Accountant I
Accountant II
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under supervision (Accountant I) and under direction (Accountant II), to perform journey level professional accounting and auditing work involved in the maintenance and preparation of financial records and reports; to participate in various annual financial audits and assist in the budget process; to assist in other accounting functions including, but not limited to, payroll, accounts receivable, accounts payable, revenue, grants support, and general accounting special projects.

DISTINGUISHING CHARACTERISTICS

Accountant I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accountant II: This is the full journey level in the class series. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

SUPERVISION EXERCISED
Level I does not have lead duties, while Level II may exercise technical and functional supervision over lower level professional, administrative, and technical staff.
EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide professional, specialized, and complex support of accounting functions and programs including revenue, financial reporting, budgeting, cash management, fixed asset maintenance, financial and grant audits, and data processing.

Develop or update the municipal code, resolutions, and policies relating to City revenues including taxes, licenses, franchises, permits, grants, fines, leases, fees, and charges; create, implement, and maintain goals, objectives, priorities, policies, and procedures of the revenue management operations.

Analyze, interpret, and apply existing and new legislation and regulations including the municipal code, resolutions, and policies pertaining to revenues; provide related detailed analysis, reports, statements, and other written documents.

Maintain adequate internal controls over the City's revenues and handle daily cash management by securing all revenues collected by the City; verify accuracy and completeness of funds collected; perform periodic audits of revenues and cash management.

Prepare warrant registers for City Council meetings; prepare Treasurer's reports as needed.

Prepare bank reconciliations; create adjusting and closing journal entries.

Seek additional revenue sources, grants, and other cost saving measures.

Participate in the development and implementation of new or revised accounting programs, systems, procedures, and methods of operation.

Participate in the preparation and administration of assigned budgets; provide fiscal forecasting; maintain and monitor appropriate budgeting and expenditure controls.

Research, collect, compile, and analyze information from various sources on a variety of specialized accounting topics; prepare comprehensive accounting records, reports, and summaries to present and interpret data, identify alternatives, and make and justify recommendations.

Review general ledger transactions; prepare quarterly tax reports; calculate compensation other than wages for taxation purposes.

Review daily cash receipt records; perform daily bank reconciliations; report daily cash position.

Review and verify the accuracy of invoices, warrants, and related reports.

Prepare / generate monthly financial statements and conduct analytical review as necessary.
Conduct and analyze periodic revenue surveys to update the City's revenue and fee structure.

Assist with the year-end closing and audits; prepare related schedules.

Prepare and assist in preparing and analyzing monthly statements of revenues and expenditures.

Using statistical and economic data, forecast and monitor the performance of key revenue sources such as sales tax, vehicle license fees, utility users tax, business license tax, transient occupancy tax, grants, and other fees and charges.

Coordinate grant administration with other departments and granting agencies.

Audit account numbers and balance appropriations available for financial demands and purchase orders; review account balances and entries for errors.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Accountant I**

**Knowledge of:**

Principles and practices of general and governmental accounting, including debits, credits, encumbrances, journal entries, and auditing.

Financial analysis and research procedures.

Principles and practices of budget development, preparation, and expenditure control.

Sources of information related to a broad range of accounting programs, services and functions.

Modern office practices, methods, and computer equipment.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.
City of Perris  
Accountant I / II (Continued)

Ability to:

Learn organizational and management practices as applied to the analysis, evaluation, development and implementation of specialized accounting programs, policies and procedures.

Learn pertinent Federal, State, and local laws, codes, and regulations.

Learn to establish and analyze accounting systems and procedures.

Learn to classify fiscal documents and transactions.

Learn to perform financial analysis and auditing.

Learn to develop and prepare an assigned budget and control expenditures.

Learn to prepare clear and concise correspondence and reports on a variety of financial, accounting, and budgetary issues.

Learn to independently perform the full range of complex, responsible, and advanced analytical and administrative work involving the use of independent judgment and personal initiative.

Learn to interpret and apply administrative and department policies and procedures.

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

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

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Minimum Qualifications:

Experience:

One year of accounting experience is desirable.

Training:

Bachelor's degree from an accredited college or university with major course work in accounting or a related field.
Knowledge of principles and practices of general and governmental accounting, financial analysis procedures, budget preparation, and expenditure control.

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Accountant II**
In addition to the qualifications for Accountant I:

**Knowledge of:**
Advanced principles and practices of general and governmental accounting.

Advanced financial analysis and research procedures.

Advanced principles and practices of budget development, preparation, and expenditure control.

Organizational and management practices as applied to the analysis, evaluation, development and implementation of specialized accounting programs, policies and procedures.

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

**Ability to:**
Establish and analyze accounting systems and procedures.

Classify fiscal documents and transactions.

Perform financial analysis and auditing.

Develop and prepare an assigned budget and control expenditures.

Prepare clear and concise correspondence and reports on a variety of financial,
accounting, and budgetary issues.

Independently perform the full range of complex, responsible, and advanced analytical and administrative work involving the use of independent judgment and personal initiative.

Interpret and apply administrative and department policies and procedures.

**Minimum Qualifications:**

**Experience:**

Three years of experience as an Accountant I.

**Training:**

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

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

A CPA is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September 2017
Accounting Specialist I
Accounting Specialist II
Accounting Specialist III
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under general supervision (Accounting Specialist I) or direction (Accounting Specialist II and III), to perform a variety of technical accounting duties involved in the preparation, review, and maintenance of accounting, financial, and statistical records including, but not limited to, accounts payable, payroll, fixed assets, health benefits, accounts receivable, payroll, credit, collections, warrant processing, and cashiering.

DISTINGUISHING CHARACTERISTICS
Accounting Specialist I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Accounting Specialist II and III: These are the full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II and III levels receive only occasional instruction or assistance, as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.
SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare and post journal entries.

Gather, check, and tabulate data used in the preparation of records and reports; research background information and account histories.

Perform a variety of general clerical duties including typing, maintaining files and records, processing mail and ordering supplies.

Assist customers, departments, and employees by providing fiscal information, explaining procedures, and answering questions.

Prepare a variety of routine fiscal reports, statements, and schedules; and assist in the preparation of periodic reports.

Establish and maintain complete files and records related to assigned function.

Operate modern office machines and equipment including computers, printers, copiers, and FAX machines; routinely use a full range of office related and spreadsheet computer software applications.

Process cashier transactions, generated payments, and drop off payments; balance and prepare daily deposit; run daily cash report; verify and balance cash received from other departments.

Review payroll records to ensure compliance with City policies, procedures, and regulations; enter payroll into system as assigned; process, calculate, and post a variety of payroll actions including wage garnishments, benefits withholding, overtime hours, and workers' compensation claims; prepare, balance, and correct payroll reports.

Sort, audit, match and distribute invoices from vendors and service providers; confer with vendors regarding purchase orders, invoices and payments; review statements for accuracy and completeness; process invoices for approval for payment; prepare payments for mailing. (I)

Monitor and balance various accounts verifying availability of funds and classification of expenditures

Post transactions to accounts payable system; verify, correct and balance accounts payable system; generate payments; validate payments; match payments to vouchers; process payments to vendors.

Maintain current vendor information including 1099 information.
Reconcile various bank accounts and adjust for cancellations, corrections, etc.

Post meter reads; adjust amounts; calculate billing; print bills; interface to fund accounting; update billing.

Verify history payments for customers requesting credit reference; generate duplicate bills per customer request; refund deposits for closing and active accounts; print notices for delinquent accounts; prepare warrant requests for water deposit refunds and over payments.

Sign up new water customers and accept water deposits; print customer histories; receive, calculate, and balance all water payments received.

Assist in maintaining a variety of files and records related to the City's payroll system; enter new employees, retirements, and terminations; make permanent payroll employee changes to benefits, taxes, address, deductions, accruals, and add pays; post to payroll computer system

Assist in preparation of payroll and all related payroll reports including tax deposits, quarterly reports, and W-2's; balance and prepare payroll taxes for State and Federal quarterly and annual returns.

Enter and maintain fixed asset inventories and databases.

Serve as back up to receptionist at front desk.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Accounting Specialist I**

*Knowledge of:*

Standard office procedures, methods and computer equipment.

Fundamental principles and procedures of general accounting and fiscal record keeping, such as payroll, accounts payable and receivable, billing, credit and collections, fixed assets, health benefits, warrant processing, and cashiering.

Basic mathematical principles.

Principles and techniques of customer service in working with the public.

Safe driving principles and practices.

*Skill to:*

3
Operate modern office equipment including computer equipment and software.

Type and enter data at a speed necessary for successful job performance.

Operate a motor vehicle safely.

**Ability to:**

Learn accounting procedures and functions.

Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Learn to accurately tabulate, record and balance assigned transactions.

Work under supervision within a well-defined framework of standard policies and procedures.

Understand the organization and operation of the Finance Department and the City necessary to assume assigned responsibilities.

Perform general and technical accounting work including maintaining appropriate files and compiling information for reports.

Respond to questions from the public and City personnel regarding accounting policies and procedures.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines.

Understand and follow verbal and written instructions.

Communicate clearly and concisely, verbally orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

One year of general clerical experience involving public contact and preferably including some accounting and financial record keeping.
Training:
Equivalent to a high school diploma.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:
*Essential duties require the following physical skills and work environment.*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Accounting Specialist II and III
In addition to the qualifications for Accounting Specialist I:

Knowledge of:
Methods, practices, and procedures used in account record keeping pertinent to area of assignment including accounts payable, accounts receivable, cashiering, and payroll.

Principles and procedures of financial record keeping, reporting, and databases.

Mathematical principles applied to financial and statistical record keeping.

Generally accepted accounting and bookkeeping principles and procedures and their application to accounting transactions and databases.

Modern office methods, procedures and equipment including computer programs and applications.

Automated financial management systems.

Principles and practices of general accounting functions such as accounts receivables, payables, payroll, and credit administration, record keeping and reporting.

Federal and State payroll tax reporting requirements.

Cash handling and banking procedures.

Ability to:
Interpret and apply bookkeeping principles and procedures involved in maintaining the control of records, financial statements, and databases.
Prepare and maintain a variety of routine financial statements, reports, records and files.

Examine and verify financial documents and reports.

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

Understand, interpret and communicate the payroll procedures, rules and regulations.

Minimum Qualifications:

Experience:

**Accounting Specialist II**
Three years of experience as an Accounting Specialist I.

**Accounting Specialist III**
Three years of experience as an Accounting Specialist II.

Training:
Equivalent to a high school diploma supplemented by specialized course work in accounting or business practices.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date: September 2017
Administrative Clerk
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under general supervision, to perform a variety of general administrative and clerical duties in support of the assigned organizational unit or function; Reference and provide information and generate various documents, reports, and communications; perform data entry support; and receive and work with the public, and provide general information, and assistance to staff and the public.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform a wide variety of general administrative and clerical duties including generating communications and print and computer-generated material, including maintaining records, verifying accuracy of information, and recording information.

Perform a variety of routine bookkeeping duties including simple posting of prepared data and verification of data entered.

Compile, verify information, and input data and generate reports and tables.

Receive public and vendors, and provide information, and forms to staff and the public; collect and process appropriate information; apply departmental and program policies and procedures in determining completeness of applications, records and files; calculate, collect and validate collection fees and payments.

Type, proofread and generate a variety of documents including general correspondence, agendas, reports, newsletters, and memoranda.

Assist in the development of forms, worksheets, and record keeping systems for the collection, dissemination, and maintenance of appropriate unit, program, or department information.
Receive calls and visitors; respond to general inquiries, complaints, and requests for information from the public; interpret basic services, policies, rules, and regulations in response to inquiries and complaints; assist in the resolution of concerns and complaints; refer inquiries and questionable cases to appropriate staff; route calls and take messages as appropriate.

Receive, open, review, sort, date stamp, and distribute mail and computerized communications; review correspondence directed to assigned staff; prepare written responses as directed.

Monitor and support special projects, assignments, and activities for assigned unit, program, or department.

Operate office machines and equipment including computers, printers, copiers, calculators, microfilm machines, and FAX machines; routinely use a full range of office software and computer software applications, such as spreadsheet, presentation, and document generating applications.

Assist in office maintenance; order supplies.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Standard office procedures, methods, and practices

English usage, spelling, vocabulary, grammar and punctuation.

Principles and procedures of record keeping.

Basic document processing methods, techniques, software applications, and computer equipment.

Basic mathematical principles and operations.

Numerical, alphabetical, electronic, and subject matter based filing systems. Principles and practices of customer service in assisting the public.

Safe driving principles and practices.

Skill to:

Operate office equipment including computer equipment and software applications.

Type at a speed of 50 words per minute and enter data at a speed necessary for successful job performance.
Operate a motor vehicle safely.

**Ability to:**

Learn and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.

Learn the procedures and functions of assigned position, function, and department.

Work under general supervision within a well-defined framework of standard policies and procedures.

Perform general clerical and administrative duties, including maintaining appropriate files and compiling information for reports.

Respond to routine questions from the public and City personnel regarding policies and procedures for assigned area, including the collection and dissemination of various type information.

Perform mathematical computations quickly and accurately.

Plan and organize work to meet schedules and timelines, and quality standards.

Understand and follow verbal and written instructions. Communicate clearly and concisely, verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

One year of clerical experience.

**Training:**

Equivalent to a high school diploma.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*
City of Perris
Administrative Clerk (Continued)

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date: September 2017
Administrative Technician I
Administrative Technician II
Administrative Technician III
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under supervision (Administrative Technician I) or general supervision (Administrative Technician II), or general direction (Administrative Technician III), perform a variety of responsible and complex administrative and administrative support duties involved in the support of one or more functions or City departments, working independently and according to policies, procedures, and methods, while providing general information and assistance to the public.

DISTINGUISHING CHARACTERISTICS

Administrative Technician I: This is the entry level in the classification series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Administrative Technician II: This is a full journey level in the classification series. Positions at the II level is distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II level receive only general instruction on occasion or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this classification series are flexibly staffed and are normally filled by advancement from the I level requiring three years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II level.

Administrative Technician III: This is the advanced journey level in the classification series. Positions at the III level is distinguished from the II level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at level III plan and arrange own work and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the
work unit. Positions at this level may assign, assist, instruct, prioritize, work, train, and lead others doing the same or similar work. The level III positions may work independently on supporting projects or programs with guidance from supervision. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

SUPERVISION EXERCISED

Administrative Technician I
Exercises no supervision.

Administrative Technician II and III
May exercise technical and functional leadership over administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Perform a wide variety of responsible and complex administrative and support duties in support of one or more of the assigned city functions or departments; relieve management staff by providing a variety of administrative support activities.

Plan, organize, and carry out administrative assignments; research, compile, and organize information and data from various sources on a variety of specialized topics related to projects, programs, and activities in assigned area.

Participate and assist in the administration of the assigned function, department or activity; may organize and manage administrative activities; recommend organizational or procedural changes affecting assignments and support activities.

Serve as initial contact / resource person for the assigned function, department or activity; screen calls, visitors, and communications; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints from the public, City staff, representatives of other organizations, and others; research and gather information to provide accurate answers and information; refer more technical questions or issues to appropriate City staff; ensure follow up to inquiries.

Format, generate, proofread, and produce final copy of a wide variety of reports, letters, memorandums, spreadsheets, and statistical tables and charts; type from rough draft, verbal instruction, or recordings; review drafts for punctuation, spelling, and grammar; make or suggest corrections to drafts; independently compose letters, memoranda, or basic reports from general instructions or information related to assigned responsibilities; arrange for or distribute copies of material.

Provide technical assistance to citizens regarding department policies, procedures, services, and operations.

Verify and review forms and reports for completeness and conformance with established
City of Perris  
Administrative Technician I / II / III

regulations and procedures; apply specialized knowledge of functional or departmental and program policies and procedures in determining completeness of information, such as, applications, permits, records, and files.

Initiate and maintain a variety of files and records for information related to the assigned function, department or activity, including official resolutions and ordinances; budgets, purchasing transactions, personnel, payroll, and other records to assist in the management or administration of functional and departmental programs; ensure proper filing of documents in departmental or central files; maintain and update resource materials; maintain department’s files.

Assist in a variety of function and department operations; conduct special projects and assignments as requested.

Maintain calendars of department activities, meetings, and various events; schedule City staff meetings or meetings between City staff and other groups or organizations; arrange for necessary materials to be available at meetings; coordinate travel arrangements for department staff as necessary.

Serve as administrative support to various committees, commissions, and task forces; prepare, copy, and distribute meeting agendas and related materials, minutes, resolutions, or other formal documents.

Operate a variety of modern office equipment and software, such as computers, copiers, and printers to enter and retrieve data to produce various documents, reports, and communiques.

Participate in the development, administration, and monitoring of the department’s budget.

Receive payments or fees; issue receipts; maintain records of transactions.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Administrative Technician I**

**Knowledge of:**

Office management principles.

Modern office procedures, methods, and equipment including computer equipment.

Computer hardware and software, applications, methods, techniques, and programs.

Principles of business communications and writing.

Principles and procedures of record keeping.

Techniques used in public relations.
English usage, spelling, vocabulary, grammar, and punctuation. Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and software.
Type at a speed of 60 words per minute and enter data at a speed necessary for successful job performance.
Take and transcribe recorded minutes. Operate a motor vehicle safely.

**Ability to:**
Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
Schedule and coordinate projects; set priorities; adapt to changing priorities. Work cooperatively with other departments, City officials, and outside agencies. Respond to requests and inquiries from the public.
Compile and maintain complex and extensive records and prepare routine reports.
Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
Communicate clearly and concisely, both verbally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**
Two years of responsible clerical experience.

**Training:**
Equivalent to a high school diploma supplemented by specialized training in business or administration

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for
City of Perris
Administrative Technician I / II / III

the City’s automobile insurance.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Administrative Technician II and III
In addition to the qualifications for Administrative Technician I:

Knowledge of:
Principles and practices of fiscal, statistical, and administrative data collection and report preparation, and publication.

Policies and procedures of assigned function or department.

City and department financial record keeping and budget processes and procedures.

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

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

Interpret and apply the laws, codes, and regulations pertaining to assigned programs and functions.

Research, compile, and prepare a variety of fiscal, statistical, and administrative reports.

Analyze situations carefully and adopt effective courses of action.

Independently prepare correspondence and memoranda.

Minimum Qualifications:

Experience:

Administrative Technician II
Three years of experience as an Administrative Technician I.

Administrative Technician III
Three years of experience as an Administrative Technician II.

Training:
Equivalent to a high school diploma supplemented by additional specialized training
City of Perris
Administrative Technician I / II / III

in public administration, business, or in supporting management.

License or Certificate:
Possession of an appropriate, valid driver’s license and insurability at regular rates for the City’s automobile insurance.

Special Requirements:
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations

Effective Date: September 2017
Animal Control Officer I
Animal Control Officer II
Animal Control Officer III
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under supervision (Animal Control Officer I) or general direction (Animal Control Officer II and III), to enforce and communicate laws and ordinances pertaining to the treatment and control of large and small animals; to respond to animal emergencies; and to educate the public on animal care.

DISTINGUISHING CHARACTERISTICS

Animal Control Officer I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Animal Control Officer II and III: These are the full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II and III levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.
SUPervision EXercised

Animal Control Officer I
Exercises no supervision.

Animal Control Officer II and III
May exercise technical and functional supervision over lower level staff.

Examples of Important and Essential Duties

Patrol the City and enforce animal regulations, laws, and ordinances; contact dog owners by house-to-house canvass to locate unlicensed or unvaccinated dogs.

Receive and investigate complaints and reports from the public and other agencies regarding stray, dangerous, unwanted, or improperly controlled animals; tactfully handle complaints, remedy problems, and find resolutions; investigate cruelty cases following procedure and report writing.

Issue violation notices, collect evidence, and carry out law enforcement procedures, including issuing warnings, dangerous animal statements and citations, and work cooperatively with other law enforcement groups when joint action is required.

Respond to emergency calls concerning persons bitten by animals; quarantine potentially rabid animals, check potentially rabid animals at intervals, as directed, and release animals from quarantines at the end of a safe time; issue citations for violation of quarantine related violations.

Assist in arranging for, and setting up of immunization clinics; assist veterinarian with vaccinations and animal inspections.

Administer first aid or minor treatments to animals; pick up and transport sick, injured, or dead animals; impound animals and release impounded animals to owners; segregate, isolate, destroy, and dispose of animals. Perform euthanasia following proper procedures.

Advise the public of legal rights; explain and interpret animal control laws, regulations, procedures, and policies; Mediate and resolve issues between those accosted and animal owners, regarding complaints. Testify in court proceedings.

Interact with the public in a professional and knowledgeable manner to maintain public confidence and safety; make public speaking appearances at schools and various community groups concerning animal control services.

Sell licenses and turn in collected fees.
Prepare reports, maintain records, and complete appropriate forms, such as those related to animal control violations, transactions, licenses, and certificates.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Animal Control Officer I**

**Knowledge of:**

Basic principles of law enforcement, and regulations pertaining to animals.

General principles of animal care, and disease treatment and prevention.

Occupational hazards and standard safety practices necessary for animal control.

Basic mathematical principles and operations

English usage, spelling, grammar and punctuation.

Modern office practices, methods, and computer equipment.

Principles and procedures of record keeping and reporting.

Safe driving principles and practices.

**Skill to:**

Learn to operate a variety of animal control equipment and tools in a safe and effective manner.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Learn methods and techniques of licensing, controlling, and disposing of animals.

Learn methods and procedures of animal collection and impoundment.

Learn operational characteristics of animal control equipment and tools.
Learn, interpret, apply and enforce pertinent Federal, State, and local laws, codes and regulations related to animal control.

Identify breed and gender of animals.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Respond to requests and inquiries from the public.

Understand and follow verbal and written instructions.

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

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

One year of animal control experience is desirable.

**Training:**

Equivalent to a high school diploma supplemented by training in animal care and control.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of, or ability to obtain within one year, a PC832 Certificate.

Possession of, or ability to obtain within one year, Animal Control Certification recognized by the State of California.

Possession of, or ability to obtain within one year, a Euthanasia Certificate

Possession of, or ability to obtain within one year, CPR and First Aid Certificates.
City of Perris
Animal Control Officer I / II / III (Continued)

Certified in weapon’s handling, and chemical capture procedures, including chemical tranquilizer and deployment devices.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 60 lbs.; exposure to heat, cold, noise, outdoors, chemicals, syringes, and needles; ability to travel to different sites and locations.

Animal Control Officer II and III
In addition to the qualifications for Animal Control Officer I:

Knowledge of:
Methods and techniques of licensing, controlling and disposing of animals.

Types of breeds and animals, and animal behaviors and approaches.

Various animal medical illnesses, disinfecting procedures, and disease prevention measures.

Methods and procedures of animal collection and impoundment.

Operational characteristics of animal control equipment and tools.

Skill to:
Operate a variety of animal control equipment and tools in a safe and effective manner.

Ability to:
Interpret, apply and enforce pertinent Federal, State, and local laws, codes and regulations related to animal control.

Minimum Qualifications:
Experience:

Animal Control Officer II
Three years of experience as an Animal Control Officer I.

Animal Control Officer III
Three years of experience as an Animal Control Officer II.

**Training:**
Equivalent to a high school diploma supplemented by training in animal care and control.

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of a PC832 Certificate.

Possession of Animal Control Certification recognized by the State of California.

Possession of a Euthanasia Certificate.

Possession of CPR and First Aid Certificates.

Possession of certification in weapon's handling, and chemical capture procedures, including chemical tranquilizer and deployment devices.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, run, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 60 lbs.; exposure to heat, cold, noise, outdoors, chemicals, syringes, and needles; ability to travel to different sites and locations.

**Effective Date:** September 2017
Assistant City Clerk
Class Specification

FLSA Designation: Non-exempt
Effective: 09/2017

DEFINITION
Under direction, to administer and coordinate the programs and activities of the City Clerk’s office, including the preparation, storage, and retrieval of official City records and documents of the City, assisting with City elections, serving as filing officer for the Political Reform Act filings, providing general information and assistance to the public, performing the statutory duties of the City Clerk in his/her absence, providing complex and responsible administrative staff support, maintaining responsibility for the City’s seal, attending meetings and preparing minutes, and maintaining the City’s Municipal code.

SUPERVISION EXERCISED
Exercises no supervision

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Perform a wide variety of responsible and complex administrative support duties in support of the City Clerk’s office; relieve management staff of a variety of administrative details.

Plan, organize, and carry out administrative assignments; research, compile, and organize information and data from various sources on a variety of specialized topics related to programs in assigned area.

Serve as initial contact and resource person for the City Clerk’s office; screen calls, visitors, and mail; respond to complaints and requests for information and assistance; interpret and explain regulations, procedures, policies, systems, rules, and precedents in response to inquiries and complaints from the public, City staff, and representatives of other organizations; research and gather information to provide accurate answers and information; refer more technical questions or issues to appropriate City staff; receive requests for information from employees and the public over the telephone and in person often requiring extended research; disseminate information in response to requests and information covered under the Public Records Act.

Establish and implement the records keeping system; perform maintenance of active, inactive and electronic records, retrieval, protection, retention, and destruction a variety of legal and official instruments and municipal records within City policy in accordance with an established system and produce records and information upon request.

Participate in the development of procedures related to the storage and retrieval of official documents; recommend systems and procedures for storage of documents and the establishment of retirement schedules for the disposition and disposal of records;
Take minutes of official meetings including City Council meetings; transcribe and prepare minutes; prepare minute orders, resolutions, proclamations, and ordinances in draft or final form; coordinate the review and approval of official actions with the City Council and the City Manager.

Process contracts and agreements by receiving contracts, obtaining signatures, distributing copies, and archiving agreements and contracts.

Prepare, publish, and post notices for public hearings, and other public notices; prepare deeds for recordation; assist staff and the public with questions regarding official documents of the City; explain policies and procedures related to document storage and other matters.

Compose letters, memoranda, and reports; proofread reports, forms, and other typed, handwritten, graphic, or photographic information for accuracy, grammar, punctuation, and procedural accuracy.

Prepare Election candidate packets; respond to questions regarding campaign reporting requirements; file documents with the County Registrar of Voters, Secretary of State, and Fair Political Practices Commission during election process; coordinate Campaign Disclosure and Financial filings by the City Council, Commissioners, and City staff and file as required.

Maintain the official documents of the City including safekeeping, filing, and indexing minutes of proceedings and actions, such as City Municipal Code; receive and file all claims against the City, and receive legal service of all legal documents.

Respond to public inquiries regarding City Council and agency actions, policies, procedures, laws, elections, and governmental structure and organization.

Certify ordinances, resolutions, agreements, and other official documents; administer oaths of office in the absence of the City Clerk.

Assist in the conduct of bid openings and accept bid packets for various City departments’ construction projects or services, meeting State and Federal constraints.

Receive, file and process improvement bonds.

Participate in the development, administration, and monitoring of the department’s budget; order office supplies and prepare purchase requisitions for the office.

Serve as a passport agent, receive payments or fees; issue receipts; maintain records of transactions.

Perform related duties and responsibilities as assigned. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**
Knowledge of:

Policies, principles and procedures used in establishing, maintaining and controlling an extensive and complex records system.

Policies and procedures organization and function of municipal government; pertinent Federal, State, and local laws, codes, and regulations, including the Political Reform Act and Public Records Act.

Organizational structure and functions of various administrative operations and appointive boards and commissions.

English usage, spelling, vocabulary, grammar, and punctuation.

Mathematical principles, and operations.

Modern office procedures, methods, and computer equipment and software.


Record management, filing, classification, storage, retrieval, and retention.

Principles of minute taking and preparation.

Techniques for dealing effectively with the public, vendors, contractors, City Council, Commissioners, and City staff, in person and over the telephone.

Techniques for providing a high level of customer service to public, Commissioners, and City staff, in person and over the telephone.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software Microsoft Office, Word, Excel, Outlook, and PowerPoint, and database applications.

Type at a speed of 60 words per minute and enter data at a speed necessary for successful job performance.

Transcribe recorded minutes.

Operate a motor vehicle safely.

Ability to:
Interpret and make sound decisions and provide information and organize material in accordance with laws, regulations and departmental policies and procedures.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to City Clerk programs and functions.

Interpret a variety of public documents including contracts and ordinances.

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

Participate in the retention and destruction of official records in accordance with applicable laws and regulations.

Plan and organize work to meet schedules and deadlines.

Prepare and maintain accurate and complete records.

Prepare clear and concise reports.

Prepare official minutes, resolutions, and ordinances.

Compose correspondence independently.

Organize own work, coordinate projects, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction.

Use tact, initiative, prudence and independent judgment within general policy, procedural, and legal guidelines.

Use English effectively to communicate in person, over the telephone and in writing.

Meet and deal tactfully and effectively with the public.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Three (3) years of increasingly responsible administrative support experience including recordkeeping, including one year of experience working with a large central records system, and taking and transcribing minutes of meetings. Experience within a City Clerk’s Office is highly desirable.
Training:

Equivalent to a high school diploma supplemented by additional specialized training in municipal administrative processes, business, secretarial science, or a related field.

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Certification as a Notary Public is desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift up to 20 lbs.; availability to attend evening meetings; ability to travel to different sites and locations.

Effective Date: September 2017
Assistant City Manager
Class Specification

FLSA Designation: Exempt
Effective: 03/2004
Revised: 06/2007

DEFINITION
Under general administrative direction, to assist the City Manager in planning, directing, managing and reviewing the daily activities and operations of the City; to direct the operations of the Finance, Human Resources/Risk Management, Information Technology, and Public Works Departments; to coordinate assigned activities with City departments and outside agencies; and to provide highly responsible and complex administrative and technical support to the City Manager and City Council in public policy formation, program development, and service delivery; serves as City Treasurer.

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Assist in developing, planning and implementing administrative policies, goals and objectives for the City; plan, direct, manage and review the goals, objectives, policies, procedures and work standards for the Finance, Human Resources/Risk Management, Information Technology, and Public Works Departments.

Assist the City Manager in planning, organizing, and directing the operations, services, and activities of assigned City departments and programs; relieve the City Manager of day to day routine associated with the governmental operations of the City.

Implement directives and policy from the City Manager; meet and coordinate with Department Heads in order to coordinate and direct programs and projects; assign projects and programmatic areas of responsibility; meet with Department Heads to identify and resolve organizational and operational problems both within departments and across departmental lines; ensure the successful completion of operations, services, programs and projects.

Continuously monitor and evaluate the efficiency and effectiveness of City-wide service delivery methods and procedures; assess and monitor administrative and support systems; identify opportunities for improvement; direct the implementation of changes.
of Department Heads and staff; authorize discipline as required; provide policy guidance and interpretation to staff.

Provide highly responsible administrative and technical staff assistance to the City Manager and City Council; conduct specific and comprehensive analyses on a wide range of municipal policies, procedures, and issues including organizational, administrative, management, fiscal, budgetary, funding, policy, or procedural issues; research, analyze, present, and implement recommendations; evaluate recommended changes on organization, policy and procedures.

Assist in developing, coordinating, administering and monitoring the City budget; direct the forecast of additional funds; review and control programs and projects to ensure cost effectiveness.

Meet and confer with individual and groups of citizens; explain and interpret City operations, programs, policies, and activities; review and respond to City Council member and citizen requests for service and complaints; negotiate and resolve sensitive, significant and controversial issues.

Serve as management representative in the negotiations of contracts and agreements with employee representatives.

Participate on a variety of committees and commissions; prepare and approve material and agenda items for formal and informal meetings.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal government.

Serve as acting City Manager as required.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, programs, services and activities of a comprehensive full service city.

Modern and highly complex principles and practices of public administration.

Current social, political and economic trends and operating problems of municipal government.
Organization and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.

Modern and complex principles and practices of City-wide program development and administration.

Advanced principles and practices of municipal government budget preparation and administration.

Principles of supervision, training and performance evaluation.

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

Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory and legislative organizations.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the City.

Effectively administer a variety of City-wide programs and administrative activities.
Develop, implement and administer goals, objectives, and procedures for providing effective and efficient municipal services.

Plan, organize, direct and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train and evaluate staff.

Identify and respond to community, City Manager, and City Council members issues, concerns and needs.

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

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

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply City policies and procedures as well as Federal, State and local policies, procedures, laws and regulations.

Gain cooperation through discussion and persuasion.

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

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

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

Minimum Qualifications:
Experience:
Ten (10) years of increasingly responsible administrative experience in a municipal government including five (5) years of management and supervisory experience.

Training:
Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Master's degree is highly desirable.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: March, 2004
Assistant Director of
Administrative Services
Class Specification
FLSA Designation: Exempt
Effective: 08/2017
Revised: 09/2017

DEFINITION
Under general administrative direction, assist the Director to plan, manage, and oversee the activities and operations of the Administrative Services Division, including human resources, risk management and assigned administrative programs and initiatives; coordinate assigned activities with other City departments, outside agencies, and the public.

SUPERVISION EXERCISED
Exercise direct supervision over supervisory, professional, and technical human resources and risk management, and administrative division staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Recommend and assist in the implementation of City’s administrative goals and objectives; establish and implement respective policies and procedures.

Provide interpretation and recommendations on applicable codes, rules, regulations on human resources, risk management, and administrative policies and procedures.

Respond to requests for information and advise division and department personnel, the Director, executive City management, and the public of City administrative policies; respond to and resolve difficult and sensitive inquiries and complaints.

Participates in all Human Resources division services and activities including personnel records maintenance, benefits administration, recruitment, examination, selection, training, compensation, classification, job evaluation, performance appraisal systems, administrative investigations, corrective and disciplinary action, collective bargaining, arbitration, labor relations, and grievances.

Ensure compliance with the City’s Personnel Rules and Regulations and related policies and contracts, as well as Federal, State and local human resources management regulations; review and analyze reports, legislation, court cases, and related personnel matters.

Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; recommend the implementation of changes.
Supervise, train and evaluate Administrative Services Division personnel; provide or coordinate staff training; work with employees to correct deficiencies; participate in discipline and termination procedures.

Conduct or oversee a variety of organizational studies, personnel administrative investigations, and recommend and implement remedies or modifications, and enact solutions to program, policy, and procedural issues.

Responsible for administration of recruitment, interviewing, testing, selection, and placement of all employees hired by the City; administer promotion, transfer, and separation procedures of current employees.

Participate in the administration of the City’s classification and compensation plan; establish and maintain class specifications and salary ranges for positions; initiate and conduct wage and benefit surveys; analyze, evaluate, and make recommendations on proposed job reclassifications.

Assist in the development, coordination, and implementation of the Administrative Services Division’s work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Administer employee disciplinary policies and procedures; work with employees to correct deficiencies; participate in discipline and termination procedures; provide assistance to staff on disciplinary issues and action to be taken; administer formal grievance procedure; participate in hearings, and assist management staff in preparing and processing response to grievances.

Participate on a variety of committees and task forces; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources, risk management, and public health program administration.

Recommend the design and writing of grant proposals to address local health needs including community health assessments, policy development, and community health promotion programs; develop scope of work including goals, objectives, and activities; develop grant program evaluation components including strategies for measuring program effectiveness; prepare progress reports for funding sources detailing program events, activities, and participant outcome evaluations.

Coordinate public health related activities with those of other agencies; establish and maintain mutually productive working relationships with residents, community/business groups, and other public and environmental health organizations.

Direct, oversee, manage, and participate in public health projects including planning, development, marketing, implementation and monitoring of work plans, timelines, budget, and program delivery; coordinate public health related activities with those of other agencies; establish and maintain mutually productive working relationships with residents, community/business groups, and other public and environmental health organizations.
City of Perris
Assistant Director of Administrative Services (Continued)

Participate in the City-wide strategic planning process, facilitate and lead strategic planning work for various City commissions and committees; prepare and present annual reports.

Provide staff assistance to the executive City management and City Council; prepare and present staff reports, analyses, and other necessary correspondence.

Participate in the development of the operating budget for the Administrative Services Department; and track and administer the expenditure of funds.

Coordinate City-wide contract administration in conjunction with other departments; recommend policies and procedures for City contracts and set contract insurance standards and requirements.

Supervise and coordinate the administration of the risk management program; liason to third party administrators, attorneys, investigators, engineers; organize programs for general liability, workers compensation, employment practices liability, auto and property; participate in the management of claims and lawsuits; consult with City department representatives to minimize liability and prevent loss; coordinate investigations.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation and evaluation,

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

Principles of direct and indirect supervision.

Human resources and risk management principles and practices.

Municipal government administration programs, policies, and operational needs.

Methods and techniques for contract negotiations.

Operational characteristics, services, and activities of a City Administration Department.

Principles and practices of administration program development and implementation.

Modern office procedures, methods, and computer equipment and software.
Advanced principles and practices of budget development, preparation, and expenditure control.

Grant budget management.

Program analysis and financial forecasting.

English usage, grammar, spelling, vocabulary, and punctuation.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient administrative programs and services.

Plan, organize, direct, and coordinate the work of technical and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

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

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

Evaluate projects, programs, policies, procedures, and operational needs.

Analyze and interpret financial and accounting records.

Prepare a budget and complex financial statements, reports, and analyses.

Design and implement sound accounting and record keeping systems.

Effectively represent the City in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.

Use English effectively to communicate in person, over the telephone, and in writing.
Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Five to seven (5-7) years of increasingly responsible professional human resources, accounting or auditing, or public administration experience including two (2) years of supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in human resources, public policy, accounting, or a related field; Possession of a Master's Degree is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

**Effective Date:** September 2017
DEFINITION
Under general administrative direction, responsible to manage and oversee activities and operations related to the City’s affordable housing and rehabilitation projects, programs, and activities of the Community Services Division; to assess ongoing programs as legislative and regulatory changes occur and provide recommendations and assistance to the Director of Community Services and Housing Authority.

SUPERVISION EXERCISED
Exercises direct supervision over supervisory, professional, technical, maintenance, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Provide highly complex project support to the Director and the executive City management; provide project presentations and recommendations to the City Council, Perris Housing Authority Board Members, and Executive City Management.

Oversee, direct, supervise, and manage staff members, contracted consultants, and volunteers; evaluate and report job performance accordingly, interview new personnel, and recommend new hires or terminations in accordance with city policies and procedures; recommend appropriate service and staffing levels; and recommend and administer policies and procedures.

Participate in the development and administration of the Division’s annual budget; approve, monitor, maintain, and adjust the funds needed for staffing, equipment, materials, and supplies.

Work closely with staff members to ensure they are provided with appropriate support systems and responsive, quality services in the areas of project management, program management, event planning, grants administration, program implementation, contract management, marketing, networking and social media development.

Recommendations for grant and contract management, including negotiating agreement terms that reflect the needs of the City; participate with legal advisors to finalize agreement terms; monitor progress of agreements and maintain agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of contracted funds.

Assist in the development of current and long-term Division and department goals and
objectives as well as policies and procedures in accordance with City and Division/department operations; establish plans and implement policies to achieve goals set by the Director, executive City management, City Council, and the Perris Housing Authority Board of Directors.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures, and affect improvements; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement, review with the Director, and executive City management, and direct the implementation of improvements.

Evaluate, recommend, coordinate, and review the work plan for the assigned division and operations; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Serve as a liaison for the assigned operations and division with other City departments, divisions, and outside agencies; communicate to resolve significant and controversial issues; provide responsible staff assistance to the Director, and executive City management; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to assigned programs, policies, and procedures.

Review requests for programs; approve or disapprove program proposals; review independent contractor proposals and select independent contractors.

Develop and review staff reports related to program activities and services; present reports to the City Council and other commissions, committees, and boards; perform a variety of public relations and outreach work.

Assist in developing, implementing, and reviewing the work plan for the Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of comprehensive housing projects and programs involved in coordinating, managing and monitoring construction and rehabilitation programs and projects.

Coordinate assigned activities with those of other departments and outside agencies and organizations; provide staff assistance to the Director, executive City management, and City Council; prepare and present staff reports and other necessary correspondence.

Prepare and coordinate the preparation and/or review of written materials on programs and projects including development agreements, participation agreements, leases, maps, progress reports, and City Council staff reports.
Develop marketing and promotion programs and materials to enhance the implementation of program activities; develop and implement training programs to ensure that program enrollees know how each program works and are aware of their obligations.

Oversee the generation of project cost estimates, completion schedules, and project implementation budgets; review and approve contracts, loan documents and other financing arrangements, and real estate documents for review with general counsel; monitor project expense budgets and approves/processes project expenditures.

Develop, implement, and oversee comprehensive lending and compliance monitoring policies, guidelines, and procedures, consistent with Federal, State, and local requirements and sound professional program management principles and practices.

Plan and manage new loan and grant production operations for the assigned programs and services in compliance with applicable regulations and policies; review and oversee the completion of applications for funds.

Oversee the management of construction and/or rehabilitation projects; review and monitor rehabilitation project schedules and coordinate implementation of the project through completion; negotiate and confer with consultants and/or with persons involved in project execution.

Prepare and coordinate the preparation and/or review of written materials on projects including development agreements, participation agreements, leases, maps, progress reports, and City Council staff reports.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.

Operational characteristics, services, and activities of a comprehensive community services program.

Operational characteristics, services, and activities of a comprehensive housing program.

General principles of safety, emergency/disaster, and risk management related to the functions of the assigned area.
Principles and practices of budget preparation and administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Applicable Federal, State, local laws, codes, rules, and regulations.

Principles and practices of contract administration and evaluation.

Principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Modern and complex principles and practices of housing program development and administration.

Advanced methodology, techniques, and objectives of housing program administration and rehabilitation construction projects.

Advanced real estate principles and practices.

Principles and practices of contract administration and evaluation.

Knowledge of affordable housing programs, project funding, bonds, and tax-credits.

Knowledge of grants administration, writing, and management.

Knowledge of U.S. government information system for reporting and funding requests, such as DRGR (Disaster Recovery Grant Reporting) and IDIS (Integrated Disbursement and Information System).

Knowledge of available social services and community resources for homeless individuals, foreclosure prevention, senior citizens, at-risk youth and low-income families.

Modern office practices, methods, and computer equipment.

Computer applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of goals.

Delegate authority and responsibility.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Prepare and administer large and complex budgets.

**Ability to** address the public and other government bodies, and present information in a clear and organized professional manner.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development, planning, and zoning services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, maintenance, and administrative support personnel; delegate authority and responsibility.

Interpret and explain City planning and zoning policies and procedures.

Interpret and apply the policies, procedures, laws, codes, and regulations.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Evaluate and recommend bids and projects.

Research, prepare, and administer grants.

Monitor, coordinate, and develop redevelopment projects.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Effectively represent the division and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Effectively interact with the public, vendors, contractors, and City staff, in person and over the telephone.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

**Minimum Qualifications:**

**Experience:**

Seven (7) years of responsible community development experience including three (3) years of management and supervisory experience.

**Training:**

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

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September 2017
Assistant Director of Finance
Class Specification

FLSA Designation: Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under general administrative direction, to assist the Director of Finance in managing activities of the finance department, including general accounting, including payroll and general ledger maintenance, budget preparation, debt administration, revenue management, and grants.

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Recommend and assist in the implementation of goals and objectives; establish schedules and methods for finance, city budget, debt administration, revenue management, and accounting services; implement policies and procedures.

Provide interpretation and decisions on applicable codes, rules, regulations, and finance and accounting procedures.

Participate in financial system enhancements, upgrades, and conversions; ensure the integrity of the City’s financial data throughout any changes to the financial system.

Assign, and supervise the work of assigned staff performing activities related to fiscal operations and general accounting, including accounts payable, general ledger maintenance, payroll, purchasing, and other financial activities.

Troubleshoot financial software; assist in the development of new reports which enhance report accuracy and production time.

Supervise and participate in the preparation of various financial statements and reports.

Respond to requests for information and counsel city departments, governmental agencies, and the public in city financial and accounting policies.

Prepare and administer budgets for the City, Redevelopment Agency, and Public Finance
City of Perris  
Assistant Assistant Director of Finance - Final (Continued)

Authority: prepare cost estimates for budget recommendations; monitor and control expenses; prepare the departmental budget and submit justifications for staffing, materials, and supplies.

Review, develop, and modify accounting and control methods to improve existing procedures; ensure conformity to policy and increase effectiveness.

Perform technical work in developing, supervising, and participating in fiscal operations, internal audits, special accounting procedures, budgetary accounting procedures and systems, and monthly budget report analysis.

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

Plan, direct, coordinate, and review the work plan for the assigned functional area; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Train, motivate, and evaluate assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures; participate in the city’s rate and fee studies.

Provide financial support to the City’s redevelopment agency.

Ensure the accuracy and timeliness in meeting the City’s statutory reporting requirements, including the State Comptroller’s Report, Statement of Indebtedness, Street Report, Housing and Community Development Report, and Report on Development Impact Fees.

Coordinate the preparation of external audit materials and external financial reporting; prepare state and federal reports, expenditure and tax reports, and reports for the City Council.

Oversee the Special Revenue Funds to ensure compliance with Federal, State, and local requirements, including the coordination for the preparation of the city’s five-year Capital Project Plan.

Coordinate the process in preparation of audit materials and information for the city’s Annual Audit, and audits for the Redevelopment Agency and Public Finance Authority; prepare related financial reports, Annual Management Letter, and other related documents.

Conduct City-wide business process reviews and internal audits; reconcile financial records to bank statements and other financial investment activities.

Coordinate assigned activities with, and provide technical assistance to functions such as grant operations, other city departments, functions, and sections, and with other employees within the Finance Department.

Participate in the development and implementation of special projects; perform special
accounting and reporting required by federal grants.

Review and authorize debt service payments for the Redevelopment Agency and community facilities districts, including authorization of wire transfers.

Review the interest allocation to all city funds, including the review of the Treasurer's Investment Report submitted to the City Council.

Oversee and manage the city's daily cash flow and investments.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative principles and practices including goal-setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Applicable federal, state, or and local laws, codes, and regulations, and Generally Accepted Accounting Principles (GAAP).

Organizational and management practice as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Principles and practices of employee supervision, including work planning and assignment, review and evaluation, and the training of staff in work procedures.

Methods and techniques for writing, presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Operational characteristics, services, and activities of a comprehensive finance program.

Organization and management practices as applied to the analysis and evaluation of finance programs, policies, and operational needs.

Modern and complex principles and practices of finance program development and administration.

Advanced principles and practices of general and municipal government accounting.
auditing, investments, debt issuance, cash management, and purchasing; advanced principles and practices of budget development, preparation, and expenditure control.

Modern office procedures, methods, and computer equipment and software applications.

Grant funding and accounting.

Program analysis and financial forecasting.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for dealing effectively with the public, vendors, contractors, and city staff, in person and over the telephone.

Techniques for providing a high level of customer service to public and city staff, in person and over the telephone.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software applications.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the finance division.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient finance programs and services.

Plan, organize, direct, and coordinate the work of technical and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to City Manager and City Council issues, concerns, and needs.

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

Research, analyze, and evaluate new service delivery methods, procedures, and techniques; analyze and interpret financial and accounting records; design and
implement sound accounting and record keeping systems.

Prepare complex financial statements, reports, and analyses.

Develop and prepare assigned budgeting control expenditures.

Use English effectively to communicate in person, over the phone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedure role, and legal guidelines.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Eight (8) years of increasingly responsible accounting or finance experience including four (4) years of management and supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in accounting or finance, or a related field. A Master's degree is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

Possession of a CPA is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September 2017
Assistant Director of Public Works  
Class Specification

FLSA Designation: Exempt  
Effective: 12/2004  
Revised: 09/2017

DEFINITION
Under general direction, to assist the Director in planning, directing, managing, and overseeing the activities and operations of the Public Works Department including water distribution, sewer maintenance, streets, drainage, fleet, parks, landscape, traffic signals, street lights, animal control, facilities, and special district maintenance; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the executive City management.

SUPERVISION EXERCISED
Exercises direct supervision over supervisory, professional, technical, administrative support staff, and trades.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Assist the Director with the management of all Public Works Department services and activities including water distribution, sewer maintenance, streets, drainage, fleet, parks, landscape, traffic signals, street lights, animal control, facilities, and special district maintenance.

Participate in the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish and maintain, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Public Works Department to other City departments, elected officials and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Assist in the development of and implement the Public Works Department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of
responsibility; review and evaluate work methods and procedures; and initiate corrective actions.

Assist with and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; track, monitor, and approve expenditures; direct the preparation of and implement budgetary adjustments; maintain records according to accounting policy and procedure.

Oversee and implement a Street Rehabilitation and Maintenance Program.

Coordinate Public Works Department activities with those of other departments and outside agencies and organizations.

Oversee the implementation of a plan for maintenance and security of City facilities.

Assist in providing staff assistance to the Director, executive City management, and City Council; prepare and present staff reports, analyses, and other correspondence.

Conduct a variety of organizational and operational studies and investigations, identify trends and patterns; and recommend modifications to Public Works programs, policies, and procedures as appropriate.

Participate in the evaluation and development of plans and schedules for short and long-range public works maintenance programs; organize available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compile estimates, contract provisions, and specifications; and implement action plans.

Assist in the review of the design, materials, and process proposed relating to new construction or major repairs for City facilities and improvements; prepare and/or review ordinances for City Council consideration; recommend levels of service for utilities, streets, and drainage areas to the Director and others.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:

Operational characteristics, services, and activities of a comprehensive public works
program.

Organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs.

Modern and complex principles and practices of public works program development and administration; practices for documenting inspections, correcting violations, and carrying through on court procedures.

Methods and techniques for writing and giving presentations, conducting and administering contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Principles and practices of engineering and construction as applied to the field of public works maintenance, equipment, materials, and methods used in construction, maintenance, cleaning, and repair of public works.

Advanced principles and practices of municipal budget preparation and administration.

Materials and labor costs in street and related construction work.

Principles of supervision, training, and performance evaluation.

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

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Public Works Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.

Plan, organize, direct, and coordinate the work of management, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

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

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to public works programs and functions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Eight (8) years of responsible public works experience including three (3) years of management and supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in engineering or a related field. A Master's degree is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of a Certificate of Registration as a Professional Engineer in the State of California.

Possession of, or ability to obtain, a Grade II Water Distribution Operator Certificate.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and
locations.

**Effective Date:** September 2017
Assistant Planner
Associate Planner
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under general supervision (Assistant Planner) or direction (Associate Planner), to perform professional level work in the field of current and/or advance planning; to provide information and assistance to developers and the public on planning related matters; and to provide highly technical and responsible support to the Director of Planning and Economic Development.

DISTINGUISHING CHARACTERISTICS

Assistant Planner: This is the entry level in the professional Planner class series. Positions at this level usually perform most of the duties required of the positions at the Associate Planner level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Assignments require the application of fundamental planning principles. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Associate Planner: This is the full journey level in the professional Planner class series. Positions at this level are distinguished from the Assistant Planner level by the performance of the full range of duties as assigned including responsibility for the application of professional knowledge and skills to various municipal planning problems and projects. Responsibilities include the preparation of specific reports and plans with opportunity for working independently and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the Associate Planner level are normally filled by advancement from the Assistant Planner level with three years of experience and successful performance reviews. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the Associate Planner level.

SUPERVISION EXERCISED Assistant Planner

Exercises no supervision.
**Associate Planner**
May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Conduct technical research; gather, interpret, analyze, and prepare data for studies; prepare reports and recommendations for drafting or revising local legislation and plans; project trends; monitor socioeconomic data; make presentations to City boards, commissions, and committees.

Provide technical and professional advice to architects, engineers, contractors, developers, community groups, public officials, decision makers, and the public regarding land use applications, ordinances, codes, plans, policies, regulations, programs, and services.

Manage city consultants on projects, including scheduling budget, and problem resolution.

Evaluate project's environmental impacts pursuant to CEQA; prepare CEQA documents and recommend mitigation measures to reduce adverse impacts of development; enforce mitigation monitoring and compliance.

Update City zoning and environmental sensitivity maps and maintain the status of planning projects and activities in the database of information for planning purposes, and close out approved or abandoned planning cases and files.

Provide staff support to the Planning Commission; provide technical guidance to lower graded function staff, and assistance to others in city departments on matters related to planning.

Prepare graphics and maps for a variety of reports, plans, grant applications, publications, or meetings.

Provide general zoning, building, and related code information and application forms to permit applicants and the public; provide guidance in filling out various permit applications and forms; ensure that applicants understand the permitting process and provide the necessary information and attachments required to submit an accurate and complete application; Collect project review fees and track payments against the budget, reconciling any differences between the two.

Attend and represent planning function at governmental and public agency meetings on behalf of the city.

Process permit applications by accepting the application, checking for accuracy and completeness, reviewing plans for code compliance, calculating fees, routing to appropriate review staff, monitoring application progress for status reports, and approving plans and permits for issuance.

Perform site visits and field inspections to assess or verify site and project conditions and compliance with conditions of approval, zoning regulations, construction plans, and code compliance enforcement.

Prepare City initial environmental review documents for projects dealing with complex issues on biological and archaeological resource impacts, traffic impacts, contaminated soils, noise impacts,
and neighborhood controversy.

Coordinate planning activities with other City departments and with outside agencies. Maintain
detailed socio-economic data and other relevant statistics.

Perform inspections for projects for compliance with approved plans and other City requirements,
acts, and ordinances.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Assistant Planner**

**Knowledge of:**

Principles and practices of urban planning and development. California Environmental
Quality Act (CEQA).

GIS principles and concepts.

Recent developments, current literature, sources of information, and research techniques
related to the field of urban planning.

Modern office methods, practices, procedures, and related equipment. Mathematical
principles and operations.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and application software

Operate a motor vehicle safely.

**Ability to:**

Learn pertinent Federal, State, and local laws, codes, and regulations. Learn the City zoning
and code enforcement regulations.

Analyze and compile technical and statistical information and prepare routine reports. Prepare
basic planning graphics including site plans and land use maps.

Read and interpret construction drawings.
Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications: Experience:**

One year of directly related municipal planning experience is desirable.

**Training:**

Bachelor's degree from an accredited college or university with major course work in urban planning or a related field.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Associate Planner**

In addition to the qualifications for Assistant Planner:

**Knowledge of:**

Pertinent Federal, State, and local laws, codes, and regulations pertaining to general plans, housing, zoning, subdivision, building and construction, real estate, and redevelopment. City zoning and code enforcement regulations.

Mathematical and statistical concepts and principles, and analytical processes.

Architectural styles, history, building plans, and design philosophies.

Public hearing rules, procedures and protocols.

Water systems and flood controls, landscape, irrigation, and fire-access requirements, standards, and specifications.

Budget composition and allocation as related to planning activities.

State laws and requirements related to local Native American tribes.

Computer software applications for spreadsheet, presentation, document generation, and database management.

**Ability to:**
City of Perris  
Assistant Planner - Associate Planner (Continued)

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to planning programs and functions.

Analyze and compile technical and statistical information and prepare detailed technical reports and recommendations.

Ability to read Civil Engineering and building plans, maps and charts, and architectural and engineering scales.

Check building plans for conformance with land use, architectural and zoning regulations, and suggest changes to achieve compliance.

Write mitigation measures and draft conditions for projects.

Interpret planning and zoning programs to the public.

Perform professional planning work with a minimum of supervision. Manage project development and implementation.

Minimum Qualifications: Experience:

Three to five years of professional planning experience.

Training:

Bachelor's degree from an accredited college or university with major course work in urban planning or a related field. A Master's degree is desirable.

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2017
Audiovisual Specialist
Class Specification

FLSA Designation: Non-Exempt
Effective: 09/2017

DEFINITION

Under general supervision, to perform journey level audiovisual production; Research, create, and develop various techniques for presenting information to the public; Coordinate pre-production activities with both internal and external sources; Develop story boards including script writing and audiovisual production; Coordinate onsite videos and photo shoots; Edit and duplicate final material for presentations; Support and update the City’s website and social media; Provide technical support of information systems hardware and software as assigned.

SUPERVISION EXERCISED

May exercise technical and functional supervision over interns and/or volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Coordinate production services related to both taped and live telecasts, video programs and training films, including producing live council meetings.

Set up, operate and maintain studio, production facilities and field production elements and equipment including scheduling and staffing, television cameras, video records, microphones, lights and graphic equipment.

Manage and operate a master control area for public meetings, including recording and editing equipment.

Diagnose production related problems; recommend and/or perform modifications; perform minor repairs to lighting, audio, and video equipment.

Troubleshoot during production, adjust and diagnose problems in broadcast quality audio and video production equipment, and make emergency repairs by using testing instruments, diagnostic routines, and electronics tools to prepare equipment for immediate use in the studio and at field locations.

Establish and maintain records of equipment used in order to monitor performance and to facilitate planning for maintenance and supplies.

Sets up, operate and take down audio and video equipment such as television cameras, sound and editing equipment, lights, photographic and graphic equipment in the studio, control room, and at field locations.
City of Perris  
Audiovisual Specialist (Continued)

Maintain audiovisual recordings in accordance with Assembly Bill 839.

Assist with special events and ensure proper public awareness of City programs through video documentation.

Train and supervise interns and/or volunteers needed for live presentations.

Create and produce videos and training materials for the City of Perris, including commercials and long form programming based on the needs of the City and/or ideas generated from City leadership.

Assist with Emergency Operations Center (EOC) set up and operation by ensuring all communication and technical equipment are set up correctly and operational.

Uses Aerial Drone for photography and videography to create promotion media for the City’s programs and/or raise public awareness about specific issues.

Monitor online remote backups for the City’s servers by ensuring all data is backed up at appropriate intervals.

Setup, maintain, and troubleshoot all audio-visual equipment including Public Access Channel 3.

Perform basic maintenance, support, and updates for the City website and social media.

Create new network configurations; configure network patch panel access.

Assist with internal and external networking issues, wireless internet systems, and Power Over Ethernet (POE) cameras.

Serve as backup for the Information Technology Support Technician.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

*Knowledge of:*

Operations, services and activities of a public cable television station (e.g., updating and deleting content, scheduling content, live streamlining).

Video editing applications, including Final Cut Pro, After Effects, Photoshop, various encoders and compressors, as well as the Mac platform.

Modern and complex principles and practices of video production.
Operational characteristics of standard and complex video production equipment.

Applicable Federal, State and local codes, laws and regulations governing cable television programming.

Techniques and procedures in the use of aerial drones related to aerial photography and videography.

Creative and Technical writing styles.

Techniques and procedures for hardware parts installation, replacement and repair.

Network support and maintenance of hardware.

Operating characteristics of information systems equipment including workstations, network servers/gateways, printers, storage, network hubs/concentrators, bridges, communication switches, scanners, laptops, PC workstations, and other central or peripheral devices.

Software and operating systems including Microsoft Windows 7 and 8 and Microsoft Servers 2003 and 2008.

Acrobat, Adobe PDF, Photoshop, Final Cut Pro, After Effect, and Microsoft Suite Programs.

PC troubleshooting techniques.

Safe driving principles and practices.

**Skill to:**

Correctly configure and use all manner of production related cameras, including still, video, and digital single-lens reflex (DSLR) cameras.

Light a scene and correctly determine brightness, softness, and intensity.

Comprehend and distinguish between subtle audio cues and issues that arise in pre/post-production.

Operate aerial drone for use in aerial photography and videography.

Communicate effectively with all levels of users on both IT and A/V related projects.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.
Ability to:

Maintain TriCaster system, Nexus, and QSC equipment.

Operate Granicus system, including live streaming and archiving meeting footage.

Advise and provide interpretation to others on the application of policies, procedures, and standards to specific situations.

Analyze and solve network problems.

Perform network cabling.

Perform hardware installations on PC’s.

Maintain stand-alone and network printers.

Install and configure Phone System Programs, such as Shortel.

Analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards.

Remotely troubleshoot technical issues.

Read and understand professional manuals, journals, and literature.

Prioritize requests for service.

Communicate clearly and concisely, both orally and in writing.

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

Minimum Qualifications:

Experience:

Two years of videography and photography production and editing, and any PC and/or social media related technical support experience.

Training:

Bachelor’s degree from an accredited college or university in radio, television, film, computer science, information technology, or related field.
City of Perris
Audiovisual Specialist (Continued)

License or Certificate:

Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

Possession of CompTIA A+ Certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 50 lbs.; exposure to mechanical hazards and electrical hazards; ability to travel to different sites and locations.

Effective Date: September 2017
Capital Improvement Project Manager  
Class Specification

FLSA Designation: Exempt  
Effective: 06/2007  
Revised: 09/2017

DEFINITION

Under general direction, responsible to manage Capital Projects, including Traffic Signal and Street Lighting Maintenance, Flood Control Maintenance and Water Quality; to oversee the performance of complex, advanced level engineering and project management activities for a variety of transportation and/or public works projects; to manage consultant contracts; to administer outside funding sources; and to provide highly responsible and complex administrative support to the Director of Public Works and/or City Engineer.

SUPERVISION EXERCISED

Exercises supervision of a staff, and may exercise functional supervision over contract staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, develop and manage the overall goals, objectives, policies and priorities of the City’s existing Flood Control and Watershed Protection system, including prioritizing maintenance scheduling, developing work methods and procedures for storm drains and appurtenances, catch basins, earthen channels and other water quality BMP’s throughout the City; and supervising City personnel and contract staff involved with implementing projects, inventory and mapping, inspections, and maintenance related to required duties.

Plan, develop and manage the overall goals, objectives, policies and priorities and programs of the City’s existing Traffic Signal and Street Lighting system, including maintenance and repair scheduling, reviewing work procedures, and prioritizing the ordering of materials, supplies, and electronic equipment for the maintenance of traffic signals and safety lighting; confer with the Principal Contracted Maintenance personnel involved with implementing programs, projects, and inspections related to required duties.

Plan, manage, and coordinate the review of land use entitlement proposals for private developments, including writing and/or reviewing conditions of approval, and overseeing off-site landscape plan check services; review and/or draft Landscape Maintenance agreement; review and process right-of-way offers of dedication and landscape easements; conduct reviews of the landscape maintenance, flood control, and lighting district improvements intended to meet the requirements of the Engineering and Special Districts Division, reduce long term maintenance costs, ensure the longevity of improvements, and compliance with City ordinances, codes, and policies.

Administer the City’s National Pollutant Discharge Elimination System (NPDES) Program, and
City of Perris
Capital Improvement Project Manager (Continued)

implement the required programs and projects of the Total Maximum Daily Load (TMDL) Task
Force Activities including program planning, project development and management; resolving
problems, assigning projects and programmatic areas of responsibility; and reviewing and
evaluating work methods and procedures.

Supervise City staff, prioritize and review work, schedule staff time, evaluate employee
performance and provide technical guidance and training; oversee contract staff involved with
implementing programs, projects, and inspections related to construction and maintenance projects,
programs, and activities, such as NPDES and TMDL required duties.

Oversee and confer with Principal Consultant Staff in charge of the City’s Water Quality
Management Plan (WQMP) reviews, and involved with conditioning commercial, industrial, and
residential projects for environmental and site design compliance; confer and coordinate with
Principal Consultant, private developers, and other departments, and serve as advisor and problem
solver for compliance related matters.

Plan, direct, oversee both the start of one-year maintenance, final acceptance and turn over, and
issuance of Final Certificate of Occupancy for new business and new development construction
into the Landscape, Lighting and Flood Control Districts.

Prepare and recommend to City Council the annual Division budgets for Engineering
Administration, Traffic Safety, NPDES, Flood Control District FCD #1, Lighting District #84-1;
monitor approved budgets, approve expenditures, forecast additional funds needed for project
implementation, and recommend adjustments as necessary.

Oversee, conduct, and coordinate policy and fiscal-related analytical studies and reports, involving
the evaluation of departmental operations and maintenance services programs that serve as the
primary contributing factor and basis for preparation of the annual engineer’s report, and the
recommended tax levy increases or decreases for the Flood Control, Lighting and Landscape
Maintenance Districts.

Prepare and review working procedures, prioritize work, and supervise the performance of contract
personnel for technical proficiency, volume, and accuracy of work products for both technical
trades, and professional services; recommend contract extensions and terminations of contract
personnel.

Oversee and supervise consultant services as needed, and confer with Principal Consultant Staff of
the City’s NPDES Commercial and Industrial Inspection Program; oversee the monitoring &
biological pollutant testing program for City outfalls, while acting as the City’s Chief Compliance
officer; confer and coordinate with staff from other departments, outside agencies, property and
business owners; and serve as advisor and problem solver for compliance related matters.

Negotiate and monitor contracted services as necessary, confer and coordinate with assigned staff
and outside maintenance contractors; serve as technical advisor to staff and problem solver for
disputes arising out of the meaning and intent of Contract language and scope of work
specifications; recommend contract extensions and terminations of flood control, and traffic signal
& lighting contractors providing maintenance services to the City.
City of Perris
Capital Improvement Project Manager (Continued)

Represent the City at regional planning meetings and jurisdictions including the Riverside County Flood Control District, NPDES Steering Committee, The Lake Elsinore and Canyon Lake TMDL Task Force, The Santa Ana Regional Water Quality Control Board and other meetings related to water quality, storm water, urban runoff pollution prevention and related issues.

Make presentations to the City Council, City Boards and Commissions, and community groups; prepare and/or edit staff reports for submission to the City Council.

Participate in the development and administration of the Capital Improvement Program Budget; monitor approved budget, approve expenditures, forecast additional funds needed for project implementation, and recommend adjustments as necessary.

Represent the City in negotiating and conferring with consultants, outside jurisdictions, agencies, and others involved in capital improvement project execution; including major transportation and lighting projects and programs, including RCTC’s Metrolink Perris Valley Line Project, and WRCOG’s Street Lighting Acquisition program.

Perform complex engineering studies of storm drain systems and plans intended to evaluate the efficiency and effectiveness of service delivery, and/or serve as the basis for inventory and maintenance, upgrade or repair estimates; evaluate programs to assess compliance with State and local codes and make effective recommendations for changes to required local NPDES Plans; prepare, update, or oversees changes to the City’s Local Implementation Plan (LIP), and the City’s Site Specific Municipal Facilities Pollution Prevention Plans (MFPDP).

Coordinate the implementation of the City’s Drinking Water Systems Discharge Permit with the City’s Water Department, including application for annual DeMinimus Permit and Notification to the State Water Resources Control Board, and confer with principal consultant staff responsible for implementation measures of the permit.

Oversee the implementation of the City’s General Construction Permit data delivery and reporting system (SMARTS) for all municipal funded capital improvement projects, including street, City facilities, and parks.

Prepare Requests For Proposals (RFP’s and RFQ’s), bidding documents, and project specifications for professional design consulting services, professional plan checking services, capital improvement projects, repairs and upgrades, maintenance, lighting and traffic signal services and projects; review and evaluate data, prepare and present contracts, and make recommendations for award of consultant services.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:

Administrative principles and practices, including goal setting, program development,
implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.

Public agency budgetary, contract administration, citywide administrative practices, and general principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Principles and practices of supervision, including work planning, assignment, review and evaluation and the training of work procedures.

Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

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

Principles and practices of planning and engineering including the design, construction, and maintenance requirements of public works projects.

Modern developments, current literature and sources of information regarding planning and engineering.

Principles and practices of data collection and report preparation

Capital Improvement Program budgeting and funding practices.

Engineering plan types, review practices, and permit filing and approval procedures; subdivision engineering and plan review practices.

General design, layout, and construction practices for public improvements such as streets, storm drains, grading, and landscaping.

Principles of engineering mathematics, stress analysis, and properties, strength, and uses of construction materials.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with government agencies, community groups, and various business, professional, regulatory, and legislative organizations.

Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.
Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Safe driving principles and practices.


Permitting, legal, regulatory and technical requirements of storm water quality management; principles of storm water management, including practices and problems, structural and non-structural methods of source control and environmental monitoring.

Principals of proper methods, techniques and practices used in sampling and dry weather storm water flows, laboratory procedures used to identify and measure pollutants of concern.

State of California illicit connection and illegal discharge prevention and hazardous materials spill response.

Read and interpret common descriptions of real property, title reports and accompanying documents, and the principles and practices of land surveying.

Occupational hazards and standard safety practices necessary in construction inspection.

Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned projects and programs.

Recent and on-going developments, current literature, and sources of information related to the operations of construction and maintenance management.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various businesses, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and agency staff.

**Skill to:**

Operate modern office equipment including computer and applicable software applications such as word processing, spreadsheets, and databases.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for capital improvement projects.
Develop, implement, and administer goals, objectives, and procedures for capital improvement projects.

Plan, organize, direct, and coordinate the work of technical, administrative support, and contract personnel, as needed; delegate authority and responsibility.

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

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

Prepare and administer budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports.

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

Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.

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

Conduct planning and engineering studies and prepare reports with recommendations; read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.

Perform technical research and solve planning and engineering problems.

Prepare, understand, and interpret planning and engineering construction plans, specifications, and other contract documents.

Analyze planning and engineering specifications to ensure compliance with City standards and governmental requirements.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines; work independently, organize information, and efficiently prioritize and complete work.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.
**City of Perris**  
**Capital Improvement Project Manager (Continued)**

**MINIMUM QUALIFICATIONS:**

**Experience:**

Five (5) years of increasingly responsible experience in professional planning or engineering, plus two (2) years of supervisory experience.

**Training:**

Bachelor degree from an accredited college or university with major course work in planning, engineering, landscape architecture, or directly related field; A Master's degree in a directly related area is preferred.

**License or Certificate:**

Possession of or ability to obtain a valid California driver's license (Type C) and proof of automobile liability insurance as required by the position; Possession of ICC is desirable.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; ability to travel to different sites and locations. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Effective Date:** September 2017
Chief Information Officer  
Class Specification  

FLSA Designation: Exempt  
Effective: 07/2017  
Revised: 09/2017  

DEFINITION

Under direction from the Assistant City Manager, the Chief Information Officer provides vision and leadership for developing and implementing information technology initiatives; directs the planning, implementation, upgrading, and maintenance of the City’s Information Technology systems; and directs the programs and activities of the Information Technology Department.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Directs, analyzes, develops, and maintains the information technology environment, including operating systems, application software, computer hardware and peripherals and data communication hardware and software.

Reviews the overall performance of City’s computer systems and recommends long-term improvements based on formal and informal needs assessment.

Develops and manages the IT Department budget; develops and monitors the approved annual operating and capital budgets for information and technology systems throughout the City.

Recommends and/or approves the City’s purchases for computer-related equipment and software.

Supervises the work of computer contractors and evaluates and negotiates contracts and change orders; develops, when possible, master purchase or lease agreements for hardware, software, maintenance and telecommunication services.
Directs and participates in the installation, maintenance, development and programming of software programs.

Confers with users to determine the feasibility of developing specific applications, resolving procedural difficulties, formulating software objectives, and establishing problem definitions; develops appropriate software and hardware specifications necessary to support specific projects.

Prepares and maintains IT-related records, documentation, and operational procedures; maintains problem logs, documenting system errors or defects.

Develops, directs, and participates in providing employees with training programs in using new software products and advanced programming techniques; supervises the development and maintenance of user documentation, including complete user manuals, FAQs and help files.

Supervises and trains ITS Department personnel.

Ensures the security of information, equipment, access to data files, and develops recovery and back-up procedures for software systems.

Creates, maintains, and enforces written policies and procedures regarding all computer operations in the IT Department and throughout City departments to ensure the protection of the affiliate’s IT assets and the integrity, security and privacy if information entrusted to or maintained by the affiliate.

Responsible for the management of multiple information and communications systems and projects, including voice, data, imaging, and office automation.

Ensures that all information systems and networks operate according to internal standards, external accrediting agency standards, regulatory agencies and legal requirements.

Develops and maintains the systems architecture, defining standards and protocols for data exchange, communications, software and network information systems.

Communicates IS/IT plans, policies and technology trends throughout the organization, including management groups and professional staff.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.
JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Information system design and analysis techniques.

Desktop, notebook, handheld, and server computer hardware, and various computer peripherals such as printers, monitors, modems and other equipment.

Local and wide area network design, implementation, and operation.

IT operating systems such as Windows, Unix, and Linux.

Various office productivity software programs such as word processing, databases, spreadsheet programs, and communications software.

SQL relational databases (Informix and NT SQL), PC Hardware and multi-user computers and some knowledge of programming in "C" language.

The principals and methods of technical writing and basic statistical reporting.

Municipal program management, including grants, purchasing, finance, and budgeting.

The principles and practices of supervision and training.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Design, analyze, evaluate, and develop information systems and procedures.

Assess the City's IT needs based on experience and conferences with users.

Supervise, train and evaluate the work of subordinates.

Ability to work independently on various projects simultaneously under deadline conditions.

Develop, administer, and monitor assigned budgets.
City of Perris
Chief Information Officer (Continued)

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

Communicate clearly and concisely, both orally and in writing.

Negotiate contracts and agreements.

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

Minimum Qualifications:

Experience:
Five years of experience with increasing responsibilities for the management and support of information systems and information technology is desirable, preferably within a local government environment.

Training:
Bachelor's degree from an accredited college or university with major coursework in computer science, business administration, or a related field.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2017
Code Compliance Officer I
Code Compliance Officer II
Code Compliance Officer III
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under general supervision (Code Compliance Officer I) or direction (Code Compliance Officer II and III), perform a variety of duties involved in investigating, enforcing, and resolving complaints about City codes and ordinances including zoning, housing, fire, utility, dangerous building, and the application of uniform building codes.

DISTINGUISHING CHARACTERISTICS

**Code Compliance Officer I:** This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this classification is often used as a training class, employees may have only limited or no directly related work experience.

**Code Compliance Officer II and III:** These are the full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at the II and III levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

SUPERVISION EXERCISED

**Code Compliance Officer I**
Exercises no supervision.

**Code Compliance Officer II and III**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Receive, record, and investigate complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

Inspect existing buildings, structures, and properties to determine their conformity with City, State, and Federal standards and laws pertaining to zoning, housing, fire, utility, building, and other related codes to prevent blight in the City; conduct re-inspections to ensure compliance.

Abate public nuisances such as vacant structures, abandoned vehicles, hazardous swimming pools, signs, and property maintenance through summary powers and court orders.

Maintain current field activity inspection logs; issue correction notices; prepare detailed reports, inspection warrants, abatement warrants, and staff reports; submit statistical data for monthly reports and other correspondence.

Confer and coordinate enforcement activities with members of other departments and agencies including Building, Planning, Business License, Administration, Police, County Fire, and Health.

Maintain statement of costs, liens, court ordered restitution, and cost recovery.

Oversee City approved contractors for property abatements and ensure work completion meets City standards.

Initiate contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards.

Prepare notices of violation or noncompliance and citations according to applicable codes and regulations; issue letters to property owners notifying them of violation.

Coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action and administrative hearings; present testimony at hearings in court.
Provide information to violators, the public, business community, and other government agencies regarding codes, laws, and ordinances; respond to questions, complaints, and inquiries.

Prepare a variety of written reports, memoranda, and correspondence.

Input and retrieve a variety of information using a computer terminal.

**OTHER JOB RELATED DUTIES**
Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Code Compliance Officer I**

**Knowledge of:**
Modern office practices, methods, and computer equipment.

Occupational hazards and standard safety practices necessary for code compliance.

Principles and practices used in working with the public.

Principles of record keeping, case management, and reporting.

Basic mathematical principles, and operations.

English usage, spelling, vocabulary, grammar, and punctuation.

Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**
Learn principles, practices, methods, and techniques of code violation investigation and enforcement.

Learn principles and techniques of fire and utility inspection.

Learn methods and procedures used in code compliance including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned code compliance programs and functions.

Learn to read and interpret maps, plans, and legal descriptions.

Maintain and update records, logs, and reports.

Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.

Work independently in the absence of supervision.

Understand and follow verbal and written instructions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

One year of experience in investigation, enforcement, or public contact.

**Training:**

Equivalent to a high school diploma. Supplemental specialized college level training in planning, zoning, inspection, or law enforcement is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

Possession of, or ability to obtain within one year of hire, a PC832 Certificate.

Possession, or ability to obtain, First Aid and CPR certificates.

Possession of, or ability to obtain with one year of hire, SCACEO Certification.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, stoop, squat, and lift up to 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.
Code Compliance Officer II and III

In addition to the qualifications for Code Compliance Officer I:

**Knowledge of:**

- Principles, practices, methods, and techniques of code violation investigation and enforcement.
- Fire prevention codes and regulations.
- Methods and procedures used in code compliance including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.

**Ability to:**

- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned code compliance programs and functions.
- Read and interpret maps, plans, and legal descriptions.

**Minimum Qualifications:**

**Experience:**

- **Code Compliance Officer II:** Three years of experience as a Code Compliance Officer I.
- **Code Compliance Officer III:** Three years of experience as a Code Compliance Officer II.

**Training:**

Equivalent to a high school diploma. Supplemental specialized college level training in planning, zoning, inspection, or law enforcement is desirable.

**License or Certificate:**

- Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.
- Possession of a PC832 Certificate.
- Possession of First Aid and CPR certificates.
- Possession of SCACEO Certification.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*
City of Perris
Code Compliance Officer I, II, III - Final (Continued)

Ability to sit, stand, walk, kneel, stoop, squat, and lift up to 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: September 2017
DEFINITION
Under direction, to supervise, plan, coordinate, and participate in the more complex and difficult work of staff responsible for providing code compliance services; perform a variety of technical tasks relative to assigned areas of responsibility; and provide highly technical assistance to the Director of Development Services.

SUPERVISION EXERCISED
Exercises direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Plan, prioritize, assign, supervise, and participate in the work of staff responsible for providing code compliance services; seek voluntary compliance with Municipal Codes, licenses, and permits.

Participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; update employees on current codes and regulations pertaining to code compliance and field inspection.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

 Recommend and assist in the implementation of goals and objectives for the code compliance function; develop, recommend, and implement City code compliance policies, procedures, and regulations to ensure compliance with and the application of related laws, ordinances, and regulations; analyze, evaluate, and interpret Municipal Codes and other regulations.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
Plan, direct, and participate in the investigation of potential violations and the enforcement of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior complaints, municipal codes and ordinances, and State regulations to establish whether a violation has occurred; compile detailed information for action by appropriate City officials.

Coordinate services and activities with planning, building, engineering, fire, police, City Attorney, and regulatory agencies.

Direct the preparation of and prepare notices of violation or non-compliance and citations according to applicable codes and regulations; oversee and initiate contacts with residents, business representatives, and other outside agencies to explain the nature of violations and to encourage compliance with municipal codes, ordinances, and community standards.

Direct, coordinate, and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to elicit and ensure compliance with applicable codes and ordinances through verbal persuasion and citation authority.

Prepare non-compliance cases for legal action and administrative hearings; present testimony at hearings in court.

Review development project and discretionary application submittals; impose conditions of approval to ensure code compliance.

Prepare various reports on operations and activities; prepare written and verbal presentations for the City Council, Boards, and Commissions and various community groups and agencies; prepare City Council agenda reports, ordinances, resolutions, and agreements.

Respond to and resolve difficult public inquiries and complaints in a courteous manner; provide information to the public, violators, the business community, and other outside agencies regarding codes, laws, and ordinances and Code Compliance policies and practices; resolve complaints in an efficient and timely manner; refer complaints to other City departments for action as necessary.

Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Monitor general fund revenue accounts for building violation fees, code violation fees, and vehicle abatement fees.

Input and retrieve a variety of information using database programs, and utilize a variety of computer software applications, such as spreadsheet, presentation, and document generation.

Obtain and execute inspection warrants.
Draft and publish legal notices.

Compile evidence and present arguments at public nuisance hearings.

Attend and participate in professional group meetings and seminars; stay abreast of new trends and innovations in the field of code compliance.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services, and activities of a code compliance program.

Principles of supervision, training, and performance evaluation.

Principles, practices, methods, and techniques of code violation investigation and compliance.

Operational characteristics of code compliance equipment and tools.

Methods and procedures used in code compliance including citation issuance procedures, criminal, civil, and administrative remedies, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.

Pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies.

Fire codes and prevention.

Modern office practices, methods, and computer equipment.

English usage, spelling, vocabulary, grammar, and punctuation.

Basic mathematical and statistical principles and operations.

Principles and practices used in working with the public.

Principles of record keeping and case management.
Principles of research, composition, and report preparation.

Occupational hazards and standard safety practices necessary in code compliance.

Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and application software.

Operate a motor vehicle safely.

**Ability to:**
Supervise, organize, and review the work of code compliance staff.

Read and interpret maps, plans, and legal descriptions.

Maintain, update, and prepare clear and accurate records, logs, and reports.

Respond to inquiries, complaints, and requests for service in a fair, tactful, and timely manner.

Interpret, explain, and fairly apply the policies, procedures, laws, codes, and regulations pertaining to code compliance programs and functions.

Analyze situations carefully and adopt effective courses of action.

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

Plan and organize work to meet schedules and deadlines.

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

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**
Four (4) years of increasingly responsible code compliance experience
including some lead or supervisory responsibility.

**Training:**
Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field.

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of a PC832 Certificate.

Possession of First Aid, CPR, and SCACEO certificates.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, stoop, squat, and lift up to 50 lbs.; exposure to outdoors; ability to travel to different sites and locations.

**Effective Date:** September 2017
Combination Inspector I
Combination Inspector II
Combination Inspector III
Class Specification

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under general supervision (Combination Inspector I) or direction (Combination Inspector II and III), to perform residential and commercial building inspection duties at various stages of construction, alteration, and repair; to review plans and prepare permit documentation for residential and commercial projects; and to provide information and assistance to the public.

DISTINGUISHING CHARACTERISTICS
Combination Inspector I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, and some of the Level III, but are not expected to function at the full skill level of II and III, and usually exercise less independent discretion and judgement in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Combination Inspector II and III: These are the full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgement and initiative. Positions at the II and III levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience, successful performance, and possession of required certificates. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.
SUPERVISION EXERCISED

**Combination Inspector I**

Exercises no supervision.

**Combination Inspector II and III**

May exercise technical and functional supervision over lower level staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations; conduct final inspection of completed work.

Conduct preliminary examination of plans and specifications of new construction, additions, and alterations to residential and commercial buildings; determine compliance with the provisions of the construction code, ordinances, and regulations.

Inspect existing buildings for change of use or occupancy for compliance with applicable codes and ordinances.

Investigate citizen complaints of faulty and illegal construction, sub-standard structures, hazardous conditions, and abandoned buildings; prepare correction notices and stop-work orders as necessary.

May issue and approve various structural and non-structural building and occupancy permits including plumbing, mechanical, electrical, grading, landscape, paving, private sewer, irrigation, and drainage.

Coordinate inspection and plans examining activities with other City departments and divisions; review site and general plans and building specifications for conformance to all applicable codes, regulations, and ordinances; process site plan submittal with necessary departments.

Compute valuation and fees from schedules; provide fee information, and issue permits to licensed architects and engineers accordingly.

Respond to public inquiries over the phone and in person; provide pertinent information to contractors, engineers, developers, architects, homeowners, and the public; explain and interpret building regulations, requirements, and restrictions.

Maintain files and reports regarding inspection activities and findings; maintain records of final plans and consultant approvals; maintain all data entries on the computer relating to plan check activities.
Prepare monthly reports relating to plan check activities.

Inspect foundation, concrete, steel, masonry and wood construction, framing, plastering, plumbing, heating, and electrical installations and a large variety of other complex and routine building system elements.

Conduct code, fire, and / or utility inspections as assigned.

May issue notices to comply on violations; maintain records of history of facts for possible legal actions.

OTHER JOB RELATED DUTIES
Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Accepted safety standards and methods of building construction for commercial and residential buildings.

Building related codes and ordinances enforceable by the City including the Uniform Building, Electrical, Plumbing, and Mechanical Codes.

Principles and techniques of building inspection and plans examination work.

Principles and concepts of fire prevention and inspection.

Standard types of building construction, materials, and methods.

Recent developments, current literature, sources of information, and research techniques related to building code enforcement.

Principles and procedures of record keeping and report preparation.

Modern office practices, methods, and computer equipment.

Occupational hazards and standard safety practices necessary in building inspection.

Principles and practices used in dealing with the public.

Basic mathematical principles, and operations.

Safe driving principles and practices.
Skill to:
Operate modern office equipment including computer equipment and software.
Operate a motor vehicle safely.

Ability to:
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices.
Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
Advise on standard construction methods and requirements for residential and commercial buildings.
Interpret and apply the policies, procedures, laws, and regulations pertaining to building inspection programs and functions.
Respond to requests and inquiries for information regarding building policies and procedures.
Perform accurate mathematical computations.
Enforce necessary regulations with firmness and tact.
Prepare and maintain accurate and complete records.
Prepare clear and concise reports.
Respond to requests and inquiries from the public.
Work independently in the absence of supervision.
Communicate clearly and concisely, both verbally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Minimum Qualifications:

Experience:
Combination Inspector I
Five years of journey level experience in the building trades.

**Combination Inspector II**

Three years of experience as a Combination Inspector I

**Combination Inspector III**

Three years of experience as a Combination Inspector II

**Training:**

Equivalent to a high school diploma supplemented specialized training in building construction and codes.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

SB717Certificate is required by State of California and City of Perris

**Combination Inspector I**

Possession of, or ability to obtain within one year, ICBO certification as a Building Inspector.

Possession of, or ability to obtain, a PC832 Certificate.

SB717Certificate is required by State of California and City of Perris

**Combination Inspector II**

Possession of ICBO certification as a Building Inspector.

Possession of a PC832 Certificate.

Possession of two of the following ICBO certifications: Electrical, Plumbing, or Mechanical.

SB717Certificate is required by State of California and City of Perris
Combination Inspector III

Possession of ICBO certification as a Building Inspector.

Possession of a PC832 Certificate.

Possession of Electrical, Plumbing, and Mechanical ICBO certifications.

SB717 Certificate is required by State of California and City of Perris

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift 25 lbs.; exposure to noise, outdoors, vibration, confining work space, and electrical hazards; ability to travel to different sites and locations.

Effective Date: September 2017
Construction Manager
Class Specification

FLSA Designation: Non-Exempt
Effective: 11/2010
Revised: 09/2017

DEFINITION

Under direction, responsible for the delivery of infrastructure projects within the public right-of-way and City, including planning, facilitating, coordinating, and implementing assigned programs, activities and projects assigned to Engineering Administration and Special Districts Division of the Public Works Department, such as flood control/watershed protection, water quality, traffic signals and lighting, landscape maintenance, and district new development; ensure compliance with applicable Federal and State laws, City rules and regulations, approved plans, and specifications; may supervise or coordinate activities or projects with other City divisions, outside agencies, and developers.

SUPERVISION EXERCISED

May exercise functional supervision over contract trade staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serve as project manager for capital improvement projects and other repair, upgrade and retrofit infrastructure projects; including supervising and coordinating the activities of consultants during design, bid document and specification preparation, and project implementation; develop and recommend award of contracts; and construction management.

Prepare and monitor capital improvement project schedules, and coordinate implementation of assigned projects through completion.

Prepare Requests For Proposals (RFP and RFQ), and bidding documents in compliance with City codes for professional design and engineering consulting and contract services; review and evaluate data, prepare and present contracts and make recommendations for award of consultant services.

Prepare, negotiate, administer and monitor consultant and project related purchase orders/agreements for a variety of projects. (i.e. geotechnical, labor compliance, traffic safety, etc.)

Visit and inspect work sites to review work in progress and to ensure compliance with contractual terms and conditions; approves Construction draws; evaluate, recommend, and process change orders; initiate and conduct site visits and communicate with business and property owners, recommend solutions and or mitigation measures, and coordinate preparation and delivery of violation notices; conduct inspections of all assigned structures to determine suitability and/or feasibility for proposed renovation or new construction projects.
City of Perris
Construction Manager (Continued)

Participate in the development and administration of the project budget; monitor approved budgets, approve expenditures, forecast additional funding needs for project implementation, and recommend adjustments.

Administer maintenance contracts, including scheduling and assisting with developing procedures or work approach for storm drain, catch basin, earthen channel, shoulder grading, retention/detention facilities, box culverts, hydrodynamic separators, connector pipe screens, and other flood control and water quality BMP's throughout the city.

Prepare and review work procedures, supervise the performance of contract personnel, and make recommendations regarding contract extensions and terminations of flood control maintenance contractors.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures for existing storm drain, water quality and flood control system facilities; and recommend capital improvement projects, including flood control and/or water quality system upgrades, repairs, and retrofits.

Conduct biological and pollutant constituent program for City outfalls; coordinate the investigation of storm water run-off water quality problems, complaints, and violations of NPDES and storm water regulations.

Assess and ensure the maintenance all local water quality, storm water and urban run-off pollution prevention BMP's to ensure their most efficient work condition; prepare a variety of annual reports and assure the maintenance of appropriate program files.

Perform or coordinate inspections of new off-site development landscape installations, for the Landscape Maintenance Districts, within the public right-of-way; conduct or coordinate inspections and special reviews of construction sites; verify the completion of work, including conducting final inspection and certification of completion for each assigned project.

Coordinate start and end of one-year maintenance period for new development, including turn-over materials, equipment and utility information, creation of bid documents, project walk, and recommend award of new maintenance contract to low bidder.

Review and evaluate scope of work, plans, schedules, and specifications for final approval.

Establish standards of performance and maintain work quality and quantity controls for assigned construction activities; ensure the technical adequacy, uniformity of standards and production in all redevelopment rehabilitation and new construction work.

Work with contractors and property owners on project planning, preparation, scheduling, and execution of contracts; ensure work is completed on time and in conformance with plans and specifications.

Ensure the performance of abatement procedures for lead, asbestos, and other toxic and hazardous substances in a timely manner and within established safety and health codes and guidelines.
City of Perris
Construction Manager (Continued)

Establish and maintain effective communication with contractors, developers, public agencies, officials, community groups and other City departments to successfully complete projects.

Serve as a liaison with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces; explain and interpret divisional programs, policies, and activities.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of construction management and other types of public services as they relate to the area of assignment.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:
Principles, practices, methods, materials, equipment and safety requirements of construction management and inspection, especially as they relate to projects.

Materials, methods, principles and practices used in construction and maintenance, including grading, landscaping, traffic control, and public safety.

Basic technical principles and practices of engineering design, specification and cost estimate preparation.

Materials sampling, testing, and estimating procedures.

Occupational hazards and standard safety practices necessary in construction inspection.

Principles and procedures of record keeping.

Applicable Federal, State, and local laws, codes, and regulations concerning the operation of the assigned projects and programs.

Principles and practices of contract administration and evaluation.

Drafting, surveying, and engineering practices and terminology.

Recent and on-going developments, current literature, and sources of information related to the operations of construction and maintenance management.

Methods and techniques of effective technical report preparation and presentation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various businesses, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.
City of Perris  
Construction Manager (Continued)

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and agency staff.

Skill to:
Operate modern office equipment including computer and applicable software applications such as word processing, spreadsheets, and databases.

Operate a motor vehicle safely.

Ability to:
Manage the construction and maintenance projects, analyze problems, evaluate alternatives, make sound recommendations, and prepare effective technical reports.

Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.

Review and analyze construction plans, specifications, maps and blueprints for conformance with City standards and policies.

Review and authorize change orders within specific procedural guidelines.

Review and ensure compliance with contracts for professional services and construction in a public agency setting.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.; Effectively present information and respond to questions.

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

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous, and effective manner, while providing accurate information regarding City projects and applicable programs.

Communicate clearly and concisely, both verbally and in writing.

Work independently, organize information, and efficiently prioritize and complete work.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.
MINIMUM QUALIFICATIONS:

Experience:
Five (5) years of increasingly responsible experience in construction management, including project management work, as it relates to public capital improvement projects centered on civil engineering and landscape projects.

Training:
Bachelor degree from an accredited college or university with major course work in planning, civil engineering, landscape architecture, or a related field.

License or Certificate:
Possession of or ability to obtain a valid California driver’s license and proof of automobile liability insurance as required by the position. Possession of ICC is desirable; OSHA and Construction Management Certificate(s) are also desirable.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 50 lbs.; ability to travel to different sites and locations. Employees also work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Effective Date: September 2017
Counter Services Supervisor
Class Specification

FLSA Designation: Non-Exempt
Effective: 11/2013
Revised: 09/2017

DEFINITION

Under direction, to supervise, coordinate, and participate in the work of staff responsible for assisting the public at the Development Services counter, providing customer service, issuing building permits and processing planning applications; to provide coordination with plan check and building inspection services and activities; to perform a variety of technical tasks and professional development services and to provide highly responsible and complex staff assistance to the department managers.

SUPERVISION EXERCISED

Exercises direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, prioritize, assign, supervise and review the work of staff responsible for assisting the public at the Development Services counter.

Assist the Director of Development Services in Code Enforcement related issues such as customer complaints; follow-up with code officers, and research code cases.

Complete month end reports on financial revenue intake for Development Services.

Coordinate fee structures with outside agencies such as WRCOG, RCA, EMWD, and school districts.

Act as system administrator to our permitting system ACCEL A, which consists of updating fees, managing user profiles, and maintaining user discrepancies when needed.

Participate in the selection of development services counter staff; provide and coordinate staff training; coordinate work plans for the development services counter; meet with staff to identify and resolve problems; review and monitor workflow and work with employees to correct deficiencies and improve counter processes.

Participate in the development and implementation of goals, objectives, policies, and priorities for
the development services counter services; identify resources needs; establish schedules and methods for providing counter services recommend and implement policies and procedures.

Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

Participate in the preparation of the assigned program budget; submit budget recommendations; monitor expenditures.

Coordinate assigned services and activities with those of other departments, divisions, and outside agencies and organizations.

Respond to requests for information; resolve difficult inquiries and complaints and assist City departments, governmental agencies, and the public on building and planning counter policies and procedures.

Oversee and assist with the processing of permit applications, checking for accuracy and completeness, routing to appropriate review of staff, monitoring application progress for status reports, calculation and receipting fees and preparing building and land use permits for issuance.

Provide guidance in filling out various permit applications and forms, making sure applicants understand the permitting process and the necessary information and attachments required to submit an accurate and complete application.

Coordinate and assist with plan check activities to ensure timeliness.

Coordinate the permitting process with building official, inspectors, planners, engineers, fire inspectors and other outside agency staff.

Participate on committees for special City and department projects as directed.

Prepare or assist in the preparation of Council and special reports; prepare a variety of reports on division activities.

Maintain databases, files and records relating to permit and inspection activities.

Represent the City in contacts with governmental agencies, community groups, various business, professional, educational, regulatory organizations and with property owners, developers, contractors, and the public.

**OTHER JOB-RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**
Knowledge of:
Applicable City, State and Federal laws, codes, ordinances and regulations relating to building and construction standards and requirements.

Working knowledge of building code administration, permitting processes and zoning.

Project and workload planning techniques.

Problem solving and conflict resolution practices and techniques.

Principles and practices of supervision.

Principles and procedures of record keeping.

Principles and practices of budget development and implementation.

Methods and techniques of effective technical report preparation and presentation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations and with property owners, developers, contractors, and the public.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and Agency staff.

Skill to:
Operate modern office equipment including computer and applicable software applications such as word processing, spreadsheets, and databases.

Operate a motor vehicle safely.

Ability to:
Supervise, organize, and review the work of lower level personnel.

Select, supervise, train, and evaluate staff.

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

Interpret and apply Federal, State, and local policies, laws, and regulations governing code compliance.

Read and interpret building plans, zoning codes and ordinances.

Coordinate the flow of assigned work and follow through in a timely manner.
Prepare and maintain accurate and complete records.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Effectively present information and respond to questions.

Participate in the development of long-term and short-term goals for the department.

Identify, analyze and resolve administrative problems and implement operational change.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Interact and communicate with the public in a helpful, positive, fair, tactful, resourceful, courteous, and effective manner, while providing accurate information regarding City development services and other activities.

Communicate clearly and concisely, both verbally and in writing.

Work independently, organize information, and efficiently prioritize and complete work.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

MINIMUM QUALIFICATIONS:

Experience:
Three (3) years administrative and public counter support in planning, zoning, plan check or building inspection work.

Training:
Bachelor's degree from an accredited college or university with major course work in public administration, political science, planning, engineering, or a related field.

License or Certificate:
Possession of or ability to obtain a valid California driver's license and proof of automobile liability insurance as required by the position.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel,
City of Perris
Counter Services Supervisor (Continued)
crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date: September 2017
DEFINITION

Under general supervision (Development Services Assistant I) or direction (Development Services Assistant II and III), assist the public at the Building and Planning service counter; issue Building permits; process Planning applications; to perform a variety of tasks related to gathering, analyzing, and summarizing permit data; and to provide administrative and technical support.

DISTINGUISHING CHARACTERISTICS

Development Services Assistant I: This is the entry level in the class series. Positions at this level usually perform most of the duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and follows an established methodology, structure, pattern, and policy. Exceptions or changes in procedures are explained in detail as they arise, and require prior approval before changes are effective. Since this class is often used as a training class, employees may have only limited or no directly related work experience.

Development Services Assistant II and III: These are full journey and advanced journey levels in the class series. Positions at the II and III levels are distinguished from the I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at the II and III levels receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring three years of experience and successful performance. Positions at the III level are normally filled by advancement from the II level requiring three additional years of experience and successful performance. When filled from the outside, the employee is required to have prior related experience which allows the employee to meet the qualification standards for the II and III levels.

SUPERVISION EXERCISED

Development Services Assistant I

Exercises no supervision.
City of Perris
Development Services Assistant I / II / III (Continued)

Development Services Assistant II and III

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Explain engineering, planning, zoning, land use, and subdivision procedures, regulations and policies to customers at the front counter, in the field, by mail, and over the telephone; prepare routine correspondence, memos, reports, and exhibits; assist in plan check coordination including over the counter plan review.

Process forms, building and land use permit applications, and plans necessary for the issuance of development and construction permits; perform minor plan checking, including residential patios, porches, room additions, carports, garages, and tenant improvements.

Assemble information to prepare reports, legal notices, and public presentations; prepare and update departmental maps, charts, graphic designs, displays, records, and files; compile data and assist in the preparation of special studies and environmental reports; accept applications and collect fees and securities for various services; prepare receipts and work orders as necessary; assist with the preparation of meetings; occasionally present projects to commission or approving body.

Respond to inquiries and provide information related to zoning, permit and plan checking procedures, policies, and functions to the public; meet with various City departments' personnel regarding changes in fee schedules; compute and collect required fees.

Review case information and permit applications, plans, and specifications for compliance with applicable codes, standards, and required information; issue permits for projects; calculate and collect fees in accordance with established fee schedules; input permit applications, fee changes and other information into the computer; schedule field inspections; conduct preliminary plan checks.

Respond to inquiries relating to the General Plan, Zoning, development code and other requirements pertaining to development and use of property, process applications for setback adjustments, signs, and other minor planning applications; receive applications for development projects and review for City standards; prepare transmittals describing new planning cases to other departments and various public agencies; prepare various maps, charts, graphs, and transparencies for presentations.

Issue annual fire inspection permits; determine occupancy of business and fees; schedule inspections; enter inspection results into computer and maintain related files; receive and process parking citations; issue truck permits

Maintain building records including worker's compensation and insurance records for contractors, department revenue receipts, monthly building reports to the County Assessor and the State; verify State Contractor's Licenses for contractors working in the City.
Maintain supplies including permit applications, forms, and related documents; requisition additional supplies as required in accordance with established procedure.

Coordinate final inspection clearances from all departments; determine that all fees have been paid prior to permit issuance and/or occupancy and utility releases.

Process new address or address change notifications and update the parcel book; notify the County Assessor of changes.

Modify the existing computer program to accommodate changes; train new staff on utilization of the computer program related to the processing of permits.

Coordinate and assist with various departments, outside agencies and consultants to process projects and collection of fees.

Serve as administrative support to various committees, commissions, and task forces; prepare, copy, and distribute meeting agendas and related materials, minutes, resolutions, or other formal documents.

Operate a variety of modern office equipment including copiers, computers, office software to generate documents, presentations, and enter/retrieve data and perform calculations, and printers to produce various documents and reports.

Maintain records for issued and expired permits, utility releases, tract and lot finals, warrant requests, audits, inspections, and annual permits.

Assist in coordinating storm Water Pollution Prevention Plan and National Point Discharge Elimination Source regulations.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Development Services Assistant I**

Knowledge of:

- Basic land use planning policies and procedures.

- Building, Zoning and Planning codes and regulations.

- Municipal code and General Plan

- Permit processing and fee structures.
English usage, spelling, grammar, and punctuation.

Basic mathematical principles, and operations.

Principles and practices used in working with the public.

Modern office methods, practices, procedures, and equipment.

Business letter writing and basic report preparation.

Record keeping and reporting procedures.

Basic construction terminology and blueprint reading and plans.

Creation of project presentations to present to government bodies.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Learn Municipal Code and General Plan.

Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and department policies and procedures.

Learn building, planning, and zoning codes and regulations.

Learn citation and permit processing and fee structures

Conduct simple inspections and plan checks.

Learn GIS principles and concepts.

Learn to provide information to the public regarding requirements and procedures for obtaining land use entitlements and engineering permits.

Perform mathematical computations.

Compile and maintain complex and extensive records.
Independently prepare correspondence and memoranda.

Respond to requests and inquiries from the public.

Work independently in the absence of supervision.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Learn and adapt to different work situations or requirements.

**Minimum Qualifications:**

**Experience:**

Three years of administrative, public counter support experience, and work in the public sector. Plan review coordination and permit issuance experience is desirable.

**Training:**

Equivalent to a high school diploma supplemented by college level course work and training in planning, building plan checking, drafting, and public administration.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

**Development Services Assistant II and III**

In addition to the qualifications for Development Services Assistant I:

**Knowledge of:**

Municipal Code and General Plan.

GIS principles and concepts.
City of Perris
Development Services Assistant I / II / III (Continued)

**Ability to:**
Interpret and apply rules and regulations for permit issuance.

Provide information to the public regarding requirements and procedures for obtaining land use entitlements and engineering permits.

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

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

**Minimum Qualifications:**

**Experience:**

**Development Services Assistant II**
Three years of experience as a Development Services Assistant I.

**Development Services Assistant III**
Three years of experience as a Development Services Assistant II.

**Training:**
Equivalent to a high school diploma supplemented by college level course work and training in planning, building Permit Technician methods and over the counter plan checking techniques, drafting, or public administration.

**License or Certificate:**
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

**Special Requirements:**
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

**Effective Date:** September 2017
DEFINITION

Under general administrative guidance, to direct, plan, manage, and oversee the activities and operations of the Administrative Services Division including human resources, risk management, and assigned administrative programs and initiatives; coordinates assigned activities with other City departments, outside agencies, and the general public; and provides highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Direct the organization and assume management responsibility for all Human Resources Division services and activities including, collective bargaining agreement negotiation and administration, labor relations, disciplinary actions, grievances, investigations, recruitment, examination, and selection, EEO, training and orientation programs, ADA administration, personnel records maintenance, benefits administration, risk management programs, training and development, and the administration of the compensation, classification, job evaluation, and performance appraisal systems.

Direct, oversee, and manage the development and implementation of the City’s administrative goals and objectives; establish and implement respective policies and procedures.

Communicate and coordinate initiatives to all internal and external City stakeholders for the Administrative Services Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Review, analyze and interpret reports, legislation, court cases, and related personnel matters to ensure the City's compliance with policies and contracts, as well as Federal, State, and local human resources management regulations; respond to and advise City departments, governmental agencies, and the public of City administrative policies.

Plan, direct, train, and coordinate the Administrative Services Division’s work plan; meet with
City of Perris
Director of Administrative Services (Continued)

staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Assist in the planning and development of labor negotiation strategies; participate in labor negotiations, correspond and respond to requests for information by the labor union; write and distribute City proposals and correspondence to the union. Direct and oversee the implementation of collective bargaining agreements.

Responsible for employment services, employee and labor relations including all Human Resources related policies and procedures including personnel records maintenance, benefits administration, recruitment, examination, selection, training, compensation, classification, job evaluation, performance appraisal systems, administrative investigations, corrective and disciplinary action, collective bargaining, arbitration, labor relations, and grievances.

Plan, direct, and coordinate the administration of the risk management program; liaison to third party administrators, attorneys, investigators, engineers; oversee the programs for general liability, workers compensation, employment practices liability, auto and property, and the management of claims and lawsuits; consult with City department representatives to minimize liability and prevent loss, and coordinate investigations.

Interpretation and compliance with applicable government codes, local rules, state and federal regulations, and employment law including the American with Disabilities Act, Fair Labor Standards Act, Family and Medical Leave Act, Fair Employment and Housing Act, and applicable federal civil rights laws ensuring equal opportunities for employment.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Directs and oversees the design and writing of grant proposals to address local health needs including community health assessments, policy development, and community health promotion programs; develops scopes of work including goals, objectives, and activities; develops grant program evaluation components including strategies for measuring program effectiveness; prepares progress reports for funding sources detailing program events, activities, and participant outcome evaluations.

Direct, oversee, manage, and participate in public health projects including planning, development, marketing, implementation and monitoring of work plans, timelines, budget, and program delivery; coordinates public health related activities with those of other agencies; establishes and maintains mutually productive working relationships with residents, community/business groups, and other public and environmental health organizations.

Participate in City-wide strategic planning process, facilitate and lead strategic planning work for various City commissions, committees, and task forces to stay abreast of current trends and
City of Perris  
Director of Administrative Services (Continued)

innovations in assigned area of responsibility; provide administrative support to City Manager and City Council including presenting reports and other necessary correspondence.

In conjunction with other Departments, oversees City-wide contract administration; develops policies and procedures for City contracts and sets contract insurance standards and requirements.

Respond to and resolve difficult and sensitive inquiries and complaints.  
**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.  

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation,

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

Principles of direct and indirect supervision.

Human resources and risk management principles and practices.

Occupational hazards and standard safety practices.

Government administration programs, policies, and operational needs.

Methods and techniques for contract negotiations.

Operational characteristics, services, and activities of a City Administration Department.

Principles and practices of administration program development and implementation.

Advanced principles and practices of budget development, preparation, and expenditure control.

Grant budget management.

Program analysis and financial forecasting.

English usage, grammar, spelling, vocabulary, and punctuation.
Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and software.
Operate a motor vehicle safely.

**Ability to:**
Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient administrative programs and services.
Supervise, train, evaluate, and coordinate the work of professional and administrative staff; delegate authority and responsibility.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Establish and implement new service delivery methods, procedures, and techniques.
Evaluate projects, programs, policies, procedures, and operational needs.
Analyze and interpret financial and accounting records.
Prepare a budget and complex financial statements, reports, and analyses.
Effectively represent the City in contacts with governmental agencies, community groups, various business, professional, educational, regulatory, and legislative organizations.
Use English effectively to communicate in person, over the telephone, and in writing.
Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**
Ten (10) years of increasingly responsible professional experience in human resources, accounting or auditing, or public administration including five (5) years of management and supervisory experience.
Training:
Bachelor's degree from an accredited college or university with major course work in human resources, public policy, or a related field.

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City’s automobile insurance.

Possession of a Master's Degree is desirable.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date: September 2017
Director of Community Services
And Housing

FLSA Designation: Exempt
Effective: 08/2017
Revised: 09/2017

DEFINITION

Under general administrative guidance, to plan, direct, manage, and oversee the activities and operations related to the City's affordable housing and rehabilitation projects, programs, and activities of the Community Services Department; to review, monitor, adjust, and develop ongoing programs as legislative and regulatory changes occur; to coordinate assigned activities with other City departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Community Services and Housing Department services including the review and approval of documentation related to the City’s Substantial Rehabilitation Loan, Homebuyer Assistance Loan, Residential Beautification Grant, Senior Home Repair Grant, Green Light for Savings Grant, and other existing and future affordable housing and rehabilitation programs.

Presentation and recommendation of Department goals and initiatives to the City Council, Perris Housing Board Members, and Executive City Management.

Manage and participate in the development and administration of the annual budget; oversee all department fiscal activities, including auditing, budgeting, financial analysis, grants management and administration, capital asset, property acquisitions for the development of affordable housing, capital improvements and management of facilities; and approve and monitor the funds needed for staffing, equipment, materials, and supplies.

Select, train, direct, supervise, and manage staff members, contracted consultants, and volunteers; evaluate job performance, interview new personnel, recommending new hires or terminations in accordance with city policies and procedures; and recommend appropriate service and staffing levels.
Plan, direct, coordinate, and review the work plan for the Division; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Responsible for grants and contracts management, including negotiating agreement terms that reflect the needs of the City; coordinate with legal advisors to finalize agreement terms; ensure progress of agreements and maintain agreement documentation to ensure fulfillment of agreement terms including receipt and expenditure of contracted funds.

Develop goals and objectives as well as policies and procedures in accordance with City and Department operations; and recommend and administer policies and procedures.

Serve as a liaison with other City departments, divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to community services programs, housing programs, policies, and procedures as appropriate.

Develop, implement, and oversee comprehensive lending and compliance monitoring policies, guidelines, and procedures, consistent with Federal, State, and local requirements and sound professional program management principles and practices.

Plan and manage new loan and grant production operations for the substantial rehabilitation loan, home buyer assistance loan, and other affordable housing loan programs in compliance with applicable regulations and policies; reviews and oversees the completion of applications for funds.

Oversee the production of project cost estimates, completion schedules, and project implementation budgets; review and approve contracts, loan documents and other financing arrangements, and real estate documents for review with general counsel.

Oversee the management of construction and/or rehabilitation projects; review and monitor rehabilitation project schedules and coordinates implementation of the project through completion.

Develop marketing and promotion programs and materials.

Prepare and coordinate the preparation and/or review of written materials on projects including development agreements, participation agreements, leases, maps, progress reports, and City Council staff reports.

Create and maintain a variety of records and files.

Represent the department executive staff in presentations before the City Council, boards,
commissions, and the public.

Negotiate and confer with consultants and/or with persons involved in project execution.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Administrative principles and practices, including goal setting, program development, implementation and evaluation, and project management.

Operational characteristics, services, and activities of a comprehensive community services program.

Operational characteristics, services, and activities of a comprehensive housing, program.

General principles of safety, emergency/disaster, and risk management related to the functions of the assigned area.

Principles and practices of budget preparation and administration.

Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Applicable Federal, State, local laws, codes, rules, and regulations.

Principles and practices of contract administration and evaluation.

Principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of municipal government administration.

Modern and complex principles and practices of housing program development and administration.

Advanced methodology, techniques, and objectives of housing program administration and rehabilitation construction projects.
Advanced real estate principles and practices.

Principles and practices of contract administration and evaluation.

Knowledge of affordable housing programs, project funding, bonds, and tax-credits.

Knowledge of grants administration, writing, and management.

Knowledge of U.S. government information system for reporting and funding requests, such as DRGR (Disaster Recovery Grant Reporting) and IDIS (Integrated Disbursement and Information System).

Knowledge of available social services and community resources for homeless individuals, foreclosure prevention, senior citizens, at-risk youth and low-income families.

Modern office practices, methods, and computer equipment.

Computer applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of goals.

Delegate authority and responsibility.

Analyze and assess programs, policies, and operational needs and make appropriate adjustments.

Identify and respond to sensitive community and organizational issues, concerns and needs.

Prepare and administer large and complex budgets.
City of Perris
Director of Community Services And Housing (Continued)

Ability to address the public and other government bodies, and present information in a clear and organized professional manner.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient community development, planning, and zoning services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, maintenance, and administrative support personnel; delegate authority and responsibility.

Interpret and explain City planning and zoning policies and procedures.

Interpret and apply the policies, procedures, laws, codes, and regulations

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

Evaluate and recommend bids and projects

Research, prepare, and administer grants.

Monitor, coordinate, and develop redevelopment projects.

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

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Effectively represent the department and the City in meetings with governmental agencies, community groups, various businesses, professional, and regulatory organizations, and in meetings with individuals.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Effectively interact with the public, vendors, contractors, and City staff, in person and over the telephone.

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
Minimum Qualifications:

Experience:
Ten (10) years of responsible community development experience including five (5) years of management and supervisory experience.

Training:
Bachelor’s degree from an accredited college or university with major course work in urban planning, public administration, business administration, or a related field. A Master’s degree is desirable.

License or Certificate:
Possession of an appropriate, valid driver’s license and insurability at regular rates for the City’s automobile insurance.

Special Requirements:
Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2017
Director of Development Services
Class Specification

FLSA Designation: Exempt
Effective: 01/2006
Revised: 09/2017

DEFINITION

Under general administrative guidance, to plan, direct, manage, and oversee the activities and operations of the Development Services Department including building safety, planning, and building permits, and the administration of code enforcement services and code activity; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Development Services Department services and activities including building safety, planning, and building permits.

Manage the development and implementation of Development Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Development Services Department to other City departments, elected officials and outside agencies; explain and interpret Development Services Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Development Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.
Plan, direct, and coordinate the Development Services Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the Development Services Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Development Services Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to planning and zoning programs, policies, and procedures.

Administer various regional and statewide requirements as they relate to the City including CEQA, regional plans, transportation planning, and similar long-range issues.

Advise, and otherwise provide assistance to the City Council, the Planning Commission, other City personnel, and the public; prepare and present reports and recommendations relating to the physical and economic development of the community.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning, zoning, and building safety.

Confer with the Code Enforcement supervision to discuss sensitive or difficult code cases that require direction and policy making decisions; handle special projects, such as illegal vending, homelessness, nuisance abatements, negligent properties, and problem cases that require City Attorney action; Oversee code enforcement complaints that require meetings and decision making.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

Knowledge of:
Operational characteristics, services, and activities of comprehensive development
services program.

Organization and management practices as applied to the analysis and evaluation of development services planning and zoning programs, policies, and operational needs, including building and safety, and building permits.

Code enforcement principles and laws.

Modern and complex principles and practices of planning, zoning, and building inspection.

Planning theory, principles and practices and their application to a wide variety of planning projects.

State environmental provisions related to planning and zoning.

Principles and procedures of building construction and financing.

Principles and practices of public relations.

Advanced principles and practices of municipal budget preparation and administration.

California Environmental Quality Act.

GIS principles and practices.

Principles of supervision, training, and performance evaluation.

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

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Development Services Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient development, planning, and zoning services.

Plan, organize, direct, and coordinate the work of management, supervisory,
professional, technical, maintenance, and administrative support personnel; delegate authority and responsibility.

Interpret and explain City planning and zoning policies and procedures.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

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

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

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Development Services programs and functions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

Minimum Qualifications:

Experience:
Seven (7) to ten (10) years of increasingly responsible development services and planning experience including three (3) to five (5) years of management and supervisory experience.

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

License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Special Requirements:
City of Perris
Director of Development Services - Final (Continued)

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to travel to different sites and locations.

Effective Date: September 2017
Director of Finance
Class Specification

FLSA Designation: Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION

Under general administrative guidance, to plan, direct, manage, and oversee the activities and operations of the Finance Department including financial reporting, general accounting, payroll, budget preparation, debt administration, revenue management, special projects, grants, and purchasing; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assume full management responsibility for all Finance Department services and activities including financial reporting, general accounting, payroll, budget preparation, debt administration, revenue management, special projects, grants, and purchasing.

Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.

Represent the Finance Department to other City departments, elected officials and outside agencies; explain and interpret Finance Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
Select, train, motivate, and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, and coordinate the Finance Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Oversee and direct calendar and fiscal year-end closing and related audits of the City, Redevelopment Agency, and Federal grants.

Review and approve intergovernmental financial reporting including the Federal, State, and County governments / agencies and a special district.

Review and approve financial reports of the City, Comprehensive Annual Financial Report (CAFR), and Redevelopment Agency; Manage and audit financial records and transactions for the City and Redevelopment Agency.

Coordinate, review, analyze, and monitor budgets for the City and Redevelopment Agency.

Issue debt; invest proceeds; account for all transactions; monitor legal compliance.

Prepare, review, and approve Council and Redevelopment Agency agenda items and staff reports including agreements, resolutions, ordinance amendments, and presentations.

Monitor financial and program compliance with the Federal, State, County, and other granting agency and legal requirements.

Review and allocate expenditures to special revenue funds to protect the General Fund.

Manage and participate in the development and administration of the Finance Department and City budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

Coordinate Finance Department activities with those of other departments and outside agencies and organizations.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Finance programs, policies, and procedures as appropriate.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of municipal finance.
Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**
Perform related cuties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**
Operational characteristics, services, and activities of a comprehensive finance program including advanced principles and practices of general and municipal government accounting, auditing, financial reporting, bond financing, investments, debt issuance, cash management, and purchasing; advanced principles and practices of budget development, preparation, and expenditure control.

Applicable federal, state, or and local laws, codes, and regulations, and Generally Accepted Accounting Principles (GAAP).

Organizational and management practices as applied to the analysis and evaluation of finance programs, policies, and operational needs.

Program analysis and financial forecasting.

Modern and complex principles and practices of finance program development and administration.

Information sources and research techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit preparation and procedures.

Modern office procedures, methods, and computer equipment and software applications.

Principles of supervision, training, and performance evaluation.

Safe driving principles and practices.

**Skill to:**
Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**
Provide administrative and professional leadership and direction for the Finance Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient finance services.

Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community and City Council issues, concerns, and needs.

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

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

Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.

Prepare clear and concise administrative and financial reports.

Interpret and apply the policies, procedures, laws, codes, standards, and regulations pertaining to finance programs and functions.

Communicate clearly and concisely, both verbally and in writing.

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

**Minimum Qualifications:**

**Experience:**

Ten (10) years of extensive experience in financial management plus five (5) years increasingly responsible professional experience in management and supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field. Possession of a Master's degree is desirable.
License or Certificate:
Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of a CPA is desirable.

Special Requirements:
*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment; ability to travel to different sites and locations.

**Effective Date:** September 2017
Director of Public Works
Class Specification

FLSA Designation: Exempt
Effective: 12/2004
Revised: 09/2017

DEFINITION

Under general administrative guidance, to plan, direct, manage, and oversee the activities and operations of the Public Works Department including water distribution, sewer maintenance, streets, drainage, fleet, parks, landscape, traffic signals, street lights, animal control, facilities, and special district maintenance; to coordinate assigned functions and activities with other City departments and outside agencies; to develop, implement, and administer goals, objectives, policies, and procedures for providing effective and efficient public works services; and to provide highly responsible and complex administrative support to executive City management.

SUPERVISION EXERCISED

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

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Exercise full management responsibility for all Public Works Department services and activities including water distribution, sewer maintenance, streets, drainage, fleet, parks, landscape, traffic signals, street lights, animal control, facilities, and special district maintenance.

Provide highly complex project support to the executive City management; present and recommend projects to the City Council and Executive City Management.

Manage the development and implementation of Public Works Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.

Oversee the production of Public Works project cost estimates, completion schedules, and project implementation budgets; review and approve contracts, financial documents and other financing arrangements, and coordinate efforts with other departments, including general counsel.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of
changes.

Represent the Public Works Department to other City departments, elected officials and outside agencies; explain and interpret Public Works Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate Public Works Department personnel; provide or coordinate staff training; work with employees to correct deficiencies.

Plan, direct, and coordinate the Public Works Department's work plan; meet with management and staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; and initiate corrective actions.

Manage and participate in the development and administration of the Public Works Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the tracking, monitoring, and approval of expenditures; Confirm the need for and the implementation of budgetary adjustments; maintain records according to accounting policy and procedure.

Develop and direct, the implementation of a Street Rehabilitation and Maintenance Program.

Coordinate Public Works Department activities with those of other departments and outside agencies and organizations.

Develop a plan, and oversee the maintenance and security of City facilities.

Provide staff assistance to the City Manager and City Council; prepare and present staff reports, analyses, and other necessary correspondence.

Direct and conduct a variety of organizational and operational studies and investigations, identify trends and patterns; and recommend modifications to Public Works programs, policies, and procedures as appropriate.

Direct and manage the evaluation and development of plans and schedules for short and long-range public works maintenance programs; organize available resources for the maintenance, improvement, and repair of public works facilities and City equipment; compile estimates, contract provisions, and specifications; approve and secure approval of plans; and implement action plans.

Direct the development and review of the design, materials, and process proposed for new construction or major repairs for City facilities and improvements; prepare and/or review ordinances for executive City management and City Council consideration; recommend levels of service for utilities, streets, and drainage areas.

Participate on a variety of boards and commissions; attend and participate in professional group
meetings; stay abreast of new trends and innovations in the field of public works.

Respond to and resolve difficult and sensitive inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operational characteristics, services, and activities of a comprehensive public works program.

Organization and management practices as applied to the analysis and evaluation of public works programs, policies, and operational needs.

Modern and complex principles and practices of public works program development and administration.

Methods and techniques for writing and giving presentations, conducting and administering contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Advanced principles and practices of municipal budget preparation and administration.

Principles of supervision, training, and performance evaluation.

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

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for the Public Works Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient public works services.
Plan, organize, direct, and coordinate the work of management, professional, technical, and administrative support personnel; delegate authority and responsibility.

Select, supervise, train, and evaluate staff.

Identify and respond to community, executive City management, and City Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. Research, analyze, and evaluate new public works service delivery methods, procedures, and techniques.

Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative reports, presentations, and analyses.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to public works programs and functions.

Communicate clearly and concisely, both verbally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted during work.

**Minimum Qualifications:**

**Experience:**

Ten (10) years of responsible public works experience including five (5) years of management and supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major course work in engineering or a related field. A Master's degree is desirable.

**License or Certificate:**

Possession of an appropriate, valid driver's license and insurability at regular rates for the City's automobile insurance.

Possession of a Certificate of Registration as a Professional Engineer in the State of California.

Possession of, or ability to obtain, a Grade II Water Distribution Operator Certificate.
Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 10 lbs.; ability to travel to different sites and locations.

Effective Date: September 2017
EXECUTIVE ASSISTANT/OFFICE SUPERVISOR
CLASS SPECIFICATION

FLSA Designation: Non-Exempt
Effective: 03/2004
Revised: 09/2017

DEFINITION
Under direction, perform diversified administrative duties of a highly responsible, confidential, and complex nature, involving a general knowledge of City policy and procedure, in support of the City Manager and City Council; assist in planning, organizing, and coordinating support activities, special projects, operations, and functions related to the City Manager's Office, including leading subordinate administrative support personnel, and providing general information and assistance to staff and the general public.

SUPERVISION EXERCISED
Exercises technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
Respond to and process administrative details not requiring the immediate attention of assigned staff and officials including the City Manager and City Council members; independently respond to generate documents and general correspondence; compose and prepare letters, memoranda, and reports pertaining to standard policies.

Prepare, process, and coordinate first draft City Council agenda items; coordinate and prepare final agenda items and process with Departments; and perform set up for City Council meetings.

Perform responsible and difficult secretarial and administrative work involving the use of independent judgment and personal initiative; perform varied and responsible administrative support duties to assist in the processing and completion of administrative operations for assigned staff and City Council.

Serve as a primary resource and information source regarding City policies, procedures, objectives, and operational functions; receive and interview office visitors and telephone callers; answer questions and provide information where judgment, knowledge, and interpretations are utilized, especially in the proper handling of confidential information or files; resolve complaints; refer callers to appropriate sources as necessary.

Receive, compile, and organize information for the preparation of correspondence, documents,