

DATE SUBMITTED 09/12/2025
 SUBMITTED BY City Manager
 DATE ACTION REQUIRED 09/17/2025

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION:
 1. Approve the implementation of classification study recommendations for reclassifications, title changes, and new and updated job descriptions for the unrepresented Contract, MSPC, Seasonal and Part-Time classifications. Update the City's salary schedule to add classification titles and delete obsolete titles within the unrepresented groups.
 DEPARTMENT INVOLVED: City Manager

BACKGROUND/SUMMARY:
 Staff recommends the City Council approve the implementation of the classification study conducted by Gallagher for Contract, MSPC, Seasonal and Part-Time Unrepresented positions by approving the attached outlined changes:
 - Reclassification list
 - Title change list
 - No changes to positions list
 - New and updated job descriptions for all positions
 - Update current salary schedule with classification changes
 - Delete obsolete job classifications from the salary schedule
 If approved, a budget amendment to the FY25-26 operating budget will be processed in Quarter 1 to adjust for the salary increase associated with the reclassifications. If approved, the effective date of these changes will be next pay period 09/29/25 - 10/12/25.
 These changes will apply to Contract, MSPC, Seasonal and Part-Time Unrepresented classifications only, as labor discussions are ongoing with other bargaining groups. As discussed with employees and bargaining groups the compensation negotiations to consider market adjustments are expected to start in January and are not addressed at this time.

FISCAL IMPACT: NOT TO EXCEED
 The fiscal impact for the reclassifications in FY25-26 is \$28,146.

FINANCE INITIALS VMS

STAFF RECOMMENDATION:
 Recommendation to approve and implement the recommendations of the classification study as outlined to include reclassifications, title changes, and new and updated job descriptions for all positions within the Contract, MSPC, Seasonal and Part-Time Unrepresented positions, and update the City salary schedule to reflect these changes.

DEPT. INITIALS TA

MANAGER'S RECOMMENDATION: Approve Staff Recommendation

CITY MANAGER'S INITIALS JHM

MOTION:
 SECONDED: APPROVED () REJECTED ()
 AYES: DISAPPROVED () DEFERRED ()
 NAYES:
 ABSENT: REFERRED TO:

Reclassifications for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Current Title	Current Range on Current Salary Schedule	Recommended Title	Range Recommendation on Current Salary Schedule	Action	Rationale
1	Cordero, Yvonne	Community Development	Planner II	77	Associate Planner	85	Reclassification	Reclassify to reflect body of work performed.
2	Anguiano, Luis	City Manager's Administrative Offices	Cybersecurity Administrator	86	Cybersecurity Program Manager	92	Reclassification	City independently recommends to reclassify to reflect work performed and industry standard.
3	Smith, Kristen	City Manager's Administrative Offices	Human Resources Manager	98	Human Resources and Risk Management Director	102	Reclassification	Reclassify to reflect body of work performed.
4	Haller, Ember	Library Services	Library Administrator	81	Library Manager	98	Reclassification	Reclassify to reflect managerial level work performed.
5	Mejorado, Olivia	City Manager's Administrative Offices	Executive Assistant	74	Management Analyst	78	Reclassification	City independently recommends reclassification based on the demonstrated body of work performed by this position.

Title Changes for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
1	Osuna, Aimee	City Manager's Administrative Offices	City Clerk	Public Records Analyst	Assistant City Clerk	Title Change	Title change to reflect body of work performed.
2	Manriquez, Victor	City Manager's Administrative Offices	Finance Department	Administrative Services Director	Finance Director	Title Change	Title change to reflect body of work performed.
3	Ramos, Ramiro	City Manager's Administrative Offices	Information Technology	GIS Project Manager	Geographic Information Systems (GIS) Program Manager	Title Change	Title change to reflect industry standards.
4	Luevano, Elizabeth	Library Services	Literacy Program Department	Literacy Coordinator	Library Grant Coordinator	Title Change	Title change to reflect body of work performed.
5	Vacant Funded	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader I (LG)	Lifeguard	Title Change	Title change to reflect body of work performed.
6	Vacant Funded	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader II (LG)	Lifeguard/Swim Instructor	Title Change	Title change to reflect body of work performed.
7	Reel, Aaron	Police	Police	Chief of Police	Police Chief	Title Change	Title change to reflect industry standards.
8	Amparano, Nancy	Parks and Recreation	Recreation Services and Special Events	Special Events Coordinator	Recreation / Special Events Coordinator	Title Change	Title change to reflect body of work performed.
9	Topete, Victoria	Parks and Recreation	Recreation Services and Special Events	Recreation Coordinator	Recreation / Special Events Coordinator	Title Change	Title change to reflect body of work performed.
10	Vacant Funded	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader I (Rec)	Recreation Leader I	Title Change	Title change to reflect body of work performed.
11	Vacant Funded	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader II (Rec)	Recreation Leader II	Title Change	Title change to reflect body of work performed.
12	Vacant Funded	Parks and Recreation	Summer Programs - Pool	Lifeguard/Recreation Leader III (LG)	Senior Lifeguard/Swim Instructor	Title Change	Title change to reflect body of work performed.
13	Vacant Funded	Parks and Recreation	Summer Programs - Recreation	Lifeguard/Recreation Leader III (Rec)	Senior Recreation Leader	Title Change	Title change to reflect industry standards.

No Changes for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
1	Lopez, Erika	City Manager's Administrative Offices	Finance Department	Accountant	Accountant	No Change	Position is properly classified.
2	Vacant Unfunded	City Manager's Administrative Offices	City Manager's Office	Assistant City Manager	Assistant City Manager	No Change	Position is properly classified.
3	Garcia, Thomas	City Manager's Administrative Offices	City Manager's Office	Assistant to the City Manager	Assistant to the City Manager	No Change	Position is properly classified.
4	Vacant Funded	Community Development	Building & Safety	Building Inspection and Code Enforcement Supervisor	Building Inspection and Code Enforcement Supervisor	No Change	Position is properly classified.
5	Mortita, Dennis	City Manager's Administrative Offices	City Manager's Office	City Manager	City Manager	No Change	Position is properly classified.
6	Mora, Othon	Community Development	Community Development	Community Development Director	Community Development Director	No Change	Position is properly classified.
7	Vacant Funded	Community Development	Engineering	Community Development Project Manager	Community Development Project Manager	No Change	Position is properly classified.
8	Quintana, Diana	City Manager's Administrative Offices	Finance Department	Finance Manager	Finance Manager	No Change	Position is properly classified.
9	Vacant Funded	Public Services	Fleet and Facilities	Fleet & Facilities Supervisor	Fleet & Facilities Supervisor	No Change	Position is properly classified.
10	Ferrell, Alyssa	City Manager's Administrative Offices	Human Resources	Human Resources Analyst	Human Resources Analyst	No Change	Position is properly classified.
11	Zamudio, Adriana	City Manager's Administrative Offices	Human Resources	Human Resources Specialist	Human Resources Specialist	No Change	Position is properly classified.
12	Alvarez, Francisco	City Manager's Administrative Offices	Information Technology	Information Technology Analyst	Information Technology Analyst	No Change	Position is properly classified.
13	Estrada, Ramon Alejandro	City Manager's Administrative Offices	Information Technology	Information Technology Director	Information Technology Director	No Change	Position is properly classified.
14	Wolfe, Kathryn	Library Services	Library Department	Librarian	Librarian	No Change	Position is properly classified.
15	Vacant Funded	Library Services	Library Department	Library Page	Library Page	No Change	Position is properly classified.
16	Samaniego, Julia	Library Services	Literacy Program Department	Literacy Coordinator	Literacy Coordinator	No Change	Position is properly classified.
17	Vacant Funded	Library Services	Library Department	Lunch at the Library Intern	Lunch at the Library Intern	No Change	Position is properly classified.
18	Vacant Funded	Library Services	Library Department	Lunch at the Library Intern	Lunch at the Library Intern	No Change	Position is properly classified.
19	Lopez, Anthony	Parks and Recreation	Parks and Recreation	Parks and Recreation Director	Parks and Recreation Director	No Change	Position is properly classified.
20	Sheffield, Max	Police	Patrol	Police Captain	Police Captain	No Change	Position is properly classified.
21	Dale, David	Public Services	Public Services	Public Services Director	Public Services Director	No Change	Position is properly classified.
22	Guerrero, Jenell	Public Services	Public Services	Public Services Manager	Public Services Manager	No Change	Position is properly classified.
23	Mercado, Anthony	Public Services	Shop & Streets Department	Public Services Supervisor	Public Services Supervisor	No Change	Position is properly classified.
24	Kemp, Christopher	Public Services	Wastewater	Wastewater Plant Chief Operator	Wastewater Plant Chief Operator	No Change	Position is properly classified.
25	Vacant Funded	Public Services	Water Treatment Plant	Water Plant Chief Operator	Water Plant Chief Operator	No Change	Position is properly classified.

New Classifications for Contract, MSPC, Seasonal and Part-Time Unrepresented Employees

#	Last Name, First Name	Department	Division	Current Title	Recommended Title	Action	Rationale
1	Future Use	Community Development	Building & Safety	N/A	Building Official	New Class	City wishes to create a new class for future use. Will oversee Building & Code sections.
2	Future Use	Community Development	Community Development	N/A	Community Development Project Coordinator	New Class	City wishes to create a new class for future use.
3	Future Use	Community Development	Engineering	N/A	Construction Project Coordinator	New Class	City wishes to create a new class for future use.
4	Future Use	City Manager's Administrative Offices	Information Technology	N/A	Geographic Information Systems (GIS) Analyst	New Class	City wishes to create a new class for future use.
5	Future Use	City Manager's Administrative Offices	Human Resources	N/A	Human Resources Technician	New Class	City wishes to create a new class for future use.
6	Future Use	Library Services	Library Department	N/A	Library Support Services Worker	New Class	City wishes to create a new class for future use.
7	Future Use	Parks and Recreation	Parks Department	N/A	Parks Maintenance Coordinator	New Class	City wishes to create a new class for future use.
8	Future Use	Public Services	Wastewater	N/A	Senior Collection System Worker	New Class	City wishes to create a new class for future use.
9	Future Use	Parks and Recreation	Parks Department	N/A	Senior Parks Maintenance Worker	New Class	City wishes to create a new class for future use.
10	Future Use	Community Development	Planning	N/A	Senior Planner	New Class	City wishes to create a new class for future use.
11	Future Use	Public Services	Public Services	N/A	Senior Maintenance and Utility Worker	New Class	City wishes to create a new class for future use.
12	Future Use	Parks and Recreation	Recreation Services and Special Events	N/A	Senior Recreation and Event Specialist	New Class	City wishes to create a new class for future use.
13	Future Use	Public Services	Water Treatment Plant Department	N/A	Senior Water Meter/Distribution Operator	New Class	City wishes to create a new class for future use.
14	Future Use	Public Services	Water Treatment Plant	N/A	Senior Water Treatment Plant Operator	New Class	City wishes to create a new class for future use.

City of Imperial
Job Description Changes Pending CC 09/17/25

New or Revised Job Descriptions
Deleted Job Descriptions
Current Job Descriptions with No Changes

Job Descriptions

Accountant

Accounting Assistant I

Accounting Assistant II

Accounting Assistant III

Accounting Technician

~~Administrative Analyst~~

Administrative Assistant

~~Administrative Services Director~~

~~Administrative Technician I~~

~~Administrative Technician II~~

Animal Control Officer

Assistant City Clerk

Assistant City Manager

Assistant to the City Manager

Associate Planner

Building Inspection and Code Enforcement Supervisor

Building Inspector I

Building Inspector II

~~Building Inspector III~~

Building Official

Building Service Worker

City Manager

Code Enforcement Inspector

Collection System Worker I

Collection System Worker II

Community Development Director

Community Development Project Coordinator

Community Development Project Manager

Community Development Technician

~~Community Services Director~~

City of Imperial
Job Description Changes Pending CC 09/17/25

Construction Project Coordinator

Crew Leader Parks

Crew Leader Public Services

Criminal Analyst

~~Cybersecurity Administrator~~

Cybersecurity Program Manager

Distribution Utility Worker I

Distribution Utility Worker II

Engineering Technician/Inspector

Equipment Mechanic

Executive Assistant

Finance Director

Finance Manager

~~Financial Analyst~~

Fleet and Facilities Supervisor

General Maintenance Technician I

General Maintenance Worker I

General Maintenance Worker II

General Maintenance Worker III

Geographic Information Systems (GIS) Analyst

~~Geographic Information Systems Coordinator~~

Geographic Information Systems (GIS) Program Manager

~~Geographic Information Systems Project Manager~~

Human Resources Analyst

~~Human Resources Manager~~

Human Resources and Risk Management Director

Human Resources Specialist

Human Resources Technician

Information Technology Analyst

Information Technology Director

Information Technology Technician I

Information Technology Technician II

Information Technology Technician III

Lead Equipment Mechanic

City of Imperial
Job Description Changes Pending CC 09/17/25

Librarian

~~Library Administrator~~

Library Assistant

Library Grant Coordinator

Library Manager

Library Page

~~Library Supervisor~~

Library Support Services Worker

Library Technician

Lifeguard

Lifeguard/Swim Instructor

~~Lifeguard I~~

~~Lifeguard II~~

~~Lifeguard III~~

Literacy Coordinator

Lunch at the Library Intern

Maintenance Electrician

Management Analyst

Organic Waste Monitor

Parks and Recreation Director

Parks Maintenance Coordinator

Park Maintenance Worker I

Park Maintenance Worker II

Park Maintenance Worker III

Planner I

~~Planner II~~

~~Planner III~~

Police Captain

Police Chief

Police Chief's Administrative Assistant

Police Corporal

Police Officer

Police Sergeant

Police Services Officer I

City of Imperial
Job Description Changes Pending CC 09/17/25

Police Services Officer II

Police Services Officer III

~~Public Records Analyst~~

Public Services Director

Public Services Manager

Public Services Supervisor

~~Recreation Coordinator~~

Recreation/Special Events Coordinator

Recreation Leader I

Recreation Leader II

~~Recreation Leader III~~

Recreation Specialist

Senior Collection System Worker

Senior Lifeguard/Swim Instructor

Senior Maintenance and Utility Worker

Senior Parks Maintenance Worker

Senior Planner

Senior Recreation and Event Specialist

Senior Recreation Leader

Senior Water Meter/Distribution Operator

Senior Water Treatment Plant Operator

~~Special Events Coordinator~~

Wastewater Operator I

Wastewater Operator II

Wastewater Operator III

Wastewater Operator Trainee I (OIT I)

Wastewater Operator Trainee II (OIT II)

Wastewater Plant Chief Operator

Water Operator Trainee I (OIT I)

Water Operator Trainee II (OIT II)

Water Plant Chief Operator

Water Treatment Operator I

Water Treatment Operator II

Water Treatment Operator III



CITY OF IMPERIAL

JOB DESCRIPTION

ACCOUNTANT

SALARY: RANGE 75

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Finance Department

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 Director. 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.

Licenses and Certifications:

- None.

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

ASSISTANT CITY CLERK

SALARY: RANGE 78

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: City Manager's Office

DEFINITION

Under general direction, provides professional administrative and programmatic support for the daily operations, activities, and programs of the City Clerk's Division; plans and coordinates a comprehensive records management program; assists in the maintenance of official City documents and records; coordinates and manages the process and fulfillment of public records requests; provides highly responsible staff assistance to the elected City Clerk and City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for providing administrative and programmatic support for the operations and activities of the City Clerk's Division. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities in overseeing the functions of the City Clerk's Division. 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.

- Plans, coordinates, organizes, and oversees a centralized records management program for the City, including recommending appropriate retention periods in accordance with legal and regulatory requirements and business needs; maintains and updates the City's records retention schedule; reviews records for compliance with retention schedules and for adherence to procedures and standards.
- Assists and guides City staff with indexing and maintenance of records pursuant to the established records retention schedule; provides information on records management policies and procedures; responds to questions and requests for information relating to City records practices.
- Receives and evaluates requests submitted under the Public Records Act; determines whether requests

can be prepared by the City Clerk's Office or distributes requests to appropriate department; tracks requests to ensure timely response; communicates in writing with any requestor in cases of unusual requests that may cause delays; compiles records for release upon approval by management.

- Provides assistance to the public and City staff by helping to identify records and information relevant to requests; justifies any nondisclosure and/or ensures deletion of any portions that are exempt from the mandate of the Public Records Act.
- Serves as administrative support before, during, and after City Council meetings; prepares and posts Council agendas; attends meetings to assist with public comments and answers questions; follows up on Council actions to ensure timely preparation, indexing, and filing of agreements, resolutions, ordinances, and vital records.
- Coordinates the publication, posting, and distribution of legal notices for public meetings and hearings, and assures legal requirements are met.
- Assists with the organization and conduct of municipal elections; ensures noticing and Fair Political Practices Commission filing requirements are met under the Political Reform Act and Conflict of Interest Code.
- 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 elected City Clerk and City Manager; prepares reports, correspondence, and statistical reports, as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- 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 municipal records management and public records requests.
- 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:

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- General principles of risk management related to the functions of the assigned area.
- Principles, practices, and procedures related to public agency recordkeeping and the City Clerk function.
- Meeting protocols, parliamentary procedures, and proper conduct and reporting of actions taken by a legislative body.
- Methods, techniques, and software utilized in locating responsive records for public information requests.

- Fair Political Practices Commission procedures and regulations, election laws and procedures, and the Maddy Act.
- 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 program.
- Record keeping principles and procedures.
- 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:

- Coordinate and manage assigned projects and programs.
- Develop and administer a comprehensive records management program.
- Perform mathematical calculations quickly and accurately.
- Assist in the administration of local elections.
- Maintain confidentiality and be discreet in handling and processing confidential information and data.
- Prepare official minutes, resolutions, and ordinances.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare, maintain, and update accurate detailed records and files.
- 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 public or business administration, library information science, or a related field.

Experience:

- Three (3) years of increasingly responsible professional administrative experience in a government agency which involved the management of public records and/or compliance with laws regulating the activities of a governing body.

Licenses and Certifications:

- None required.

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

ASSISTANT TO THE CITY MANAGER

SALARY: RANGE 98

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: City Manager's Office

DEFINITION

Under direction, provides highly responsible and complex staff assistance to the City Manager on a variety of difficult, complex, and sensitive administrative matters; develops and manages City-wide economic development projects and grants; coordinates and manages City-wide initiatives and programs; performs high-level research and analysis functions; coordinates assigned activities with other City departments, officials, outside agencies, and the public; manages public relations; serves as a liaison and represents the City with public and private organizations, community groups, advisory boards, and other organizations on behalf of the City Manager; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Exercises direct supervision over assigned staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of City-wide initiatives, policies, and programs. 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.

- Plans, coordinates, implements, promotes, and oversees programs, projects, and initiatives; participates in the development of goals, objectives, and priorities; recommends and implements policies and procedures including standard operating procedures for assigned operations.
- Collects, compiles, and analyzes information from various sources on a variety of specialized topics related to programs administered by the position or by management staff including financial, budget, or administrative issues or questions; prepares comprehensive technical records and reports to present and interpret data, identifies alternatives, and makes and justifies recommendations.
- Coordinates City-wide projects which involve multiple stakeholders, elected officials, or are public-facing and require complex policy proposals or other issues which may be controversial and require

precision and care in the planning, development, and adoption phases; coordinates projects and activities across City departments.

- Manages and coordinates economic development work programs including business attraction, business retention, job creation, business assistance, marketing, and related functions; monitors economic development expenditures; assists with negotiations related to property transactions and claims; reviews and analyzes consultant reports; monitors legislative developments that may impact economic development.
- Assists in the development and reporting of alternate funding sources such as grants and ensures compliance with federal, state, City, and funding agency accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Develops, implements, and monitors the City-wide communications strategic plan; plans and coordinates communication efforts including internal and external communications; facilitates the preparation and dissemination of news releases; promotes community awareness through marketing and public relations strategies.
- Independently composes a variety of technical reports, letters, memoranda, correspondence, and other written materials for the City Manager; prepares and presents staff reports to the City Council and other Boards and Commissions.
- Manages public relations and develops a citywide communications strategic plan; serves as the City's Public Information Officer (PIO), overseeing media relations, public outreach, and social media management; receives, researches, and responds to public inquiries and complaints.
- Serves as a liaison and represents the City with public and private organizations, community groups, advisory boards, and other organizations on behalf of the City Manager; provides information and assistance to the public regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions; maintains effective and extensive professional relationships with representatives of other local, state, and federal agencies.
- Monitors, analyzes, and evaluates legislation and other intergovernmental activities affecting the City; assists in preparing and/or coordinates appropriate responses to legislation impacting City operations and the community at large; collaborates with legislative advocates and City departments to identify funding opportunities for major projects and City Council initiatives.
- Participates in the development and administration of departmental and program budgets; gathers, analyzes, and makes recommendations on budget requests; monitors revenues and expenditures; identifies and recommends resolutions for budgetary challenges; negotiates and oversees a variety of vendor contracts.
- Initiates requests for proposals as well as bids for projects and/or services; prepares specifications, solicitations, and requests for qualifications; obtains, reviews, and maintains bid results; negotiates agreements; supports the monitoring and administration of contracts.
- Attends various meetings, conferences, and civic functions; serves as the City Manager's representative/staff liaison at meetings of City management, staff, commissions, committees, legislative officials, government agencies, and other organizations, as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles, and practices of grant writing, funding, and administration.
- Applicable federal, state, and local laws, codes, and ordinances relevant to area(s) of responsibility.
- Principles and practices of project and/or program management.
- Principles and practices of contract negotiation, preparation, and evaluation.
- Principles and practices of research, data collection, and report preparation.
- Principles and practices of economic development.
- Budget development, monitoring, and tracking techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures including record destruction according to rules and regulations.
- Math, statistics, and accounting principles and procedures.
- 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.
- Techniques for public relations and social media management.
- 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:

- Plan and conduct effective management, administrative, and operational studies.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solutions.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Research and write grant proposals.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data effectively.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Make accurate mathematical, financial, and statistical computations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department 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.
- 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 from an accredited college or university with major coursework in business or public administration, communications, public relations, or a related field.

Experience:

- Four (4) years of increasingly responsible professional experience performing administrative and management analysis on a broad range of organizational issues in a public agency setting.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

ASSOCIATE PLANNER

SALARY: RANGE 85

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Community Development

DEFINITION

Under direction, provides professional planning services to City staff, developers, contractors, and the general public; performs professional, technical, statistical, and analytical duties involving land use or other planning studies for a variety of public or private development projects; conducts project management work, land use studies, policy development recommendations, revisions, or implementation; prepares a variety of documents for compliance with state or federal environmental laws; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Senior Planner. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the planner series. Positions at this level are distinguished from the Assistant Planner 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.

This class is distinguished from the Senior Planner in that the latter performs the more complex work assigned to the series, such as administering the codes, ordinances, and the City General Plan, advising the Community Development Director, the Planning Commission, various commissions and advisory committees, developers, contractors, administering related grants, and/or provides technical and functional direction over lower-level staff.

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.

- Reviews and analyzes proposed development projects for conformance with adopted City plans, design/architectural guidelines and standards, applicable codes and ordinances, and other regulations; prepares recommendations on approval of such projects.
- Evaluates entitlement applications for development projects including commercial, residential, mixed-use, and City code amendments; interfaces with different City divisions, departments, and local agencies; prepares related staff reports and presentations.

- Reviews proposed subdivision and parcel maps and recommends necessary revisions to meet City requirements.
- Conducts assessments of environmental issues in accordance with state and federal guidelines; prepares or assists in preparing and reviewing environmental impact reports; prepares written initial studies and staff reports related to development projects or City projects.
- Serves as initial contact and provides information and assistance at the public counter and over the telephone to the public, developers, property owners, other departments, and outside agencies regarding planning and land use inquiries, specific properties, development policies, and processing procedures; troubleshoots and resolves issues; provides customers with a better understanding of City policies and codes; provides decisive code interpretations and solutions.
- Conducts research for land use, zoning, code amendments, advanced planning, urban design, population trends, transportation, housing, economic, and environmental issues; prepares statistical tabulations, computations, charts, and graphs to illustrate studies these areas.
- Attends meetings, conferences, workshops, and training sessions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of urban planning and other types of public services as they relate to the area of assignment.
- Performs site inspections for entitlement projects and zoning compliance as needed.
- Prepares and updates files and records.
- Observes and complies with City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and terminology related to planning and building permits, land use theory, and zoning requirements.
- Objectives, principles, procedures, standards, practices, and information sources of City planning.
- Federal, state, and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including SB1813 Organic Waste, the California Environmental Quality Act, and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population, and land use trend analysis.
- Public speaking techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.

- 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:

- Serve as a technical resource concerning planning and building permits, zoning information, growth policies and planning strategies.
- Interpret maps, site and building plans and specifications, graphs, and statistical data.
- Interpret and understand engineering and architectural plans, concepts, and methodologies.
- Develop clear and concise technical documents, reports, correspondence, and other written materials, including staff reports to commissions, boards, and the City Council.
- Plan and organize multiple projects.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree in planning, geography, economics, law, public administration, or a related field.

Experience:

- Three (3) years of professional planning experience in a municipal setting.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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 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

BUILDING OFFICIAL

SALARY: RANGE 92

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Community Development

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Building Inspection Division 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 Inspection Division 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 Inspection Division, including building and municipal code inspections, permit applications, utility account administration, and organic waste reduction.
- 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:

- Equivalent to completion of the twelfth (12th) grade.

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.

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).



CITY OF IMPERIAL

JOB DESCRIPTION

CITY MANAGER

SALARY: CONTRACT

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – Contract

Department: City Manager's Office

DEFINITION

Under general policy direction of the City Council, plans, organizes, manages, and provides administrative direction and oversight for all City functions and activities; provides policy guidance and program evaluation to the City Council and management staff; encourages and facilitates provision of services to City residents and businesses; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; pursues appropriate avenues of economic and community development; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative and policy direction from the City Council. Exercises supervision over all City staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

The City Manager serves as the Chief Executive Officer of the City, accountable to the City Council, and responsible for enforcement of all City codes, ordinances, and regulations, the conduct of all financial activities, and the efficient and economical performance of the City's operations.

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, organizes, and administers operations of the City either directly or through subordinate management and supervisory staff; coordinates and evaluates the work of the City in accordance with applicable laws, codes, and regulations, and adopted policies and objectives of the City Council.
- Directs and coordinates the development and implementation of goals, objectives, and policies, procedures, and work standards; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the City Council.
- Oversees the development and administration of the annual budget for the City; authorizes directly or through staff, budget transfers, expenditures, and purchases; provides information regarding the financial condition and needs to the City Council.

- Selects, trains, motivates, and evaluates assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Advises the City Council on legal, social, and economic issues, programs, and financial status; prepares and recommends long- and short-term plans for City service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future City needs.
- Represents the City and the Council in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations; explains and interprets City-wide programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Provides for contract services and franchise agreements; ensures proper performance of obligations to the City; has responsibility for enforcement of all City codes, ordinances, and regulations.
- Oversees the selection, training, professional development, and work evaluation of City staff; oversees the implementation of effective employee relations programs; provides policy guidance and interpretation to staff.
- Directs the preparation of and prepares a variety of correspondence, reports, policies, procedures, and other written materials.
- Directs the maintenance of working and official City files.
- Monitors and implements legal, regulatory, technology, and societal changes and court decisions that may affect the work of the City.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Makes presentations to the City Council and a wide variety of committees, boards, and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal government; researches emerging products and enhancements and their applicability to City needs.
- 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 strategic plan development.
- 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 elected City Council.
- Current social, political, and economic trends affecting City government and service provision.
- 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:

- Plan, administer, coordinate, review, and evaluate the functions, activities, and staff of the City.
- Work cooperatively with, provide highly complex and responsible staff support to, and implement the policies of the City Council.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Oversee all City financial activities, including development and implementation of the City budget and the control of all expenditures and purchases.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Accurately assess organizational issues and opportunities and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Conduct effective negotiations and effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Direct 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.

- Direct the preparation of clear and concise reports, correspondence, policies, procedures, 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in business or public administration, finance, or a related field.

Experience:

- Eight (8) years of increasingly responsible public agency administrative work experience including five (5) years in a senior management/executive level capacity.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

COMMUNITY DEVELOPMENT DIRECTOR

SALARY: RANGE 102

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Community Development

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Community Development Department, including municipal engineering services, planning and zoning programs, code enforcement, and building, safety, and infrastructure improvement programs; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Community Development Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy 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.

- Assumes full management responsibility for all Community Development Department programs, services, and activities including municipal engineering services, planning and zoning programs, code enforcement, and building, safety, and infrastructure improvement programs.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Coordinates engineering review, building and plan review inspections, planning review, and code enforcement activities; evaluates zoning change and conditional use requests; provides expertise, consultation, and assistance, and researches, analyzes, and reviews legislative proposals.
- Directs the preparation and maintenance of a variety of narrative and statistical reports including complex and sensitive special projects and reports; prepares and maintains records, agenda items, and files related to assigned activities and personnel; prepares and maintains the City General Plan, land use, zoning, growth management, annexation, and environmental and other written and oral reports.
- Directs the design of systems and facilities; oversees construction activities; compiles estimates, contract provisions, and specifications; approves completed plans and seeks funding for infrastructure improvement projects.
- Serves as a technical resource to the City Council, City Manager, Planning Commission, other City personnel, outside organizations, governmental agencies, and the public regarding issues related to planning services and activities; responds to inquiries and provides technical information concerning planning and building permits, zoning information, growth policies, land use ordinances, and planning strategies.
- Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
- Reviews and approves applications, agreements, plans, and reports of department activities; manages the collection, analysis, and reporting of administrative and operational data.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets

departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council, Planning Commission, and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal engineering services, planning and zoning programs, code enforcement, and building, safety, and infrastructure improvement programs; researches emerging products and enhancements and their applicability to City needs.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- 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 strategic plan development.
- 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.
- Principles, practices, and programs related to community and urban development including planning, designing, maintenance, and construction.
- Civil engineering principles related to planning, traffic, streets, public buildings, and capital facilities.
- Municipal organizations and administration including City development policies and current City General Plan elements.
- Technical, legal, and financial requirements involved in the conduct of municipal public works studies, planning, and construction.
- 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:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Read and interpret building plans and specifications.
- Gather data, prepare statistics, and present statistically findings both orally and in writing.
- Identify obstacles to project completion and negotiate with contractors and the public to address project deficiencies.
- Interpret, apply, and explain statistics to all levels of government and the public.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct 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 department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise narrative reports, correspondence, policies, procedures, 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:

- Equivalent to a bachelor's degree in urban planning, architecture, engineering, construction management, or a related field.

Experience:

- Five (5) years of increasingly responsible experience in land use planning, environmental law, economic development, redevelopment, and/or construction methods, including three (3) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Certification as a Certified Building Official (ICC or ICBO) and/or Registration as a Licensed Civil Engineer (P.E.), to be maintained throughout employment.
- Possession of a valid certification from the American Institute of Certified Planners (AICP), and/or possession of International Conference of Building Officials (ICBO), 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).



CITY OF IMPERIAL

JOB DESCRIPTION

COMMUNITY DEVELOPMENT PROJECT COORDINATOR

SALARY: RANGE 69

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Community Development

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the work of staff responsible for the direct delivery of one or more Community Development programs, services, and activities; facilitates and aligns daily operations; coordinates project information across departmental and functional areas; receives developer deposits and state and federal reimbursements; provides technical and specialized assistance to management staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Community Development Department. Incumbents have responsibility for independently coordinating and implementing the program's goals and objectives. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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, organizes, coordinates, and participates in the work of staff responsible for Community Development programs; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Ensures organizational effectiveness; facilitates, coordinates, and aligns daily operations and logistics; maintains appointment, meeting, and department schedules; coordinates the reservation of meeting spaces; arranges travel accommodations; develops standard processes for composing correspondence, reports, and manuals; produces capital project reimbursement documentation.
- Supports departmental projects requiring coordination of activities across departmental and functional lines; ensures cross-functional projects align with organization-wide goals and objectives.

- Receives and tracks developer deposit funds and fees; adjusts for state and federal reimbursements; maintains records.
- Provides customer service in person, by phone, and via email; assists with complaint mediation and de-escalation; fosters connections between developers, residents, consultants, and City staff.
- Interprets, applies, and explains laws, rules, regulations, policies, and procedures for the public.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of records and files.
- Supports special projects and procedures addressing organizational effectiveness; researches and identifies alternative approaches; justifies improvement recommendations; implements approved action plans.
- Maintains documents, files, and records; processes and forwards mail internally; accurately enters, reviews, and updates information in the City's computerized systems.
- 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 technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Maintains accurate records of services and activities.
- Represents the City in meetings with members of other public and private organizations, community groups, and the public.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Fundamentals of operations research and organizational practices and theories.
- Methods used in the collection, analysis, interpretation, and reporting of data.
- Financial record-keeping techniques.
- Project management and contract administration.
- Activity coordination with related departments to assure organizational effectiveness.
- Arithmetic and statistical techniques.
- 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:

- Coordinate activities with related departments to ensure organizational effectiveness.
- Perform a variety of complex duties related to the collection, analysis, interpretation, and reporting of data.
- Assist in diagnosing organizational problems and participate in the development of solutions to increase efficiency and productivity.
- Determine appropriate course of action within clearly defined guidelines.
- Analyze research data and prepare reports, summaries, and recommendations, as well as records management.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department 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.
- 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 completion of the twelfth (12th) grade.

Experience:

- Three (3) years of successful experience in an administrative support or project coordination role.

Licenses and Certifications:

- None required.

HYSICAL 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 40 pounds 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 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

CONSTRUCTION PROJECT COORDINATOR

SALARY: RANGE 76

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Community Development

DEFINITION

Under general supervision, performs administrative and technical duties in the inspection and construction of City projects; reviews encroachment permits and traffic control plans; assists in, plans, and coordinates construction and engineering activities relating to City Public Works infrastructure development and repair projects; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Community Development Department. Incumbents have responsibility for independently coordinating and implementing the inspection and construction functions for Public Works infrastructure development and related projects. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 essential functions of the job.

- Conducts daily construction inspections for various streets, traffic control, water and sewer facilities, and related projects; observes and records site conditions; monitors construction for conformance with approved plans; documents construction progress against project schedules; visually determines construction material conformance to standards.
- Supports the grant development process, including researching potential funding opportunities, drafting compelling proposals, and ensuring alignment with the City's vision and departmental objectives.
- Prepares inspection reports; takes field notes; records qualitative and quantitative data; calculates statistics; enters data into systems.

- Researches, reviews, and analyzes legal description records to verify property ownership and rights of way; surveys and stakes property lines and grades; checks existing and future monumentation; operates surveying equipment and updates surveying computerized systems; operates, maintains, and troubleshoots a survey drone.
- Reviews encroachment permit and traffic control plan applications; receives application documents; retrieves and considers related plans, reports, permits, and files; drafts comments and prepares recommendations for the Construction Project Manager; responds to requests for information.
- Assists in the preparation of plans, specifications, and estimates for the improvement of Public Works projects; participates in checking and reviewing development plans; reviews specifications and cost estimates.
- Participates in the review of plans; evaluates compliance with laws, ordinances, and acceptable engineering standards; coordinates design plans to meet accessibility standards within public Right of Way.
- Assists with receiving, investigating, and responding to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action; responds to resident requests for service; fosters collaboration in resolving problems; explains priorities, programs, and policies.
- Maintains accurate records of services and activities.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Construction and engineering principles, methods, and practices as applied to public works, including planning, development, design, and construction.
- Methods and practices of public works construction management.
- Proper use of construction materials and equipment.
- Safety requirements and procedures pertaining to work practices.
- Principles and methods of cost estimating and evaluating appropriate construction materials for projects.
- Mathematics through trigonometry as applied to land surveying and pertinent standard engineering calculations.
- Specialized equipment and technology used in surveying including surveying instruments, scanners, plotters, computed assisted drafting, geographic information systems, drone operation, and associated software and/or database programs.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Record keeping.
- 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:

- Plan and schedule work, set priorities, and monitor work progress.
- Research and prepare engineering and other related reports.
- Assist in developing plans to meet future City needs/services.
- Support the implementation of solutions to difficult construction-related problems.
- Detect and locate faulty materials and work and determine the stage of construction during which defects are most easily found and remedied.
- Read and interpret construction and engineering plans and specifications.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college level coursework in engineering or a related field.

Experience:

- One (1) year of experience performing paraprofessional engineering functions in a municipal agency.

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).



CITY OF IMPERIAL

JOB DESCRIPTION

CYBERSECURITY PROGRAM MANAGER

SALARY: RANGE 92

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Department of Innovation and Technology

DEFINITION

Under general direction, plans, organizes, coordinates, and manages the functions and activities of the City's Cybersecurity program; provides advanced support for specialized hardware and software; secures and maintains the City's electronic data; maintains reliable and secure access to data and the City's network infrastructure via personal computers and mobile devices; coordinates projects and activities with other City departments and outside agencies; participates in the development of cybersecurity policies and strategies; provides highly responsible staff assistance to the Information Technology (IT) Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the IT Director. Exercises technical and functional direction over and provides training to lower-level 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.

- Plans, develops, administers, implements, and oversees the daily functions, operations, and activities of the City's Cybersecurity program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within department policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Develops, administers, and oversees program budget(s); determines funding needed for staffing, equipment, materials, and supplies; conducts studies to forecast spending and cost benefits for assigned special projects and potential services; monitors expenditures and submits invoices for supplies and

equipment; ensures compliance with budgeted funding.

- 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 work of consultants.
- Maintains firewalls, network and host intrusion prevention/detection systems, virtual private networks, threat intelligence platforms, endpoint protection, security training platforms, email security, forensic tools, and public/private/hybrid cloud infrastructure; identifies and accesses management systems and physical security systems.
- Manages security incident responses; performs threat-hunting activities using security operations center tools; analyzes technologies and establishes effective processes and protocols to ensure comprehensive protection exists to prevent unauthorized entry into the City's networks and systems.
- Understands breach and attack simulation solutions to validate and improve the effectiveness of preventive controls and incident response.
- Motivates employees to maximize rigorous system security controls, focusing on reducing complexity and maturing security practices.
- Maintains and troubleshoots multiple assigned systems; coordinates hardware and software issues with both internal and external support groups; documents and resolves issues related to system updates, implementation, installation, inefficiencies, and integrations; troubleshoots, designs, and tests computer, network hardware, and configurations.
- Configures and maintains the City's network including software, servers, and appliances such as routers, switchers, virtual servers, security, anti-virus, and intrusion detection systems; oversees and monitors network and server performance; provides backup network and desktop support, as needed, including providing on-call support.
- Plans, designs, specifies, documents, installs, repairs, and/or upgrades hardware, software, and related infrastructure for technology related projects.
- Implements and manages disaster recovery and back-up procedures, process improvements, automation, impact assessments, recovery planning, and annual testing exercises.
- Evaluates and recommends new automated technologies and/or business process improvements.
- Provides work direction and mentoring to technical staff, as necessary; assumes supervisory duties to subordinate staff and consultants, as assigned.
- Configures and maintains the City's telephony system including servers, appliances, phones, and other related and software.
- Oversees and participates in project management for both new system implementations and enhancements to existing systems and services; utilizes project management techniques and tools, such as Microsoft Project, to effectively manage system implementations and upgrades.
- Maintains confidentiality of work-related issues and City information.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- 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 IT Director; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as

required; establishes and maintains of working and official program 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 cybersecurity operations.
- 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:

- Principles and practices of leadership.
- Principles of providing functional direction and training.
- 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.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Cloud-based security solutions and Application Programming Interface (API).
- 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.
- Web design, graphic arts, audio/visual equipment, and related software.
- Principles and practices of strategic planning.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program.
- Record keeping principles and procedures.
- 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:

- Plan, organize, oversee, develop, implement, and administer a comprehensive Cybersecurity program.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively provide staff leadership and work direction.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Direct the maintenance of a variety of filing, recordkeeping, and tracking systems.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Use analytical and problem-solving skills, with the ability to think critically and creatively to solve complex security challenges.
- Define problems, establish facts, and draw valid conclusions.
- Manage situations requiring diplomacy, fairness, firmness, and sound judgment.
- Build effective teams and providing efficient customer service.
- 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.
- Interpret and evaluate statistical data.
- 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 from an accredited college or university with major coursework in information technology, computer science, or a related field.

Experience:

- Three (3) years of professional information technology experience, including at least two (2) years of increasingly responsible experience in implementing and administering network security applications and related devices.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

EXECUTIVE ASSISTANT

SALARY: RANGE 74

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: City Manager's Office

DEFINITION

Under direction, performs a variety of advanced and confidential administrative duties in support of the City Manager, Assistant City Manager, Mayor, and City Council; conducts special projects and/or research as requested by management; acts as first point of contact for the City Manager's office and provides customer service to City staff and the general public over the phone, in person, or via email; handles confidential materials and complex public relations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This advanced journey-level classification in the administrative support series is responsible for performing advanced and confidential administrative support duties. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 executive and administrative support to the City Manager by assisting with issues and performing duties of a complex, sensitive, and/or confidential nature requiring in-depth knowledge of the department's programs/projects, operational details, services, and City-wide services, policies, and procedures.
- Acts as the first point of contact and liaison between the City Manager, outside agencies, or the public; responds to or refers inquiries for services to appropriate staff and/or resources; receives and evaluates complaints directed to the City Manager and recommends and/or initiates an appropriate response and course of action upon approval; tracks, monitors, and provides follow up on complaints and their resolution with City management.
- Receives and screens visitors, directing visitors to the proper office or person, and/or providing information regarding City programs, activities, and functions; explains federal, state, and local laws,

rules, and regulations, and department, division, program, and/or City policies and procedures according to established guidelines.

- Independently composes, edits, proofreads, and submits staff reports, fiscal, budgetary, operational, and other reports, contracts, agreements, amendments, various correspondence, and informational materials; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Maintains and coordinates multiple calendars and schedules meetings, appointments, and event appearances; makes conference, travel, and meeting arrangements for the City Manager, Mayor, and City Council.
- Participates in preparation and administration of department budget; works with department staff and management to identify resource needs, prepare cost estimates and justification, and prepare budget worksheets; monitors expenditures.
- Performs various accounting and budget support work such as monitoring budgets, purchase orders, and account balances; processes, reconciles, and verifies payment vouchers, check requests, and invoices; assists in preparation of annual budget documents.
- Develops, implements, organizes, and maintains accurate and detailed databases, electronic and physical files, and records; verifies accuracy of information, researches discrepancies, and records information; ensures compliance with established records retention schedules including archiving, scanning, and destruction of files.
- Assists in developing and standardizing procedures and methods to improve and continuously monitor the efficiency and effectiveness of office support service delivery methods and policies and procedures; identifies opportunities for improvement and recommends to assigned supervisor; implements improvements upon approval.
- Assists in planning, coordinating, and conducting various research and department-related special projects and studies; researches and compiles information and data from internal and external sources; reviews, organizes, and summarizes data collected; performs basic analyses and evaluates data to identify trends and discrepancies; presents preliminary findings and recommendations in an appropriate format for review.
- Assists with department personnel and payroll functions such as confidential personnel records maintenance, leave tracking, personnel action forms, and various other department-level personnel services.
- Performs other clerical support work as required which may include but is not limited to, updating and maintaining websites and social media, copying and collating documents, opening and distributing mail, processing outgoing mail, and monitoring and ordering office and other related supplies.
- Plans, organizes, and coordinates various department-specific and/or City-wide ceremonies, events, and meetings; represents the department at community events; may coordinate or attend meetings as directed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- City-wide and department-specific policies, processes, and procedures.
- General office business and administrative practices.
- Business correspondence writing and the standard format for reports, correspondence, agendas, minutes, and related documents.
- Principles and practices of research, data collection, and report preparation.
- Records management principles and practices, including legal requirements for recording, retention, storage, and disclosure.
- Basic math, statistics, and accounting principles and procedures.
- Appropriate reception and telephone etiquette.
- Budget monitoring and tracking techniques.
- Basic principles and practices of grants and contract administration.
- 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:

- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Interpret, explain, and apply administrative and departmental policies and procedures.
- Perform arithmetic, financial, and statistical computations accurately.
- Handle requests or complaints in a professional manner.
- Gather and compile information from a variety of sources.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- File materials alphabetically, chronologically, and numerically.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish, organize, maintain, and update a variety of filing, recordkeeping, database, and tracking systems.
- Understand and follow oral and written instructions.
- Prepare and process purchase orders, purchase requisitions, reimbursements, invoices, payroll, and related expenditures.
- Assist in developing and administering a division budget.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12th) grade, supplemented by college level coursework in business administration, accounting, management, or a related field.

Experience:

- Three (3) years of increasingly responsible experience supporting executive management level staff.

Licenses and Certifications:

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

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

FINANCE DIRECTOR

SALARY: RANGE 102

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Finance Development

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Finance Department, including accounting and financial planning, forecasting and reporting, budget development and administration, cash and asset management, and internal controls; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Finance Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy 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.

- Assumes full management responsibility for all Finance Department programs, services, and activities including accounting and financial planning, forecasting and reporting, budget development and administration, cash and asset management, and internal controls.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Oversees and participates in City-wide budget functions to include preparation, development, delivery, monitoring, and administration of the City budget and multi-year fiscal plans; collaborates with other department leaders to ensure a culture of financial accountability within their departments; develops and analyzes financial forecasts to ensure sustainability of current and future operations.
- Directs and participates in preparing and maintaining various financial and statistical records, statements, and reports related to budgets, accounts, funds, income, expenditures, taxes, and payroll; audits and analyzes mandated reports and ensures timely submission to appropriate state, federal or other funding agencies.
- Plans, organizes, and directs accounting operations including accounts payable, accounts receivable and payroll; oversees the processing of invoices and distribution of payments; ensures accurate and timely payroll processing; monitors the receipt, verification, and processing of incoming monies and deposits.
- Oversees and participates in the annual closing of the City's financial records; coordinates annual independent audits and prepares related schedules and confirmations.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- 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 strategic plan development.
- 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.
- Principles and practices of governmental accounting, public finance administration, budgeting, auditing, reconciliation, and public agency revenue management.
- Principles and practices of financial record keeping, analysis, control, and reporting.
- 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:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.

- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Make financial forecasts and projections; analyze and interpret fiscal and accounting records and data.
- Audit, analyze, and utilize financial information and accounting systems and procedures; ensure systems comply with applicable laws, regulations, and policies.
- Apply Generally Accepted Accounting Principles (GAAP) in a municipal finance setting.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct 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 department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration or a related field.

Experience:

- Seven (7) years of increasingly responsible experience in accounting and/or finance in a municipal or similar setting, including three (3) years of experience in a management or administrative capacity.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

FINANCE MANAGER

SALARY: RANGE 98

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Finance Development

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the Finance Division within the City Manager's Administrative Offices, including accounting, business licenses, and utility billing; 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 Finance Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance 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 accounting, business license and utility billing functions of the Finance Division within the City Manager's Administrative Offices. 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 accounting, 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 Finance Division, including accounting, business licenses, and utility billing.
- 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 Finance 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 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.
- Compiles facets of the annual budget document for the Finance Director's consideration; provides information on annual budget requests as required; participates in the preparation of the annual position payroll budget; drafts financial forecasts to ensure sustainability of current and future operations.
- Advises City departments, other governmental agencies, and the public on City financial and accounting practices, policies, procedures, and data.
- Troubleshoots issues and seeks consultation related to automated financial and timekeeping systems; implements and coordinates with payment gateways to receive online credit card payments.
- Coordinates and supervises the annual financial audit including special audits performed by regulatory agencies.
- Participates in the annual closing of the City's financial records; supports annual independent audits and prepares related schedules and confirmations.
- Monitors expenses and revenues to ensure estimations are on target; recommends realignments during the mid-year budget review if necessary.
- Monitors revenue collection ensuring revenues are processed in a timely manner and properly recorded; transfers funds to cover City cash demands and generate interest revenue; monitors the City's investments.
- 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 Finance 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 municipal accounting and finance.
- 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.
- Principles, practices, methods, and techniques of generally accepted accounting principles, fund accounting, best practices, governmental accounting, auditing, and financial reporting.
- Internal control and compliance audit principles and practices.
- 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 Finance Division.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Implement financial procedures and controls.
- 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 a bachelor's degree from an accredited college or university with major coursework in finance, accounting, business administration, or a related field.

Experience:

- Six (6) years of increasingly responsible experience in municipal accounting support, including two (2) years of experience in a lead or supervisory capacity.

Licenses and Certifications:

- None required.

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

GEOGRAPHIC INFORMATION SYSTEMS (GIS) ANALYST

SALARY: RANGE 78

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Department of Innovation and Technology

DEFINITION

Under direction, performs a variety of professional, technical, and analytical duties in the development, maintenance, and implementation of the City's geographic information system (GIS); participates in the long-term development and enhancement of GIS information technology to meet City mapping and end-user service objectives; conducts spatial analyses; provides expertise, support, assistance, and guidance to City staff and external contacts; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technology Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional, technical, and analytical duties in support of the City's geographic information systems. 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.

- Analyzes, evaluates, and consults with City departments regarding GIS system software needs and requirements, including identifying, designing, and developing system software and web applications to allow staff across multiple departments to work more efficiently.
- Manages GIS projects, including planning, execution, and reporting, ensuring projects are completed on time and within scope.
- Plans, coordinates, installs, implements, tests, and maintains databases and applications of the GIS software system; integrates system data and functionality with other specialized applications; ensures the accuracy, integrity, and consistency of data.
- Provides assistance and technical support on GIS software and other related systems; monitors system utilization and recommends appropriate revisions to processes and procedures.
- Provides cartographic and geospatial support for City divisions, departments, and projects by gathering, reviewing, and integrating spatial data to create and design a variety of maps, charts, displays, graphics,

and other graphic materials; creates interactive and informative data visualizations and dashboards to communicate spatial information effectively.

- Monitors changes in GIS software technology and applications, recommends improvements and upgrades, and implements changes after approval; learns new systems and programs as dictated by future technological advancements and City needs.
- Prepares grant funding applications for identified City-wide GIS projects, including implementing, administering, monitoring, and reporting grant funding activities according to applicable grant regulations.
- Manages all aspects of global positioning system (GPS) surveying including training, troubleshooting, conducting field surveys, and processing and integrating data into the GIS program.
- Oversees and directs research to identify, acquire, and integrate data from other agencies and organizations into the City's data library; maintains and updates the City's information catalogue.
- Serves as a technical resource to all City departments; explains technical information to non-technical end users, including assisting them in accessing and interpreting GIS and asset management information; trains end users on the use, functionality, and best practices of the GIS and asset management systems.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in technology related to GIS operations and administration; researches, recommends, and evaluates vendor solutions and technologies; implements improvements; works with staff to maintain, revise, or improve operations and systems.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Technology, hardware, software, and current applications related to GIS software programs, including systems programming, database management, mapping and report generation, and desktop publishing systems.
- GIS concepts and analytical techniques, including computerized mapping and digital data conversion, manipulation, and spatial analysis.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Equipment and instruments used in GPS surveying.
- Cartography concepts.
- Principles of mathematics and statistics and their application to GIS support work.
- Techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Methods and techniques of eliciting information and performing diagnostic procedures on technology systems.
- Research techniques, methods, and procedures.
- Technical report writing practices and procedures.
- Principles, practices, and procedures of recordkeeping and filing systems.
- 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:

- Understand, evaluate, and translate the needs of GIS users into system requirements.
- Plan, coordinate, and implement a broad-based GIS software program that includes effective database development, management, accessibility, and systems integration.
- Identify, evaluate, and solve GIS programming problems; design and implement new or revised systems and procedures for the automation of information processing.
- Install, configure, test, upgrade, and maintain GIS and asset management databases.
- Create, manipulate, and maintain a comprehensive library of spatial data tables and layers.
- Create and modify maps, plans, and illustrative graphics using GIS software.
- Read and interpret maps, drawings, and aerial imageries.
- Develop and maintain technical operating instructions and documentation, train users on software applications and hardware usage.
- Maintain a variety of filing, recordkeeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department 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.
- 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 from an accredited college or university with major coursework in geographic information systems, geography, computer science, or a related field.

Experience:

- Two (2) years of professional level experience in the development and maintenance of geographic information systems.

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 work in the field, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend; and to operate a motor vehicle and visit various City sites; vision to inspect site conditions and work in progress. The job involves 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 20 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, 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

GEOGRAPHIC INFORMATION SYSTEMS (GIS) PROGRAM MANAGER

SALARY: RANGE 92

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Department of Innovation and Technology

DEFINITION

Under general direction, plans, organizes, coordinates, and manages the functions and activities of the City's GIS program; coordinates projects and activities with other City departments and outside agencies; participates in the development of policies and strategies for GIS; provides highly responsible staff assistance to the Information Technology (IT) Director in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the IT Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for planning, organizing, and managing the operations of the City's GIS 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.

- Plans, develops, administers, implements, and oversees the daily functions, operations, and activities of the City's GIS program.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the program; recommends within department policy, appropriate service, and staffing levels; recommends and administers policies and procedures.
- Develops, administers, and oversees program budget(s); determines funding needed for staffing, equipment, materials, and supplies; conducts studies to forecast spending and cost benefits for assigned special projects and potential services; monitors expenditures and submits invoices for supplies and equipment; ensures compliance with budgeted funding.

- 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 work of consultants.
- Oversees the development, maintenance, and management of geospatial data, databases, and applications; ensures the accuracy, integrity, and reliability of GIS data through quality assurance processes.
- Manages GIS projects, including planning, execution, and reporting, ensuring projects are completed on time and within scope.
- Prepares grant funding applications for identified City-wide GIS projects, including implementing, administering, monitoring, and reporting grant funding activities according to applicable grant regulations.
- Serves as a technical resource to all City departments; explains technical information to non-technical end users, including assisting them in accessing and interpreting GIS and asset management information; trains end users on the use, functionality, and best practices of the GIS and asset management systems.
- Prepares and presents staff reports and other necessary correspondence related to assigned activities and services; presents reports to various commissions, committees, and boards.
- 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 IT Director; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains of working and official program 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 GIS operations.
- 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:

- Principles and practices of leadership.
- Principles of providing functional direction and training.

- 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.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- Technology, hardware, software, and current applications related to GIS software programs, including systems programming, database management, mapping and report generation, and desktop publishing systems.
- GIS programs and initiatives.
- Strategic plans for GIS programs and initiatives.
- Data governance principles and practices for maintaining data quality and integrity.
- Principles of mathematics and statistics and their application to GIS support work.
- Research methods and techniques.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned program.
- Record keeping principles and procedures.
- 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:

- Plan, organize, oversee, develop, implement, and administer a comprehensive GIS program.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Effectively provide staff leadership and work direction.
- Prepare and administer budgets; allocate limited resources in a cost-effective manner.
- Conduct strategic planning for assigned projects.
- Address complex GIS challenges and align GIS initiatives with City goals.
- Ensure the accuracy and reliability of GIS data.
- Manage a diverse portfolio of GIS projects requiring the ability to prioritize, allocate resources, and oversee project execution.
- Evaluate new GIS technologies and tools to assess their suitability for the City's needs.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct the maintenance of a variety of filing, recordkeeping, and tracking systems.
- Perform mathematical calculations quickly and accurately.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Interpret and evaluate statistical data.

- 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 from an accredited college or university with major coursework in geographic information systems, geography, computer science, or a related field.

Experience:

- Four (4) years of increasingly responsible experience in the development and maintenance of geographic information systems.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

HUMAN RESOURCES ANALYST

SALARY: RANGE 78

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Human Resources and Risk Management

DEFINITION

Under direction, performs complex and varied professional work required to administer human resources programs, including recruitment, benefits administration, job analysis and classification, compensation, training and development, employee and labor relations, and risk management activities; performs research and analysis; provides consulting services to City departments and management related to all aspects of human resources programs and activities; performs research and analysis; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of Human Resources programs, functions, and activities. 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 support and guidance to employees, department representatives, and management on a variety of human resources program areas including recruitment, benefits administration, job analysis and classification, compensation, training and development, employee and labor relations, risk management, performance management, employee development, and equal employment opportunity.
- Participates in the development, implementation, and evaluation of new or revised human resources programs, policies, procedures, documents, and forms; researches and drafts policies.
- Advises and assists City staff with the interpretation and application of Memoranda of Understanding, City policies and procedures, and Personnel Rules and Regulations.
- Plans, schedules, and coordinates recruitment activities for a variety of job classifications; coordinates and participates in new employee onboarding activities.

- Provides support and guidance to employees and management on leave administration; reviews and analyzes leave requests and/or applications; makes recommendations for approval; administers leaves; prepares correspondence; ensures legal compliance.
- Performs job analysis and develops new or revised classification specifications; participates in organization and staffing studies of City departments.
- Participates in administering the City's multi-tiered employee benefits programs; acts as liaison to various third-party benefits administrators and health carriers; conducts City-wide open enrollment for benefits; prepares open enrollment benefit materials and literature; explains program provisions, procedures, and eligibility requirements.
- Coordinates employee relations activities and initiatives to increase employee engagement; creates and distributes related media.
- Provides support for labor relations activities including attending negotiation meetings, explaining and interpreting survey data, note taking, researching issues, and responding to requests for information; participates in meet and confer sessions with employee groups on classification description, compensation recommendations, and other human resources activities.
- Assists in responding to grievances and harassment and discrimination complaints; participates and/or advises department personnel in conducting workplace investigations; assists in administering disciplinary actions if necessary; advises involved parties of possible solutions.
- Provides technical support and guidance to employees and department representatives to determine reasonable accommodations to work restrictions under the Americans with Disabilities Act (ADA), including researching accommodation options and engaging in interactive meetings with affected employees, department representatives, and risk management staff.
- Assists with a variety of risk management activities; monitors and coordinates Workers' Compensation and disability claims; monitors and manages records for claims and litigation.
- Performs departmental risk assessments and inspections; meets with City department heads to discuss, address, and mitigate safety concerns and risks.
- Develops, selects, schedules, and presents staff training programs; coordinates and maintains training records including compliance monitoring.
- Conducts research and analysis on human resources issues and for special projects; prepares comprehensive records and reports; prepares and submits departmental, staff, and agenda reports and correspondence for the City Manager, City Council, and various other commissions and committees.
- Maintains current knowledge of laws, codes, rules, regulations, and pending legislation related to assigned organizational functions; assists in the modification of programs and procedures to ensure compliance with local, state, and federal requirements, as appropriate.
- Oversees the maintenance and retention of departmental records.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of public sector human resources administration in the areas of employment, compensation and classification, Workers' Compensation, employee safety, employee development, training, and benefits administration.

- Methods and techniques of research and analysis of personnel administrative and statistical data.
- Principles of city government organization, functions, and management.
- Principles of municipal administration and budgeting.
- Basic labor relations and negotiations processes and employment law.
- Techniques for collecting, interpreting, and reporting complex and technical data and information.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs.
- Complex arithmetic and statistical techniques.
- Business letter writing and the standard format for reports and correspondence.
- Recordkeeping principles and procedures
- Project and/or program management, analytical processes, and report preparation techniques.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- 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 a variety of complex duties related to the collection, analysis, interpretation, and reporting of data for City-wide human resources policy planning and system implementation.
- Understand and analyze statistical information.
- Make complete and accurate analyses and recommendations on a variety of personnel areas.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials and make effective public presentations related to the area of assignment.
- Implement and coordinate assigned program functions.
- Research, prepare, and present complex reports on a variety of subjects.
- Perform moderately difficult and/or complex professional administrative and analytical work requiring sensitivity to issues.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Maintain accurate files and records.
- Conduct complex research projects on a wide variety of human resources topics, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies, community groups, various business, professional, and regulatory organizations, and in meetings with individuals.
- 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 from an accredited college or university with major coursework in human resources, business administration, public administration, or a related field.

Experience:

- Three (3) years of increasingly responsible human resources administration experience.

Licenses and Certifications:

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

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

HUMAN RESOURCES AND RISK MANAGEMENT DIRECTOR

SALARY: RANGE 102

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Human Resources and Risk Management

DEFINITION

Under administrative direction, plans, organizes, manages, provides administrative direction and oversight, and participates in all of the functions and activities of the Human Resources and Risk Management Department, including human resources administration, risk management, benefits administration, and employee and labor relations; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Human Resources and Risk Management Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy 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.

- Assumes full management responsibility for all Human Resources and Risk Management Department programs, services, and activities including risk management, occupational safety, Worker's

Compensation, liability insurance, recruitment and selection, employee benefits administration, leave administration, job analysis and classification, compensation, employee and labor relations, labor negotiations, employee training and development, and general human resources administration.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Ensures compliance with a variety of laws, codes, regulations, and judicial directives related to employment, insurance, and loss control; identifies areas of non-compliance and initiates corrective action.
- Provides technical consultation and guidance to City management and staff to navigate various employment related issues and concerns.
- Directs, oversees, and investigates grievances involving City employees; oversees appeals procedures; counsels employees, supervisors, and administrators regarding discipline, complaints, human resource practices, and working conditions.
- Oversees labor relations; participates in labor negotiations; meets and confers with bargaining units; provides guidance and resolves disputes concerning the interpretation of memoranda of understanding, personnel policies, and rules.
- Ensures confidentiality of patient health care information; develops and implements related policies, procedures, and activities; documents, investigates, and responds to patient complaints regarding confidential health care information.
- Provides direction and programmatic development for risk management programs; ensures compliance with local, state, and federal employee health and safety requirements; evaluates, administers, and directs Workers' compensation programs, liability claims, and unemployment programs; coordinates activities with City Administration, insurance carriers, government agencies, attorneys, and others.
- Administers the City's multi-tiered employee benefits and retirement programs; coordinates insurance services with third-party benefits administrators and health carriers; oversees the City-wide open enrollment process for employee benefit changes.

- Determines employee training and development needs; coordinates personnel training and employee education programs.
- Maintains accuracy of the City-wide classification system; conducts job analyses for employee reclassification requests; directs and participates in salary surveys and analytical studies related to classification and compensation.
- Monitors and oversees recruitment, selection, and employee performance evaluation procedures in compliance with established City policies; acts as the City's Equal Employment Opportunity Officer;
- Directs the preparation of centralized human resource records and files; prepares reports for the City Council and regulatory agencies.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal human resources and risk management; researches emerging products and enhancements and their applicability to City needs.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- 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 strategic plan development.
- 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.
- Principles, practices, and techniques of human resources administration in a municipal setting, including recruitment, selection, equal employment opportunity, job analysis and classification,

compensation, benefit analysis and administration, leave administration, risk management, worker's compensation, occupational safety, and employee and labor relations programs.

- Technical, legal, financial, and public relations issues associated with the management of human resources programs and activities in a municipal setting.
- Principles of managerial analysis and organizational design.
- Basic 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:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Read, interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, rules, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Effectively administer a variety of human resources programs and administrative activities.
- Represent the City effectively in negotiations and other dealings with employee representatives on a variety of issues.
- Analyze, classify, and rate risk, exposure, and loss expectancies; evaluate alternatives and make recommendations on courses of action to mitigate risk and loss.
- Effectively represent the City in claims hearings, litigation, and settlement meetings.
- Ensure the confidentiality of sensitive employee information for applicants and current and past employees.
- Identify and respond to issues, concerns, and requests from employees, labor groups, executive team members, City Councilmembers, and the community.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct 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 department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in human resources, public administration, or a related field.

Experience:

- Five (5) years of increasingly responsible experience in human resources administration, risk management, and labor relations programs for a public agency, to include two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

HUMAN RESOURCES SPECIALIST

SALARY: RANGE 80

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Human Resources and Risk Management

DEFINITION

Under general supervision, performs a wide variety of highly responsible, complex, and technical administrative duties relating to Human Resources programs and functions, including in the areas of recruitment and selection, Workers' Compensation, and benefits administration; provides information and assistance to City employees and the public regarding human resources activities, processes, policies, and procedures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing paraprofessional duties in support of multiple Human Resources programs and functions. 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.

- Answers incoming telephone calls; provides information and answers questions; addresses employee and applicant issues and concerns; refers issues to the appropriate staff or department; greets visitors.
- Completes and processes a variety of forms and records requests, including for disability claims, work related injuries, wage garnishments, and employment verification.
- Maintains and updates employee personnel files; receives and tracks employee performance evaluations and processes related to salary wage changes in HRIS and appropriate databases; maintains employee vehicle registration and insurance information as required; schedules and documents bilingual testing for employees.
- Participates in coordinating the recruitment and selection process; prepares and posts job announcements; forwards applicant information to hiring managers; prepares materials for interview panels; communicates with candidates regarding their application status.

- Coordinates pre-employment processes; assists in the preparation of job offer letters; schedules live scan fingerprinting and pre-employment drug, medical, and TB testing and physical assessments as appropriate.
- Conducts new hire orientation; compiles, completes, and files related documentation; inputs new employee information in HRIS and appropriate databases; informs IT of new hire technology needs.
- Coordinates Workers' Compensation claims, including providing and collecting relevant information, processing forms, communicating with employees and related third parties, and updating management on the status of claims.
- Participates in the administration of employee and retiree benefit programs including group life, health, and disability insurance; prepares benefit information packets; assists with claim processing, reconciliation, and invoice payments.
- Coordinates the provision of safety, health, and risk prevention training with other City departments.
- Receives and maintains employee certifications related to supplemental or differential payments; completes or reviews related forms for accuracy and completeness; forwards information to appropriate departments for further action.
- Compiles and submits information for regulatory reports, including to Employment Development Department, Department of Labor, California Joint Powers Insurance Authority, and other agencies.
- Prepares various forms of correspondence and communication including letters, reports, bulletins, announcements, and memoranda; maintains electronic communication information.
- Organizes, archives, copies, maintains, and retrieves records, documents, reports, and files.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of human resources, including recruitment and selection, employee benefits administration, employee training and development, Workers' Compensation, and general human resources administration.
- Basic benefit program principles and practices, including claims processing, benefits reporting, and insurance/benefit plan recordkeeping.
- Standard employee benefit plans, coverages, and insurance recordkeeping requirements.
- Methods and techniques of conducting employee orientation sessions.
- Operations and requirements of the City's HRIS and database systems.
- Business letter writing and standard formats for reports and correspondence.
- Principles and practices of research, data collection, and report preparation.
- Recordkeeping principles and procedures.
- Policies, procedures, personnel rules, and labor contract provisions related to areas of assignment.
- Administrative policies relating to wage and hour issues, hiring, and other personnel actions.
- Business mathematics.
- 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:

- Provide technical and administrative support to the City's Human Resources programs and functions.
- Review documents for completeness and accuracy.
- Review and reconcile a variety of employee records.
- Perform detailed administrative support work accurately.
- Develop, organize, and maintain accurate reports and complex filing systems.
- Understand and apply a wide variety of human resources regulations, policies, and procedures.
- Prepare and present information on a variety of subjects in a clear and concise manner.
- Understand, explain, and apply laws, rules, regulations, policies, and procedures.
- Compose correspondence and reports independently or from brief instructions.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Assist employees with completion of a variety of human resources forms and changes.
- Make accurate arithmetic and statistical computations.
- Maintain accurate and confidential human resources records.
- Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting City employee relations.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 completion of the twelfth (12th) grade, supplemented by college level coursework in human resources management, business administration, or a related field.

Experience:

- Two (2) years of increasingly responsible experience providing technical or paraprofessional human resources or clerical support in support of Human Resources programs and functions for a municipality.

Licenses and Certifications:

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

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

HUMAN RESOURCES TECHNICIAN

SALARY: RANGE 68

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Human Resources and Risk Management

DEFINITION

Under general supervision, the Human Resources Technician performs a variety of responsible clerical, technical, and office administrative human resources support functions. This includes assisting with the administration of benefits and compensation, talent acquisition, recruitment, and selection, onboarding and offboarding, training and development coordination, performance management, policy development and compliance, employee relations, and leave administration. This role also involves providing technical information and general assistance to employees and the public, preparing and reviewing human resources records, and providing technical and clerical support to higher-level staff. The technician also assists in completing various human resources studies and reports and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an experienced-level paraprofessional class responsible for providing assistance to higher level staff and performing the full range of technical work in all of the following areas: recruitment, testing, and selection; classification and compensation, and benefits administration; training and development programs and employee engagement activities; employee relations and leave administration; in addition to performing a variety of record keeping with the highest degree of confidentiality, administrative, and technical support activities. Positions at this level require minimal instruction as they are fully aware of the operating procedures and policies of the department. Successful performance of the work requires the frequent use of tact and discretion. The role requires extensive contact with staff, the public, and other departments, as well as a thorough knowledge of departmental and City activities.

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.

- Assist in the administration of compensation and benefits plans by processing enrollments, changes, and terminations in the payroll and benefits administrators' systems, serving as a point of contact for employee benefits inquiries, and assisting with open enrollment to update annual benefit elections and resolve issues promptly.
- Assist with the full cycle of talent acquisition, including posting job advertisements, coordinating

interviews, and processing all pre-employment paperwork such as background checks and new hire physicals.

- Prepare and organize orientation materials, coordinate and facilitate onboarding sessions for new hires, and process all necessary exit paperwork for departing employees.
- Prepare and updates information in personnel database records, including new positions, vacancies, promotions, and performance evaluation records.
- Process personnel actions involving terminations, resignations, promotions, and retirements.
- Assist with the coordination of various training programs, setting up sessions with necessary equipment and materials, and managing an inventory of training and engagement supplies.
- Act as a point of contact for general HR inquiries, providing support on various HR-related topics and promoting HR programs to foster an efficient and conflict-free workplace environment.
- Maintain and update employee personnel files in both electronic and paper formats, gather and analyze data for HR metrics, and ensure the confidentiality of all sensitive employee information.
- Enter salary and benefit enrollment and changes into computer applications and databases.
- Assist with the administration of the I-9 program, including issuing forms to new employees, verifying eligibility for employment, completing and signing off forms, and maintaining accurate files.
- Assist with monitoring and tracking annual employee performance review processes.
- Assist in the development and implementation of HR policies and ensure compliance with all applicable labor regulations.
- Assist in risk management processes by processing claims, collecting required information and data from various sources (including departments, vendors, and contractors), and entering data to maintain accurate records of claim status.
- Assist with various work safety programs by participating in committee meetings and assisting with annual site reviews and incident investigations.
- Receives and screens visitors, telephone calls, and emails, providing a high level of customer service to both external and internal customers; provides information to City staff, other organizations, and the public, requiring the use of judgment and the interpretation of complex policies, rules, procedures, and ordinances.
- Provide administrative support to the HR leadership by performing essential clerical duties such as filing, data entry, and preparing correspondence, as well as undertaking special projects as directed.
- Provides general administrative support to the human resources function by performing essential clerical duties, including data entry, preparing correspondence, memoranda, and reports; preparing insurance billing for payment; preparing payroll status changes and wage garnishments; performing reception functions; processing mail; performing data entry; maintaining schedules and records, and undertaking special projects as directed.
- Organizes and maintains various administrative, confidential, reference, and follow-up files; reviews the records retention policy and follows guidelines for destruction of files as required.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of the human resources principles and practices in a public agency setting.
- Federal, state, and local labor laws and regulations, including the Fair Labor Standards Act (FLSA), applicable California Labor Laws, and other statutes governing employment.

- Protected leave laws, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), Pregnancy Disability Leave (PDL), Americans with Disabilities Act (ADA), and Military Leave.
- Principles of employee benefits administration, including health, dental, vision, and retirement plans (e.g., CalPERS).
- Principles of risk management administration.
- Confidentiality protocols and practices for handling sensitive employee information.
- Principles and practices of public relations and customer service.
- Proper English composition, spelling, grammar, and punctuation.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies, technical processes, and procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing and spreadsheet software.
- Techniques for providing a high level of customer service by effectively dealing with employees, co-workers, management, the public, vendors, contractors, and City staff.

Ability to:

- Perform a wide variety of responsible technical and administrative support functions in a Human Resources department.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Review human resources documents for completeness and accuracy.
- Review, balance, and reconcile employee benefit records.
- Perform detailed human resources office support work accurately and in a timely manner.
- Maintain the confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate arithmetic and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Maintain accurate and confidential human resources and risk management records.
- Understand and follow oral and written instructions.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Interpret, apply, and explain policies, procedures, and practices of human resources administration.
- 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.

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 completion of the twelfth (12th) grade, supplemented by college level coursework in human resources management, business administration, or a related field.

Experience:

- One (1) year of increasingly responsible experience providing technical or paraprofessional human resources or clerical support in support of Human Resources programs and functions for a municipality.

Licenses and Certifications:

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

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

INFORMATION TECHNOLOGY (IT) DIRECTOR

SALARY: RANGE 102

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Department of Innovation and Technology

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the IT Department, including technical support, systems and network administration, security, communication systems, and geographic information systems (GIS); formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Information Technology Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy 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.

- Assumes full management responsibility for all IT Department programs, services, and activities including technical support, systems and network administration, security, communication systems, and geographic information systems.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Develops and implements protocols and standards for City information technology infrastructure and systems; evaluates and coordinates the procurement of computers, peripherals, and other hardware and software to ensure integration with existing systems and compliance with information technology policies, procedures, and standards.
- Manages the administration and maintenance of the City's information technology infrastructure, including the design, installation, configuration, maintenance, and repair of a variety of servers, networks, security, and telecommunications equipment and systems.
- Directs and participates in the installation, configuration, maintenance, and repair of a variety of software, hardware, and peripheral equipment throughout the City; manages the development and maintenance of agreements for technical support services.
- Manages the design, enhancement, modification, integration, and maintenance of City enterprise-wide, department-specific, and/or web-based databases, applications, and platforms.
- Oversees the management of the GIS function for the City; works with GIS Program Manager to establish goals, objectives and priorities of the program and provides guidance for complex GIS projects.
- Manages portfolio of information technology research, development, conversion, installation, and maintenance projects.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of

new trends and innovations in the field of information technology; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- 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 strategic plan development.
- 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.
- Advanced principles and practices of information system management, analysis, design, and maintenance.
- Advanced data management theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and practices for developing and implementing security systems protocols and standards.
- Advanced principles and practices of enterprise software implementation and management.
- Advanced principles and practices of designing and managing information technology infrastructure, communication and network systems, and associated hardware and software.
- Principles and practices of project management, identifying technology needs and issues, researching and evaluating technology, applications, and the most effective courses of action, and implementing solutions.
- 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:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Organize, manage, implement, and maintain efficient and effective information technology programs to ensure the reliability, integrity, and security of City information systems and infrastructure.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct 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 department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in computer science, management information systems or a related field.

Experience:

- Five (5) years of increasingly responsible experience in information systems operations, maintenance, and project management including 2 years of management and administrative experience.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

LIBRARIAN

SALARY: RANGE 78

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Library Department

DEFINITION

Under direction, provides a variety of professional library services to City of Imperial Public Library patrons; provides reference and readers' advisory services; advises and assists library patrons in use of library resources; oversees programming, collection development, outreach, and reference services; develops programs and services for target audiences; identifies current community needs and projects future needs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of library patrons. 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 reference services by conducting reference interviews to determine which books or materials patrons are seeking; provides readers' advisory services to recommend books and literature based on patron interests; advises and assists library patrons in use of library resources; searches for and locates items in the library catalog and other reference sources.
- Plans, implements, and evaluates library programs, activities, and services which fulfill the diverse educational, recreational, and personal needs of the community; strategizes and coordinates programming activities in conjunction with other departments.
- Develops new ideas for programs based on perceived patron needs and interests; schedules and plans the execution of program events; recommends supply purchases; solicits assistance from outside organizations and community members to implement programs; prepares material to publicize library programs and events; oversees and participates in the implementation of assigned programs.
- Manages the collection development process for the library including materials selection for the library's collection in print, audio, and electronic formats; reviews and researches new and popular

publications; remains abreast of current literature and professional trends in delivering library services; assesses gaps in needs of the collection; develops policies for collection development; manages assigned budget; periodically weeds Library collections.

- Provides technology assistance for patrons accessing public computers and internet sites and utilizing related equipment including printers and copiers; assigns computers and processes computer reservations for patrons; operates, troubleshoots, and resolves public computer, printer, and other equipment issues.
- Promotes library programs, services, and resources; advocates for the library, both at the information desk and in the community; interacts with the public at offsite events; builds relationships with members of the community and outside stakeholders to ensure the library is expanding its connections in the community.
- Participates in developing and implementing goals, objectives, policies, procedures, and work standards for assigned areas of responsibility; suggests changes and solutions to library policies.
- Plans, leads staff, and/or participates in preparing and maintaining library displays; plans book displays for assigned area; sets up, takes down, and changes displays as needed.
- Identifies and anticipates changing community needs and changes in technology or library best practices, and develops plans, services, and programs to address these changes.
- Attends and participates in professional library meetings, conferences, workshops, seminars, continuing education programs, and network committees; reads professional literature and attends and participates in staff meeting discussions; leads meetings, committees, or projects intended to enhance services.
- Responds to suggestions, requests, or concerns from library patrons or community members.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Principles and techniques used in bibliographic research.
- Techniques for establishing and implementing library programs and special events.
- Reference interview methods and research skills.
- Library classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.

- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic mathematical skills.
- Recordkeeping and filing principles and procedures.
- 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:

- Plan and conduct the activities, programs, projects, and operations of specialized library functions.
- Perform professional library tasks as assigned including reference, readers' advisory, library program and service development, collection development, and cataloging.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Monitor program budgets.
- File materials accurately according to Library filing rules, using alphabetical and numeric filing systems.
- Assess and meet community needs in the area of library services.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- Use databases and the internet to answer reference questions.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- 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 master's degree from an accredited college or university with major coursework in library and information science.

Experience:

- Two (2) years of increasingly responsible experience as a library professional.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; 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 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library 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

LIBRARY GRANT COORDINATOR

SALARY: RANGE 75

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Library Department

DEFINITION

Under direction, performs a variety of professional duties in support of grant administration for the City of Imperial Public Library; researches and identifies funding opportunities for library programs; prepares grants proposals and supporting documents; plans, coordinates and administers programs related to grant funding and ensures compliance with reporting requirements; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of grant administration. 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.

- Conducts research to identify potential funding opportunities that align with the Library's goals and objectives; prepares grant applications for compliance with requirements of funding agencies; ensures applications and supporting documents are completed and submitted within established guidelines.
- Plans, designs, and coordinates Library programs associated with grant funding; develops program objectives; researches and identifies service providers for program events; creates program budget and monitors expenditures to ensure purchases are within funding guidelines; oversees and participates in program implementation.
- Oversees the tracking, reporting, payment, reimbursement, and compliance requirements related to awarded grants; prepares reports to funding agencies as required by grant agreements.
- Serves as a liaison between the Library and grant funding organizations pertaining to grant submissions and funding opportunities; receives and responds to questions relating to assigned area of responsibility.
- Assists with the implementation of the Library's literacy programs; as needed, conducts literacy intake sessions; performs literacy assessments for incoming students to establish current literacy level and participant goals; selects and maintains literacy collections for assigned program.

- Promotes library programs, services, and resources; assists in preparation of materials to publicize library events and services; advocates for the library, both at the information desk and in the community; interacts with the public at offsite events; builds relationships with members of the community and outside stakeholders to ensure the library is expanding its connections in the community.

- Assists with the development, planning, coordinating, and facilitation of non-grant funded library programs; discusses programming needs with members of the community and recommends programs based on their interests; participates in the planning and delivery of special events.
- Advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials; registers patrons for library programs.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas; greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Provides technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Represents the Library in meetings with members of other public and private organizations, community groups, and the public.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of library science and grant funding.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern public library terminology, organization, procedures, policies, and techniques.
- Methods and materials used in literacy instruction.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- The Dewey Decimal and other alphabetical and decimal numeric filing and shelving systems.
- Purposes and functions of a public library.
- Budget monitoring and development methods.
- Basic collection development principles and strategies.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Basic math.
- Recordkeeping and filing principles and procedures.
- Principles and procedures of grant management.
- Arithmetic and statistical techniques.
- 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:

- Research and identify potential grant funding opportunities that align with the goals and objectives of the library.
- Obtain and maintain grant funding and ensure compliance with funding sources.
- Allocate limited budget resources in a cost-effective manner.
- Prepare and conduct various types of library programming.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform mathematical, financial, and statistical computations.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- 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 from an accredited college or university with major coursework in library information science, education, business administration, or a related field.

Experience:

- Two (2) years of experience in grant research, proposal development, and/or grant writing preferably in a library, non-profit or other public agency setting.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; 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 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library 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

LIBRARY MANAGER

SALARY: RANGE 98

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Library Department

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of the City of Imperial Public Library, including community outreach programs and administrative activities, collection development, and library programming; participates in the development of policies and strategies for library operations; manages the effective use of resources to improve organizational productivity and customer service; provides complex and responsible support to the City Manager in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating operations, services, and activities of the City of Imperial Public Library. 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 Library including community outreach programs and administrative activities, collection development, and library programming.
- 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 City Manager.
- 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.
- 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.
- Directs, oversees, and participates in Library operations, including community outreach and engagement programs and reference and reader advisory services; promotes library services to enhance public awareness of the Library's programs and activities; advocates for equitable access to library services for the community.
- Oversees and participates in collection development and management; evaluates and oversees the replacement, purchase, and weeding of library materials.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies including the California State Library, Serra Cooperative Library System, professional library associations, and other local libraries and school districts; provides staff support to commissions, committees, and task forces, as required.
- Prepares grant applications, when grant opportunities are available; oversees grant programs and ensures grant goals, objectives, and benchmarks are met and reports are submitted in a timely manner.
- Submits Annual California Public Library Statistics to the California State Library.
- Provides highly complex staff assistance to the City Manager; 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; reports to and attends Library Board of Trustees meetings.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas.
- Greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Attends and participates in State Library and professional library association meetings, committees, workshops, seminars, continuing education programs, and conferences; stays abreast of new trends and innovations in the field of library and information science.
- 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.
- Principles, practices, procedures, techniques, and materials of professional library work, including library reference, collection development, and other professional library services.
- Modern public library terminology, organization, procedures, policies, and techniques.
- Outreach and publicity methods and programs.
- Principles and techniques used in bibliographic research.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.
- Recordkeeping and filing principles and procedures.
- 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 Library.

- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Oversee and participate in professional library tasks as assigned including reference, readers' advisory, library program and service development, collection development, and cataloging.
- Consistently apply Library policies and procedures according to guidelines.
- Assess and meet community needs in the area of library services.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- 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 a bachelor's degree from an accredited college or university with major coursework in library science or a related field.

Experience:

- Three (3) years of increasingly responsible professional library experience including one (1) year in a supervisory role.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; 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 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library 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

LIBRARY PAGE

SALARY: RANGE 55

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – Unrepresented Part-Time

Department: Library Department

DEFINITION

Under immediate supervision, performs routine clerical and customer service duties for the City of Imperial Public Library; collects, sorts, files, and shelves books, magazines, digital media, audiobooks, and other library materials; retrieves library materials from book drops and storage areas; provides patron services such as locating materials and checking books in and out as directed; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is an entry-level classification. Initially under close supervision, incumbents learn and perform routine clerical and customer service duties, while learning library policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. 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.

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.

- Collects, sorts, files, and shelves books, magazines, digital media, audiobooks, and other library materials; maintains accurate filing of shelved materials; retrieves library materials from book drops and storage areas; collects, receives, and processes returned materials.
- Interacts with library patrons and provides patron services at the circulation desk; answers the telephone and processes telephone renewals and holds; answers questions from patrons such as the location of certain books or sections of the library; refers reference questions to appropriate staff; assists patrons with public computers and with printing, e-mailing, and saving computer files and other technology related issues.
- Checks books and materials in and out for library patrons; assists patrons with finding books and materials via digital card catalog system, as requested; retrieves materials for patrons; places materials on hold; issues new library cards; may be assigned to operate cash register, collect fines and fees, and

provide receipts as requested; records daily statistics at the circulation desk.

- Inspects books and materials for damage and removes damaged items from shelves; pulls books designated for discard, as directed; assists with mending books and other materials; prepares books for circulation by attaching pockets, bar codes, and spine strips, and laminating book covers.
- Performs office clerical duties; files documents including information regarding library cards as well as fliers and other library materials according to Library procedures; ensures supplies are replenished throughout the library as needed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Library classification and shelving systems and methods.
- Effective public relations techniques.
- Basic mathematical skills.
- Recordkeeping and filing principles and procedures.
- 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:

- Learn the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- File materials accurately according to Library filing rules, using alphabetical and numeric filing systems.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform basic mathematical computations.
- 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 completion of the twelfth (12th) grade.

Experience:

- None required.

Licenses and Certifications:

- None required.

PHYSICAL DEMANDS

Must possess mobility to work in a library 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 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library 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

LIBRARY SUPPORT SERVICES WORKER

SALARY: RANGE 55

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – Unrepresented Part-Time

Department: Library Department

DEFINITION

Under general supervision, performs custodial and routine maintenance and repair work at the City of Imperial Public Library and adjacent grounds; assists library staff with organizing shelves, collecting returned materials for reshelving, and discarding books removed from circulation; assists with meeting and event set up and clean up; operates a variety of hand and power tools and equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Library Manager. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing custodial and maintenance duties in support of the library staff and facility and adjacent grounds. 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.

- Performs routine custodial activities within library facility; sweeps, scrubs, and mops floors; vacuums rugs and carpets in public areas of the facility; spot cleans and shampoos carpets; sanitizes common areas, items, and toys; checks and empties waste bins.
- Performs general maintenance duties inside and outside of the facility; paints inside and outside of the building; replaces light bulbs; assembles furniture and fixtures; maintains library garden including weeding, fertilizing, and watering plants.
- Cleans and disinfects restroom facilities; stocks restrooms with supplies such as soap and paper products; fills dispensers with towels, soap, toilet paper, and other items; washes mirrors, tile, walls, and windows.
- Assists with event preparation; ensures cleanliness of library prior to event; performs manual labor including moving and assembling tables, chairs, and platforms; removes and stores items at event completion.
- Assists with collecting and organizing books and other library materials as needed; reshelves items

alphabetically or numerically.

- Assists patrons at front desk with obtaining computer codes or answering general questions related to library services and programs.
- Operates and maintains tools and equipment such as vacuums, mops, carpet cleaners, and small hand and power tools; ensures proper storage of equipment and materials and secures at the end of the day.
- Transports library materials to/from offsite storage and/or City Hall utilizing a City vehicle.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern methods, materials, and equipment used in custodial work and basic and preventative building maintenance and repair.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial maintenance work.
- Basic library practices and terminology including the Dewey Decimal System.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.
- 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:

- Utilize proper methods, materials, and equipment in performing custodial work including the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and maintain hand and power tools and equipment used in custodial and general maintenance work.
- Place, classify, and shelve materials.
- 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 completion of the twelfth (12th) grade.

Experience:

- One (1) year of basic maintenance and custodial experience.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work indoors and outdoors of the library facility; strength and stamina to perform light to medium 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 movements in the performance of daily duties; to operate various hand and power tools and equipment; and to operate a motor vehicle to visit various City sites; vision to read, inspect and operate equipment and use standard office equipment, including a computer; hearing and speech to communicate in person and over the telephone; ability to stand and walk between work areas is required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and to operate standard office equipment.

ENVIRONMENTAL CONDITIONS

Employees work in the library facility and outdoors and are exposed to loud noise levels, cold and hot temperatures, cleaning supplies and chemicals, 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

LIFEGUARD

SALARY: RANGE 55

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – Unrepresented Seasonal

Department: Parks and Recreation

DEFINITION

Under immediate supervision, provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of the aquatic complex to ensure the safety and well-being of patrons; learns, explains, and enforces safe aquatic programs and pool policies, regulations, and rules; performs rescues and administers first aid treatment to children and adults in distress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level classification in the Lifeguard series. Initially under close supervision, incumbents learn and perform routine supervision of patrons and observation of swimmers, while learning facility policies and procedures. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Lifeguard/Swim Instructor level but are not expected to provide swim lessons and usually exercise less independent discretion and judgment in matters related to work procedures and methods. 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.

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 aquatic safety and supervision for patrons; monitors activities in the water, on pool decks, and in ancillary areas of the City's aquatic complex and facility to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.
- Acts as lifeguard during pool hours and at all events held at the pool; performs all required lifeguard-training skills as needed; administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.

- Learns, implements, monitors, and enforces City policies, rules, and procedures; cautions patrons regarding unsafe activities; follows emergency plans and procedures as established by the City; as needed, elicits assistance from supervisor on enforcement issues.
- Assists with opening, closing, and securing the complex; checks equipment and places in the proper locations; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing complex.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Collects fees and payments from the public; maintains records of and reconciles monies collected; prepares cash deposits.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Maintains logs and records of activities relevant to work performed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of recreation services, aquatic programs, and lifeguarding, including lifesaving methods and procedures.
- Proper opening, closing, and set up of aquatics facilities.
- Operational characteristics of water rescue safety equipment and devices.
- Swimming pool and guest safety and emergency procedures.
- Emergency care and assessment techniques.
- CPR (Cardiopulmonary Resuscitation) techniques, AED (automated external defibrillator) machine usage, first aid practices, and City and mandated safety rules, regulations, and protocols.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.
- 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:

- Understand the organization and operation of the City's aquatics complex.
- Learn, interpret, apply, and enforce City policies and procedures within the aquatic facility.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- React to and handle water rescue and medical emergencies in a safe and effective manner.
- Administer first aid, CPR, and AED as needed.
- Maintain complexes and equipment in a clean, safe, and secure manner.
- Exercise professional judgment to act effectively in emergency situations.
- Work with children and adults in a recreational setting.

- Assist with maintaining discipline, order, and safety in a crowded and noisy environment.
- Communicate clearly and concisely, 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 completion of the tenth grade (10th) and possession of a valid work permit.

Experience:

- None required.

Licenses and Certifications:

- Possession of a valid Lifeguard Training Certification from the American Red Cross or equivalent agency, to be maintained throughout employment.
- Possession of a valid American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification and First Aid Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to swim with proficiency, endurance, and proper technique. Must possess ability to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Requires mobility to stand, stoop, kneel, reach, bend, climb, push, and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Requires vision and hearing sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an 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 or by using a telephone and radio in. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must be able to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 125 pounds or heavier weights with proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. 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

LIFEGUARD/SWIM INSTRUCTOR

SALARY: RANGE 56

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – Unrepresented Seasonal

Department: Parks and Recreation

DEFINITION

Under general supervision, provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of the aquatic complex to ensure the safety and well-being of patrons; provides routine to advanced swim lessons and aquatics safety programs to participants of all ages; interprets, explains, and enforces safe aquatic programs and pool policies, regulations, and rules; performs rescues and administers first aid treatment to children and adults in distress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the journey-level classification in the Lifeguard series. Positions at this level are distinguished from the entry level Lifeguard by the performance of the full range of lifeguarding and swim instruction 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.

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 aquatic safety and supervision for patrons; monitors activities in the water, on pool decks, and in ancillary areas of the City's aquatic complex and facility to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.
- Acts as lifeguard during pool hours and at all events held at the pool; performs all required lifeguard-training skills as needed; administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.
- Leads, teaches, and conducts aquatics lessons, classes, and activities for groups of youth, teens, adults, and/or seniors according to collective ability level of participants.
- Provides technical guidance to participants by demonstrating skills, methods, and techniques, ensuring proper form and safety.

- Implements, monitors, and enforces City policies, rules, and procedures; cautions patrons regarding unsafe activities; follows emergency plans and procedures as established by the City; as needed, elicits assistance from supervisor on enforcement issues.
- Assists with opening, closing, and securing the complex; checks equipment and places in the proper locations; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing complex.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Collects fees and payments from the public; maintains records of and reconciles monies collected; prepares cash deposits.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Maintains logs and records of activities relevant to work performed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and techniques of recreation services, aquatic programs, and lifeguarding, including lifesaving methods and procedures.
- Instructional methods and techniques applicable to the aquatics field including beginning through advanced swim strokes.
- Modern principles and practices of swimming program development and implementation.
- Proper opening, closing, and set up of aquatics facilities.
- Operational characteristics of water rescue safety equipment and devices.
- Swimming pool and guest safety and emergency procedures.
- Emergency care and assessment techniques.
- CPR (Cardiopulmonary Resuscitation) techniques, AED (automated external defibrillator) machine usage, first aid practices, and City and mandated safety rules, regulations, and protocols.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.
- 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:

- Understand the organization and operation of the City's aquatics complex.
- Lead and teach assigned aquatics classes or swim team practices and activities for a variety of age levels.
- Provide instruction, feedback, and evaluation to program participants.
- Interpret, apply, and enforce City policies and procedures within the aquatic facility.

- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- React to and handle water rescue and medical emergencies in a safe and effective manner.
- Administer first aid, CPR, and AED as needed.
- Maintain complexes and equipment in a clean, safe, and secure manner.
- Exercise professional judgment to act effectively in emergency situations.
- Work with children and adults in a recreational setting.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Communicate clearly and concisely, 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 completion of the tenth grade (10th) and possession of a valid work permit.

Experience:

- One (1) year of experience as a Lifeguard.

Licenses and Certifications:

- Possession of a valid American Red Cross Lifeguard Instructor or Water Safety Instructor certification or equivalent, to be maintained throughout employment.
- Possession of a valid Lifeguard Training Certification from the American Red Cross or equivalent agency, to be maintained throughout employment.
- Possession of a valid American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification and First Aid Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to swim with proficiency, endurance, and proper technique. Must possess ability to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and to stay in the pool for prolonged periods of time. Requires mobility to stand, stoop, kneel, reach, bend, climb, push, and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Requires vision and hearing sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an 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 or by using a telephone and radio in. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must be able to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 125 pounds or heavier weights with proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities,

as well as blood and body fluids while rendering first aid and CPR. 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

LITERACY COORDINATOR

SALARY: RANGE 75

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Library Department

DEFINITION

Under general supervision, performs a variety of professional duties in support of the City of Imperial Public Library's literacy program including Adult Literacy Services, Family Literacy Services, and English as a Second Language programs; plans, coordinates, evaluates, and implements programs for adult learners and their families; conducts reading and writing assessments to determine appropriate program to achieve the goals of the student; recruits, interviews, coordinates, and oversees volunteers who plan and conduct lessons for program participants; assists with obtaining grant funding to support literacy programs; prepares reports and manages program expenditures; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff and volunteers.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of the Library's literacy programs. 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 where appropriate so qualified employees can perform the essential functions of the job.

- Plans, organizes, coordinates, and participates in the implementation of the Library's Literacy Services and English as a Second Language programs; plans, schedules, coordinates, and facilitates program events and activities.
- Conducts literacy intake sessions; performs literacy assessments for incoming students to establish current literacy level and participant goals; selects and maintains literacy collections for assigned program.
- Recruits, trains, supervises, and evaluates volunteer tutors; matches volunteer tutors with students and assists tutors with lesson plan development; selects materials for trainings and tutoring sessions; conducts classes and tutoring in the absence of volunteer tutors.
- Compiles program information to evaluate effectiveness of literacy programs and projects; measures results of program activities through performance indicators and modifies activities as needed.

- Monitors program budget and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and recommends expenditures.
- Assists with researching and preparing grant proposals for literacy programming; drafts and submits required reports to funding sources; monitors and controls grant expenditures; ensures programming complies with grant requirements.
- Designs and disseminates promotional and marketing materials; attends community events to promote the Library and literacy awareness; forms partnerships with local organizations to obtain program referrals.
- Responds to questions and concerns from students, volunteers, the community, and other agencies; provides program information and resolves service issues or complaints; represents the Library in meetings with members of public and private organizations, community groups, and the public.
- Advises and assists library patrons in use of library resources; searches for and locates items in the library catalog as requested; answers general questions about library programs and library materials; registers patrons for library programs.
- Creates positive experiences for library customers by effectively and efficiently performing job tasks; presents a positive image of the library in attitude, communications, and appearance, while performing duties in both the public and staff areas; greets and assists internal and external customers in a friendly, prompt, and accessible manner; listens and attempts to understand and resolve internal and external customer needs by providing solutions or referrals.
- Provides technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Attends and participates in professional library meetings, conferences, workshops, seminars, continuing education programs, and network committees; reads professional literature and attends and participates in staff meeting discussions; leads meetings, committees, or projects intended to enhance services; stays abreast of trends and innovations in literacy programming and awareness.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Modern public library terminology, organization, procedures, policies, and techniques.
- Methods and materials used in literacy instruction.
- Outreach and publicity methods and programs.
- Techniques for establishing and implementing library programs and special events.
- Library cataloguing, classification and shelving systems and methods.
- The Dewey Decimal and other alphabetical and decimal numeric filing systems.
- Purposes and functions of a public library.
- Budget monitoring and development methods.
- Basic collection development principles and strategies.
- Reference sources and methods to serve adults and children.
- Effective public relations techniques.

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

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Develop and implement effective literacy programs.
- Prepare and conduct various types of library programming.
- Assist in obtaining and maintaining grants and ensure compliance with funding sources.
- Allocate limited budget resources in a cost-effective manner.
- Apply the Dewey Decimal Classification system and other special organizational systems in use in the Library.
- Consistently apply Library policies and procedures according to guidelines.
- Work effectively with a diverse clientele including patrons of all ages, abilities, backgrounds, and cultures.
- Maintain accurate logs, records, and basic written records of work performed.
- Respond to requests and inquiries from the general public.
- Perform mathematical, financial, and statistical computations.
- Effectively represent the Library and the City in meetings with community groups, various business organizations, and in meetings with individuals.
- Prepare clear and concise correspondence, documentation, and other written materials.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- 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.

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 from an accredited college or university with major coursework in library information science, education, or a related field.

Experience:

- Two (2) years of increasingly responsible experience developing and implementing literacy programs.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a library setting and use standard office equipment, including a computer; operate a motor vehicle and visit various City sites; 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 20 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in a library 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

MANAGEMENT ANALYST

SALARY: RANGE 78

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: City Manager's Office

DEFINITION

Under direction, performs a variety of complex professional administrative and analytical work in support of assigned department managerial functions; collects, analyzes, interprets, and reports data related to organization-wide policy planning and system implementation; coordinates fiscal activities to ensure adequate staffing and resources for organizational operations; assists in the development of goals, objectives, policies, work standards, and administrative control systems; analyzes departmental budgets; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of assigned department managerial functions. 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.

- Performs a variety of complex duties related to the collection, analysis, interpretation, and reporting and utilization of data related to organization-wide policy planning and system implementation; provides technical information and assistance to various administrators concerning organizational activities, needs, and issues.
- Participates in the development and review of policies, procedures, and legislation affecting organizational activities and programs; determines departmental impact; assists in ensuring implementation activities comply with established laws and regulations.
- Serves as Public Information Officer for the City of Imperial; communicates verbally, in writing, and through graphic representations and statistical summaries with colleagues, managers, staff, the public, organized employee groups, and representatives of various organizations.

- Assists, coordinates, and organizes community events; represents the City to residents in explaining City policies; provides outreach and public education programs to the community through various media sources such as local news outlets, social media, and the City's website.
- Coordinates fiscal activities to ensure adequate staffing and resources for operations and service needs; participates in the development and administration of department and program budgets; serves as liaison to personnel and outside agencies regarding budget and funding, resource allocation, and organizational and policy-related issues.
- Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and research.
- Performs research and provides consultation to staff regarding improvement initiatives, departmental effectiveness, and related issues; assists in developing goals, objectives, policies, procedures, work standards, and administrative control systems; utilizes research findings in the development of organizational corrective action plans.
- Assists in the development and implementation of economic development plans and programs.
- Assists in the research and development of alternative funding sources for City programs and initiatives and ensures compliance with federal, state, City, and other funding agencies; complies with the City's accounting and reporting requirements and applicable laws, regulations, and professional accounting practices.
- Coordinates and collaborates with other departments and external agencies to ensure cross-functional projects align with organization-wide goals and objectives; provides assistance regarding program enhancement, modification, and organizational effectiveness; resolves issues or concerns.
- Attends and participates in a variety of meetings; participates and serves as management liaison to a variety of multi-disciplinary committees and commissions; represents the City to a variety of community and stakeholder groups.
- Plans, organizes, and conducts presentations and training sessions regarding strategic planning, team development, and related subjects; coordinates and prepares support materials.
- Maintains current knowledge of laws, codes, rules, regulations, and pending legislature related to assigned organizational functions; assists in the modification of programs and procedures to ensure compliance with local, state, and federal requirements as appropriate.
- Performs a variety of special projects and studies as assigned; prepares comprehensive records and reports.
- Prepares and maintains a variety of records, reports, and documentation; develops retention schedules for the storage of records.
- Prepares and submits City Council agenda reports and various other commission, committee, and staff reports and correspondences regarding assigned activities.
- Schedules appointments and meetings and maintains departmental schedules; makes reservations for trainings, meetings, and travel accommodations for departmental personnel as directed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and techniques of organizational data collection, analysis, and change implementation.
- Techniques and methods of administrative analysis including fundamentals of operations research.
- Local governmental organization, legislative procedures, and legal practices.
- Project management and contract administration.
- Current organizational practices and theories.
- Research and statistical evaluation techniques.
- Financial and statistical recordkeeping techniques.
- Preparation of fiscal statements, organizational reports, and related documentation.
- 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 a variety of complex duties related to the collection, analysis, interpretation, and reporting of data related to organization-wide policy planning and system implementation.
- Coordinate fiscal activities to ensure adequate staffing and resources for organizational operations.
- Communicate effectively both orally and in writing.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain accurate statistical records.
- Analyze research data and prepare reports, summaries, and recommendations.
- Meet schedules and timelines.
- Determine appropriate course of action within clearly defined guidelines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department 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.
- 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 from an accredited college or university with major coursework in business administration, public administration, or a related field.

Experience:

- Three (3) years of experience performing professional administrative analysis duties.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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 20 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

PARKS AND RECREATION DIRECTOR

SALARY: RANGE 102

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Parks and Recreation

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Parks and Recreation Department, including parks maintenance, landscaping, recreation services, aquatics, and special events; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises direct supervision over supervisory, professional, technical, maintenance, and administrative support staff.

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Parks and Recreation Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy 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.

- Assumes full management responsibility for all Parks and Recreation Department programs, services, and activities, including parks maintenance, landscaping, recreation services, aquatics, and special events.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes, and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Cultivates relationships with the community for the purpose of facilitating networks to coordinate and enhance services to residents; develops partnerships and collaborations with other agencies and community-based organizations.
- Participates in the development and implementation of the capital project program for the department; coordinates City-wide planning needs with other departments; plans and directs the development of new facilities and improvements to existing facilities and programs.
- Oversees the planning and development of specialized recreation programs for youth, seniors, and adults; surveys and assesses the recreation needs of the community and ensures community input into recreation programming; encourages and promotes community interest in recreational activities; oversees the coordination and implementation of special community events.
- Develops and monitors a comprehensive preventative maintenance program for parks, aquatics center, other city landscapes, and recreation facilities; ensures parks and facilities are kept in safe and attractive condition.
- Reviews and approves applications, agreements, plans, and reports of department activities; manages the collection, analysis, and reporting of administrative and operational data.
- Provides specialized administrative support for grant applications and the oversight of funds and program activities.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of

new trends and innovations in the field of parks, recreation, and community services; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- 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 strategic plan development.
- 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.
- Principles, practices, and procedures related to municipal recreation program development and management.
- Methods, techniques, tools, and equipment used in parks and landscape maintenance.
- Grant administration and implementation.
- 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:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Receive and respond to a variety of questions from the general public, community groups and elected officials; interpret parks, recreation, and community services related programs, policies, processes, codes, and regulations.
- Develop, plan, and implement a comprehensive parks maintenance program.
- Understand diverse park and recreation needs of the community and implement effective programs and projects.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct 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 department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, 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:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in recreation, public administration, or a related field.

Experience:

- Five (5) years of increasingly responsible leadership experience in recreation, community services, or parks maintenance, including three (3) years of experience in a supervisory or managerial capacity.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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

PARKS MAINTENANCE COORDINATOR

SALARY: RANGE 68

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Parks and Recreation

DEFINITION

Under general supervision, leads, oversees, coordinates, and evaluates staff performing a variety of semi-skilled and skilled duties in the maintenance, repair, and renovation of parks, fields, trails, landscaped areas, and street medians; provides administrative and technical support to the Parks and Recreation Director in the delivery of parks maintenance programs and projects; inspects work in progress to ensure proper work methods, techniques, and materials are being used; develops work plans, schedules, and cost estimates for assigned projects; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks and Recreation Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for program and service coordination in the Parks Division. Incumbents have responsibility for independently coordinating and implementing the parks maintenance program and projects and for providing direction to a work unit of lower-level staff. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 essential functions of the job.

- Plans, organizes, coordinates, and participates in the work of staff responsible for parks maintenance in the Parks and Recreation Department; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- In conjunction with the Parks and Recreation Director, monitors program budgets and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and approves expenditures.
- Plans, organizes, coordinates, implements, and evaluates the work of crews responsible for the construction, maintenance, inspection, repair, and replacement of City parks, play structures, landscapes, trails, medians, and facilities as assigned; ensures work is compliant with City and

department standards.

- Participates in the development and implementation of policies and procedures providing park maintenance activities and services.
- Estimates labor, materials, and equipment needed for assigned projects; monitors inventory levels of materials and equipment; orders, receives, and maintains inventory of materials and equipment as needed.
- Serves as liaison for assigned functions with other City departments, divisions, and outside agencies; coordinates assigned services and operations with other divisions and outside agencies.
- Performs inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work.
- Performs the duties of a Parks Maintenance Worker, as needed.
- Provides courteous customer service; responds to questions and inquiries from City staff and the general public regarding various maintenance projects; resolves customer problems or complaints.
- Coordinates special event park maintenance duties; transports, sets up, and takes down equipment; cleans up after events; installs, repairs, and maintains decorations, banners, and flags.
- Prepares and maintains a variety of written records and reports; reads and interprets plans, specifications, blueprints, and schematics.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Techniques of planning, organizing, implementing, and directing assigned park maintenance programs, services, and activities.
- Operations, services, and activities of a park maintenance program.
- Occupational hazards and safety standards related to conducting maintenance and repair work, including driving rules and practices.
- Landscape maintenance principles, practices, tools, and materials.
- Methods and techniques related to the proper handling of toxic chemicals and pesticides.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized parks maintenance and repair equipment.
- Irrigation system installation, maintenance, and repair.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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 at a level necessary to successfully perform the duties assigned.
- 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and perform a variety of maintenance, construction, and repair work for parks, fields, trails, and landscaped areas.
- Operate a variety of maintenance tools and equipment in a safe and effective manner.
- Drive and operate motorized landscape equipment.
- Maintain accurate records and documentation.
- Follow instructions and properly apply herbicides and pesticides in accordance with the written procedures and legal mandates.
- Ensure safety procedures are properly followed, including those related to traffic control and operation of a variety of maintenance equipment, tools, and materials.
- Respond to public inquiries and requests.
- Read and interpret plans and diagrams.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to the completion of twelfth (12th) grade, supplemented by specialized training in parks and landscape maintenance.

Experience:

- Four (4) years of increasingly responsible experience in the maintenance and repair of parks and recreational facilities, including one (1) year of experience in a lead capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid California Department of Pesticide Regulation Qualified Applicator Certificate, to be maintained throughout employment.
- Possession of a valid Playground Safety Inspector Certificate issued by the National Recreation and Park Association, 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 fieldwork, 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

POLICE CAPTAIN

SALARY: RANGE 98

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Police Department

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff and operations of a division within the Police Department; manages sworn and non-sworn professional, technical, and administrative support staff performing difficult and complex public safety support functions; 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 Chief of Police in areas of expertise; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief of Police. Exercises supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification responsible for planning, organizing, reviewing, and evaluating the activities and operations of a division within the Police Department. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities and ensuring compliance with legal and 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 a division of the Police Department, which includes the management of sworn and non-sworn professional, technical, and administrative support staff performing difficult and complex public safety support functions including patrol, investigations, traffic enforcement, crime analysis and prevention, property and evidence, communications, computer systems, and other police services including overseeing the management of Police Department fleet vehicles.
- 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 Chief of Police.
- 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.
- 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.
- Ensures the proper enforcement of local, state, and federal criminal, traffic, and related laws, ordinances, and codes.
- Ensures timely responses to crime and accident scenes, emergency situations, and other requests for assistance.
- Responds to major incidents reported to the Police Department and ensures the Incident Commander follows protocol; assumes role of Incident Commander as needed.
- Investigates and resolves problems with requests for services or complaints regarding police functions, divisional practices, or sensitive community issues.
- Conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution.
- Conducts a variety of organizational studies, investigations, and operational studies, including the analysis of crime patterns and trends.
- Monitors, evaluates, and recommends modifications to public safety programs, policies, and procedures, including community-based policing methods and practices.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- 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 Chief of Police; 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 law enforcement and police services.
- 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.
- Acts as the Police Chief in their absence, as assigned.
- 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.
- Principles, practices, methods, and techniques of law enforcement functions including patrol, investigations, traffic enforcement, crime analysis and prevention, property and evidence, communications, computer systems, and other police services.
- Principles, practices, methods, and techniques of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- Modern principles, practices, and methods of law enforcement administration, organization, trends, and operations.
- Investigation and intervention methods and strategies.
- Rules of evidence pertaining to the search and seizure and the preservation of evidence.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agents, and impact weapons.
- Police Department organization, operations, policies, and objectives.
- Legislative process and legal terminology.
- 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 a division of the Police Department.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Plan, direct, manage, and evaluate the operations and activities related to police protection and other law enforcement services to safeguard the lives, property, and constitutional rights of the community.
- Command and coordinate assigned field operations or the administrative activities of the Police Department.
- Coordinate and manage the programs of an assigned division of the Police Department to ensure timely response to crime and accident scenes, emergency situations, requests for assistance, and proper enforcement of local, state, and federal laws and ordinances.
- Build communication and trust with disaffected people and groups that reside and operate within the community.
- Oversee and conduct investigations of general and specialized crimes.
- Monitor changes in laws and court decisions and apply to work situations.
- Evaluate crime trends and formulate plans to address changes in trends.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Operate a variety of specialized police vehicles and equipment including firearms.
- 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 a bachelor's degree from an accredited college or university with major coursework in criminal justice, sociology, psychology, public administration, or a related field.

Experience:

- Six (6) years of increasingly responsible law enforcement experience as a sworn peace officer to include a minimum of three (3) years in a supervisory or management role at the level of Police Sergeant or above.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Successful completion of a P.O.S.T certified Police Academy.
- Possession of a valid Advanced P.O.S.T. Certificate, to be maintained throughout employment.
- Possession of, or successful acquisition within 12 months of employment, a valid Supervisory P.O.S.T. Certificate, to be maintained throughout employment.
- Possession of a valid First Aid and CPR certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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 25 pounds.

The job involves periodic fieldwork serving as an Incident Commander, requiring walking, or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity are needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, and hazardous physical substances and fumes. Duties are also performed in an office or station environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

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

POLICE CHIEF

SALARY: RANGE 102

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – Contract

Department: Police Department

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the City of Imperial Police Department and other law enforcement services to safeguard the lives, property, and constitutional rights of local citizens; exercises leadership and command over the personnel, activities and operations of the Police Department; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Police Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals and objectives within general policy 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.

- Assumes full management responsibility for all Police Department programs, services, and activities to safeguard the lives, property, and constitutional rights of local citizens.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Coordinates Police Department activities with those of other departments and outside agencies and organizations; maintains and facilitates public relations and cooperative working relationships with news media, schools, local organizations, and the general public; attends and speaks at various community functions and meetings; prepares press releases and confers with the media in matters related to assigned activities.
- Controls and directs department law enforcement programs and services to ensure timely response to crime and accident scenes, emergency situations and other requests for assistance and proper enforcement of municipal, state, and federal criminal, traffic, and related laws, ordinances, and codes.
- Confers with other law enforcement agencies to coordinate efforts and exchange information to coordinate investigations, enforcement efforts, and discuss law enforcement issues.
- Researches, compiles, assembles, and analyzes information related to crime, officer, and department statistics; prepares reports concerning employee and program efficiency; oversees the maintenance of required documents and records and the preparation of municipal, state, and federally-mandated reports.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts and manages a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.
- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement; researches emerging products and enhancements and their applicability to City needs.

- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- 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 strategic plan development.
- 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.
- Principles and practices of law enforcement administration, organization, and management.
- Policies with respect to search, seizure, arrest, evidence, court procedures, and the legal rights of citizens and prisoners.
- Principles and practices of criminal law, investigation, interrogation, crime prevention, crime scene management, and catastrophic event management.
- 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:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Police Department.

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Respond to and investigate inquiries and complaints and prepare an appropriate response; effectively resolve conflict within assigned area of responsibility; negotiate and resolve complex issues.
- Analyze police and community challenges and plan philosophies, goals, objectives, policies, and procedures which are tangible, achievable, and measurable to meet needs.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct 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 department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, 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.
- Adopt the City's vision, mission, and values to provide high-quality, inclusive public service to a diverse City staff, general public, and the community served.

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 from an accredited college or university with major coursework in criminal justice, public policy, public administration, or a related field.

Experience:

- Ten (10) years of increasingly responsible sworn law enforcement experience including five (5) years of experience in a supervisory and/or management capacity.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of a valid Executive Management Certificate issued by the Commission on Police Officer Standards and Training (P.O.S.T.), to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to maintain firearms qualifications and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing 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 25 pounds.

The job involves periodic fieldwork serving as an Incident Commander, requiring walking, or running or standing on uneven terrain, and climbing and descending structures to access crime scenes and to identify problems or hazards; vision and manual dexterity to operate an emergency response vehicle at high rates of speed in emergency situations. Finger and manual dexterity is needed to operate police services equipment and firearms, and to access, enter, and retrieve data using a computer keyboard. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to apprehend, lift, carry, push, and pull victims, suspects and equipment as determined within P.O.S.T physical standards, which may include the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees primarily work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The duties of this class may be performed in a field environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases; and outdoor conditions with exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, moving vehicles, 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 DIRECTOR

SALARY: RANGE 102

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under administrative direction, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Public Services Department, including maintenance of City streets, equipment, fleet, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling; formulates departmental policies, goals, and directives; coordinates assigned activities with officials and outside agencies; fosters cooperative working relationships among City departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in coordinating and directing City-wide departmental activities and operations and in executing the long-term vision for the City; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

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

CLASS CHARACTERISTICS

This is a department director classification that oversees, directs, and participates in all activities of the Public Services Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, City functions and activities, including the role of the City Council and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the City's mission, goals, and objectives within general policy 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.

- Assumes full management responsibility for all Public Services Department programs, services, and activities including maintenance of City streets, equipment, fleet, water production facilities and distribution, wastewater collection and treatment, solid waste collection, and recycling.

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Department; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Manages and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, and supplies; directs the monitoring of and approves expenditures; directs and implements budgetary adjustments, as necessary.
- Selects, trains, motivates, and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Monitors and implements legal, regulatory, technology and societal changes, and court decisions that may affect the work of the Department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the City in an effective, efficient, and economical manner.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.
- Directs the design of systems and facilities; oversees construction activities; prepares estimates and contract provisions and specifications; approves completed plans; seeks funding for infrastructure improvement projects.
- Directs 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.
- Reviews and approves applications, agreements, plans, and reports of department activities; manages the collection, analysis, and reporting of administrative and operational data.
- Represents the department to other City departments, officials, outside agencies, and members of other public and private organizations, community groups, contractors, and the public; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies, and procedures as appropriate.

- Participates in and makes presentations to the City Council and a wide variety of committees, boards, and commissions, as assigned; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of streets, equipment, fleet, water production, wastewater collection and treatment, and solid waste collection and recycling; researches emerging products and enhancements and their applicability to City needs.
- Directs the maintenance of working and official departmental files; prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- 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 strategic plan development.
- 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 elected City Council.
- Safety principles, practices, and procedures of equipment maintenance and repair, including related parts, tools, supplies, and materials.
- Diagrams, blueprints, maps, layouts, work orders, and technical and other specifications used to install, maintain, and repair systems or equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- 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:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Department.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with contractual obligations.
- 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.
- Operation and use of a variety of heavy and light equipment.
- Perform mathematical calculations quickly and accurately.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Direct 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 department and the City in meetings with governmental agencies, community groups, and various businesses, professional, regulatory, and legislative organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, policies, procedures, 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:

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

Experience:

- Seven (7) years of administrative or managerial experience in design, construction, and maintenance of roads, water/wastewater utility operations, including maintenance of domestic water supply, distribution facilities, and sewer systems, in a public agency, including two (2) years of experience in a supervisory capacity.

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).



CITY OF IMPERIAL

JOB DESCRIPTION

PUBLIC SERVICES MANAGER

SALARY: RANGE 98

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Public Services

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.

Licenses and Certifications:

- Possession of a valid California Driver's License, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, an OSHA-approved Forklift Operator Certificate, to be maintained throughout employment.

- Possession of a valid California State Water Resources Control Board (SWRCB) Wastewater Treatment Plant Operator Grade II Certification, to be maintained throughout employment.
- Possession of a valid California State Water Resources Control Board (SWRCB) Water Treatment Grade II Certification, 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).



CITY OF IMPERIAL

JOB DESCRIPTION

PUBLIC SERVICES SUPERVISOR

SALARY: RANGE 85

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under general direction, plans, schedules, assigns, reviews, supervises, and participates in the work of staff performing maintenance and repair duties within the Public Services Department, including water systems, streets, grounds, and facilities; inspects work in progress; assigns priority to identified issues; 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 maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the Public Services Worker series that exercises independent judgment on diverse and specialized maintenance and repair work 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, overseeing, and inspecting daily work progress and are responsible for providing 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. This class is distinguished from the Public Services Manager in that the latter has overall responsibility and oversight of a broader range of functions, including fleet maintenance and repair, and water and wastewater plant operations.

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 maintenance and repair 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 assigned work unit; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Receives complaints, suggestions and reports of water system, streets, grounds, and facilities safety concerns; visits sites and inspects conditions; reprioritizes work as necessary; communicates with complainant.
- Inventories supplies, materials, and equipment; prepares purchase orders; inspects received items; maintains or recommends replacement of worn equipment.
- Inspects street and storm drains following weather events; visits sites; inspects conditions; reprioritizes work, as necessary.
- Inspects or reviews developer projects in progress to ensure new construction and alteration work complies with plans, specifications, and codes; inspects sites for conformance with work plans; evaluates underground conditions and grading.
- Operates a variety of vehicles and equipment to conduct work, such as vector trucks, camera trucks, asphalt, and crack seal trailers; loads and unloads materials, supplies, and equipment.
- 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.
- Basic practices, procedures, methods, and materials involved in the maintenance and repair of streets, water and sewer systems, buildings, and facilities.
- Use of hand and power tools used in maintenance and repair.
- 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.
- Administer budgets; monitor revenue and expenses, as required.
- Perform a variety of general activities involved in the maintenance and repair of City streets, alleys, grounds, water and sewer systems, buildings, facilities, and other City-owned properties.
- Operate a variety of equipment such as forklift, backhoes, trucks, mowers, tractors, lawn edgers, chainsaws, and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing, and demolition.
- 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 completion of the twelfth (12th) grade.

Experience:

- Equivalent to five (5) years of journey-level experience in street construction and maintenance, including at least one (1) year of experience as a Senior Public Services Worker or equivalent.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

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. 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 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, hazardous physical substances and fumes, dust, and air contaminants. 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 Public Services Maintenance Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

RECREATION / SPECIAL EVENTS COORDINATOR

SALARY: RANGE 75

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Parks and Recreation

DEFINITION

Under general direction, plans, organizes, coordinates, and participates in the work of staff responsible for the direct delivery of one or more recreation sponsored programs, services, activities, and/or events; programs may include but are not limited to youth, adult, and senior recreation, park, facility and field rentals, special events, sports, day camps, aquatics, and arts and crafts; provides technical and specialized assistance to management staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Parks and Recreation Director. Exercises direct supervision over program staff and volunteers.

CLASS CHARACTERISTICS

This classification is responsible for the coordination of one or more programs in the Parks and Recreation Department. Incumbents have responsibility for independently coordinating and implementing a variety of programs, services, activities, and/or events. Positions in this classification rely on experience and use considerable discretion and independent judgment to ensure the program's efficient and effective service delivery. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver program services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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, organizes, coordinates, and participates in the work of staff responsible for facilitating and implementing recreation programs and special events; identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Monitors program budgets and participates in annual budget preparation; identifies resource needs; prepares detailed cost estimates with appropriate justifications; monitors and approves expenditures.
- Plans, prioritizes, assigns, schedules, supervises, trains, reviews the work of, and develops assigned part-time staff and volunteers.

- Develops and coordinates program and event publicity including news releases, flyers, pamphlets, brochures, and presentations; performs public relations work within the community and with community groups pertaining to specific programs, events, and special activities.
- Researches available grants and makes recommendations to department management; drafts narrative for grant applications and ensures required supporting documentation is included; coordinates grant funding efforts with other divisions and City departments, as necessary.
- Serves as department liaison with the community, advisory committees, professional organizations, nonprofits, and local, state, and federal agencies; represents the City at meetings and special events; coordinates meetings and meeting agendas; transcribes and produces meeting minutes and provides administrative support.
- Develops 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.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, and accidents.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.
- Maintains effective communication and working relationships with patrons, participants, contractors, City staff, and outside agencies.
- 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 technical and specialized assistance to management staff; prepares reports and correspondence concerning new or ongoing programs and program effectiveness; prepares statistical reports as required; establishes and maintains working and official program files; ensures proper documentation of operations and activities.
- Coordinates assigned services and operations with other divisions and outside agencies.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation services.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

Incumbents may be assigned to work in both Recreation and Special Events.

When assigned to Recreation

- Plans, organizes, manages, schedules, supervises, and coordinates high quality recreation programs and activities; develops a broad range of programs and activities for tiny tots, youth, teenagers, adults, senior citizens, and the special needs community.
- Analyzes trends in recreation programming and community interests; continuously monitors and evaluates the efficiency and effectiveness of programs based on measurable outcomes; recommends and implements modification, as necessary.
- Oversees the hiring process of program instructors; ensures contract compliance with business license and insurance requirements.

- Issues, collects, properly maintains, and inventories City equipment and supplies; reports maintenance and equipment repair needs to management; monitors equipment inventories and procures items as needed.

When assigned to Special Events

- Oversees, organizes, directs, and participates in the planning and coordination of City sponsored special events.
- Researches, identifies, and determines the viability of specific events based upon community demographics and interests.
- Creates and maintains partnerships that are necessary to organizing large scale special events; solicits and obtains event sponsors.
- Oversees, prepares, and reviews event agendas and confirms all services and necessary preparations are in order.
- Researches and recommends event sites; develops logistics associated with large events, i.e., parking, traffic control, travel, and hotel accommodations.

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 development and implementing a variety of recreation programs and special events.
- Methods and techniques involved in managing, coordinating, and planning events.
- Recreational and social needs and interests of the community.
- Instructional methods and techniques.
- Age-appropriate program content.
- Methods and techniques used in marketing and promotion.
- Care and proper use of program equipment and supplies.
- Arithmetic and statistical techniques.
- 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 recreation, leisure, educational programs, and special events to meet the needs of the community.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Perform accurate mathematical calculations.
- Maintain accurate program records and files.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with community groups, various business and professional organizations, and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- 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 from an accredited college or university with major coursework in recreation and leisure studies, public administration, or a related field.

Experience:

- Three (3) years of increasingly responsible experience developing and implementing recreation programs and/or special events.

Licenses and Certifications:

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

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, 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 working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; to operate a motor vehicle and visit various City sites; 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. Employees must possess the ability to

lift, carry, push, and pull materials and objects averaging a weight of 30 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 and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. 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

RECREATION LEADER I/II

SALARY: RANGE 55/56

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – Unrepresented Seasonal

Department: Parks and Recreation

DEFINITION

Under immediate (Recreation Leader I) to general (Recreation Leader II) supervision, provides support in conducting recreation activities in connection with a specific recreation or leisure program, service, activity, or function; leads, teaches, and conducts diversified recreation activities at various recreational facilities; continuously supervises and monitors participants to ensure their safety and well-being; performs a variety of clerical duties in support of program operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Recreation Leader I) or general (Recreation Leader II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Recreation Leader I: This is the entry-level classification in the Recreation Leader series. Initially under close supervision, incumbents learn and provide routine program assistance. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Recreation Leader 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 fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Recreation Leader II: This is the fully qualified journey-level classification in the Recreation Leader series. Positions at this level are distinguished from the Recreation Leader 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 the Recreation Leader class series are flexibly staffed; positions at the Recreation Leader II level are normally filled by advancement from the Recreation Leader I level; progression to the Recreation Leader II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Recreation Leader II level.

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 where appropriate so qualified employees can perform the essential functions of the job.

Positions at the Recreation Leader I level may perform some of these duties and responsibilities in a learning capacity.

- Oversees participants and spectators in a recreation program, activity, or facility; supervises and schedules established programs of recreational activities for children and adults; assists in the encouragement of participation and good sportsmanship.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday and performing basic custodial duties; assists with opening, closing, and securing buildings for events, as assigned.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Leads, teaches, and conducts diversified recreation activities at various assigned recreational facilities; performs scorekeeping activities.
- Plans and facilitates daily recreational and enrichment activities which include but are not limited to games, sports, art, music, senior activities, and crafts for program participants.
- Resolves program issues within established guidelines; suggests program improvements.
- Inspects program areas and equipment and recommends maintenance and repair as needed.
- Transports, issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Performs routine office duties, including basic cashiering, answering the telephone, greeting patrons, typing, data entry, copying, and filing; prepares flyers, calendars, and other publicity; prepares routine reports of participation and activities.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Positions at the Recreation Leader I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Operations, services, and activities of assigned program.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- 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.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Oversee the operations and activities of assigned program.
- Interpret and apply facility use policies and procedures.
- Assist with planning and implementing programs.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- 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.

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:

- Recreation Leader I/II: Equivalent to completion of the twelfth (12th) grade, or work permit if currently in high school.

Experience:

- Recreation Leader I: None.
- Recreation Leader II: One (1) year of experience facilitating recreation programs/special events.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, 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 working outdoors while overseeing recreation activities and/or special events, 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. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 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 and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. 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

SENIOR COLLECTION SYSTEM WORKER

SALARY: RANGE 72

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of maintenance duties involved in the processing of the City's wastewater systems; cleans wastewater lines; performs Underground Service Alert (USA) locates; handles and transports wastewater solids; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Wastewater Plant Chief Operator. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and/or lead level classification in the Collection System Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing collection system processing and maintenance; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.
- Maintains and processes City wastewater in the collection system; cleans wastewater lines by means of high-pressure cleaning; provides support in the maintenance of the physical plant and various other fixtures, parts, and equipment.

- Performs Underground Service Alert (USA) locates as requested by citizens; works with a variety of documentation to locate and report on sewer lines and appurtenances; ensures proper notification of work to be performed.
- Assists Wastewater Treatment Plant Operators with routine wastewater sampling to ensure compliance with environmental and public health standards.
- Performs interior and exterior collection system maintenance, custodial, and repair duties; sweeps and mops floors; cleans offices; cuts grass; repairs leaks in collection system facilities.
- Participates in the containment and clean-up of spills emanating from the collection system; transports equipment and supplies; assists with emergency response to wastewater treatment spills, overflows, and equipment failures.
- Inspects and cleans the interiors of sewers and pump stations; cuts and removes roots, grease, and other obstacles from sewers.
- Drives a vehicle to conduct work; operates heavy equipment to haul and transport equipment, supplies, and materials; loads and unloads materials, supplies, and equipment.
- Operates a variety of specialized vehicles, tools, and equipment used in the maintenance and repair of wastewater collection systems.
- Maintains routine records related to assigned activities.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Basic principles, practices, tools, and materials as they relate to the construction, maintenance, and repair of wastewater collection and storm drain systems.
- Underground Service Alert (USA) system operations and requirements.
- Operational characteristics of specialized construction maintenance and repair equipment.
- Principles and practices of automatic control valves and backflow prevention devices.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Appropriate health and safety precautions and procedures.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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 at a level necessary to successfully perform the duties assigned.
- Current 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform assigned maintenance and repair duties with accuracy and speed.
- Operate a variety of equipment such as backhoes, mowers, tractors, edgers, chainsaws, and various hand and power tools.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Five (5) years of experience in collection system maintenance, including two (2) years of experience as a Collection System Worker II or equivalent.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Possession of, or successful acquisition within twenty-four (24) months of employment, valid California Water Environmental Association (CWEA) Collection System Maintenance Certification Grade 2, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, valid First Aid training and CPR certificates, to be maintained throughout employment.
- Possession of, or successful acquisition within six (6) months of employment, an OSHA-approved Forklift Operator certificate, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

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. 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, in all cases with the proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in a plant 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 Collection System Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR LIFEGUARD / SWIM INSTRUCTOR

SALARY: RANGE 57

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – Unrepresented Seasonal

Department: Parks and Recreation

DEFINITION

Under general supervision, provides aquatic safety and supervision for patrons; monitors activities in the water, pool decks, and ancillary areas of the aquatic complex to ensure the safety and well-being of patrons; functions as a shift lead and oversees the work performed by lower level Lifeguards; provides routine to advanced swim lessons and aquatics safety programs to participants of all ages; interprets, explains, and enforces safe aquatic programs and pool policies, regulations, and rules; performs rescues and administers first aid treatment to children and adults in distress; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Lifeguard/Swim Instructor series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to perform the full range of lifeguarding and swim instruction duties. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 technical and functional guidance to staff on an assigned shift; assists with scheduling; provides input related to performance evaluations as required.
- Trains employees in work methods, quality standards, and relevant safety precautions.
- Assists with coordinating aquatic and safety programs; ensures proper teaching techniques by other instructors.
- Provides aquatic safety and supervision for patrons; monitors activities in the water, on pool decks, and in ancillary areas of the City's aquatic complex and facility to avoid and prevent accidents, and to ensure the safety and well-being of patrons; promotes public safety at all times.

- Acts as lifeguard during pool hours and at all events held at the pool; performs all required lifeguard-training skills as needed; administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.
- Leads, teaches, and conducts aquatics lessons, classes, and activities for groups of youth, teens, adults, and/or seniors according to collective ability level of participants.
- Provides technical guidance to participants by demonstrating skills, methods, and techniques, ensuring proper form and safety.
- Implements, monitors, and enforces City policies, rules, and procedures; cautions patrons regarding unsafe activities; follows emergency plans and procedures as established by the City; assists other staff with difficult enforcement issues.
- Opens, closes, and secures the complex; checks equipment and places in the proper locations; covers and uncovers the pool; sets or removes lane lines; powers up and turns off electrical equipment and computers; ensures pool area is cleared prior to closing complex.
- Inspects and maintains swimming and pool equipment for functionality, ensures proper placement and availability in the pool area, and recommends maintenance and repair as needed.
- Maintains pool and restroom areas in a safe and clean condition.
- Collects fees and payments from the public; maintains records of and reconciles monies collected; prepares cash deposits.
- Participates in required training sessions, including safety drills and other emergency procedures.
- Maintains logs and records of activities relevant to work performed.
- Observes and complies with all City and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles and techniques of recreation services, aquatic programs, and lifeguarding, including lifesaving methods and procedures.
- Instructional methods and techniques applicable to the aquatics field including beginning through advanced swim strokes.
- Modern principles and practices of swimming program development and implementation.
- Proper opening, closing, and set up of aquatics facilities.
- Operational characteristics of water rescue safety equipment and devices.
- Swimming pool and guest safety and emergency procedures.
- Emergency care and assessment techniques.
- CPR (Cardiopulmonary Resuscitation) techniques, AED (automated external defibrillator) machine usage and first aid practices.
- Basic maintenance and cleaning practices.
- Occupational hazards and standard safety practices.
- City and mandated safety rules, regulations, and protocols
- Techniques for providing a high level of customer service, by effectively dealing with the public and City staff.
- The structure and content of the English language to effectively perform the work.

- 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:

- Plan, organize, and coordinate the work of lifeguard staff on assigned shifts.
- Effectively provide staff leadership, work direction, and training.
- Plan proper lifeguard coverage on assigned shift to ensure safety of patrons.
- Assist with planning and implementation of aquatic programs.
- Understand the organization and operation of the City's aquatics complex.
- Lead and teach assigned aquatics classes or swim team practices and activities for a variety of age levels.
- Provide instruction, feedback, and evaluation to program participants.
- Interpret, apply, and enforce City policies and procedures within the aquatic facility.
- Attentively observe and monitor the safety of swimmers and other guests using aquatic center facilities.
- React to and handle water rescue and medical emergencies in a safe and effective manner.
- Administer first aid, CPR, and AED as needed.
- Maintain complexes and equipment in a clean, safe, and secure manner.
- Exercise professional judgment to act effectively in emergency situations.
- Work with children and adults in a recreational setting.
- Maintain discipline, order, and safety in a crowded and noisy environment.
- Communicate clearly and concisely, 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 completion of the tenth (10th) grade and possession of a valid work permit.

Experience:

- Three (3) years of experience as a Lifeguard and/or Swim Instructor.

Licenses and Certifications:

- Possession of a valid American Red Cross Lifeguard Instructor or Water Safety Instructor certification or equivalent, to be maintained throughout employment.
- Possession of a valid Lifeguard Training Certification from the American Red Cross or equivalent agency, to be maintained throughout employment.
- Possession of a valid American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certification and First Aid Certification, to be maintained throughout employment.

PHYSICAL DEMANDS

Work is primarily performed within a public swimming pool environment where stamina is needed to swim with proficiency, endurance, and proper technique. Must possess ability to perform moderate to heavy lifting of pool equipment and furniture, or children or adults who may require removal from the pool, and

to stay in the pool for prolonged periods of time. Requires mobility to stand, stoop, kneel, reach, bend, climb, push, and pull materials and equipment, and swim, while wearing an appropriate uniform with protective equipment. Requires vision and hearing sufficient to see and hear adults and children in crowded and noisy conditions situations. Must also possess the mobility to work in an 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 or by using a telephone and radio in. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or to operate safety equipment. Must be able to swim distances and dive to pool depths, as determined by testing/certification authorities, and to lift 125 pounds or heavier weights with proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work outdoors in a pool environment with wet and slippery conditions and are exposed to variable weather conditions; may be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids while rendering first aid and CPR. 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

SENIOR MAINTENANCE AND UTILITY WORKER

SALARY: RANGE 68

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of maintenance and repair work on City water systems, sewer systems, streets, grounds, and facilities; installs appropriate signage; operates a variety of equipment; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Services Supervisor. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the Public Services Maintenance Worker series and the Utility Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Public Services Supervisor in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

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 essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing a variety of maintenance and repair work on the City's water systems, sewer systems, streets, grounds, and facilities; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Maintains and repairs City water and sewer systems, lines, and equipment; exercises valves; cleans water and sewer lines; provides support in the maintenance of water and sewer mains, laterals, fire hydrants, meters, and various other fixtures, parts, and equipment; inspects and repairs leaks, obstructions, and general system failures; trenches and refills lines; cleans dumps, water basins, street drains, and sewers.
- Installs, maintains, remodels, and repairs facility structures; constructs wooden buildings, doors, walls, framework, and furniture; hangs drywall; builds and repairs fencing.
- Maintains and repairs City streets, curbs, and gutters, as well as water distribution and sewer collection systems; prepares streets for asphalt and concrete repair; utilizes asphalt and other rock to grade and patch City's rights-of-way; fills holes and seals cracks; maintains existing streets in proper condition; cleans and maintains street drains.
- Cleans City streets and right of ways; collects trash and debris; delivers materials; loads and unloads trucks.
- Installs, maintains, and repairs roadway signage, safety signs, and markers; paints and stripes curbs, stop lines, crosswalks, roadways, lines, and other street markings; places and removes traffic control signs, sign boards, thrashers, markers, and barricades.
- Performs grounds maintenance activities; mows, edges, trims, and waters lawns, fields, and other turf grounds; hoes and pulls weeds; rakes leaves.
- Operates a variety of vehicles and equipment to conduct work, such as vector trucks, camera trucks, asphalt, and crack seal trailers; loads and unloads materials, supplies, and equipment.
- Operates a variety of equipment such as backhoes, mowers, tractors, edgers, chainsaws and various hand and power tools.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Standard tools, equipment, materials, methods, and techniques used in general construction, maintenance, and repair.
- Basic practices, procedures, methods, and materials involved in the maintenance and repair of streets, water and sewer systems, buildings, and facilities.
- Use of hand and power tools used in maintenance and repair.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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 at a level necessary to successfully perform the duties

assigned.

- 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Perform a variety of general activities involved in the maintenance and repair of City streets, alleys, grounds, water and sewer systems, buildings, facilities, and other City-owned properties.
- Operate a variety of equipment such as forklift, backhoes, trucks, mowers, tractors, lawn edgers, chainsaws, and various hand and power tools.
- Perform routine maintenance duties including light construction, plumbing, concrete work, framing, and demolition.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Three (3) years of journey-level experience in street construction and maintenance.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

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. 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 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, hazardous physical substances and fumes, dust, and air contaminants. 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 Public Services Maintenance Worker (California Government Code Section 3100-3109).



CITY OF IMPERIAL

JOB DESCRIPTION

SENIOR PARKS MAINTENANCE WORKER

SALARY: RANGE 68

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Parks and Recreation

DEFINITION

Under general supervision, performs the most complex semi-skilled and skilled duties in the maintenance, repair, and renovation of parks, fields, trails, landscaped areas, and street medians; inspects, cleans, and maintains park infrastructure including benches, drinking fountains, court surfaces, and restrooms; operates a variety of maintenance equipment including tractors, loaders, mowers, wood chippers, and related maintenance vehicles; operates a variety of hand, power, and shop tools; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management or supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff, in the absence of the Parks Maintenance Coordinator.

CLASS CHARACTERISTICS

This is the advanced journey level classification in the Parks Maintenance Worker series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Parks Maintenance Coordinator in that the latter leads, oversees, coordinates, and reviews the work performed by Parks Maintenance Workers.

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 essential functions of the job.

- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable federal, state, and local laws, rules, and regulations.
- Operates and maintains a wide variety of hand and power tools, including chainsaws, mowers, edgers, blowers, weed eaters, and power sprayers; ensures proper operation of equipment related to the work.

- Performs the most complex maintenance and repair duties on parks and playgrounds; inspects and repairs playground apparatus including sealing and adding additional surfacing; inspects, repairs, replaces, and maintains simple water features, splash pads and drinking fountains; corrects and/or reports safety hazards, graffiti, and vandalism; paints and repairs park furnishings.
- Performs the most complex landscape maintenance activities including field, turf, and lawn maintenance; waters, weeds, trims, and fertilizes lawns, trees, shrubs, and flower beds.
- Mixes and applies chemical pesticides and herbicides to City grounds in order to control and prevent pests, weeds, and plant diseases.
- Maintains federal, state, and county mandated records and reports related to the application of chemical pesticides and herbicides; maintains the City's chemical and spray equipment inventory.
- Conducts visual inspections of trees along City rights-of-way, parks, alleys, and other public properties to determine corrective action necessary to mitigate or remedy any safety hazards, disease, and or pest issues.
- Trims and prunes trees; picks up tree cuttings, brush, and debris resulting from trimming trees; loads trucks or chipping machine; cuts and clears grounds, brush, and undergrowth; removes and grinds stumps.
- Oversees the cleaning and maintenance of public facilities; opens and closes facilities; restocks restrooms with necessary sanitary products; performs minor plumbing and carpentry in and around facilities.
- Designs, maintains, monitors, troubleshoots, and repairs landscape irrigation systems; performs tests to ensure proper operations; adjusts, repairs, and replaces timing mechanisms, valves, pipes, sprinkler heads, and similar parts.
- In the absence of the Parks Maintenance Coordinator, leads and oversees work crews; assists with maintenance decisions in the field.
- Provides courteous customer service; responds to questions and inquiries from City staff and the general public regarding various maintenance projects; resolves customer problems or complaints.
- Observes safe work methods and uses safety equipment; sets traffic controls and secures worksites from traffic hazards, as necessary; responds to park emergencies.
- Performs special event park maintenance duties; transports, sets up, and takes down equipment; cleans up after events; installs, repairs, and maintains decorations, banners, and flags.
- Prepares and maintains a variety of written records and reports; reads and interprets plans, specifications, blueprints, and schematics.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Landscape maintenance principles, practices, tools, and materials.
- Occupational hazards and safety standards related to conducting maintenance and repair work, including driving rules and practices.
- Methods and techniques related to the proper handling of toxic chemicals and pesticides.

- Practices and procedures used in weed abatement, watering, fertilizing, and spraying of plants, turf, and trees.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized parks maintenance and repair equipment.
- Irrigation system installation, maintenance, and repair.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- 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 at a level necessary to successfully perform the duties assigned.
- Current 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and perform a variety of maintenance, construction, and repair work for parks, fields, trails, and landscaped areas.
- Operate a variety of maintenance tools and equipment in a safe and effective manner.
- Plant, propagate, and maintain trees, shrubs, flowers, and turf.
- Perform heavy manual labor.
- Drive and operate motorized landscape equipment.
- Maintain accurate records and documentation.
- Follow instructions and properly apply herbicides and pesticides in accordance with the written procedures and legal mandates.
- Ensure safety procedures are properly followed, including those related to traffic control and operation of a variety of maintenance equipment, tools, and materials.
- Respond to public inquiries and requests.
- Read and interpret plans and diagrams.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to the completion of twelfth (12th) grade.

Experience:

- Three (3) years of increasingly responsible experience in the maintenance and repair of parks and recreational facilities.

Licenses and Certifications:

- Possession of a valid California Driver's License, to maintained throughout employment.
- Possession of a valid California Department of Pesticide Regulation Qualified Applicator Certificate, 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 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. 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 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 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, hazardous physical substances and fumes, dust, and air contaminants. 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

SENIOR PLANNER

SALARY: RANGE 92

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Community Development

DEFINITION

Under general direction, leads, oversees, reviews, and participates in the work of staff performing planning activities for short- and long-range planning including: administering the zoning code, subdivision ordinance, and City General Plan; performs professional planning activities, such as reviewing permit applications and architectural plans; provides technical planning, information, and assistance to the Community Development Director, the Planning Commission, various commissions and advisory committees, developers, contractors, and the public; administers grants; performs a variety of technical studies and prepares and presents staff reports; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the professional Planner series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to support the development of short- and long-range planning activities. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing short- and long-range planning activities; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring the work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Confers with, provides information to, and serves as a technical resource to the public, developers, property owners, contractors, engineers, architects, other departments, and outside agencies regarding planning, building permits, zoning, and land use, via phone, email, or in person; explains standards, codes, requirements, plan specifications, and codes; evaluates alternatives.
- Coordinates and performs administrative work in grants administration and reporting, including preparing grant applications, disseminating funding opportunities; ensuring achievement of grant objectives; reviewing, approving, and tracking requisitions and reimbursements documents for all grant projects; assists in preparing grant budgets and interpreting funding agency regulations and requirements.
- Performs a variety of complex planning, research, and special project review duties in support of assigned Community Development projects and to comply with zoning ordinances; reviews building permit applications for zoning and planning compliance as directed; enforces zoning ordinances and conducts field investigations regarding ordinance violations as needed; prepares inspection reports.
- Reviews, analyzes, and makes recommendations on applications such as Conditional Use Permits, Variances, Tentative Parcel Maps, and Design Review Permits; reviews drawings or blueprints for proposed use and aesthetics; conducts site evaluations and analysis.
- Receives, reviews, and processes various building, planning, land use, and a variety of planning and specialized permit applications; ensures proposed projects comply with zoning requirements, growth policies, and established local, state, and federal laws, codes, and regulations related to building and planning projects.
- Participates in the review, development, or revision of the various elements of the General Plan, Environmental Impact Reports, ordinances, and other policies and procedures; coordinates GIS implementation and use.
- Reviews development proposals for conformance with the City's zoning codes; determines conformity with codes, policies, regulations, and procedures; recommends approval or identifies problems and assesses alternatives for projects.
- Assists the public with completing applications for planning and building permits; explains required information; ensures appropriate fees are attached; notifies applicants of environmental requirements and appeal procedures as necessary; responds to public and governmental inquiries concerning environmental requirements and regulations and related issues.
- Researches, prepares, and presents reports concerning land use regulations and short- and long-range planning issues including changes to the development plan and land development policies and standards; prepares graphic presentations and maps utilizing appropriate techniques and computer software, as assigned; prepares and delivers oral presentations; prepares support materials.
- Participates in the preparation, review, and updating of local planning strategies; prepares and processes various short- and long-term plans; prepares and processes amendments to local planning strategies, community and urban plans, and various others; reviews new and modifies existing specific plans as directed; assists with revisions to land use ordinances as required.
- Conducts a variety of special projects and surveys to determine impact of proposed building, zone change, and planning projects; compiles and assembles a variety of information in support of assigned studies and projects; researches property locations, zoning requirements, and legal descriptions for assigned projects.
- Reviews request for proposal documentation to identify key requirements, deadlines, and evaluation criteria.
- Trains and provides assistance with the work instruction or project direction of lower-level professional and para-professional staff members.

- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Principles and terminology related to planning and building permits, land use theory, and zoning requirements.
- Objectives, principles, procedures, standards, practices, and information sources of City planning.
- Federal, state, and local planning and environmental laws and ordinances including regulations pertaining to land use, building and development including Organic Waste, the California Environmental Quality Act, and the Subdivision Map Act.
- Implementation of zoning and other municipal ordinances.
- Permit review and issuance procedures.
- Methods used in developing information for General Plan modifications.
- Application of land use, physical design, economic, environmental, and/or social concepts to the planning process.
- Economic, population, and land use trend analysis.
- Public speaking techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Serve as a technical resource concerning planning and building permits, zoning information, growth policies, and planning strategies.
- Interpret maps, site and building plans and specifications, graphs, and statistical data.
- Interpret and understand engineering and architectural plans, concepts, and methodologies.
- Develop clear and concise technical documents, reports, correspondence, and other written materials, including staff reports to commissions, boards, and the City Council.
- Plan and organize multiple projects.

- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to a bachelor's degree in planning, geography, economics, law, public administration, or a related field.

Experience:

- Four (4) years of professional planning experience in a municipal setting.

Licenses and Certifications:

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

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various City sites; 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 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

SENIOR RECREATION AND EVENT SPECIALIST

SALARY: RANGE 72

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Parks and Recreation

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff supporting the planning and implementation of a variety of recreation, leisure, and educational programs; organizes adult, youth, and alternative sports, after school programs, and recreation classes; assists with the planning and execution of City special events; leads, teaches, and conducts diversified recreation activities at various recreational facilities; maintains records and promotes program activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Recreation and Event Specialist series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 where appropriate so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff leading City-wide activities for youth and/or adults, special events, recreation center activities, athletics, or other related recreation programs; promotes community involvement through recreational and leisure programs; interacts with members of the public across all age groups.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Identifies opportunities for improving service delivery and procedures; provides recommendations concerning process changes; assists with implementing improvements.
- Organizes, plans, directs, and coordinates recreation activities as appropriate for position; trains part-time staff and/or volunteers in leading or teaching recreation activities.
- Assists with special event/program set up; maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition; secures equipment and materials at the close of the workday; assists with opening, closing, and securing buildings for events.
- Assists with coordinating event publicity, including news releases, fliers, pamphlets, brochures, and presentations; performs public relations work within the community and with community groups pertaining to specific programs, events, and special activities.
- Issues, collects, properly maintains, and inventories City equipment and supplies; reports maintenance and equipment repair needs to management; monitors equipment inventories and procures items as needed.
- Maintains records and prepares reports concerning new and ongoing programs; prepares attendance and activity records; performs routine office duties, including answering the telephone, greeting patrons, typing, data entry, copying, and filing.
- Oversees and trains others in registration and enrollment transactions and point of sale activities.
- Plans, prioritizes, assigns, schedules, and monitors the work of assigned seasonal and part-time staff and volunteers; assists in recruiting, selecting, interviewing, and training volunteers, seasonal, and part-time staff.
- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Maintains effective communication and working relationships with patrons, participants, clients, co-workers, City Department representatives, and outside agencies.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Operations, services, and activities of assigned program.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- City and mandated safety rules, regulations, and protocols.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

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

Ability to:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee the operations and activities of assigned programs.
- Interpret and apply facility use policies and procedures.
- Assist with planning and implementing programs.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- 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.

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 completion of the twelfth (12th) grade, supplemented by college level coursework in recreation, leisure studies, or a related field.

Experience:

- Three (3) years of increasingly responsible experience assisting with planning, implementing and executing recreation programs and/or special events.

Licenses and Certifications:

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

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, 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 working outdoors while overseeing recreation activities and/or special events, must possess mobility to work in changing site conditions; to operate a motor vehicle and visit various City sites; 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. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 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 and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. 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

SENIOR RECREATION LEADER

SALARY: RANGE 57

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – Unrepresented Seasonal

Department: Parks and Recreation

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff providing support in conducting recreation activities in connection with a specific recreation or leisure program, service, activity, or function; oversees activity/facility operations in the absence of a Recreation Coordinator or Recreation Specialist; leads, teaches, and conducts diversified recreation activities at various recreational facilities; continuously supervises and monitors participants to ensure their safety and well-being; performs a variety of clerical duties in support of program operations; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level classification in the Recreation Leader series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

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 where appropriate so qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff providing program support for recreational activities, events, and services; serves as a resource to staff for operational and program related questions.
- Oversees participants and spectators in a recreation program, activity, or facility; supervises and schedules established programs of recreational activities for children and adults; assists in the encouragement of participation and good sportsmanship.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday and performing basic custodial duties; assists with opening, closing, and securing buildings for events, as assigned.

- Maintains a safe program environment and facility; conducts safety checks; administers first aid and CPR as required; implements and monitors City procedures with respect to participant safety.
- Leads, teaches, and conducts diversified recreation activities at various assigned recreational facilities; performs scorekeeping activities.
- Plans and facilitates daily recreational and enrichment activities which include but are not limited to games, sports, art, music, senior activities, and crafts for program participants.
- Resolves program issues within established guidelines; suggests program improvements.
- Inspects program areas and equipment and recommends maintenance and repair as needed.
- Transports, issues, receives, and controls the use of recreational equipment and supplies; monitors equipment inventories and recommends procurement of items as needed.
- Performs routine office duties, including basic cashiering, answering the telephone, greeting patrons, typing, data entry, copying, and filing; prepares flyers, calendars, and other publicity; prepares routine reports of participation and activities.
- Responds to patrons' needs for assistance or information; identifies issues and resolves problems or refers to supervisor as appropriate; provides customer service and enforces rules and regulations.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Ensures staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Operations, services, and activities of assigned program.
- General office and business administrative practices.
- Methods and techniques of implementing program activities.
- Age-appropriate program content.
- Instructional methods and techniques.
- Care and proper use of recreational equipment and supplies.
- 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.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Effectively provide staff leadership and work direction.
- Oversee the operations and activities of assigned programs.
- Interpret and apply facility use policies and procedures.
- Assist with planning and implementing programs.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).

- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- 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.

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 completion of the twelfth (12th) grade, or work permit if currently in high school.

Experience:

- Three (3) years of increasingly responsible experience facilitating recreation programs/special events.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

When working in an office environment and/or recreational facility, 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 working outdoors while overseeing recreation activities and/or special events, 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. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 10 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 and/or recreational facility with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work outdoors and are exposed to loud noise levels, cold and hot temperatures, and inclement weather conditions. 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

SENIOR WATER METER / DISTRIBUTION OPERATOR

SALARY: RANGE 72

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of skilled work in the operation, maintenance, and repair of the City's water infrastructure systems, including servicing water main and service lines; performs meter reading, water connection/disconnection services, and field inspections; maintains and repairs water meters; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management or supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and lead level classification in the Water Meter/Distribution Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Water Plant Chief Operator in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

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 essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing skilled work in the operation, maintenance, and repair of the City's water infrastructure systems; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring work is consistent with quality standards and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and disciplinary actions.

- Oversees and performs inspections, troubleshooting, and skilled maintenance, repairs, and replacements of water systems transmission/distribution main and service lines.
- Ensures unit work is conducted in compliance with state and federal environmental and water quality laws and regulations and City policies and standards.
- Oversees the troubleshooting, programming, repair, and replacement of meters and boxes.
- Receives and responds to customer complaints, including water meter leaks, low pressure issues, high water bills, and missing meter box lids; identifies issues and provides information and explanations to customers; directs or performs repairs.
- Ensures safe digs for water service line maintenance and water leak servicing; utilizes specialty equipment to locate and track water lines to water mains and confirm service line leaks.
- Safely operates medium and heavy equipment including vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, and utility trucks; safely uses various hand and power tools; cleans and maintains vehicles, tools, and equipment; ensures proper maintenance of tools and equipment, including preventive maintenance.
- Inspects and maintains water and wastewater systems infrastructure equipment and components.
- Directs or performs the City's dead end fire hydrant main flushing and valve exercising; directs or performs related maintenance, repairs, and servicing.
- Ensures work zones and equipment are set up in safe operating conditions; mitigates unsafe conditions and security issues.
- Oversees and performs the ordering and maintenance of stock to ensure parts are available, as necessary.
- Interprets plans, diagrams, blueprints, sketches, and specifications.
- Documents and records unit activities; prepares reports as directed.
- Ensure staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Methods, materials, tools, and equipment used in water systems operations, repairs, and maintenance.
- State and federal laws and regulations governing water/wastewater utilities and emergency response.
- Safe work practices and occupational hazards.
- Techniques for use and storage of chemicals, including OSHA Safety Data Sheets (SDS) for hazardous chemicals used in the workplace.
- Methods and techniques of water transmission and distribution system installations, troubleshooting, and repairs.
- Basic computerized systems for equipment data logging and field work recording.
- OSHA guidelines related to water transmission/distribution system operations.
- Underground utility location services specifications and guidelines.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.
- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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 at a level necessary to successfully perform the duties assigned.
- Current 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Follow standardized methods and procedures, and verbal and written instructions.
- Effectively perform water systems maintenance activities.
- Identify unsafe conditions and mechanical problems.
- Read and understand manufacturer manuals and equipment specifications.
- Following safe work practices.
- Safely operate a variety of equipment such as vacuum trucks, backhoes, tractors, forklifts, dump trucks, water trucks, utility trucks, and various hand and power tools.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely in the English language at a level necessary for successful job performance.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Five (5) years of experience in water meter and distribution construction, repair, and maintenance experience, or two (2) years of experience equivalent to a Water Meter/Distribution Operator II with the City of Imperial.

Licenses and Certifications:

- Possession of a valid Class B California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.

- Possession of a valid Forklift certification, to be maintained throughout employment.
- Possession of a valid Water Distribution Certification Grade III (D-3) from the California State Water Resources Control Board, 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; possible entry into confined spaces and the use of confined entry equipment, 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. 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 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. 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

SENIOR WATER TREATMENT PLANT OPERATOR

SALARY: RANGE 82

Draft Classification

Pending CC Approval 09/17/25

FLSA Non-Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under direction, leads, oversees, reviews, and participates in the work of staff performing a variety of operations, control, and preventative maintenance functions in support of the City's production of potable water; oversees and performs routine water quality laboratory analysis and ensures compliance with federal, state, and local laws and regulations; operates and maintains plant equipment; oversees preventive maintenance and repairs of plant facilities and equipment; performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned management or supervisory personnel. Exercises technical and functional direction over and provides training to lower-level staff.

CLASS CHARACTERISTICS

This is the advanced journey and/or lead level classification in the Water Treatment Plant Operator series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment, and, for lead positions, provide lead direction to a work unit of lower-level staff. Positions in the classification rely on experience and judgment to perform assigned duties and ensure efficient and effective servicing function of assigned program areas. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to deliver services and complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This class is distinguished from the Water Plant Chief Operator in that the latter is the full supervisory classification with responsibilities for the supervision and evaluation of assigned staff.

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 that qualified employees can perform the essential functions of the job.

- Leads, oversees, reviews, and participates in the work of staff performing operations, control, and preventative maintenance functions in support of the City's production of potable water; assumes responsibility for the workflow of an assigned work unit by making work assignments, ensuring that work is consistent with quality standards, and timeline expectations are met.
- Performs the more complex work assignments for the classification series for which there are little or no directly related policies, procedures, or past practice which requires the exercise of independent judgment and discretion in establishing work plans, identifying resources, and completing assignments.
- Provides input for personnel decisions such as performance evaluations, promotions, hiring, and

disciplinary actions.

- Leads the operations of the City's water treatment plant using electronic and computer control systems (SCADA); adjusts equipment settings as appropriate; monitors and interprets gauges, meters, charts, and graphs; operates pumps, valves, motors, and related equipment.
- Oversees and monitors plant operations equipment and processes to ensure compliance with environmental and public health standards to determine processing requirements; calibrates and adjusts controls, instruments, and equipment as needed to optimize efficiency.
- Leads and participates in the operation, installation, maintenance, and repair of the City's water treatment plant, distribution systems, and related equipment; inspects plant equipment; performs preventative maintenance; notifies management of unusual situations and makes inspections or corrects system problems as necessary.
- Ensures the proper maintenance of a wide variety of water plant equipment; inspects, troubleshoots, and diagnoses related problems and malfunctions.
- Ensures regular water quality analysis and the maintenance of analysis instrumentation and equipment to ensure accuracy; takes corrective action according to laboratory results.
- Oversees the maintenance of accurate records, logs, and reports of plant operations, including readings, laboratory results, adjustments, and repair and maintenance activities.
- Ensures the maintenance and cleanliness of plant facilities and grounds.
- Responds to water treatment plant and booster station facility emergencies and water quality concerns.
- Ensure staff observe and comply with all City and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training to assigned staff.
- Principles and practices of leadership.
- Principles and process of water treatment and water distribution systems.
- Principles, practices, equipment, material, and tools used in the operation, cleaning, and preventive maintenance of water treatment facilities, water distribution systems, and related equipment.
- The operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- SCADA operating systems and other computer applications related to the work.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mechanical, electrical, and hydraulic principles.
- Health and safety regulations and procedures.
- Record keeping techniques.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned division.

- Methods and techniques of preparing technical and administrative reports, and general business correspondence.
- 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.
- Current 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:

- Plan, organize, and coordinate the work of assigned staff.
- Effectively provide staff leadership and work direction.
- Oversee and participate in a variety of activities in the installation, maintenance, and repair of water treatment and water distribution systems.
- Operate, maintain, and repair a variety of water treatment equipment.
- Read and interpret gauges and other recording devices reflecting water treatment plant operations and make operating adjustments based upon recorded data.
- Recognize and correct unusual, inefficient, or dangerous operating conditions.
- Conduct chemical and physical tests of water and related materials.
- Handle hazardous chemicals in a safe manner.
- Oversee the maintenance of manual and automated logs, records, reports, and charts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relative to the work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

- Equivalent to completion of the twelfth (12th) grade.

Experience:

- Four (4) years of experience in mechanical maintenance of water treatment plant operations, or one (1) year of responsible work experience comparable to that of a Water Treatment Plant Operator III with the City of Imperial.

Licenses and Certifications:

- Possession of a valid Class “B” California Driver’s License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.
- Possession of a valid Water Treatment Plant Certification Grade III (T-3) from the California State

Water Resources Control Board, to be maintained throughout employment.

- Possession of a valid Water Distribution Certification Grade III (D-3) from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard water treatment plant, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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 of up to 125 pounds in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard water treatment plant, and related facilities 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, hazardous physical substances and fumes, dust, and air contaminants. 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

WASTEWATER PLANT CHIEF OPERATOR

SALARY: RANGE 85

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff, operations, and maintenance of the City's wastewater treatment plant, collection system, and sewage lift stations within the Public Services Department; 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 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 maintenance and operations of the City's wastewater treatment plant, collection system, and sewage lift stations. 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, 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 City's wastewater treatment plant, collection system, and sewage lift stations in strict compliance with public health and federal and state regulations.
- 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.
- 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, monitors, and controls the operations of the wastewater treatment plant, collection system, sewage lift stations, and related equipment and sites.
- Oversees and ensures compliance with state and federal regulations; serves as the City's representative for inspections and interactions with the California Regional Water Quality Control Board; compiles, reviews, and submits required reports to regulatory agencies.
- Performs periodic inspections of all phases of the wastewater treatment process to ensure balanced and proper operation of all systems; recommends alterations and changes in operating procedures, as necessary.
- Oversees and ensures compliance with National Pollution Discharge Elimination System (NPDES) reporting; applies for and renews NPDES permits.
- Oversees hazardous waste storage and disposal, sanitary sewer overflow, storm water management, and water pollution control programs and activities in compliance with Environmental Protection Act guidelines.
- Manages, monitors, and oversees required sampling and related paperwork.
- Oversees stock and makes purchases for plant facilities, the laboratory, and the collection system; ensures needed supplies are available; tracks and maintains detailed plant, maintenance, service, laboratory, and related records and documents.
- 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 field of wastewater treatment and collection systems maintenance and operations.
- 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.
- Principles, practices, procedures, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of wastewater treatment and equipment.
- Practices and procedures of collection system and lift system maintenance and operation.
- Maintenance and overhaul of plant equipment and installation and maintenance of wastewater and related facilities.
- Methods and techniques of sample collection, processing, and various chemical and physical testing of wastewater and related materials.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Uses and functions of Supervisory Control and Data Acquisition (SCADA) operating systems.
- NPDES reporting and compliance requirements.
- Recordkeeping principles and procedures.
- 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 City's wastewater treatment plant, collection system, and lift stations.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Inspect, diagnose, and correct wastewater treatment and collection system malfunctions and problems.
- Effectively conduct and oversee laboratory testing procedures and direct the maintenance and retention of related records.
- Effectively operate and utilize SCADA operating systems.
- Safely operate a variety of medium to heavy equipment, power tools, and hand tools.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and present technical information and data in an effective manner.
- 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 completion of the twelfth (12th) grade, supplemented by college level coursework or technical training in a related field.

Experience:

- Five (5) years of experience in the operation and maintenance of wastewater treatment and collection systems, including two (2) years of experience in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid Class "B" California Driver's License with endorsements for air brakes and tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.
- Possession of a valid Wastewater Treatment Plant Certification Grade III from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Collection System Maintenance Certification Grade 2 from the California Water Environmental Association (CWEA) to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard wastewater treatment plant, sewage lift stations, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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 25 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard wastewater treatment plant, sewage lift stations, and related facilities 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, hazardous physical substances and fumes, dust, and air contaminants. 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

WATER PLANT CHIEF OPERATOR

SALARY: RANGE 85

Draft Classification

Pending CC Approval 09/17/25

FLSA Exempt – MSPC Unrepresented

Department: Public Services

DEFINITION

Under general direction, plans, organizes, oversees, coordinates, and manages the staff, operations, and maintenance of the City's water treatment plant and water distribution system within the Public Services Department; 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 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 maintenance of the City's water treatment plant and water distribution system. 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, 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 City's water treatment plant and water distribution system, including oversight of the maintenance required to ensure the production and distribution of potable water for the City.
- 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, monitors, and controls the operations of the water treatment plant, water distribution system, and related equipment and sites, including chemical feeding equipment, filtration equipment, reservoirs.
- Manages and oversees safe digs for water service line maintenance and water leak servicing, including the use of underground utility location services to identify utility lines in affected areas.
- Manages and oversees water main flushing and valve exercising.
- Participates in the planning, monitoring, and oversight of the construction of new water plant facilities; provides input to increase efficiency, productivity, and safety.
- Oversees stock and makes purchases for plant facilities, the laboratory, and the distribution system; ensures needed supplies are available.
- Tracks and maintains detailed plant, maintenance, service, laboratory, and related records and documents; compiles, reviews, and submits required documents and reports to regulatory agencies.
- 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 field of water treatment and distribution systems maintenance and operations.
- 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.
- Principles, practices, procedures, equipment, materials, and tools used in the operation, cleaning, and preventive maintenance of water treatment plants and related equipment.
- Maintenance and overhaul of plant equipment and installation and maintenance of water and related facilities.
- Operation and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.
- Standard chemical and physical tests of water and related materials.
- Principles and techniques of capital improvement construction, inspection, funding, and long-term maintenance.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- Uses and functions of Supervisory Control and Data Acquisition (SCADA) operating systems.
- Recordkeeping principles and procedures.
- 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 City's water treatment plant and distribution system.
- Prepare and administer complex budgets; allocate limited resources in a cost-effective manner.
- Inspect, diagnose, and correct water treatment and water distribution system malfunctions and problems.
- Effectively conduct and oversee laboratory testing procedures and direct the maintenance and retention of related records.
- Effectively operate and utilize SCADA operating systems.
- Safely operate a variety of medium to heavy equipment, power tools, and hand tools.
- Analyze and interpret plans and specifications in accordance with design requirements and applicable standards and regulations.
- Independently conduct studies and research projects, evaluate alternatives, make sound recommendations, and present technical information and data in an effective manner.
- 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 completion of the twelfth (12th) grade, supplemented by college level coursework or technical training in a related field.

Experience:

- Five (5) years of experience in the operation and maintenance of water systems, to include two (2) years in a supervisory capacity.

Licenses and Certifications:

- Possession of a valid Class "B" California Driver's License with endorsements for air brakes and

- tanker, to be maintained throughout employment.
- Incumbents in the classification series are placed in a random drug test program.
- Possession of a valid Water Treatment Plant Certification Grade III (T-3) from the California State Water Resources Control Board, to be maintained throughout employment.
- Possession of a valid Water Distribution Certification Grade III (D-3) from the California State Water Resources Control Board, to be maintained throughout employment.

PHYSICAL DEMANDS

Must possess mobility to work in the field, standard water treatment plant, and related facilities; 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; possible entry into confined spaces and the use of confined entry equipment, 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 20 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field, standard water treatment plant, and related facilities 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, hazardous physical substances and fumes, dust, and air contaminants. 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
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
Animal Control Officer	IPOA	57
Assistant City Clerk	Unrepresented MSPC	78
Assistant City Manager	Unrepresented MSPC	102
Assistant to the City Manager	Unrepresented MSPC	98
Associate Planner	Unrepresented MSPC	85
Building Inspection and Code Enforcement Supervisor	Unrepresented MSPC	85
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
City Manager	Contract	Contract
Code Enforcement Inspector	Teamsters	69
Collection System Worker I	Teamsters	62
Collection System Worker II	Teamsters	66
Community Development Director	Unrepresented MSPC	102
Community Development Project Coordinator	Unrepresented MSPC	69
Community Development Project Manager	Unrepresented MSPC	92
Community Development Technician	Teamsters	57
Community Services Director	Unrepresented MSPC	102
Construction Project Coordinator	Unrepresented MSPC	76
Crew Leader Parks	Teamsters	65
Crew Leader Public Services	Teamsters	65
Criminal Analyst	IPOA	73
Cybersecurity Administrator	Unrepresented MSPC	86

**City of Imperial
Classification and Compensation Schedule**

Cybersecurity Program Manager	Unrepresented MSPC	92
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
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 (GIS) Analyst	Unrepresented MSPC	78
Geographic Information Systems Coordinator	Unrepresented MSPC	75
Geographic Information Systems (GIS) Program Manager	Unrepresented MSPC	92
Geographic Information Systems Project Manager	Unrepresented MSPC	92
Human Resources Analyst	Unrepresented MSPC	78
Human Resources Manager	Unrepresented MSPC	98
Human Resources and Risk Management Director	Unrepresented MSPC	102
Human Resources Specialist	Unrepresented MSPC	80
Human Resources Technician	Unrepresented MSPC	68
Information Technology Analyst	Unrepresented MSPC	78
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	84
Library Assistant	Teamsters	60
Library Assistant	Unrepresented Part-Time	60
Library Grant Coordinator	Unrepresented MSPC	75
Library Manager	Unrepresented MSPC	98
Library Page	Unrepresented Part-Time	55

City of Imperial
Classification and Compensation Schedule

Library Supervisor	Unrepresented MSPC	77
Library Support Services Worker	Unrepresented Part-Time	55
Library Technician	Teamsters	63
Lifeguard	Unrepresented Seasonal	55
Lifeguard/Swim Instructor	Unrepresented Seasonal	56
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
Lunch at the Library Intern	Unrepresented Part-Time	55
Maintenance Electrician	Teamsters	78
Management Analyst	Unrepresented MSPC	80 78
Organic Waste Monitor	Unrepresented Limited Term	65
Parks and Recreation Director	Unrepresented MSPC	102
Parks Maintenance Coordinator	Unrepresented MSPC	68
Park Maintenance Worker I	Teamsters	57
Park Maintenance Worker II	Teamsters	60
Park Maintenance Worker III	Teamsters	64
Planner I	Teamsters	75
Planner II	Teamsters	77
Planner III	Unrepresented MSPC	80
Police Captain	Unrepresented MSPC	98
Police Chief	Contract	102
Police Chief's Administrative Assistant	IPOA	60
Police Corporal	IPOA	82
Police Officer	IPOA	76
Police Sergeant	IPOA	87
Police Services Officer I	IPOA	60
Police Services Officer II	IPOA	62
Police Services Officer III	IPOA	67
Public Records Analyst	Unrepresented MSPC	78
Public Services Director	Unrepresented MSPC	102
Public Services Manager	Unrepresented MSPC	98
Public Services Supervisor	Unrepresented MSPC	85
Recreation Coordinator	Unrepresented MSPC	75

City of Imperial
Classification and Compensation Schedule

Recreation/Special Events 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
Senior Collection System Worker	Unrepresented MSPC	72
Senior Lifeguard/Swim Instructor	Unrepresented Seasonal	57
Senior Maintenance and Utility Worker	Unrepresented MSPC	68
Senior Parks Maintenance Worker	Unrepresented MSPC	68
Senior Planner	Unrepresented MSPC	92
Senior Recreation and Event Specialist	Unrepresented MSPC	72
Senior Recreation Leader	Unrepresented Seasonal	57
Senior Water Meter/Distribution Operator	Unrepresented MSPC	72
Senior Water Treatment Plant Operator	Unrepresented MSPC	82
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 2025-2026 (2.5% COLA)**

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	18.47	19.39	20.36	21.38	22.45	23.57	24.75	25.99	27.29	28.65
56	18.93	19.88	20.87	21.92	23.01	24.16	25.37	26.64	27.97	29.37
57	19.41	20.38	21.39	22.46	23.59	24.77	26.00	27.30	28.67	30.10
58	19.89	20.88	21.93	23.03	24.18	25.39	26.65	27.99	29.39	30.86
59	20.39	21.41	22.48	23.60	24.78	26.02	27.32	28.69	30.12	31.63
60	20.90	21.94	23.04	24.19	25.40	26.67	28.00	29.40	30.87	32.42
61	21.42	22.49	23.62	24.80	26.04	27.34	28.70	30.14	31.65	33.23
62	21.96	23.05	24.21	25.42	26.69	28.02	29.42	30.89	32.44	34.06
63	22.50	23.63	24.81	26.05	27.35	28.72	30.16	31.67	33.25	34.91
64	23.07	24.22	25.43	26.70	28.04	29.44	30.91	32.46	34.08	35.78
65	23.64	24.83	26.07	27.37	28.74	30.18	31.68	33.27	34.93	36.68
66	24.23	25.45	26.72	28.05	29.46	30.93	32.48	34.10	35.81	37.60
67	24.84	26.08	27.39	28.76	30.19	31.70	33.29	34.95	36.70	38.54
68	25.46	26.73	28.07	29.47	30.95	32.50	34.12	35.83	37.62	39.50
69	26.10	27.40	28.77	30.21	31.72	33.31	34.97	36.72	38.56	40.49
70	26.75	28.09	29.49	30.97	32.51	34.14	35.85	37.64	39.52	41.50
71	27.42	28.79	30.23	31.74	33.33	34.99	36.74	38.58	40.51	42.54
72	28.10	29.51	30.98	32.53	34.16	35.87	37.66	39.55	41.52	43.60
73	28.81	30.25	31.76	33.35	35.01	36.77	38.60	40.53	42.56	44.69
74	29.53	31.00	32.55	34.18	35.89	37.68	39.57	41.55	43.62	45.81
75	30.27	31.78	33.37	35.04	36.79	38.63	40.56	42.59	44.72	46.95
76	31.02	32.57	34.20	35.91	37.71	39.59	41.57	43.65	45.83	48.13
77	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74	46.98	49.33
78	32.59	34.22	35.93	37.73	39.62	41.60	43.68	45.86	48.15	50.56
79	33.41	35.08	36.83	38.67	40.61	42.64	44.77	47.01	49.36	51.83
80	34.24	35.95	37.75	39.64	41.62	43.70	45.89	48.18	50.59	53.12
81	35.10	36.85	38.70	40.63	42.66	44.80	47.04	49.39	51.86	54.45
82	35.98	37.77	39.66	41.65	43.73	45.92	48.21	50.62	53.15	55.81
83	36.88	38.72	40.65	42.69	44.82	47.06	49.42	51.89	54.48	57.21
84	37.80	39.69	41.67	43.75	45.94	48.24	50.65	53.18	55.84	58.64
85	38.74	40.68	42.71	44.85	47.09	49.45	51.92	54.51	57.24	60.10
86	39.71	41.70	43.78	45.97	48.27	50.68	53.22	55.88	58.67	61.60
87	40.70	42.74	44.88	47.12	49.48	51.95	54.55	57.27	60.14	63.14
88	41.72	43.81	46.00	48.30	50.71	53.25	55.91	58.71	61.64	64.72
89	42.76	44.90	47.15	49.50	51.98	54.58	57.31	60.17	63.18	66.34
90	43.83	46.02	48.33	50.74	53.28	55.94	58.74	61.68	64.76	68.00
91	44.93	47.18	49.53	52.01	54.61	57.34	60.21	63.22	66.38	69.70
92	46.05	48.35	50.77	53.31	55.98	58.78	61.71	64.80	68.04	71.44
93	47.20	49.56	52.04	54.64	57.38	60.24	63.26	66.42	69.74	73.23
94	48.38	50.80	53.34	56.01	58.81	61.75	64.84	68.08	71.48	75.06
95	49.59	52.07	54.68	57.41	60.28	63.29	66.46	69.78	73.27	76.94
96	50.83	53.37	56.04	58.85	61.79	64.88	68.12	71.53	75.10	78.86
97	52.10	54.71	57.44	60.32	63.33	66.50	69.82	73.32	76.98	80.83
98	53.41	56.08	58.88	61.82	64.92	68.16	71.57	75.15	78.91	82.85
99	54.74	57.48	60.35	63.37	66.54	69.87	73.36	77.03	80.88	84.92
100	56.11	58.92	61.86	64.95	68.20	71.61	75.19	78.95	82.90	87.05
101	57.51	60.39	63.41	66.58	69.91	73.40	77.07	80.93	84.97	89.22
102	58.95	61.90	64.99	68.24	71.65	75.24	79.00	82.95	87.10	91.45