

Benefits of the Proposed Job Classification Changes

The Finance, IT, Community Development, and Public Services departments have identified a need for the creation of new positions to meet the growing demands of the City.

The creation of these new positions directly addresses the growing demands identified by several key departments within the City.

ACCOUNTANT – New Classification – Range 75

Establishing the Accountant position will ensure greater financial accuracy and control over our municipal budget. Currently, these accounting functions are outsourced to a contractor, limiting real-time oversight and responsiveness. Bringing this critical function in-house allows for a more comprehensive understanding of our financial health, empowers improved decision-making, and eliminates the ongoing expense associated with the external provider. This transition will ultimately result in cost savings while strengthening the City's financial management.

BUILDING OFFICIAL – New Classification – Range 92

The Building Official position is needed for ensuring the safety and quality of our city's development. This role will oversee building inspections and code enforcement for the Community Development department. Upcoming projects like the healthcare facility and Pace Center require specialized building code knowledge. The surge in residential and commercial development necessitates close oversight for code compliance. A Building Official will ensure these projects meet safety standards, expedite approvals, and facilitate smooth construction. Directly involving a Building Official in plan reviews will eliminate backlogs, enhance efficiency, and ensure timely project completion. Their expertise will streamline the review process, benefiting developers, contractors, and the community. Overall, the Building Official strengthens our department's capacity, promotes efficient permitting, and provides crucial expertise. This role safeguards public safety, fosters sustainability, and supports the city's long-term vision.

CYBERSECURITY ADMINISTRATOR – New Classification – Range 86

The ever-increasing reliance on technology necessitates the creation of a Cybersecurity Administrator position. This role is critical for safeguarding our organization's sensitive data from cyberattacks, breaches, and other malicious activities. A dedicated Cybersecurity Administrator will develop and implement security protocols, manage critical security tools, and ensure compliance with regulations. This proactive approach is essential for protecting our organization's reputation, will minimize risk, prevent costly incidents, and empower us to operate with confidence in today's digital world.

FLEET AND FACILITIES SUPERVISOR – New Classification – Range 85

The creation of a new job classification and description for a Fleet and Facilities Supervisor is necessary to provide oversight for various City operations. This supervisor will manage a team of specialists crucial to the City's infrastructure, including Electrical and HVAC specialists, facility maintenance and custodial staff, and fleet mechanics. Their responsibilities will extend beyond direct staff supervision to include

managing custodial contracts for Fiscal Year 2024-2025 and overseeing the Enterprise vehicle contracts.

PUBLIC SERVICES MANAGER – Revised Classification – Range 98

To better serve the City and reflect the growing responsibilities of this position, revisions are necessary for the Public Services Manager role. These revisions aim to elevate the administrative aspects of the role, transforming it into a more professional and strategic function within the City's operations. This will allow the Public Services Manager to provide more effective support and elevate the role to ensure strong leadership and a strategic approach to public services initiatives.

Classification:

All positions will be classified as Management Supervisory Professional Confidential (MSPC) unrepresented, FLSA Exempt. This classification reflects the supervisory and confidential nature of the duties associated with these positions.

Each new position brings specialized skills and expertise to their respective department, leading to increased efficiency and improved outcomes.

These proposed job classifications and salary ranges have been reviewed by the Human Resources Department and City Management.

Overall, these proposed job classification changes represent a strategic investment in the City's ability to deliver essential services, enhance efficiency, and ensure the well-being of the community.

City of Imperial
Classification and Compensation Schedule

| <u>CLASSIFICATION TITLE</u> | <u>BARGAINING UNIT NAME</u> | <u>RANGE</u> |
|------------------------------------|------------------------------------|---------------------|
| Accountant | Unrepresented MSPC | 75 |
| Accounting Assistant I | Teamsters | 57 |
| Accounting Assistant II | Teamsters | 61 |
| Accounting Assistant III | Teamsters | 66 |
| Accounting Technician | Teamsters | 69 |
| Administrative Analyst | Unrepresented MSPC | 78 |
| Administrative Assistant | Teamsters | 60 |
| Administrative Services Director | Unrepresented MSPC | 102 |
| Administrative Technician I | Unrepresented MSPC | 72 |
| Administrative Technician II | Unrepresented MSPC | 75 |
| Assistant City Manager | Unrepresented MSPC | 102 |
| Assistant to the City Manager | Unrepresented MSPC | 98 |
| Building Inspector I | Teamsters | 75 |
| Building Inspector II | Teamsters | 77 |
| Building Inspector III | Unrepresented MSPC | 80 |
| Building Official | Unrepresented MSPC | 92 |
| Building Service Worker | Teamsters | 60 |
| Code Enforcement Inspector | Teamsters | 69 |
| Community Development Director | Unrepresented MSPC | 102 |
| Community Development Technician | Teamsters | 57 |
| Community Services Director | Unrepresented MSPC | 102 |
| Corporal | IPOA | 82 |
| Crew Leader Parks | Teamsters | 65 |
| Crew Leader Public Services | Teamsters | 65 |
| Criminal Analyst | IPOA | 73 |
| Cybersecurity Administrator | Unrepresented MSPC | 86 |
| Distribution Utility Worker I | Teamsters | 64 |
| Distribution Utility Worker II | Teamsters | 67 |
| Engineering Technician/Inspector | Teamsters | 74 |
| Equipment Mechanic | Teamsters | 67 |
| Executive Assistant | Unrepresented MSPC | 74 |
| Finance Director | Unrepresented MSPC | 102 |
| Finance Manager | Unrepresented MSPC | 98 |

City of Imperial
Classification and Compensation Schedule

| | | |
|--|-------------------------|-----|
| Financial Analyst | Unrepresented MSPC | 78 |
| Fleet and Facilities Supervisor | Unrepresented MSPC | 85 |
| General Maintenance Technician I | Teamsters | 64 |
| General Maintenance Worker I | Teamsters | 57 |
| General Maintenance Worker II | Teamsters | 60 |
| General Maintenance Worker III | Teamsters | 64 |
| Geographic Information Systems Coordinator | Unrepresented MSPC | 75 |
| Geographic Information Systems Project Manager | Unrepresented MSPC | 92 |
| Human Resources Analyst | Unrepresented MSPC | 78 |
| Human Resources Manager | Unrepresented MSPC | 98 |
| Human Resources Specialist | Unrepresented MSPC | 80 |
| Information Technology Director | Unrepresented MSPC | 102 |
| Information Technology Technician I | Teamsters | 60 |
| Information Technology Technician II | Teamsters | 63 |
| Information Technology Technician III | Teamsters | 69 |
| Lead Equipment Mechanic | Teamsters | 70 |
| Librarian | Unrepresented MSPC | 78 |
| Library Administrator | Unrepresented MSPC | 81 |
| Library Assistant | Teamsters | 60 |
| Library Assistant | Unrepresented Part-Time | 60 |
| Library Page | Unrepresented Part-Time | 55 |
| Library Supervisor | Unrepresented MSPC | 77 |
| Library Technician | Teamsters | 63 |
| Lifeguard I | Unrepresented Seasonal | 55 |
| Lifeguard II | Unrepresented Seasonal | 56 |
| Lifeguard III | Unrepresented Seasonal | 57 |
| Literacy Coordinator | Unrepresented MSPC | 75 |
| Literacy Coordinator | Unrepresented Part-Time | 75 |
| Maintenance Electrician | Teamsters | 78 |
| Management Analyst | Unrepresented MSPC | 80 |
| Organic Waste Monitor | Unrepresented Part-Time | 65 |
| Park Maintenance Worker I | Teamsters | 57 |
| Park Maintenance Worker II | Teamsters | 60 |
| Park Maintenance Worker III | Teamsters | 64 |

**City of Imperial
Classification and Compensation Schedule**

| | | |
|---|------------------------|-----|
| Parks and Recreation Director | Unrepresented MSPC | 102 |
| Planner I | Teamsters | 75 |
| Planner II | Teamsters | 77 |
| Planner III | Unrepresented MSPC | 80 |
| Police Captain | Unrepresented MSPC | 98 |
| Police Chief's Administrative Assistant | IPOA | 60 |
| Police Officer | IPOA | 76 |
| Police Services Officer I | IPOA | 60 |
| Police Services Officer II | IPOA | 62 |
| Police Services Officer III | IPOA | 67 |
| Project Manager | Unrepresented MSPC | 92 |
| Public Records Analyst | Unrepresented MSPC | 78 |
| Public Services Director | Unrepresented MSPC | 102 |
| Public Services Foreman | Unrepresented MSPC | 85 |
| Public Services Manager | Unrepresented MSPC | 98 |
| Recreation Coordinator | Unrepresented MSPC | 75 |
| Recreation Leader I | Unrepresented Seasonal | 55 |
| Recreation Leader II | Unrepresented Seasonal | 56 |
| Recreation Leader III | Unrepresented Seasonal | 57 |
| Recreation Specialist | Teamsters | 60 |
| Sergeant | IPOA | 87 |
| Special Events Coordinator | Unrepresented MSPC | 75 |
| Wastewater Operator I | Teamsters | 71 |
| Wastewater Operator II | Teamsters | 74 |
| Wastewater Operator III | Teamsters | 80 |
| Wastewater Operator Trainee I (OIT I) | Teamsters | 60 |
| Wastewater Operator Trainee II (OIT II) | Teamsters | 64 |
| Wastewater Plant Chief Operator | Unrepresented MSPC | 85 |
| Water Operator Trainee I (OIT I) | Teamsters | 60 |
| Water Operator Trainee II (OIT II) | Teamsters | 64 |
| Water Plant Chief Operator | Unrepresented MSPC | 85 |
| Water Treatment Operator I | Teamsters | 71 |
| Water Treatment Operator II | Teamsters | 74 |
| Water Treatment Operator III | Teamsters | 80 |

**City of Imperial
Classification and Compensation Schedule**

**CITY OF IMPERIAL
SALARY SCHEDULE
ALL CLASSIFICATIONS
FISCAL YEAR 2024-2025**

| RANGE | STEP 1 | STEP 2 | STEP 3 | STEP 4 | STEP 5 | STEP 6 | STEP 7 | 10 YR STEP 8 | 15 YR STEP 9 | 20 YR STEP 10 |
|--------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|-------------------------|-------------------------|--------------------------|
| 55 | 18.02 | 18.92 | 19.87 | 20.86 | 21.90 | 23.00 | 24.15 | 25.36 | 26.62 | 27.95 |
| 56 | 18.47 | 19.39 | 20.36 | 21.38 | 22.45 | 23.57 | 24.75 | 25.99 | 27.29 | 28.65 |
| 57 | 18.93 | 19.88 | 20.87 | 21.92 | 23.01 | 24.16 | 25.37 | 26.64 | 27.97 | 29.37 |
| 58 | 19.41 | 20.38 | 21.39 | 22.46 | 23.59 | 24.77 | 26.01 | 27.31 | 28.67 | 30.10 |
| 59 | 19.89 | 20.89 | 21.93 | 23.03 | 24.18 | 25.39 | 26.66 | 27.99 | 29.39 | 30.86 |
| 60 | 20.39 | 21.41 | 22.48 | 23.60 | 24.78 | 26.02 | 27.32 | 28.69 | 30.12 | 31.63 |
| 61 | 20.90 | 21.94 | 23.04 | 24.19 | 25.40 | 26.67 | 28.00 | 29.41 | 30.88 | 32.42 |
| 62 | 21.42 | 22.49 | 23.62 | 24.80 | 26.04 | 27.34 | 28.71 | 30.14 | 31.65 | 33.23 |
| 63 | 21.96 | 23.05 | 24.21 | 25.42 | 26.69 | 28.02 | 29.42 | 30.89 | 32.44 | 34.06 |
| 64 | 22.50 | 23.63 | 24.81 | 26.05 | 27.35 | 28.72 | 30.16 | 31.67 | 33.25 | 34.91 |
| 65 | 23.07 | 24.22 | 25.43 | 26.70 | 28.04 | 29.44 | 30.91 | 32.46 | 34.08 | 35.78 |
| 66 | 23.64 | 24.83 | 26.07 | 27.37 | 28.74 | 30.18 | 31.68 | 33.27 | 34.93 | 36.68 |
| 67 | 24.23 | 25.45 | 26.72 | 28.05 | 29.46 | 30.93 | 32.48 | 34.10 | 35.81 | 37.60 |
| 68 | 24.84 | 26.08 | 27.39 | 28.76 | 30.19 | 31.70 | 33.29 | 34.95 | 36.70 | 38.54 |
| 69 | 25.46 | 26.73 | 28.07 | 29.48 | 30.95 | 32.50 | 34.12 | 35.83 | 37.62 | 39.50 |
| 70 | 26.10 | 27.40 | 28.77 | 30.21 | 31.72 | 33.31 | 34.97 | 36.72 | 38.56 | 40.49 |
| 71 | 26.75 | 28.09 | 29.49 | 30.97 | 32.52 | 34.14 | 35.85 | 37.64 | 39.52 | 41.50 |
| 72 | 27.42 | 28.79 | 30.23 | 31.74 | 33.33 | 35.00 | 36.74 | 38.58 | 40.51 | 42.54 |
| 73 | 28.11 | 29.51 | 30.99 | 32.54 | 34.16 | 35.87 | 37.66 | 39.55 | 41.52 | 43.60 |
| 74 | 28.81 | 30.25 | 31.76 | 33.35 | 35.02 | 36.77 | 38.61 | 40.54 | 42.56 | 44.69 |
| 75 | 29.53 | 31.00 | 32.55 | 34.18 | 35.89 | 37.69 | 39.57 | 41.55 | 43.63 | 45.81 |
| 76 | 30.27 | 31.78 | 33.37 | 35.04 | 36.79 | 38.63 | 40.56 | 42.59 | 44.72 | 46.95 |
| 77 | 31.02 | 32.57 | 34.20 | 35.91 | 37.71 | 39.59 | 41.57 | 43.65 | 45.83 | 48.13 |
| 78 | 31.80 | 33.39 | 35.06 | 36.81 | 38.65 | 40.58 | 42.61 | 44.74 | 46.98 | 49.33 |
| 79 | 32.59 | 34.22 | 35.93 | 37.73 | 39.62 | 41.60 | 43.68 | 45.86 | 48.16 | 50.56 |
| 80 | 33.41 | 35.08 | 36.83 | 38.67 | 40.61 | 42.64 | 44.77 | 47.01 | 49.36 | 51.83 |
| 81 | 34.24 | 35.96 | 37.75 | 39.64 | 41.62 | 43.70 | 45.89 | 48.18 | 50.59 | 53.12 |
| 82 | 35.10 | 36.85 | 38.70 | 40.63 | 42.66 | 44.80 | 47.04 | 49.39 | 51.86 | 54.45 |
| 83 | 35.98 | 37.78 | 39.66 | 41.65 | 43.73 | 45.92 | 48.21 | 50.62 | 53.15 | 55.81 |
| 84 | 36.88 | 38.72 | 40.66 | 42.69 | 44.82 | 47.06 | 49.42 | 51.89 | 54.48 | 57.21 |
| 85 | 37.80 | 39.69 | 41.67 | 43.76 | 45.94 | 48.24 | 50.65 | 53.19 | 55.85 | 58.64 |
| 86 | 38.74 | 40.68 | 42.71 | 44.85 | 47.09 | 49.45 | 51.92 | 54.52 | 57.24 | 60.10 |
| 87 | 39.71 | 41.70 | 43.78 | 45.97 | 48.27 | 50.68 | 53.22 | 55.88 | 58.67 | 61.61 |
| 88 | 40.70 | 42.74 | 44.88 | 47.12 | 49.48 | 51.95 | 54.55 | 57.28 | 60.14 | 63.15 |
| 89 | 41.72 | 43.81 | 46.00 | 48.30 | 50.71 | 53.25 | 55.91 | 58.71 | 61.64 | 64.72 |
| 90 | 42.77 | 44.90 | 47.15 | 49.51 | 51.98 | 54.58 | 57.31 | 60.17 | 63.18 | 66.34 |
| 91 | 43.83 | 46.03 | 48.33 | 50.74 | 53.28 | 55.94 | 58.74 | 61.68 | 64.76 | 68.00 |
| 92 | 44.93 | 47.18 | 49.54 | 52.01 | 54.61 | 57.34 | 60.21 | 63.22 | 66.38 | 69.70 |
| 93 | 46.05 | 48.36 | 50.77 | 53.31 | 55.98 | 58.78 | 61.72 | 64.80 | 68.04 | 71.44 |
| 94 | 47.20 | 49.56 | 52.04 | 54.65 | 57.38 | 60.25 | 63.26 | 66.42 | 69.74 | 73.23 |
| 95 | 48.38 | 50.80 | 53.34 | 56.01 | 58.81 | 61.75 | 64.84 | 68.08 | 71.49 | 75.06 |
| 96 | 49.59 | 52.07 | 54.68 | 57.41 | 60.28 | 63.30 | 66.46 | 69.78 | 73.27 | 76.94 |
| 97 | 50.83 | 53.38 | 56.04 | 58.85 | 61.79 | 64.88 | 68.12 | 71.53 | 75.11 | 78.86 |
| 98 | 52.11 | 54.71 | 57.45 | 60.32 | 63.33 | 66.50 | 69.83 | 73.32 | 76.98 | 80.83 |
| 99 | 53.41 | 56.08 | 58.88 | 61.83 | 64.92 | 68.16 | 71.57 | 75.15 | 78.91 | 82.85 |
| 100 | 54.74 | 57.48 | 60.35 | 63.37 | 66.54 | 69.87 | 73.36 | 77.03 | 80.88 | 84.92 |
| 101 | 56.11 | 58.92 | 61.86 | 64.96 | 68.20 | 71.61 | 75.19 | 78.95 | 82.90 | 87.05 |
| 102 | 57.51 | 60.39 | 63.41 | 66.58 | 69.91 | 73.40 | 77.07 | 80.93 | 84.97 | 89.22 |



CITY OF IMPERIAL

JOB DESCRIPTION

ACCOUNTANT

SALARY: RANGE 75

Established: NEW CLASSIFICATION – DRAFT 06/19/2024
FLSA Exempt – MSPC Unrepresented
Department: Finance

Hourly: \$29.53 – \$39.57
Biweekly: \$2,362.40 - \$3,165.60
Monthly: \$5,118.53 – \$6,858.80
Annual: \$61,422.40 - \$82,305.60

DEFINITION

Under direction, performs professional accounting work, including auditing, analyzing, and verifying fiscal and statistical data, processing invoices, preparing analytical, narrative, statistical, and accounting reports, and providing information to the Finance Supervisor regarding accounting practices and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Finance Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of the City's accounting function. Positions at this level exercise judgment and initiative in their assigned tasks, 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.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Provides complex professional assistance in the administration and implementation of the City's financial, revenue, budget, and accounting programs, including budget monitoring and maintenance, financial analysis, and payroll processing.
- Analyzes and reconciles expenditure, revenue, and balance sheet accounts to comply with applicable federal, state, and local laws, rules, regulations, and ordinances; verifies availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems.
- Coordinates and administers a variety of accounting programs; prepares journal entries reconciles general ledger and subsidiary accounts related to postings from payroll and benefit processing, accounts payable, cash receipts, and accounts receivable; populates financial statements and reports.
- Participates in the compilation and preparation of annual budgets; provides revenue and expense projections and monitors budget to actual and encumbered expenditures.

- Prepares comprehensive financial and accounting activity studies, statistics, statements, and reports, including historical summaries, charts, graphs, and various memos and letters.
- Receives, reviews, and processes various reports and records including encumbrance reports, payment authorizations, bank statements, checks, and receipts.
- Researches and analyzes technical transactions to resolve questions and validate data; ensures fiscal accountability and fund integrity for transactions and supporting documentation.
- Interprets, explains, and applies general and governmental accounting/auditing principles and procedures, laws, and regulations affecting the financial operations of municipal government; provides professional and technical guidance and training to other staff in accounting processes and procedures.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications to remain current on principles, practices, and new developments in accounting and finance.
- Assists management with special projects, as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of budget administration and monitoring.
- Principles, practices, methods, and techniques of generally accepted accounting principles, fund accounting, best practices, governmental accounting, and financial reporting.
- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform accounting support work.
- Implement financial procedures and controls.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.

- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree in accounting, finance, business or public administration, or a related field.

Experience:

- Three (3) years of increasingly responsible experience in accounting and finance.
- Experience in a governmental accounting system (e.g., GASB) is preferred.

Licenses and Certifications:

- Valid California Class C driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

BUILDING OFFICIAL

SALARY: RANGE 92

Established: NEW CLASSIFICATION – DRAFT 06/19/2024

FLSA Exempt – MSPC Unrepresented

Department: Community Development

Hourly: \$44.93 – \$60.21

Biweekly: \$3,594.41 - \$4,816.86

Monthly: \$7,787.89 – \$10,436.52

Annual: \$93,454.70 - \$125,238.23

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Building and Safety and Code Enforcement Divisions within the Community Development Department, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to the Community Development Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating building and municipal code inspections, permit applications, utility account administration, and organic waste reduction functions of the Building and Safety and Code Enforcement Divisions within the Community Development Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, manages, and oversees the daily functions, operations, and activities of the Building and Safety

and Code Enforcement Division, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.

- Review construction plans and specifications to verify that new and remodeled structures meet all accessibility regulations and the Building Code Standards.
- Supervise and manage the daily operations of the Code Enforcement Division, ensuring that staff adhere to policies and procedures.
- Develop and implement enforcement strategies and programs to ensure compliance with local, state, and federal regulations, including zoning, housing, and property maintenance codes.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Community Development Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Oversees the receipt and processing of building permits, construction plans, gas/electrical releases, and related applications; ensures these documents adhere to City standards.
- Conducts enforcement inspections to ensure the safety and general welfare of residents and to maintain property values of residences; ensures inspections adhere to building and municipal codes; governs the interpretation of building and municipal codes and regulations regulating structural, mechanical, electrical, plumbing, and related codes, construction, business licenses, zoning and housing, encroachment, yard sales, and other compliance violations.
- Ensures an ongoing focus on responsibly reducing organic waste deposited in landfills and promotes finding ways to use organic waste products to benefit the environment.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Community Development Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.

- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Problems, trends, and approaches used in code inspection and enforcement programs.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Building Inspection Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Serve as a technical resource concerning building and municipal codes, permit application and approvals, utility account maintenance, and organic waste reduction.
- Explain violations, issue citations, and recommend corrective actions.
- Investigate reported code violations or nonpayment issues, explain violations and remediation steps, and recommend corrective actions.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Education:

- A bachelor's degree in a related field, such as construction technology, building inspection, civil engineering, or public administration.

Experience:

- Six (6) years of increasingly responsible experience in building inspection, code enforcement, or building construction, including two (2) years of experience in a supervisory capacity.
- Relevant experience may be substituted for education on a one-year-for-one-year basis. In lieu of a bachelor's degree, a combination of education and experience may be used to meet the requirements of the position.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a Certified Building Official (CBO) certification.
- Possession of a Certified Access Specialist (CASP) certification is highly desirable.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

CYBERSECURITY ADMINISTRATOR

SALARY: RANGE 86

| | |
|-----------|----------------------------|
| Hourly: | \$38.74 – \$51.92 |
| Biweekly: | \$3,099.20 - \$4,153.60 |
| Monthly: | \$6,714.93 – \$8,999.47 |
| Annual: | \$80,579.20 - \$107,993.60 |

FLSA Exempt – MSPC Unrepresented

DEFINITION

Under the supervision of the Director of Information Technology, provides advanced support for specialized hardware and software. Work responsibilities extend to securing and maintaining the City's electronic data; maintains reliable and secure access to data and the City's network infrastructure via personal computers and mobile devices; performs related duties, as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Director. May exercise direct supervision over technical, and administrative support staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the operations of the City's Cybersecurity program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the day-to-day operations of the program. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with City senior management positions, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Maintain firewalls, network and host intrusion prevention/detection systems, virtual private networks, threat intelligence platforms, endpoint protection, security training platforms, email security, forensic tools, public/private/hybrid cloud infrastructure, identity and access management systems, and physical security systems.
- Manage security incident response.
- Perform threat-hunting activities using security operations center tools.
- Analyze technologies and establish highly effective processes and protocols to ensure comprehensive protection exists to prevent unauthorized entry into company networks and systems.
- Understand breach and attack simulation solutions to validate and improve the effectiveness of preventative controls and incident response.
- Motivate employees to maximize rigorous system security controls, focusing on reducing complexity, and maturing security practices.
- Maintain and troubleshoot multiple assigned systems.

- Coordinate hardware and software issues with both internal and external support groups.
- Document and resolve issues related to system updates, implementation, installation, inefficiencies, and integrations.
- Provide backup network and desktop support, as needed and may include providing on-call support.
- Configure and maintain the City's network including software, servers, and appliances such as routers, switchers, virtual servers, security, anti-virus, and intrusion detection systems.
- Oversee and monitor network and server performance.
- Troubleshoot, design, and test computer, network hardware, and configurations.
- Plan, design, specify, document, install, repair and/or upgrade the hardware, software, and related infrastructure for technology related projects.
- Implement and manage disaster recovery and back-up procedures, process improvements, automation, impact assessments, recovery planning, and annual testing exercises.
- Evaluate and recommend new automated technologies and/or business process improvements.
- Provide work direction and mentoring to technical staff, as necessary.
- Assume supervisory duties to subordinate staff and consultants, as assigned.
- Configure and maintain the City's telephony system including servers, appliances, phones, and other related and software.
- Participate in the development and management of budgets for assigned areas of responsibility.
- Oversee and participate in project management for both new system implementations and enhancements to existing systems and services.
- Utilize project management techniques and tools, such as Microsoft Project, to effectively manage system implementations and upgrades.
- Maintain confidentiality of work-related issues and City information.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Cloud-based security solutions and APIs.
- City policies and procedures.
- Procedures, principles and practices for the installation, configuration, upgrading, operation, and troubleshooting of computer hardware, software and peripherals, including printers.
- Diverse communication technologies and standards for network operations, including network operating systems, security, cabling and inter-networking principles with local and wide area networks and related systems and hardware.
- Microsoft desktop and server operating systems, mobile operating systems, and related networking environments.
- Server and desktop virtualization, Storage Area Networks, disaster recovery, and IT security.
- Various business applications, including Microsoft Office 2007 and newer, Adobe products, and software required to accomplish the essential functions listed.
- Web design, graphic arts, audio/visual equipment, and related software.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of strategic planning.

Ability to:

- Use analytical and problem-solving skills, with the ability to think critically and creatively to solve complex security challenges.
- Use initiative, discretion and judgment within established procedures, guidelines, and rules.
- Define problems, establishing facts, and drawing valid conclusions.
- Manage situations requiring diplomacy, fairness, firmness, and sound judgment.

- Build effective teams and providing efficient customer service.
- Communicate effectively, both verbally and in writing.
- Install, configure, upgrade, and troubleshoot operating systems and software.
- Install, configure, troubleshoot, and repair computers systems, monitors, network infrastructure and peripherals such as printers and related hardware.
- Work in a fast-paced environment with shifting priorities and potential for high-pressure situations.
- Establish and maintain cooperative working relationships with City Manager, department heads, managers, supervisors, employees, external public and private agencies, consultants, vendors, suppliers, contractors, and the general public.
- Apply safe work practices.

Education and Experience:

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

Education:

- Bachelor's Degree in Information Technology or a closely related field.

Experience:

- Three years professional information technology experience, including at least two years of progressively responsible experience, with implementing and administering network security applications and devices.
- Relevant experience may be substituted for education on a one-year-for-one-year basis. In lieu of a bachelor's degree, a combination of education and experience may be used to meet the requirements of the position.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a Systems Security Certified Practitioner (SSCP) certification is highly desirable.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard, work with hand tools.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials and view a computer monitor.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing or pulling heavy objects as assigned by the position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders, towers.

ENVIRONMENTAL CONDITIONS:

Work is performed in an office environment and in close proximity to other workers; employee must be present at the office to perform their duties. May be exposed to excessive noise levels. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Must have the ability to attend evening meetings after regular working hours.

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL
JOB DESCRIPTION

FLEET AND FACILITIES SUPERVISOR

SALARY: RANGE 85

Established: NEW CLASSIFICATION – DRAFT 06/19/2024
FLSA Exempt – MSPC Unrepresented
Department: Public Services

Hourly: \$37.80 – \$50.65
Biweekly: \$3,023.85 - \$4,052.25
Monthly: \$6,551.68 – \$8,779.88
Annual: \$78,620.19 - \$105,358.57

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing fleet, building, and facilities activities within the Public Services Department, including maintenance and repair of in-house and leased vehicles, maintenance of building and facilities, and administration of enterprise vehicle and custodial service contracts; coordinates assigned activities with other City departments and outside agencies; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Services Manager. Exercises direct supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a full supervisory level classification that exercises independent judgment on diverse and specialized fleet, building, and facility maintenance and repair operations, with accountability and ongoing decision-making responsibilities associated with the work. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff and for organizing and performing daily fleet, building, and facility maintenance, repair, and recordkeeping and are responsible for providing professional technical level support to the Public Services Manager in a variety of areas. Performance of the work requires the use of independence, initiative, and discretion within established guidelines and scope of practice.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, schedules, assigns, reviews, supervises, and participates in the work of fleet, building, and facilities staff in the Public Services Department; trains staff in work procedures and safe work practices; evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service, and staffing levels; recommends and administers policies and procedures.

- Monitors activities of the fleet, building, and facilities work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Determines and recommends equipment, materials, and staffing needs for assigned operations, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates; maintains a variety of records and prepares routine reports of work performance.
- Plans and lays out maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Supervises the use of and operation of tools, equipment, and vehicles; ensures tools, equipment, and in-house and leased vehicles are safely operated, maintained, and secured when not in use; schedules service, repair, and replacement of tools and equipment.
- Inspects work in progress and completed work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Administers enterprise vehicle contracts; ensures compliance with contract terms and conditions; reviews and records vehicle usage; participates in negotiating contract renewals.
- Administers custodial services contract; coordinates the custodial work performed by contracted staff; assigns, reviews, and approves work schedules and plans; documents performance shortcomings; resolves issues with vendor.
- Inspects City vehicles and equipment for safety violations; ensures safety procedures are followed, and personal protective safety equipment is worn; makes periodic safety presentations to assigned staff.
- Performs the most complex equipment maintenance and repair duties and provides technical assistance to crews; troubleshoots complex operational and maintenance problems; corrects or directs the correction and repair of operational and/or equipment problems.
- Prepares reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget administration and monitoring.
- General principles of risk management related to the functions of the assigned area.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.

- Arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Principles and procedures of record keeping, technical report writing, and preparation of correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Perform the most complex maintenance and operations duties and operate related equipment safely and effectively.
- Develop cost estimates for supplies and equipment.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Maintain accurate records and files of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Education:

Equivalent to associate degree in fleet management, automotive technology, or a related field.

Experience:

- Three (3) years of increasingly responsible experience in performing journey-level work in the maintenance and repair of fleet vehicles, buildings, and facilities, including two (2) years of experience in a lead capacity.
- Relevant experience may be substituted for education on a one-year-for-one-year basis. In lieu of an associate degree, a combination of education and experience may be used to meet the requirements of the position.

Licenses and Certifications:

- Possession of a valid Class “C” California Driver’s License, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various City sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City’s needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL
JOB DESCRIPTION

PUBLIC SERVICES MANAGER

SALARY: RANGE 98

Established: 09/05/2019
REVISED CLASSIFICATION – DRAFT 06/19/2024
FLSA Exempt – MSPC Unrepresented
Department: Public Services

Hourly: \$52.11 – \$69.83
Biweekly: \$4,168.42 - \$5,586.08
Monthly: \$9,031.57 – \$12,103.16
Annual: \$108,378.80 - \$145,237.96

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Public Services Division, including City street, building, facility, and fleet maintenance and repair, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling; participates in the development of policies and strategies for division operations; manages the effective use of division resources to improve organizational productivity and customer service; provides complex and responsible support to Public Services Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Services Director. Exercises direct supervision over supervisory, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the operations of City street, building, facility, and fleet maintenance and repair, water production facilities and distribution, wastewater collection and treatment, solid waste collection and recycling within the Public Services Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include developing and implementing policies and procedures for assigned programs, budget administration and reporting, and program evaluation, and ensuring compliance with regulatory requirements. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

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

- Plans, manages, and oversees the daily functions, operations, and activities of the Public Services Division, including operations of City street, building, facility, and fleet maintenance and repair, water

production facilities and distribution, wastewater collection and treatment, solid waste collection and recycling.

- Participates in the development and implementation of goals, objectives, work plans, policies, and priorities for the division; recommends within division policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development, administration, and oversight of the division budget; determines funding needed for staffing, equipment, materials, and supplies; ensures compliance with budgeted funding.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Public Services Director.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; recommends and implements discipline and termination procedures.
- Performs project management responsibilities; develops logical and efficient project plans; establishes priorities; monitors and manages task completion; anticipates and avoids problems; works collaboratively and cooperatively with team members and user groups to ensure project accountability.
- Develops and manages requests for proposals for professional and/or contracted services; prepares scope of work and any technical specifications; evaluates proposals and recommends award; negotiates contracts; administers contracts to ensure compliance with City specifications and service quality.
- Manages the design of systems and facilities; oversees construction activities; prepares estimates, contract provisions, and specifications; approves completed plans; seeks funding for infrastructure improvement projects.
- Manages the installation, maintenance, and repair of City water and sewer lines and systems; ensures proper cleaning, repair, or replacement of related fixtures, parts, and equipment; directs activities and projects to ensure smooth, efficient, healthy, and safe water and sewer line flow, operations, and services.
- Plans and lays out fleet maintenance work projects; monitors and controls supplies and equipment; orders supplies and tools as necessary; prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Estimates and ensures adequate personnel, materials, and equipment needed for installation, construction, maintenance, and repair projects and activities; compiles and prepares cost estimates; monitors, assesses, and modifies activities in response to project progress; monitors and ensures adequate equipment and supply levels; coordinates the purchase of equipment and supplies as appropriate.
- Oversees the operation of backflow prevention and cross connection programs.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; provides staff support to commissions, committees, and task forces, as required.
- Provides highly complex staff assistance to the Public Services Director; prepares and presents staff reports and other written materials; supervises the establishment and maintenance of working and official division files; ensures the proper documentation of operations and activities.
- Reviews the work of staff to ensure compliance with applicable federal, state, and local laws, codes, and regulations.

- Represents the City in meetings with members of other public and private organizations, community groups, contractors, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the fields of operations of streets, equipment, fleet, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Answers questions and provides information to the public; investigates and responds to complaints and inquiries from citizens, other departments, and agencies.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Administrative principles, practices, and methods including goal setting, program development, implementation and evaluation, policy and procedure development, quality control, and work standards.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of budget development and administration.
- Principles and practices of contract administration and management.
- General principles of risk management related to the functions of the assigned area.
- Functions, authority, and responsibilities of an appointed City Council.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Diagrams, blueprints, maps, layouts, work orders, and technical and other specifications to install, maintain, and repair systems or equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Complex arithmetic and statistical techniques.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned department.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public, vendors, contractors, and City staff.

- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the Public Services Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Estimate and ensure adequate personnel, material, and equipment levels needed for projects.
- Inspect projects for accuracy, completeness, and compliance with established standards, requirements, and procedures.
- Understand and interpret construction drawings, diagrams, blueprints, maps, layouts, work orders, and technical and other specifications to install, maintain, and repair systems or equipment.
- Operate and use of a variety of heavy and light equipment.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Supervise the establishment of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the division and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

Education and Experience:

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

Education:

- Equivalent to bachelor's degree in public administration, civil engineering, water science, construction management, or a related field.

Experience:

- Five (5) years of administrative or managerial experience in design, construction, and maintenance of roads, water/wastewater utility operations including maintenance of domestic water supply and distribution facilities and sewer systems in a public agency, including two (2) years of experience in a supervisory capacity.

- Relevant experience may be substituted for education on a one-year-for-one-year basis. In lieu of a bachelor's degree, a combination of education and experience may be used to meet the requirements of the position.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.

PHYSICAL DEMANDS

When assigned to an office environment, must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

When assigned to field inspection, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

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

WORKING CONDITIONS

City employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the City's needs, in addition to responding as a Disaster Services Emergency Worker (California Government Code Section 3100-3109).