motor Vehicle Driver's license, Class B.
Possession of an appropriate Hazardous Materials First Responder Certificate.
Possession of a valid Medical First Responder or Emergency Medical Technician Certificate.
Possession of a valid Cardiopulmonary Resuscitation Certificate.
Possession of an Automatic Defibrillator certification.
Possession of a California State Fire Marshal Firefighter I certificate.
Possession of a California State Fire Marshal Fire Apparatus Driver/Operator 1A and 1B Certificate.
The ability to obtain a California State Fire Marshal Fire Apparatus Driver/Operator 1 Certificate within 18 months of appointment.

WORKING CONDITIONS

Environmental Conditions:

Emergency firefighting environment including but not limited to; exposure to fire encompassed surroundings, dangerous persons and animals; hazards of emergency driving; hazards associated with traffic control and working near traffic; and natural and man-made disasters.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; walking, standing or sitting for prolonged periods of time; repeated bending; operating motorized equipment and vehicles.

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



Department		City Administration	
Employee Association		Miscellaneous	
Resolution No./Established Date:			
Resolution No./Revision Date(s):		November 21, 2006	
Salary Range:	\$4,314 - 5,244	Position Code	
EEO Code		FSLA	Non-Exempt

DEPUTY CITY CLERK

Amended

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

SUMMARY DESCRIPTION

Under administrative direction, independently performs a variety of responsible, confidential, and complex professional, administrative, technical, programmatic duties in support of the City Clerk’s Office; assists in preparing City Council agendas and packets, and alternates as recording secretary for City Council meetings as assigned; assists in maintaining official City records, performs records management functions; may assist in coordinating City election processes; may provide professional and/or administrative support to elected officials, the City Manager and for the Office of the City Manager, as required. This position may be deputized by the City Clerk to act in the capacity of the City Clerk under the authority of the City Clerk, pursuant to the provisions of the California Government Code.

SUPERVISION

Receives direction from the City Clerk. Provides functional supervision over para-professional, technical, administrative, clerical personnel in the City Manager’s Office.

ESSENTIAL FUNCTIONS AND IMPORTANT DUTIES *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prepare and distribute City Council and Marina **Redevelopment Agency (RDA)** meeting and study session agendas; prepare and post Public Hearing Notices.
2. As Deputy City Clerk, attend and take minutes of meetings of the City Council and **RDA** upon direction of the City Clerk.
3. Assists in developing, implementing and overseeing office operational standards and procedures for the administrative function and administrative personnel of the City; provides functional supervision over subordinate administrative personnel of the City Manager’s Office; provides leadership for the quarterly administrative assistant/clerical support meetings.
4. Prepare, edit, distribute, and maintain City Council and **RDA** minutes; maintain Official Minute Books of the City Council and the **RDA**.
5. Prepare and distribute official documents for signature by the City Clerk, Mayor, or others as required.
6. Process and record all resolutions and ordinances; submit ordinances for codification in the Municipal Code.
7. Serve as the official custodian of public records including ordinances, resolutions, contracts, deeds, agreements, bids, and related items; archive and maintain all official City documents.
8. Maintain overall responsibility for the City records management system including development and implementation of records retention schedule; retrieve and copy documents for the public, City staff, and City officials.
9. Coordinate municipal elections with **Monterey** County elections officials including initiatives, referendums, and candidates.

10. Coordinate the distribution, collection, and filing of Fair Political Practices Commission's documents including Conflict of Interest statements for City Council members, staff, and committee, commission and board members as required by state statute.
11. Perform a variety of duties in support of the operations and services of the City Clerk's Office as prescribed under State law; administer loyalty oaths; receive and process petitions and documents related to lawsuits and claims against the City; oversee bid openings; prepare legal notices; record documents with the County Clerk.
12. Advertise for and distribute applications and information for prospective committee and commission members; maintain current listings of members including term expiration dates.
13. Coordinate, plan and organize research, compiling, preparation and interpreting a wide variety of complex information and data, and present information to individuals and groups, including public meetings.
14. Perform secretarial and clerical support duties in support of City Council members and members of boards and commissions appointed by the City Council; draft and prepare proclamations and commendations; research information for council members.
15. Assist in the preparation, administration, and monitoring of assigned budget; compile annual budget requests; prepare revenue projections; recommend expenditure requests for designated accounts; monitor approved budget accounts.
16. Type and proofread a wide variety of reports, letters, memoranda, correspondence, and statistical charts; type from rough draft, verbal instruction, or transcribing machine; independently compose correspondence related to assigned area of responsibility.
17. Serve on various committees and attend meetings, as assigned.
18. Utilize various computer applications and software packages; enter and maintain data; generate reports from a database or network system; create documents using word processing software.
19. Prepare and revise various operating procedures, rules, and regulations as directed; develop and revise office forms and report format; initiate, organize, and maintain complex filing systems and records.
20. Maintain and order office supplies; prepare purchase orders; receive invoices and check for accuracy; process payments.
21. Act as notary for City business matters.
22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a municipality including the policies and procedures related to the function and statutory obligations of the City Clerk's Office.

Election processes.

Business letter writing and basic report preparation techniques.

Modern office procedures, methods, and equipment including computers and related software applications such as word processing, spreadsheets, and databases.

Office management principles, methods, and procedures.

Principles and procedures of record keeping and filing.

Practices used in minute taking and preparation.

Methods and techniques of proper phone etiquette.

Methods and techniques of public relations.

English usage, spelling, grammar, and punctuation.

Pertinent Federal, State and local laws, codes, and regulations including those governing the maintenance of records by a public agency.

Basic principles and practices of municipal budget preparation and administration.

Mathematical principles.

Research procedures used in searching of public records.

Ability to:

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

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

Learn, interpret, and apply administrative and departmental policies and procedures.

Provide information and organize material in compliance with laws, regulations and policy.

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

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

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

Type at a speed necessary for successful job performance.

Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.

Research, compile, and interpret data.

Independently prepare clear, concise, and accurate records, reports, and correspondence.

Operate office equipment including computers and supporting word processing and spreadsheet applications.

Implement and maintain filing systems and records management systems.

Maintain confidentiality of information.

Work independently in the absence of supervision.

Plan and organize work to meet changing priorities and deadlines.

Take responsibility for and exercise good judgment in recognizing the scope of authority to be exercised in the capacity of a deputy to a public officer.

Communicate clearly and concisely, both orally and in writing.

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

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

Education/Training:

Equivalent to the completion of an Associate degree from an accredited college, supplemented by specialized training in office administrative procedures, or a closely related field.

Experience:

Four (4) years of increasingly responsible administrative and/or secretarial experience involving direct support for executive-level officials, experience handling a high level of public contact; two of the four years of experience must include administrative experience in a municipal or other governmental agency.

License or Certificate:

Possession of, or ability to obtain, a commission as a Notary Public is desired.

Possession of, or ability to obtain, certification as a Certified Municipal Clerk is highly desirable.

Possession of a valid California driver's license is required.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Communicate extensively through the use of a telephone and communicate through written means. Attend evening meetings as required, and may be required to travel out of the City to attend meetings and/or conferences.

Environment: Standard office setting; extensive public contact; incumbents may be required to work extended hours including evenings to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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

Department	City Administration		
Employee Association	Director		
Resolution No./Established Date:			
Resolution No./Revision Date(s):	December 19, 2006		
Salary Range:		Position Code	
EEO Code		FSLA	Exempt

CITY CLERK

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

DEFINITION

To plan, coordinate administrative services for City Manager, Mayor and City Council; to perform a wide variety of complex, responsible and confidential duties for the City Manager, Mayor, and Council members, and to serve as the City Clerk.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Manager. Supervises clerical, secretarial, administrative staff of the City Manager's Office, including the Deputy City Clerk.

ESSENTIAL FUNCTIONS AND IMPORTANT DUTIES *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Prior to Council meetings oversee, coordinate, and schedule agenda items, review and distribution of the preliminary and final agenda, oversee, coordinate and process Notices of Public Hearings, and review and finalize minutes of previous meetings; coordinate final agenda packet preparation, and respond to press and citizen inquires.
2. Following Council meetings attest, publish and post ordinances and resolutions; direct and review the preparation and distribution of minutes; execute/acknowledge contracts, certify legal documents, and coordinate recording of documents.
3. Manage administrative personnel duties as required by daily operations in the City Manager's office.
4. Manages the day to day administration of the Department, including budget, employee/labor relations, and customer requests.
5. Coordinate and ensure staff training and development, monitor and evaluate performance and work products; implement appropriate disciplinary action, and establish performance enhancement goals.
6. Coordinate maintenance of contacts with a variety of local and regional offices to assist the City Manager in the scheduling of activities and in the exchange of information; maintain records and suspense files of information and tasks requested of others inside and outside the organization; monitor the status of outstanding work.
7. Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
8. Coordinate the preparation of documents from rough drafts or dictating equipment; proof read correspondence and reports to insure accuracy of format and grammar.
9. Organize, update and maintain a wide variety of resource information utilized by the City Manager's office.
10. Manage and coordinate maintenance of the general administrative filing system, and the official City Clerk's records management system for ordinances, resolutions, minutes, deeds, contracts, and other official information.

11. Serve as Election Official to administer and implement City's election process; accepts candidate filing petitions; provides election information to potential candidates, candidates, and the public; administers oaths of office.
12. Serve as Filing Official for statements of economic interests and campaign statements; and distribute information relative to filing requirements and regulations.
13. Assist in administration of the Brown Act compliance requirements.
14. Receive, review and evaluate mail to identify those items requiring priority attention of the City Manager and others.
15. Review, analyze, develop, and implement administrative policies and procedures and internal controls and communicate to staff and City employees.
16. Coordinate preparation, administration, and monitoring of assigned budget; compile annual budget requests; recommend expenditure requests for designated accounts; monitor approved budget accounts.
17. Receive telephone calls and provide assistance to callers using judgment as to calls requiring priority attention.
18. Independently respond to letters and general correspondence of a routine nature.
19. Coordinate and manage administrative support to city appointed committees and commissions as directed by the City Manager.
20. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Legal, moral, ethical and professional standards of conduct.

Procedural and legal requirements of a City Clerk's office.

Current laws and regulations pertaining to municipal government, elections, and open meetings.

Political sensitivities, methods of conflict resolution and problems solving, and good public relations techniques.

Principles and techniques of supervision, including staffing, delegating, employee development, employee performance, discipline and monitoring work assignments.

Correct English usage, spelling, grammar, and punctuation.

Modern office practices, methods, procedures and equipment including office automation hardware and software applications.

Organization, procedures and operating details of the City Manager's office,

Methods of indexing records including minutes.

Ability to:

Supervise, manage, train and work well with administrative support and executive team members.

Understand, organize, index and reference a wide variety of administrative information and records.

Apply professional business ethics.

Organize and prioritize departmental work flow and records management.

Employ good judgment and make sound decisions in accordance with established procedures and policy.

Prepare correspondence and reports from notes and rough drafts.

Plan and organize text and statistical data in a wide variety of formats such as a business letter, table, report, and spreadsheet formats.

Operate the full range of office equipment and personal computer software typically used in a business office setting.

Learn and interpret laws and rules.

Communicate effectively with others by phone, in writing and in person.

Understand and carry out oral and written directions.

Achieve operating efficiency in an administrative office environment.

Work under pressure and meet deadlines.

Independently perform a variety of routine and difficult secretarial tasks.

Establish and maintain positive/cooperative working relationships with other employees and the public.

Stand, bend, sit, kneel, reach and move about safely in city business office work locations.

Pick-up, manipulate, move, raise and lower small business office equipment, materials and supplies, and work products weighing 30 lb. or less; and to use approved stepping stools/ladders to reach heights between 6'0" and 7' 6".

Operate the full range of business office equipment without special aides.

Read handwritten, typed or machine generated text, graphical and statistical material without aides other than eyeglasses and, or contact lenses.

Absorb data, learn and apply procedures required to perform the full range of analytic tasks required by typical duties of the class.

Experience and Training Guidelines:

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

Education: Equivalent to Bachelor's degree from an accredited university. Completion of a CMC (Certified Municipal Clerk) program.

Experience: Four (4) years of increasingly responsible managerial work in support of the executive-level and/or elected body of a public agency, and administrative management in municipal government as an Assistant or Deputy City Clerk.

Substitution: Associate degree and two (2) years experience as a City Clerk along with the four (4) years managerial experience, may be substituted for the Bachelor's degree.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Page four, City Clerk
Job Description

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Communicate extensively through the use of a telephone and communicate through written means. Attend evening meetings as required, and may be required to travel out of the City to attend meetings and/or conferences.

Environment: Standard office setting; extensive public contact; incumbents may be required to work extended hours including evenings to attend meetings.

Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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



Department/Division		Community Development	
Employee Association		At-Will – Individual Contract	
Resolution No./Established Date: 2005-256		December 20, 2005	
Resolution No./Revision Date(s):		December 19, 2006	
Salary Range:	\$7,632 - 9,277 /mo	Position Code	
EEO Code:		FSLA	EXEMPT

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction, this at-will classification leads, plans, directs, organizes, and manages all operations and activities of the Community Development Department, including Planning, Engineering, and the Building and Housing divisions; performs responsible and innovative administrative management in support of the City’s goals and objectives, is a participating member of the City’s Executive Management team; provides highly complex and responsible administrative assistance to the City Manager; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager. Provides direct supervision over the Engineering Services Manager, Planning Manager, and the Public Works Operations Supervisor. May indirectly supervise other management, professional, technical and clerical personnel.

EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES

1. Plans, develops, and institutes a full one-stop organization with the charge to fast tract projects generating high quality processing and maintenance for the City’s public works, planning and infrastructure support services.
2. Provides leadership and direction to the department on a broad range of issues affecting the City.
3. Represents the City on critical land use and land use policy issues.
4. Provides strategies and policy direction to the Department in areas, including planning, maintenance, and engineering services.
5. Manages the day to day administration of the Department, including budget, employee/labor relations, and customer requests.
6. Oversees and leads the preparation and update of short and long range strategic plans to ensure the department’s contribution to the City’s overall plans and strategies.
7. Serves as a member of senior management on task forces and committees participating in the City’s strategic planning efforts, and addressing citywide policy and management issues.
8. Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
9. Directs planning and presentation of public involvement programs for neighborhoods, business, and other community groups.
10. Presents departmental issues and recommendations on major issues requiring policy direction to appropriate advisory bodies, City Council, and to the City Manager.
11. Supervises the preparation of recommendations to the land use plan, zoning code and zoning map.
12. Develops and implements the planning, zoning, development, environmental and building inspection program goals, objectives, policies and priorities.
13. Represents the City in development and land use matters, and in other areas of responsibilities.
14. Prepares a variety of written, statistical, and financial reports on land use, development, inspection, and general planning, and prepares and presents agenda items for City Council.
15. Oversees the development of departmental budget, and oversees fiscal operations of the department.

16. Represents the City and participates in the development of major intergovernmental plans and programs.
17. Performs a variety of other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Modern and complex principles and practices of community development programs and administration. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations.

Financial planning, management and resource allocation; cost accounting, budgetary processes and procedures for local government and federally funded programs.

Pertinent Federal, State and local laws, regulations, codes, ordinances, and policies applicable to community development operations and activities.

Effective leadership, mentoring, team building, methods and problem solving techniques.

Supervision, including hiring, diversity, firing, training and development, discipline, delegation and performance evaluation.

Persuasive written and oral communication and presentations with individuals and before groups.

Organizational development, reorganizations and program development, evaluation, goal setting.

Political environment and sensitivities;

Abilities to:

Plan, communicate and provide direction, leadership and a vision for the department, and respond to the changing community needs by developing, implementing, and monitoring action plans, program goals and objectives, and timelines.

Plan, delegate, coordinate and monitor the work of professional, technical and clerical personnel.

Manage complex issues in environmental and economic impact of urban planning.

Interpret planning and zoning programs to the general public.

Communicate clearly, concisely, and effectively, orally and in writing.

Develop policies and procedures; identify, coordinate, and resolve a wide variety of interests in the development of land use policy.

Document, prepare and conduct timely and effective performance evaluations, including goal setting.

Develop and maintain productive and positive relations with City officials, business leaders, advisory boards, the media, officials from other governmental agencies, citizens, and the general public.

Function successfully in a political environment and demonstrate political savvy in responding to issues.

Manage and resolve conflicts, and complex and problems and issues.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with major coursework in public administration, urban planning, public works, engineering or related field. Masters preferred.

Experience:

Six (6) years of progressively responsible managerial experience in a comprehensive planning and/or engineering capacity within a public agency, which included three (3) years of supervisory duties.

License and Certification:

American Institute of Certified Planners Certification, or Licensed Civil Engineering designation is highly desirable.

Special Requirements

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings; and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.

TOOLS AND EQUIPMENT USED

Essential duties require the mental and physical ability to work in a standard office environment; drive a motor vehicle; operate a computer and computer software, including email, phone, calculator, fax; use writing tools, and any other standard office tools and equipment necessary to perform the essential duties of this classification.

ESSENTIAL PHYSICAL DEMANDS

Essential duties require the mental and physical ability sit and stand for extended periods, frequently turn, twist, bend, stoop, lift, and reach over head, see and read fine print, hear, speak and communicate orally, converse by telephone and in person, and before large groups, and be clearly understood; have the dexterity to write and operate computer equipment and drive a motor vehicle, and have to stamina to work additional hours in order to meet critical deadlines.

WORK ENVIRONMENT

Standard office environment; moderate noise and climate.

REASONABLE ACCOMMODATIONS

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act.

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



Department	Finance		
Employee Association	Management Association		
Resolution No./Established Date:			
Resolution No./Revision Date(s):	December 19, 2006		
Salary Range:		Position Code	
EEO Code		FSLA	Exempt

ACCOUNTING SERVICES MANAGER

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

DEFINITION

Under general direction, plans, organizes, supervises and manages a wide range of highly complex accounting activities, projects and programs; oversee the preparation and maintenance of financial records and reports; participate in the development, implementation and maintenance of policies, procedures and internal controls; supervise and coordinate external audits and the preparation of the annual financial reports; supervise and evaluate accounting staff, ensure customer service support to City department personnel; and perform other related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director. Exercises direct supervision over accounting staff, including contracted personnel.

EXAMPLE OF ESSENTIAL AND IMPORTANT DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Duties may include, but are not limited to the following:

1. Plan, supervise and implement accounting operations, including general ledger, accounts payable, purchase orders, payroll, accounts receivable, fixed assets and special accounting project studies and analyses.
2. Supervise the preparation and maintenance of financial information, data and records; manage the automated financial system; and ensures the appropriate records management and retention systems.
3. Perform technical and professional accounting and auditing; oversee accounting and financial reporting operations; conduct complex account analyses; oversee cash and bank reconciliations; monitor, approve and/or post journal entries and budget amendments.
4. Ensure financial records are in compliance with laws, ordinances, regulations, grant agreements, contract obligations and Generally Accepted Accounting Principles (GAAP).
5. Oversee City expenditures for budgetary and established policy compliance.
6. Provide assistance, advise and consultation with Department Directors and staff on accounting, budget and finance related matters.
7. Perform year-end reconciliations, adjustments and closing of financial records coordinate annual independent financial audit; prepare or supervise preparation of audit schedules.
8. Prepare annual financial reports and perform periodic internal audits.
9. Review, analyze, develop, and implement financial policies, procedures, and internal controls, and communicate to program staff and City employees.

10. Conduct research, compile, analyze and interpret a wide variety of complex information and data, prepare a variety of complex and analytical documents and reports, and present information to individuals and groups, including public meetings and hearings.
11. Participate in the development and preparation of the annual budget; coordinate the distribution of budget information; and consult with departments on budget issues.
12. Supervise accounting personnel; assist in hiring; ensure training and staff development, monitor and evaluate performance and work products; recommend appropriate disciplinary action, and establish performance enhancement goals.
13. Assist in the short and long-range planning of program and project goals and objectives; assists in forecasting needed funding, staffing needs, equipment, materials and supplies.
14. Monitor and evaluates customer service and make recommendations.
15. Prepare and review written reports, correspondence and other materials.
16. Present complex financial information or reports to individuals, before groups, and at public meeting and hearings.
17. Serve on various committees and attend meetings, as assigned.
18. May serve as the Finance Director, as assigned.
19. Perform related duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Legal, moral, ethical and professional standards of conduct.

Principles and techniques of supervision, including staffing, delegating, employee development, employee performance, discipline, and monitoring work assignments.

Generally Accepted Accounting Principles (GAAP) for government.

Auditing Standards.

Governmental budgeting, accounting and auditing and payroll methods and practices.

Grant and contract administration, including accounting and reporting requirements.

Current laws, ordinances, codes and regulations pertaining to government finance operations.

Automated financial systems, computers and related software applications.

Research techniques; and analytical and technical report writing.

Modern office practices, procedures, methods and equipment.

Political sensitivities, methods of conflict resolution and problem solving, and good public relations techniques.

Ability to:

Plan, organize, coordinate and manage complex and advanced accounting work.

Apply professional business ethics.

Develop, implement and evaluate accounting and budgeting policies, practices, systems and controls.

Perform professional analyses and interpretation of financial and accounting records and make concise, coherent and useful recommendations.

Prepare financial statements in accordance with GAAP.

Understand, interpret, and apply laws, ordinances, codes, regulations, grant agreements, contract obligations and procedures relating to financial operations.

Page three, Accounting Services Manager
Job Description

Provide professional advice, assistance, information and support to City staff for a wide variety of complex financial matters.

Select, train, direct, supervise and evaluate the work of accounting staff.

Organize and prioritize departmental work flow and accounting operations.

Research, interpret and apply complex information, issues, laws, regulations, policies and procedures.

Development, implement and monitor goals objectives, and work standards.

Facilitate meetings and discussions to achieve problem solving and solutions.

Participate, foster and encourage all members of the Finance Department to work as team members, and to establish and maintain cooperative work relationships with the department.

Prepare clear and concise reports, correspondence and other written materials and make clear oral presentations to individuals, before groups, and at public meeting and hearings.

Analyze complex operational and administrative problems, evaluate alternatives and recommend or adopt effective courses of action.

Exercise sound and consistent independent judgments.

Establish and maintain positive, cooperative and effective relationships with City staff, elected officials, the general public and others contacted in the course of business.

Communicate clearly and concisely, both orally and in writing.

Operate a variety of office machines including typewriter, ten-key calculator and automated financial applications, computers and software programs, and peripheral equipment.

Training and Experience

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

Education: Equivalent to Bachelor's degree from an accredited college or university in accounting, finance, or closely related field;

Experience: Four (4) years of increasingly responsible, professional accounting experience, including at least two (2) years in the public sector, and two (2) years of supervisory experience.

License and Certification:

Possession of, or ability to obtain, a valid California drivers license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk. Perform simple grasping and fine manipulation. Communicate extensively through the use of a telephone and communicate through written means. Attend evening meetings as required, and may be required to travel out of the City to attend meetings and/or conferences.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

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