

MEETING DATE: 6/12/06

AGENDA ITEM: Consideration of Approval to Revise the Classification Specifications for Chief Administrative Officer, Assistant Chief Administrative Officer, Assistant to the Chief Administrative Officer, Chief of Police, City Attorney, City Clerk, City Controller, City Treasurer, Claims and Safety Coordinator, Community Development Director, Executive Assistant to the Chief Administrative Officer, Fire Chief, Information Technology Director, Intergovernmental Relations Director, Parks, Recreation and Community Services Director, Personnel and Employee Relations Director, Public Works Director/City Engineer, and Transportation Director

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CHIEF ADMINISTRATIVE OFFICER CITY MANAGER

DEFINITION

The occupant of this classification is in the unclassified service. Pursuant to the City Charter, the City Manager, as the Chief Executive Officer of the City, is responsible to the City Council for the management of all City affairs, including the day-to-day management of the City organization. The Chief Administrative Officer City Manager, as chief executive officer of the City, formulates municipal objectives, goals, and plans, including both annual budgets and multi-year capital improvement programs, for presentation to, and consideration by the City Council, and ensures their effective and economical achievement upon Council approval. The Chief Administrative Officer City Manager assists the City Council in meeting its planning, policy making, performance evaluation, community leadership roles, and in maintaining a sound financial position for the City.

SUPERVISION RECEIVED AND EXERCISED

This position is appointed by, and receives policy direction from, the City Council. Responsibilities include general supervision of all City employees and exercise of supervision over the following positions: Assistant City Manager, City Controller, Information Technology Director, Personnel and Employee Relations Director, Community Development Director, Parks, Recreation and Community Service Director, Public Works Director/City Engineer, Transportation Director, and the Executive Assistant to the City Manager. As Chief Executive Officer, the City Manager also supervises the Chief of Police and the Fire Chief, and directs and supervises the administration of all City departments. Additionally, the City Manager shall exercise supervision over the City Treasurer and City Clerk as of the date specified in the City Charter. The City Manager also serves as the Executive Director of the Redevelopment Agency, supervision of the Personnel Director, Assistant Chief Administrative Officer, Intergovernmental Relations Officer, Senior Management Analyst/Public Information Officer, the Secretary to the Chief Administrative Officer, administrative overview of the Human Services Director, Chief of Police, Fire Chief, Community Development Director, Public Works Director/City Engineer, Transportation Director, and Information Technology Director, and coordination of the provision of services by the City Attorney, City Clerk, and City Treasurer.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists the members of the City Council in the development of overall, qualitative, and quantitative short-term and long range policy goals and objectives for the City.
2. Develops and implements with Council approval, plans for maintaining an effective and efficient program of municipal operations to mobilize skills and resources to deliver services to the community and to provide programs to meet community needs consistent with the City Council approved budget, and to execute policy decisions of the Council.
3. Efficiently executes policy decisions of the City Council.
4. Works cooperatively with the City Attorney.
5. Serves as primary interface between the City Council and executive management to ensure communication and conversion of Council policy direction and directives decisions into staff assignments and accomplishments. Personally intervenes when advised by staff that individual Council members have directed research/action in opposition to the established Council Policy prohibiting individual Council direction to staff to undertake new or significant actions/activities.
6. Ensures that executive management establishes and reports on objectives for the programs and activities for which they are responsible, and coordinates efforts to ensure efficacy and efficiency in pursuing and achieving City Council identified goals. Keeps the City Council informed of program and operational problems. Proposes solutions and seeks Council/Agency advice and counsel regarding same.

7. Prepares, either directly or through executive management staff, proposals for City Council consideration on a variety of issues with impact on the City. Schedules City Council agendas. Reviews and approves all agenda items for agenda inclusion and presentation to the City Council. Coordinates the preparation of City Council and agenda items and ensures the timely delivery of agenda packets.
8. Develops and submits, for Council approval, information and/or consideration, various reports and recommendations related to the fiscal status of the City, including: the annual operating budgets, fiscal plans, and work plans, and multi-year capital improvement project budgets. Maintains a sound financial position for the City and ensures the City Council are informed regarding financial status and forecasts.
9. Implements the budget as adopted by the City Council. Ensures the City Council is informed regarding the City's financial status and forecasts. Recommends the appointment and removal of executive management appointed by the City Council. Provides for the development of management personnel to ensure that qualified replacements are available when key executive management staff members are absent from the City, or separate/retire from City service.
10. Advises the City Council while Council considers appointments of the City Attorney, Chief of Police, and Fire Chief. Personally serves the community by directly resolving or ensuring resolution of complaints unable to be resolved at other levels. Meets periodically with community leaders, the media, and other interested parties to discuss problems and opportunities.
11. Recommends policies and procedures for Council adoption which foster an environment which attracts the most qualified employees and encourages employees' professional development.
12. Personally serves the community by directly attempting resolution of citizen complaints unable to be resolved at other levels. Meets periodically with community leaders, the media, and other interested parties to discuss problems and opportunities.
13. Assists in the development of municipal legislation and provides for the prompt execution of Council actions including the enforcement of municipal laws and ordinances. Represents the City's interests at the federal, state, county/regional level as well as before state agencies, the Governor, and during legislative sessions.
14. Assists individual Personally serves the members of the City Council by providing counsel regarding inquiries and complaints. Advises regarding individual issues of concern/interest. Organizes and schedules meetings with other elected officials and government officials representing the City. Reviews and revises Council and administrative policies and ensures adherence to same.
15. Conducts all grievance hearings appealed from Department determinations. Approves safety disability retirement requests/recommendations. Meets with employee labor association representatives and City employees in general.
16. Performs other related duties as authorized by the City Charter and as directed by the City Council. Chairs the Committee on Permits and Licenses. Chairs the Municipal Code Appeals Committee and related Administrative hearings. Conducts selected investigations of staff actions/activities.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of City management.
- City government structure and functions.
- Laws as they relate to City government.
- Principles and practices of local government budgeting and financial administration.
- Personnel administration principles and practices.
- Labor relations.

Skill and Ability to:

- Work with diverse community groups.
- Establish effective working relationships with the City Council.
- Establish organizational priorities.
- Develop, motivate, and manage senior staff assigned to the various operating programs of the City.

- Execute governmental projects and programs in accordance with the policy of the City Council.
- Relate city governmental programs to social, environmental, political, and economic changes and needs within the community.
- Express self clearly and concisely in both verbal and written forms.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: a Master's Degree from an accredited college or university in public administration and ten years of responsible experience at the Assistant ~~Chief Administrative Officer~~ City Manager level or five years Assistant ~~Chief Administrative Officer~~ City Manager and five years Department Head.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to office environmental

ASSISTANT CHIEF ADMINISTRATIVE OFFICER CITY MANAGER

DEFINITION

The occupant of this classification is in the unclassified service. This exempt management classification has primary responsibility for overseeing and coordinating day-to-day operations of the City, interacting with and coordinating the efforts of operating and administrative departments, and assisting the ~~Chief Administrative Officer~~ City Manager with various administrative tasks and projects. This position functions as a member of the City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the ~~Chief Administrative Officer~~ City Manager. This position supervises the staff of the City Manager's Office, including: the Intergovernmental Relations Officer, Management Analyst, and Associate Analyst and others as may be assigned by the City Manager Administrative staff as necessary.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Acts as City Manager in the absence of the City Manager.
2. Assists ~~Confers with the Chief Administrative Officer~~ City Manager regarding the development and implementation of City policies and the overall day-to-day operation of the City.
3. Meets with operating and administrative departments to plan and coordinate activities, and provides technical assistance and direction to ensure adherence to Council direction, policies and procedures.
4. Interprets and applies Charter, Municipal code and other City policies and procedures.
5. Analyzes legislation and intergovernmental regulations for impact or effect on City administration and operations.
6. Conducts investigations and reports ~~findings to the Chief Administrative Officer~~ City Manager and/or City Council.
7. Coordinates preparation of the City Council agenda, including review of packet materials and staff reports, prior to submission to City Council.
8. Reviews correspondence, documents, and reports, and responds to citizen contacts and complaints.
9. Represents the ~~Chief Administrative Officer~~ City Manager at meetings of boards, committees, commissions organizations and governmental and civic groups.
10. Supervises and provides support and direction to Administrative staff.
11. Administers the City's Franchise Program, as directed.
12. Acts for the ~~Chief Administrative Officer~~ City Manager when so designated.
13. Performs related duties as needed assigned by the City Manager.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Effective communication techniques for both oral and written presentations.
- Municipal organization, operations and services.

- Regulations, policies and procedures which impact administration of municipal programs.

Skill and Ability to:

- Communicate effectively in both oral and written form.
- Analyze and interpret the potential impact of complicated data, legal and non-legal documents, regulations, policies and procedures.
- Formulate and apply policies.
- Establish and maintain effective working relationships with City staff, City officials, businesses and citizens.
- Facilitate, coordinate and lead problem analysis and resolution.
- Use a personal computer to organize data, prepare reports and maintain records on word-processing and spreadsheet software.
- Manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules.
- Exercise independent judgment, problem-solving, and initiative with only basic policy-level direction, resulting in a finished work product.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: a Bachelor's degree in public or business administration or a related field, and a minimum of four years combined responsible administrative management experience in a municipal government setting.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and/or weekends.

ASSISTANT TO THE CHIEF ADMINISTRATIVE OFFICER CITY MANAGER I

DEFINITION

Occupants of this classification are in the unclassified service. This exempt management classification is responsible for performing professional administrative and technical work in conducting comprehensive analyses and coordinating the delivery of municipal services. The position functions as a member of the Chief Administrative Officer City Manager's executive management team.

DISTINGUISHING CHARACTERISTICS:

This is the entry level for the Assistant to the Chief Administrative Officer City Manager series. This class can be distinguished from the Assistant to the Chief Administrative Officer City Manager I level by the difficulty and complexity of work performed, amount and nature of professional management experience, and level of supervisory activity.

SUPERVISION RECEIVED AND EXERCISED

The position reports to the Chief Administrative Officer City Manager and Assistant Chief Administrative Officer City Manager. Responsibilities may include the supervision of lower level professional, technical, and clerical staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Functions as a member of the Chief Administrative Officer City Manager's management team in discussing and reviewing overall City problems, priorities, and methods for addressing these problems.
2. May take a lead role in providing information to the public, interacting with print and electronic media, preparing information documents for external and internal use, and may serve as the City's official Public Information Officer in emergency management situations as directed by the Chief Administrative Officer City Manager.
3. Provides assistance to other departments with public information
4. Undertakes detailed reviews of existing and proposed programs and activities under the direction of the Assistant Chief Administrative Officer City Manager or Chief Administrative Officer City Manager.
5. Leads and participates in legislative analysis activities performed for the City and makes recommendations to the management staff.
6. May advise the public and City employees regarding ordinances and may make recommendations for modifications to existing ordinances, and preparation of new ordinances.
7. Assists in the development of objectives, policies, and programs in financial, data processing, budget administration, public relations, service delivery and personnel services areas.
8. Develops short and long-range program plans for the department to meet objectives established by the Chief Administrative Officer City Manager and the management team.
9. Thoroughly analyzes fiscal impact for programs and issues, requirements and requests for services. Collects data sufficient to support conclusions and recommendations. Conducts analysis within established deadlines.
10. Assists the City Council and Executive Management Team with preparation of media reports, news releases, information documents and brochures, proclamation and certificates, and public ceremonies.

11. Makes effective verbal presentations and written reports for the City Council, boards and commissions, staff, intergovernmental and citizen groups. Develops and presents ideas and issues in a convincing verbal and written manner.
12. Develops and maintains effective working relationships with members of the City staff, intergovernmental and citizen groups, and departmental staff.
13. Maintains effective and continuing rapport with other governmental units. Effectively represents Culver City on issues of importance to the City.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of public administration.
- Staff research principles and techniques; modern principles, methods, and techniques of public administration.
- Statistical methods and their methods of application and evaluation.
- Data Processing principles, techniques, and applications.
- Principles and practices of organization and management.
- Principles of press and public relations.

Skill and Ability to:

- Study, develop and present ideas and recommendations effectively in both verbal and written form.
- Deal effectively with the public on an individual and group basis.
- Establish and maintain an effective working relationship with others.
- Conceive and implement organizational wide programs.
- Properly interpret and make decisions in accordance with regulations and departmental policies.
- Analyze a variety of administrative policies and problems and make sound recommendations.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license may be required if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be a Bachelor's Degree from an accredited college or university and four years of responsible management assistance experience in a public sector organization.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.

CHIEF OF POLICE

DEFINITION

The occupant of this classification is in the unclassified service. This exempt executive level classification is in the unclassified service category and serves as head of the Police Department and assumes management responsibility for law enforcement and crime prevention within the City including patrol, traffic enforcement, investigation, detention, administrative, and other related work activities. This position functions as a member of the City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Council with administrative oversight by the Chief Administrative Officer City Manager. Responsibilities include supervision of the Assistant Chief of Police, Police Captains, and other sworn and non-sworn personnel as applicable.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. The position may not perform all of these tasks at any given time, and/or may perform similar related tasks not listed here.

1. Documents and regularly updates the City's law enforcement service needs and formulates and monitors goals, objectives, plans, and policies for adequately meeting these needs considering risk levels, legal mandates and current and future costs.
2. Communicates these goals, objectives, plans, and policies to the City Council, departmental personnel, the Chief Administrative Officer City Manager, and the public.
3. Evaluates police programs and services to ensure they are effective and meet the department's goals, objectives, plans and policies.
4. Plans, directs, organizes and supervises the personnel, equipment, facilities and other resources of the department in preserving order, protecting life and property, and in enforcing the law.
5. Maintains a competent and motivated work force through effective training, performance evaluation, and disciplinary programs and procedures.
6. Maintains a close working relationship with other City departments and participates with other criminal justice agencies in an adequate and timely fashion.
7. Mobilizes the community to assist in the protection of their lives, property, and maintenance of order.
8. Assesses police performance and problems through meetings with departmental staff, the public, and review of management reports. Initiates changes to improve law enforcement and crime prevention in the City.
9. Directs the preparation of the departmental budget and keeps actual expenditures within the limits set.
10. Keeps abreast of and utilizes, where appropriate, new police service programs, tactics ID and technologies.
11. Fosters a decision making environment in the Department in which the Chief of Police, Assistant Chief of Police, and Police Captains can function effectively as a coordinated management team.
12. Ensures a sense of service is developed and maintained by each departmental employee so that each employee supports a concept of the department as a community resource.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Skill and Ability to:

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- Analyze police problems and to develop policies and procedures to resolve and avoid recurrence of these problems
- Command the respect of police personnel.
- Maintain effective working relations.
- Perform objective setting and performance monitoring.
- Perform program evaluation, productivity improvement and cost-benefit analysis.
- Identify, evaluate, motivate and develop supervisors and employees.
- Communicate verbally and in writing.
- Maintain labor and interpersonal relations.
- Plan, direct and supervise the work of the Police Department.
- Develop and administer sound Departmental policies.
- Interpret and make decisions in accordance with laws, regulations, and policies.

Knowledge of:

- Technical and administrative principles and accepted good practices of law enforcement and relevant crime prevention.
- Modern planning, management, budgeting, and organizational techniques.
- Relevant laws, ordinances and court cases which impact police services.
- Governmental operations at the local, state and federal level.
- Investigative techniques and principles.
- Police requirements and limitations on police authority.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license and Advanced California Peace Officer Standards and Training Certificate.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in criminal justice or a related field, and five years of professional experience in police services including three years of experience at a rank equivalent to Police Lieutenant in a department of 200 or less sworn officers; a rank equivalent to Deputy Chief in a Department of more than 200 sworn officers.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to inside environmental conditions.
- May be required to work at a video display terminal for prolonged periods

CITY ATTORNEY

DEFINITION

The occupant of this classification is in the unclassified service. This exempt position is chief legal counsel for the City. This position functions as a member of the City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Council with administrative oversight by the ~~Chief Administrative Officer~~ City Manager. Responsibilities include supervision of the Assistant City Prosecutor, Code Enforcement, Deputy City Attorney II, Deputy City Attorney I, Risk Manager and legal secretarial staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Drafts all resolutions and ordinances and amendments thereto as directed by members of the City Council or ~~Chief Administrative Officer~~ City Manager, or that the City Attorney may propose and draft in accordance with the City Charter.
2. Serves as attorney for the Police Department in all matters pertaining to law enforcement and the prosecution of municipal code offenses within the City of Culver City, including any appeals taken by a defendant in municipal code criminal prosecution.
3. Represents the City Council and all City officers and officials in all legal matters at the trial and appellate court level which arise from the performance of their duties and are within the scope and course of employment by the City.
4. Renders legal opinions to the City Council, ~~Chief Administrative Officer~~ City Manager and department heads as requested.
5. Drafts contracts and agreements to which the City may be a party and advises the City Council and/or any City officer in connection with such contracts.
6. Attends all meetings of the City Council and renders legal advice to the Council on any matter before it. Renders legal advice or opinions in writing when requested by the City Council or by any board or officer of the City.
7. Analyzes legislation and court decisions affecting the City, and advises the City Council and staff on potential impacts and needed changes in municipal operations.
8. Reviews proposed contracts, bond and financing papers, insurance policies and other documents affecting the City.
9. Prepares annual budget requests documenting the need and cost of departmental operations. Exercises control over budgeted expenditures keeping expenditures within approved limits.
10. Pursues criminal and civil remedies to enforce City ordinances, abate public nuisances, recover for damages to City property, condemn property for public purposes and other matters.
11. Prepares or review draft and assists in the negotiation of proposed agreement. Prepares or reviews ordinances, resolutions, deeds, pleadings, contracts, and other legal documents.
12. Assigns, selects, trains, motivates, disciplines, and directs the staff of the department to accomplish the functions of the department. Reviews regularly the performance of subordinates and assures their proficiency.
13. Selects private counsel to be utilized for representation of the City in litigated matters and reviews and coordinates the litigation handled by such counsel.
14. Coordinates a comprehensive risk management program for the City to assure the City's risk exposure is minimized.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Organization, duties powers limitations, and authority of City government and City Attorney's office.
- Legal principles and practices including civil, criminal, constitutional, and administrative law and procedure.
- City charter, ordinances and statutes.
- Relevant court decisions.
- Laws and practices with specific reference to redevelopment and community development.
- Judicial procedure and rules of evidence.
- Methods of legal research.
- Established precedents and sources of legal reference applicable to municipal activities.
- Principles and practices of municipal administration.

Skill and Ability to:

- Communicate clearly and concisely both verbally and in writing.
- Plan, organize, and direct the activities required of a municipal legal office.
- Organize, interpret, and apply legal principles and knowledge of complex legal problems.
- Apply legal knowledge and principles in court.
- Present statements of law, fact, and argue clearly and logically.
- Prepare and present difficult cases in court.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Establish and maintain effective working relationships with employees, public officials, other departments and agencies, and the general public.
- Select, supervise, train, and evaluate assigned staff.
- Analyze, appraise, and apply legal principles and precedents to legal problems.

LICENSE AND CERTIFICATE

Membership in the State Bar of California. Possession of a California Class C driver's license.

TRAINING AND EXPERIENCE

Graduation from an accredited law school with a Juris Doctor Degree and five years of progressively responsible professional experience in municipal law, handling complex legal matters, including some trial experience.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Is subject to office environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.

CITY CLERK

DEFINITION

This is an elected position established by City Charter. The City Clerk is responsible for facilitating the work of the City Council by attending all City Council meetings and recording and maintaining a full and true record of their proceedings, maintaining ordinance and resolution books, informing residents of all Council actions, and supervising City elections. This position functions as a member of the Chief Administrative Officer City Manager's management team.

SUPERVISION RECEIVED AND EXERCISED

This is an elective position. Responsibilities include supervision of the Deputy City Clerk, the Records Management Coordinator, and an Administrative Secretary.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Attends each meeting of the City Council. Establishes and maintains all permanent records of the actions taken by the City Council as required by the City Charter and by state law, and informs the public on actions approved by the City's governing bodies.
2. Serves as custodian of the City seal, bonds, contracts, deeds of conveyance, and other legal documents. Retains seal of Notary Public and notarizes legal documents for all departments of the City.
3. Assures the proper processing, recording when necessary, and filing of all official documents and records of the City. Maintains secure files of all original ordinances and resolutions passed by the City Council.
4. Supervises and participates in the conduct of all municipal elections. Sets and publishes, as required by code and state law, all ballot information, requirements for Council candidates, charter amendments, and ballot questions or referendum/initiative petition questions. Receives absentee ballots and conducts absentee voting. Assures proper delivery of ballots at the close of polls to the county election department. Assures proper processing of ballots by the county election department and certifies the results of each elections.
5. Knows and supports City goals and policies, and develops necessary supporting plans, programs, and policies. Interprets approved policies and plans to departmental staff and directs their day to day activities so as to attain these policies and plans.
6. Supervises the work of subordinates and assures the legality, accuracy, and timeliness of their work.
7. Assigns, selects, trains, motivates, disciplines, and directs the staff of the department to accomplish the departments' functions. Reviews the performance of subordinates and assures their proficiency.
8. Advises and consults with the Chief Administrative Officer City Manager on all significant problems, issues, and matters.
9. Keeps abreast of developments and improved techniques in his/her field and adopts those which will contribute significantly to better department performance.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Record retention as it relates to City government.
- State laws regulating City operations and the operation of the City Clerk's office.
- Roberts Rules of Order.
- Election laws and procedures.

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- . Principles and practices of modern office management.
- . Political reform requirements.
- . Records management principles and systems.
- . Business English, spelling, and arithmetic.
- . Principles of supervision, training, and performance evaluation

Skill and Ability to:

- . Operate a tape recorder.
- . Interpret and apply laws and regulations affecting the City Clerk's department.
- . Provide information and organize material in conformance with laws, regulations and policies.
- . Meet the public and understand their questions and provide information in an accurate and timely fashion.
- . Communicate clearly and concisely both orally and in writing.
- . Select, supervise, train and evaluate assigned staff.
- . Maintain effective working relationships with subordinates and other employees, and council members.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- . Require vision (which may be corrected) to read small print.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- . Perform work which is primarily sedentary
- . Is subject to office environmental conditions.
- . May be required to use personal vehicle in the course of employment.
- . May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- . May be required to work evenings or weekends.

CITY CONTROLLER

DEFINITION

The occupant of this classification are in the unclassified service. This exempt management position provides highly responsible professional and technical assistance to the Chief Administrative Officer City Manager and operating departments on financial matters. The position is responsible for the preparation of the comprehensive financial plan, development of financial policies, for City budget preparation and financial planning and management, includes City budget preparation and cash flow projections, as well as the financial planning for the Redevelopment Agency, issuance of bonds, and supervision of the City's Purchasing and Risk Management Divisions. This position functions as a member of the Chief Administrative Officer City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Administrative Officer City Manager. The position oversees the Budget Analysts, the Purchasing Officer, Risk Manager and other clerical and technical staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assists the City Manager in preparation of the comprehensive financial plan, developing City financial policies, financial planning, and financial management.
2. Oversight and supervision of the City's Risk Management operation.
3. Responsible for the budgetary control functions and preparation of the City and Redevelopment Agency's annual budget.
4. Develops and maintains methods of financial forecasting and reporting for City and Redevelopment Agency. Assists the Accounting Division and operating departments in the implementation of approved financial management systems and procedures.
5. Responsible for planning, directing, preparing and administering the City's financial and budgetary activities.
6. Assist all operating departments in the preparation and implementation of the annual budget.
7. Establishes and maintains procedures and control over budgetary revenue and expenditure in all City departments.
8. Assists in developing new systems specifications, testing programs, and recommending changes or improvements for effective automated financial management systems.
9. Reviews state and federal legislation pertaining to municipal finance and budgeting and makes recommendations thereon to the Chief Administrative Officer City Manager.
10. Conducts studies and analyzes financial impacts of proposals submitted to the Chief Administrative Officer City Manager.
11. Develops City's overall financial reports and generates timely reports when they are requested.
12. Works with the Accounting Division to ensure that current and accurate accounting information is established and maintained. Develops schedules for timely reports of the City's overall financial position.
13. Supervises the preparation of budget data and revenue estimates, and assists the Chief Administrative Officer City Manager in evaluating and formulating recommendations to departmental budget requests.
14. Monitors revenue and expenditure trends reports from the Accounting Division and other sources for comparison to the annual budget and makes recommendations to the Chief Administrative Officer City Manager for expenditure controls or revenue sources.
15. Supervises and participates in the preparation of financial analyses statements and reports.

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Revised April 2002

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16. Prepares analyses of the financial condition of the City (including its various funds), and for the Redevelopment Agency.
17. With the assistance of the Purchasing Officer, develops purchasing policies and procedures as well as inventory controls.
18. Coordinates City and Redevelopment Agency financing.
19. Participates in the labor negotiation discussions with all City bargaining groups; provides financial implications to the negotiation subcommittee as well as the City Council.
20. Review and make recommendations on City Council meeting staff reports to ensure the financial impacts are addressed.
21. Responsible for the management and issuance of bonds for Redevelopment Agency and the City.
22. Performs other related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Municipal financial administration principles and practices, including accounting, auditing, payroll, budgeting, financial planning and forecasting methods, purchasing practices, municipal financing methods and procedures.

Skill and Ability to:

- Supervise and coordinate the City's financial reporting, budgeting, and financial planning and forecasting program and supervise the City's purchasing and risk management operations.
- Work effectively with subordinates and operating departments.
- Prepare and deliver written and oral reports.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in accounting, economics, public or business administration, or related field, and four years experience as a manager or administrator of governmental budget and finance activities.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- Is subject to office environmental conditions.

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CITY TREASURER

DEFINITION

This elected position serves as head of the Treasurer's Department, and assumes total responsibility for the financial management of all funds of the City, receiving, depositing, and disbursing these monies. The position is accountable for assuring that contacts with the public result in a favorable attitude toward the Department; revenue collection, deposit, and disbursement policies and systems meet generally accepted financial management practices while reflecting municipal goals and objectives, and license and user tax accounts receivable are maintained at the lowest possible level. This position functions as a member of the ~~Chief Administrative Officer~~ City Manager's top executive management team.

SUPERVISION RECEIVED AND EXERCISED

This is an elected position. Responsibilities include the supervision of the Deputy City Treasurer, City Accountant, and an Administrative Secretary.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops and maintains approved revenue collection, deposit, and disbursement policies and procedures. Conducts audits of departmental operations to ensure these written procedures and policies are being followed.
2. Maintains a current and thorough working knowledge of local and state governmental finance and tax laws, regulations, and court decisions bearing on the operation of the City Treasurer's Department.
3. Plans, organizes, directs, and supervises the internal operations of the Treasurer's Department.
4. Assures the expeditious receipt, processing, and deposit of municipal revenues.
5. Assures that customers are receiving services in a timely and courteous manner and that complaints are resolved quickly and fairly.
6. Knows and supports municipal goals and policies, and develops necessary supporting objectives and programs for the City Treasurer's Department.
7. Assigns, selects, trains, disciplines, and motivates personnel ensuring the effective accomplishment of the functions of the City Treasurer's Department.
8. Manages the City's cash flow, assuring adequate funds are available for the operating needs of the City while maximizing investment interest.
9. Directs the preparation and submission to the City Council of a thorough and accurate monthly report of all receipts, disbursements and fund balances in conformance with generally accepted accounting principles.
10. Assures the proper and accurate maintenance of the City's general accounting system and all normal accounting operations and activities.
11. Cooperates with the ~~Chief Administrative Officer~~ City Manager of the City in the maintenance of the annual budget, accounting and financial records, and reporting systems.
12. Assures the accurate and timely audit and approval before payment of all claims and demands or charges against the City, and with the advice of the City Attorney, determines the regularity, legality, and correctness of such claims, demands, or charges.
13. Assures the accurate and thorough preparation of the monthly statement of all receipts and disbursements of sufficient detail to show the exact financial condition of the City.
14. Audits the sales tax records of the State Board of Equalization. Assures that all business enterprises within the City are submitting legally required returns and that a fair portion of resulting taxes are forwarded to the City.
15. Serves as Treasurer of the Redevelopment Agency. Supervises the fiscal affairs of the Agency including the receiving and disbursing of all monies; the investment of available funds; the maintenance of adequate and

accurate records of properties, monies, and the transactions of the Agency; and the preparation of accurate and thorough financial statements.

16. Exercises control over budgeted expenditures and minimizes account overruns within the Treasurer's Department.
17. Assures that work produced by the staff of the Treasurer's Department meets acceptable standards of quality, efficiency, and time schedules

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and methods of municipal accounting and auditing.
- Principles and practices of financial administration including revenue collection, deposit, and disbursement.
- Modern office practices, procedures, methods and equipment.
- Laws and ordinances regulating public finance.
- Budget preparation and control.
- Principles and practices of management, organization, and personnel management.

Skill and Ability to:

- Develop, revise, and install accounting systems and procedures.
- Prepare varied financial statements, reports, and analysis.
- Plan, assign, and coordinate the activities of professional, technical, and clerical staff.
- Communicate effectively both verbally and in writing.
- Prepare and administer policies and procedures.
- Maintain a professional public image for the Treasurer's Department.
- Display mature judgment in handling policy, administrative, and confidential activities.
- Maintain effective working relationships with other City officials and the general public.
- Select, supervise, train, and evaluate assigned staff.
- Analyze, appraise, and apply legal principles and precedents to legal problems.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary
- Is subject to office environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings or weekends.

CLAIMS AND SAFETY COORDINATOR

DEFINITION

Occupants of this classification are in the unclassified service. This exempt management position is responsible for administering the City's workers' compensation, unemployment and employee medical programs.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Risk Manager.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Monitors and administers workers' compensation claims, recommending settlement values and assuring claims are processed in a timely and accurate manner.
2. Reviews and analyzes industrial injury reports, conducts investigations to develop a complete understanding of the claim, and makes recommendations for further investigation or accident prevention.
3. Provides information to the claims administrator and when necessary coordinates the delay of benefits. Develops strategies for handling specific claims in consultation with third party claims administrator and legal counsel
4. Assists in the determination of the compensability of the workers' compensation claim by determining whether the accident arose from employment and in the course of employment.
5. Maintains logs that provide information on lost time, number of light duty days, questionable claims, third party possibilities, and number of litigated claims.
6. Monitors doctor's reports to determine temporary disability status, and identifies appropriate treatment of employee with workers' compensation claims. Reviews medical expenses to determine if charges are reasonable.
7. Consults with treating physicians, supervisors and Personnel to develop parameters for the employees' return to work and possible placement for temporary modified duty or disability transfers within the City. Provides the employee's department with updated medical status.
8. Counsels employees who have questions regarding medical treatment, accident prevention, vocational rehabilitation and informal settlements.
9. Prepares reports for Risk Manager and City Attorney analyzing workers' compensation and 3P claims with settlement recommendations.
10. Assesses the potential of vocational rehabilitation of employees with workers' compensation claims. Monitors vocational rehabilitation assuring appropriate program and successful completion.
11. Prepares Industrial Disability Retirement reports, providing supporting material and recommendation through the Risk Manager for the Chief Administrative Officer City Manager; notifies and files retirement documentation with appropriate parties.
12. Evaluates results of pre-employment, annual and return-to-work physical examinations and advises Department Heads of results. Coordinates any required supplemental examinations. Advises employees of significant medical findings and coordinates follow-up with private physician to assure compliance with recommendations of City Physician.
13. Researches, develops and implements disease prevention programs in compliance with State and Federal mandates or based on current medical information.
14. Prepares requests for proposals for medical facilities performing various types of medical services for both workers' compensation and the employee medical program. Prepare report for Risk Manager with recommendations.

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15. Reviews and investigates incoming unemployment claims and determines validity of the claim. Prepares response to Employment Development Department presenting the facts and the City's position for protesting the claim.
16. Represents the City at unemployment hearings, prepares defense by interrogating witnesses and reviewing testimonies, presents documentation to the Administrative Law Judge.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- The State Labor Code sections pertaining to workers' compensation and industrial safety.
- Current court decisions regarding workers' compensation.
- Unemployment insurance law and claims processing procedures.
- Safety programs and procedures.
- Methods of reducing the frequency and seriousness of industrial accidents.

Skill and Ability to:

- Interpret and effectively apply regulations as they relate to workers' compensation and unemployment claims; making investigations, determining the causes of accidents, and initiating corrective actions to improve safety.
- Establish and maintain effective working relationships.
- Adjust claims.
- Claim control techniques.
- Communicate effectively in both verbal and written fashion.
- Analyze data and reach sound conclusions.

LICENSE AND CERTIFICATE

Possession of a Valid California Class C driver's license may be required if assigned to drive.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: A Bachelor's Degree in business administration and two years of responsible experience in claims processing with an insurance carrier including experience in adjusting, investigation, control and settlement of claim.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend.
- Perform work which is primarily sedentary
- Is subject to office environmental conditions.
- May be required to work at a video display terminal for prolonged periods.

COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

The occupant of this classification is in the unclassified service. This is exempt executive level classification serving as head of the Community Development Department assuming total management responsibility for providing progressive, comprehensive community planning, building safety, housing rehabilitation, rental assistance, and redevelopment programs which satisfy all legislative requirements and fulfill the community goals established by the City Council. This position functions as a member of the Chief Administrative Officer City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Council with administrative oversight by the Chief Administrative Officer City Manager. Responsibilities include supervision of the Planning Manager, Housing Programs Administrator, Redevelopment Administrator, Building Official, Deputy Director of Community Development and an Administrative Secretary, as well as coordinating and directing the work of consultants performing work for the Redevelopment Agency or the Community Development Department. The Director also serves as the Assistant Executive Director of the Redevelopment Agency.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops and implements short and long-term financing strategies and programs.
2. Coordinates development monitoring inside and outside Culver City and assures compliance with CEQA for all City activities/projects.
3. Assures productive work output levels from departmental staff and consultants and ensures that work produced meets acceptable standards of quality.
4. Assures the development of a long-term General Plan providing a useful and orderly guide for the physical development of the City.
5. Advises the City Council, the Redevelopment Agency, and the Chief Administrative Officer City Manager on all significant community development matters and formulates policy recommendations for Council/Agency consideration on all Community Development/Agency matters.
6. Assures implementation of Redevelopment Plans for the 3 Redevelopment Project Areas in/and compliance with CEQA guidelines and adopted Agency policies and procedures.
7. Maintains current knowledge of community development and redevelopment law, pending legislation, and operating practices essential to maintaining efficient and effective operations.
8. Interprets approved policies and plans to departmental staff and directs day-to-day activities to attain established goals.
9. Performs as a team player in inter-departmental approaches to resolving community problems.
10. Prepares and presents the annual City operating budget for the department and Annual Budget for the Redevelopment Agency providing adequate documentation of the objectives/programs of the Department/ Redevelopment Division and services to be delivered, monitors on-going expenditures against budgets and keeps actual expenditures within limits as set or amended.
11. Responds in a timely and meaningful way to public concerns, problems, and complaints. Maintains or develops community support of community development programs.
12. Maintains a competent and motivated work force by training, developing, and disciplining subordinates. Keeps departmental staff adequately informed of plans and policies which effect their job performances.

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November 1998

13. Assures the provision of timely and effective staff support to the Redevelopment Agency, Planning Commission, Neighborhood Preservation Program Advisory Council, Landlord-Tenant Mediation Board, Project Area Committee, and other Agency/City Council authorized citizen committees.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Objectives, principles, practices and techniques of urban planning and land use controls.
- Land use, engineering, architecture, design, economics, municipal finance, and law as applied to the urban planning and redevelopment process.
- Principles and techniques of work program design and scheduling; the general content and types of laws, codes, and policies governing urban planning and land use.
- Organizational structures and functions of local government.
- Principles and practices of effective management and supervision.
- Current community development theories and practices.

Skill and Ability to:

- Develop short and long-range programs for meeting the City's community development needs.
- Plan, assign, coordinate, and evaluate the work of subordinate employees engaged in planning, housing, building and redevelopment.
- Interpret and apply policies, laws and codes pertaining to planning programs and problems.
- Develop and present new and revised community development policies, laws, or codes.
- Analyze, synthesize, and apply divergent forms of data to complex community development issues and problems to arrive at sound conclusions and recommendations.
- Produce concise, clear written reports of both a technical and non-technical nature.
- Communicate effectively both verbally and in writing.
- Establish and maintain effective working relationships with subordinates, public and private officials, developers, representatives of the City and other governmental agencies, community groups, and the general public.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in planning supplemented with post graduate work and five years' administrative and professional experience of which three years' must have been at a level equivalent to Planning Manager, Housing Programs Administrator, Redevelopment Administrator, or Building Official. A Masters Degree in Planning, Business or Public Administration is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Perform work which is primarily sedentary
- Is subject to office environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.

EXECUTIVE ASSISTANT TO THE CHIEF ADMINISTRATIVE OFFICER CITY MANAGER

DEFINITION

This is a single position in the classified service category. This ~~exempt~~ position performs a variety of complex and responsible administrative and secretarial duties for the ~~Chief Administrative Officer~~ City Manager and the City Council. The incumbent of the position requires considerable initiative, independent judgment, and analytical skill to assess and solve problems and inter-personal skill in working with policy-makers, employees at all levels, and the general public.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the ~~Chief Administrative Officer~~ City Manager and may supervise others ~~as assigned by the City Manager~~ secretarial staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. The position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Receives and screens a wide variety of telephone calls and personal visitors, assesses the nature of their contact, analyzes issues and if necessary, collects relevant and sufficient data including researching issues with appropriate department representative. Implements, when possible, appropriate resolutions or, if necessary refers the caller/visitor to the ~~Chief Administrative Officer~~ City Manager, Council member or the appropriate Department or Division head. Follows up on complaint resolutions. Makes a positive and professional impression on the public.
2. Types letters, memoranda, and related material from drafts or transcribes from a dictaphone machine in an accurate and timely manner. Composes and edits correspondence, and other documents for proper wording, grammar and content.
3. Performs secretarial support for the City Council tracking mail and written requests for information, scheduling appointments, coordinating appearances and arranging business travel and accommodations, reconciling business expenses, ordering their specific supplies such as business cards, etc., and tracking their annual appointments to various boards and making related filings/notifications.
4. Initiates and maintains a variety of filing systems relating to confidential and non-confidential material. Keeps files in a logical order and up-to-date so that material is readily retrievable.
5. ~~Prepares draft agenda for City Council meetings consistent with established deadlines for the review of the Chief Administrative Officer City Manager. Upon review finalizes the agenda for distribution. From various City departments, compiles their staff reports for the City Council agenda into a single document for distribution.~~
6. Computes and accurately prepares payroll records, compiles a variety of narrative and statistical reports for the ~~Chief Administrative Officer~~ City Manager.
7. Stays current with trends in secretarial techniques and practices. Seeks ways to improve office operations. Identifies better methods for meeting service demands streamlining and improving work methods and tests possible improvements for application in the Administration Department and other City departments.
8. Relieves the ~~Chief Administrative Officer~~ City Manager of a variety of responsible administrative details. Independently or in accordance with general instructions, composes correspondence on a wide range of subjects requiring a high degree of knowledge and familiarity with City policies and policies of the Chief

~~Administrative Officer City Manager~~. Correspondence is also sent on a regular basis to legislators in state and federal government concerning upcoming issues which are of prime importance to the City.

9. Develops and maintains a broad understanding of the varied functions and operations of the City and their relationship to overall programs and policies.
10. Arranges the schedule of appointments and appearances and travel of the ~~Chief Administrative Officer City Manager~~ exercising discretion in committing the ~~Chief Administrative Officer's City Manager's~~ time.
11. Administers petty cash for the department.
12. Assists in Budget preparation for the Administration Department and Council.
13. Performs other related duties as assigned by the City Manager

MARGINAL JOB DUTIES:

The following tasks are typically performed by individuals in this classification but are considered less than essential.

1. Schedules the use of the Council Chambers and certain conference rooms including the arrangement of supplies and special set-ups.
2. Maintains master emergency and other governmental phone lists and rosters.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Modern office procedures and practices, including business correspondence, record keeping systems, office equipment, and automated office software such as word processing.
- City organization, functions and programs.
- Principles of managing and coordinating secretarial and clerical functions.
- Policies and procedures of the City.
- Arithmetic.

Skill and Ability to:

- Type accurately at a speed of 60 words per minute.
- Perform difficult secretarial and administrative tasks involving the use of judgment and organization.
- Identify sensitive issues and maintain confidentiality.
- Develop and write clear and comprehensive memoranda and reports.
- Understand, interpret, and apply appropriate City policies, procedures, rules, and regulations.
- Meet and communicate with the public in resolution of complaints or inquiries.
- Identify and correct errors in English usage, grammar, composition, or format.
- Coordinate and direct a variety of complicated tasks or process elements.
- Evaluate demands on the ~~Chief Administrative Officer's City Manager's~~ time and schedule his/her time accordingly.
- Apply sound judgment in assigning workload priorities.
- Display tact and diplomacy in contacts with officials, employees, and members of the general public.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: completion of the twelfth grade and five years of varied and responsible experience in the performance of complex administrative and secretarial duties, preferably in a public agency.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.

- Is subject to inside environmental conditions.
- May be required to work at a video display terminal for prolonged periods.

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FIRE CHIEF

DEFINITION

The occupant of this classification is in the unclassified service. This exempt executive level classification serves as the head of the Fire Department and assumes total management responsibility for functions related to fire prevention and suppression, communications, public safety garage, emergency medical systems, fire inspection, arson investigation, and other related functions. The position serves as a member of the ~~Chief Administrative Officer~~ City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Council with administrative oversight by the ~~Chief Administrative Officer~~ City Manager. Responsibilities include supervision of the Battalion Chief/Fire Marshal, Battalion Chief/Assistant Fire Chief, Emergency Medical Services/Captain, and an Administrative Secretary.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these duties, or may perform similar related duties not listed here.

1. Documents and regularly updates the City's fire protection, emergency medical, and disaster preparedness needs, and formulates and monitors goals, objectives, plans, and policies for adequately meeting these needs.
2. Evaluates current and future fire protection programs, emergency medical programs, and other emergency services to ensure they are effective and their benefits exceed their costs.
3. Organizes and directs the personnel, equipment, facilities, and other resources of the department to ensure their economical and productive utilization.
4. Maintains a competent and motivated work force through effective training, performance evaluation, and disciplinary procedures.
5. Stimulates and mobilizes the community to be aware of fire dangers and takes action to reduce these risks.
6. Keeps the ~~Chief Administrative Officer~~ City Manager and City Council adequately informed of department performance and problems, and proposes changes to improve fire protection and disaster preparedness.
7. Prepares the departmental budget and keeps actual expenditures within the limits set.
8. Keeps abreast of and utilizes, where appropriate, new fire prevention and suppression programs, tactics, technologies, and emergency medical systems.
9. Determines that the Fire Prevention and Arson Programs are effectively managed.
10. Promotes communication among the management staff, advising when necessary and gaining insight when available.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Provide program evaluation, productivity improvement, and cost-benefit analysis.
- Identify, evaluate, motivate, and develop supervisors and managers.
- Communicate effectively both verbally and in written form.
- Plan, direct, and organize fire prevention, suppression, and support activities.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Read and interpret legislation.

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- Deal tactfully with the public.
- Analyze, interpret, and check complex plans and specifications and assure their compliance with fire safety requirements.

Skill and Ability to:

- Fire protection, emergency medical systems, and disaster preparedness problems, issues, philosophies, principles, and tactics.
- Modern planning, management, budgeting, and organizational techniques.
- Relevant laws, ordinances, codes, and court decisions which impact fire protection.
- Governmental operations at the local, state, and federal level and the insurance industry.
- Uniform building, plumbing, electrical, and mechanical codes.
- Principles and practices of City planning, zoning, and subdivision law.
- Labor and interpersonal relations.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license and possession of an EMT-1A Certificate.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in fire science or related field, and five years of professional experience in the fire services including three years of experience at a rank equivalent to Battalion Chief.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require the mobility to stand, stoop, reach, and bend.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- Is subject to office and outside environmental conditions.
- May be required to work evenings or weekends.

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INFORMATION TECHNOLOGY DIRECTOR

DEFINITION

The occupant of this classification is in the unclassified service. This exempt management position provides highly responsible professional and technical leadership in the planning and development of information system needs within the City, and in developing plans to meet those needs. This position functions as a member of the Chief Administrative Officer's City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Administrative Officer City Manager. Manages Information Technology Department staff, including computer programmers, computer operators, clerical/administrative staff members, other technical staff, and volunteer/contract part time positions, as well as supervising the Graphic Services Division. In addition, the position is responsible for coordinating and directing the work of consultants performing work for the department.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. The position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Responsible for short and long term strategic planning, including the development and maintenance of a formal Information Services Strategic Plan. All strategic planning shall be accomplished in consultation with the Chief Administrative Officer City Manager, City executive staff, consultants and the Information Technology sub-Committee.
2. Analyzes department structure and staff assignments, develops departmental structural requirements based on changing system applications, new system development, user needs, operational efficiencies, user training needs and overall organization of I.T. department.
3. Analyzes staff, catalogues staff resources, determines staff training needs and recommends programs for staff development.
4. Maintains current knowledge of technology trends and developments, and operating practices essential to implementing successful new technology programs and achieving effective and efficient operations.
5. Advises the Chief Administrative Officer City Manager and City Council on all significant technology-related matters and formulates policy recommendations for City Council consideration, as appropriate.
6. Interprets approved policies and plans to I.T. staff members and manages the day-to-day operation of the department, including computer operations, office automation, systems analysis and programming, telecommunications, oversight of the City web page, and staff directions and review.
7. Interfaces with and provides technical assistance to City Executive staff, users or other employees concerning issues with automation equipment or systems.
8. Directs the installation of computer applications, programming tools, languages, telephone systems, office automation systems and data communications systems.
9. Develops specifications for and evaluates hardware, software, telecommunications and network products. Manages bidding, contracts and implementation.
10. Prepares and administers the departmental budget and related capital improvements projects.
11. Oversees Graphic Services Division in the cost-effective and service-oriented operation of duplicating, printing and mailroom services.
12. Performs any related duties as assigned.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Establish short and long term plans and priorities for information systems.
- Define and analyze information system needs and related design, implementation and ongoing maintenance costs.
- Plan, manage, and coordinate the operation and maintenance of the information systems services.
- Design and implement systems, and evaluate proposed systems from a cost/benefit basis.
- Analyze problems and develop policies and procedures to correct.
- Implement policy decisions effectively.
- Communicate complex technological concepts to lay persons in an effective manner both orally and in writing.
- Establish and maintain effective and cooperative working relationship with administrators, staff, and the general public.

Skill and Ability to:

- State-of-the-art in hardware and software.
- Techniques of information systems development, design and analysis.
- Design and operation of a range of computer hardware and software systems and networked computing environments.
- System requirements for multi-platform computer environments.
- Principles and practices of project management.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in information systems, computer science, business administration or a related field, and six to ten years of progressively responsible experience in managing a complex multi-user system.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- ~~Perform work which is primarily sedentary.~~
- ~~Require the ability to stand for long periods.~~
- ~~Require the ability to walk long distances.~~
- ~~Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.~~
- Is subject to office environmental conditions.

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INTERGOVERNMENTAL RELATIONS OFFICER (IRO)

DEFINITION

The occupant of this classification is in the unclassified service. This exempt management classification acts as the primary liaison with federal, state and local elected official's offices, and regulatory agencies to coordinate projects and programs and represent the interests of the City of Culver City; monitors legislation and regulations and proposes positions; has primary responsibility for the development of grant funding for City programs, from research and application, through implementation, compliance and auditing. In conjunction with affected City Departments, the occupant of this position analyses, evaluates and provides technical assistance to staff and consultants, negotiates with grantor agencies, and resolves issues of grant eligibility, audit exceptions and disallowed costs.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Administrative Officer or the Assistant Chief Administrative Officer City Manager. This position supervises an administrative secretary, an intern, and a management analyst and others as assigned by the Assistant City Manager.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Review new and proposed legislation, regulations and mandates for impact on City operations, goals and mission, and lobbies as appropriate, for changes which are beneficial for projects and policies affecting departments Citywide.
2. Consult with legislative staff and legislative committee consultants regarding proposed Federal and State legislative and regulatory changes as to their impact on City programmatic and fiscal activities.
3. Research, author and facilitate the development of City policy positions in order to develop written/verbal responses to proposed legislation.
4. Develop and maintain effective liaisons with public and private legislative representatives including but not limited to State legislators, members of Congress, congressional and State legislative committee, and public interest groups, to encourage a positive line of communication concerning issues impacting the City.
5. Testify before federal, state, county and city legislative committee hearings on behalf of the City as needed.
6. Represent the City at various meetings including but not limited to legislative budget sessions and legislative policy/fiscal committee hearings, and participate in advisory committees to maximize the City's receipt of funding and maintain local control of grant programs.
7. Represent the City at meetings with other County departments, state and federal agencies, and other public and private agencies, when legislative issues are involved.
8. Inform the City Council and other City departments of responsibility regarding proposed legislation and proposed regulations; coordinate input from these affected groups to ensure consistency and completeness of response to requests for legislative and regulatory comment.
9. Reviews new grant opportunities for benefit to the City. Performs Cost/Benefit analysis, and through effective contact with operating departments, connects departments to potential grant opportunities.
10. Oversees preparation of most City grant applications in coordination with City departments; resolves conflicts regarding grant requirements to maximize successful grant application outcome; balances workload to meet competing deadlines, including reports for grant compliance; maintains records. Negotiates resolution of eligibility and compliance issues.
11. Advises operating departments on a prompt and comprehensive basis, to ensure adherence to intergovernmental grant regulations and administrative procedures.

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12. Oversees preparation and processes public hearing notices for grant applications and project activities to assure conformance with requirements; drafts resolutions, grant contracts and related documents; creates forms and procedures for grant compliance. Responsible for citizen notification and participation in grants programs. Provides technical assistance and staff support to non-staff groups, individuals and organizations concerning participation in City grant applications and compliance issues.
13. Functions as the City's minority business enterprise coordinator in conjunction with the Public Works Director and Purchasing Officer.
14. Oversees the preparation of budget and financing plan documents for grant applications and operations, and grant status reports including audit reconciliation, with relevant department input.
15. Provide technical assistance and direction to operating departments, and is responsible for follow-up activities relative to grant compliance requirements to avoid audit exceptions and loss of grant moneys.
16. Coordinate and provides technical support to the City Accountant for the maintenance of grant accounting systems, including financial reporting, budgeting, auditing and financial management, to ensure retention of grant funds received and eligibility for future grants. Responds to audit findings relating to grants, and resolves issues to avoid return of grant moneys.
17. Perform related duties as required.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Legislative process and representation.
- Grant funding principles and practices.
- Effective communication techniques for both oral and written presentations.
- Strategies for promoting grant funding programs and services for the City.
- Grant funding sources as applied to local government.
- Grant requirements and regulations, including financial reporting requirements.
- Basic accounting and finance procedures.

Skill and Ability to:

- Communicate effectively in both oral and written form; writing concisely; interpreting and explaining complicated technical material in lay terms.
- Use a personal computer to prepare reports and maintain records on word-processing and spreadsheet software.
- Persuasively present City grant requests.
- Establish and maintain effective working relationships.
- Analyze and interpret the potential impact of grant requirements on City policies, departmental programs and services, and coordinate compliance.
- Manage competing deadlines, short-term deadlines, and frequent changes/additions to planned schedules.
- Exercise independent judgment, problem-solving, and initiative with only basic policy-level direction, resulting in a finished work product.

TRAINING AND EXPERIENCE

Any combination equivalent to training and experience that could likely provide the required knowledge, skill and ability would be qualifying. A typical way to obtain the knowledge, skill and ability would be: a Bachelor's degree in public or business administration or a related field, and a minimum of four years combined responsible administrative experience in a municipal government setting, including experience in preparing and administering grants, and/or experience working for or with grant agencies at the county, state or federal level.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Inside and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings and/or weekends.

PARKS, RECREATION AND COMMUNITY SERVICES DIRECTOR

DEFINITION

The occupant of this classification is in the unclassified service. This exempt executive level classification serves as head of the Parks, Recreation, and Community Services (PR&CS) Department and assumes total management responsibility for park development and maintenance, recreation facilities and programs and senior and community services. Assures services meet the needs of the community and stimulates community interest and support for such services. This position staffs the Parks and Recreation Commission (that also sits as the Human Relations Board when so required), and serves as a member of the Chief Administrative Officer City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Council with administrative oversight by the Chief Administrative Officer City Manager. Responsibilities include the supervision of the Senior & Social Services Manager, Recreation Manager, Cultural Affairs Manager, Parks Manager, Senior Management Analyst and Administrative Secretary.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Assures the thorough and accurate documentation and regular up-dating of the community's needs for parks, recreation, auditorium, and senior and community services. Formulates and monitors the achievement of goals, plans, and policies for adequately meeting these needs.
2. Evaluates PR&CS Department programs and services to assure they are ethical and effective in meeting these goals, plans, and policies. Establishes new or revised goals and priorities as necessary.
3. Knows and supports City and Departmental service philosophies and goals, and develops necessary supporting policies and programs.
4. Provides leadership and guidance in planning the future course of the PR&CS Department, and in developing immediate, short, and long-range goals.
5. Stimulates and promotes development of new services to respond to community needs.
6. Reviews planned and current services regularly to assure they are economically justified, soundly conceived, and consistent with the goals of the PR&CS Department and the City.
7. Guides the financial affairs of the Department to assure sound financial results and conformance with the adopted annual budget.
8. Contributes to the coordination of departmental efforts by providing ethical and effective direction to division heads and supervisors, resolving conflicts, and supplying and exchanging information relative to the improvement of departmental services.
9. Keeps informed on all matters that might contribute to the effectiveness of department services. Keeps abreast of service developments and improved techniques in the human services field and adopts those which will contribute significantly to better departmental performance.
10. Advises and consults with the Chief Administrative Officer City Manager on significant matters and problems.

Marginal Job Duties:

The following tasks are typically performed by individuals in this classification but are considered less than essential.

1. Assures the development and execution of effective public relations and publicity programs that enhance the department's prestige and foster good will and a favorable attitude from the community.
2. Functions as a team player in inter-departmental approaches to resolving overall City problems.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Goals, objectives, and trends in the human services field.
- Intergovernmental and private human service programs, facilities, and resources.
- Methods of assessing and stimulating public interest in participation in human service programs.
- The role of citizens' commissions and committees.
- Organization of municipal government, and the effective methods of professional leadership within this framework.
- Principles of public administration, personnel management, budgeting, and public relations.
- Federal and state human service programs and funding sources.
- Techniques used in preparing and administering a departmental budget.
- Recreational, cultural, and social needs of all age groups and communities.

Skill and Ability to:

- Analyze and develop effective human service programs.
- Stimulate and motivate employees.
- Plan and direct the work of employees engaged in developing human service programs.
- Establish and maintain effective relations with all elements of the community.
- Assess community human service needs.
- Develop and implement programs and policies to meet identified human service needs.
- Communicate effectively both verbally and in writing.
- Select, train, and motivate departmental personnel.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in parks, recreation or community services or related field, and five years of responsible administrative experience in recreation including three years at a level comparable to a Division Head.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which is primarily sedentary.
- Is subject to office and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.

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PERSONNEL AND EMPLOYEE RELATIONS DIRECTOR

DEFINITION

The occupant of this classification is in the unclassified service. This exempt management classification is responsible for the personnel functions of the City of Culver City, assuring that the City is provided with adequate resources to meet its current and projected needs, that harmonious employee relations are maintained, and enabling the staff of the City to develop to the maximum of their potential consistent with the needs of the City, so that qualified personnel are supplied in advance of needs. This position functions as a member of the Chief Administrative Officer City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Administrative Officer City Manager. Responsibilities include the supervision of the Deputy Personnel Director, an Associate Analyst, and clerical staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Develops and recommends employment policies for the City. Keeps the Chief Administrative Officer City Manager advised of trends which may have an impact on the City's employment function.
2. Projects the City's human resource needs and develops plans for meeting them.
3. Directs the development, maintenance, and administration of the City's total compensation program.
4. Directs the handling of labor relations such as contract interpretation and processing of grievances. Directs and participates in any contract negotiations.
5. Directs the recruitment, selection, and employment of all City personnel upon the request of a department head.
6. Directs the development and maintenance of a classification plan which is related to performance, and administers individual classification changes.
7. Develops plans, programs, and techniques for determining the major needs of the City which can be met through training and development. Directs the development of, and administers, the City's training programs.
8. Develops and recommends City personnel objectives, policies, and programs. Fairly and consistently administers the City's Civil Service Rules including proposing revisions to the Civil Service Commission, and interpreting these rules to management and employees.
9. Develops and administers the City's Affirmative Action Program, working closely with department heads, and assures program goals are met whenever possible. Coordinates City compliance with laws governing access to City programs and facilities by people with disabilities.
10. Knows and supports City objectives and policies, and develops necessary supporting objectives for the Personnel Department. Interprets approved objectives to his/her organization and directs its day-to-day operations so as to attain the established objectives.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles and practices of public personnel administration, including methods and techniques used in recruitment and selection, classification, salary administration, training, safety, and affirmative action.
- Proper safety programs and policies.
- Training techniques and program developments.
- Applicable federal, state, and local laws, regulations, ordinances, and policies.
- Administrative organization and management of the variety of types of positions common to municipal organizations.
- Modern principles, methods, and techniques of public administration.
- Labor relations.

Skill and Ability to:

- Plan, organize, and assign and coordinate the activities of a professional, technical, and clerical staff.
- Present ideas clearly and concisely both verbally and in writing.
- Deal constructively with conflict and develop consensus.
- Select, supervise, train, and evaluate subordinates.
- Study, develop, and present ideas and recommendations soundly based on facts and data.
- Establish and maintain an effective working relationship with others.
- Conceive and implement organization-wide programs for personnel, training, and development.
- Maintain logical personnel records and filing systems.
- Resolve employee problems and grievances.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in human resources management, public administration, or a related field, and five years of increasingly responsible experience in all phases of public personnel programs of which at least two years were at a division-head level.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
 - Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
 - Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
 - Is subject to office environmental conditions.
 - May be required to work evenings or weekends.
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PUBLIC WORKS DIRECTOR/CITY ENGINEER

DEFINITION

The occupant of this classification is in the unclassified service. This exempt management position serves as the head of the Public Works Department directing the operations of maintenance services which includes streets, sewers, trees, facility maintenance, traffic signals and street lights, graffiti abatement, parking meters, refuse collection and disposal, and municipal engineering services. This position functions as a member of the Chief Administrative Officer City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to and is evaluated by the City Council with administrative overview by the Chief Administrative Officer City Manager. Responsibilities include the supervision of the Deputy Public Works Director/ Maintenance Operations Manager, Engineering Services Manager, Deputy Public Works Director/Engineering, Sanitation Manager, Associate Analyst, Senior Management Analyst and other staff members. The City Council may, at its sole discretion, provide an Employment Agreement incorporating their expectations and benefits to be provided.

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Supervises the Engineering Services Manager Deputy Public Works Director/Engineering in the control and coordination of Public Works projects assuring adherence to municipal code requirements, policy guidelines, federal and state laws, direction of the City Council, and established engineering standards.
2. Supervises the Deputy Public Works Director/Maintenance Operations Manager in the responsibilities of overseeing the services of the Sanitation and Facilities Maintenance Operations Division regarding the maintenance of the trees, traffic signals and street lights, street and sewer operations, and such other operations as may be assigned.
3. Supervises the Engineering Services Manager Deputy Public Works Director/Engineering in the performance of various engineering functions including directing and participating in the work of the Engineering Division in the planning, design, construction and contract administration of the capital improvement program. Assures the program is accomplished in a technically competent, economical, and safe manner.
4. Appears before commissions and committees, the City Council, and governmental regulatory agencies to provide data and recommendations on engineering matters affecting the City. Represents the City on regional and state technical and engineering committees.
5. Supervises the Sanitation Manager in the oversight of Sanitation Division functions including solid waste and recycling collection and processing and street sweeping.
6. Establishes annual performance objectives for the Public Works Department and ensures their attainment.
7. Develops and administers the budget for the Public Works Department. Assures delivery of optimum service levels within the constraints of the budget.
8. Maintains a competent and motivated work force by selecting, training, motivating, developing, disciplining, and evaluating subordinates.
9. Keeps abreast of and utilizes, where appropriate, new public works programs, procedures and technologies.
10. Regularly attends City Council meetings.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Design, construction, and maintenance of complex capital improvement program projects.
- Materials, engineering methods, and problems involved in the planning, design, construction, and contract administration of capital improvements program projects. Principles and practices of civil, structural, and hydraulic engineering and public works improvement projects.
- Principles and practices of modern planning, management, and organizational techniques.
- Principles and practices of traffic engineering as related to municipal transportation systems.
- Principles and practices of municipal maintenance operations including refuse collection and disposal.
- Techniques used in preparing and administering a departmental budget.
- The rules and regulations pertaining to personnel management in city government.

Skill and Ability to:

- Establish and maintain effective working relationships with subordinates and peers, public officials, and the public.
- Make oral and written presentations to various governmental bodies and the public.
- Prepare clear and concise non-technical reports.
- Develop and administer sound Departmental policies
- Provide leadership and direction for a department with diverse skills and abilities.

LICENSE AND CERTIFICATE

Possession of a valid State of California Civil Engineer Registration; possession of a valid California Class C driver's license is required if assigned to drive.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university in civil engineering or public works administration and five years of municipal engineering experience as a registered civil engineer, including three years at a supervisory level, preferably at division head level. A graduate degree, from an accredited college or university, in public administration or business administration is desirable.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends and holidays.

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TRANSPORTATION DIRECTOR

DEFINITION

The occupant of this classification is in the unclassified service. This exempt executive level classification serves as head of the Transportation Department, assuming management responsibility for all regional and local transportation policy, planning, and projects; mandated air quality and congestion management programs; the City's equipment maintenance garage which services Police, Fire, Sanitation, Public Works, Parks, and Transit vehicles; oversight of the City's Equipment Replacement Fund and the purchase of all new vehicles, and ensuring the municipal transit system is properly planned, designed, operated and maintained in a technically competent and economical manner. Additionally, the Director acts as the lead staff point person for special transportation projects that impact the City. This position functions as a member of the ~~Chief Administrative Officer's~~ City Manager's executive management team.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Council with administrative oversight by the ~~Chief Administrative Officer~~ City Manager. Responsibilities include supervision of department management staff including a Deputy Transportation Director, Transit Operations Manager, Equipment Maintenance Manager, Senior Management Analyst(s), Management Analyst(s) and clerical and support staff.

ESSENTIAL JOB DUTIES

The following tasks are essential for the positions assigned to this classification. Any single position may not perform all of these tasks, and/or may perform similar related tasks not listed here.

1. Plans, organizes and directs the department's day-to-day operations.
2. Oversees regional and local transportation policy, planning, and projects while ensuring coordination with other agencies and inter-departmental efforts.
3. Ability to lead multi-departmental staff efforts on complex transportation projects that impact Culver City.
4. Evaluates short and long range transportation needs and produces multi-year plans.
5. Reviews complex documents including Environmental Impact Reports for potential impacts to Culver City. Negotiates transportation mitigations with developers.
6. Ensures the City's ability to meet future municipal transit program requirements within financial constraints.
7. Coordinates the City's transit policy with other regional transportation programs.
8. Represents the interests of Culver City and the Transportation Department before federal, state, and local agencies.
9. Works closely with the other local jurisdictions primarily through the Westside Cities Council of Governments to develop coordinated regional and sub-regional transportation plans.

10. Analyzes proposed transportation legislation for impact on Culver City, recommending City Council action concerning such legislation and strongly presenting the City's position before appropriate legislative and administrative bodies.
11. Manages transportation grant programs including applications, administration and evaluation. Ensures compliance with grant fund rules and regulations.
12. Responsible for oversight of the City's mandated air quality and congestion management programs.
13. Ensures that City equipment is properly maintained in a cost effective manner.
14. Responsible for keeping the transportation facility and all City fueling sites properly maintained and regulatory compliant.
15. Maintains a competent and motivated work force, with emphasis at middle management and first line supervisor levels, through effective training, performance evaluation and disciplinary procedures.
16. Coordinates the work of the Transportation Department with other City departments. Assumes a leadership role in developing, planning, scheduling, and control techniques.
17. Prepares the departmental annual budget assuring adequate documentation of the objectives of the department. Keeps actual expenditures within limits set.
18. Meets regularly with the ~~Chief Administrative Officer~~ City Manager regarding the work activities and the workload of the Transportation Department.
19. Responds in a meaningful and timely fashion to public concerns, problems, and complaints.
20. Recommends purchase and disposition of motor coaches and related equipment.
21. Oversees the purchase/replacement of City equipment through the Equipment Replacement Fund.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles, techniques, and practices of managing a municipal transit system.
- Safety procedures relative to municipal transit operations.
- Federal, state, and local regulations governing the operation of a municipal transit system.
- Transportation policy and planning.
- Budget preparation and control.
- Applicable regulations regarding air quality, congestion management, or other pertinent regulatory requirements.
- Principles of management, supervision and training.

Skill and Ability to:

- Maintain effective working relationships with other employees, City officials, elected officials, employees of other agencies, and the general public.
- Interpret laws, rules, and regulations pertinent to a municipal transit system.
- Analyze data and prepare written and oral reports.
- Communicate effectively both verbally and in writing.
- Select, develop, motivate, and direct employees.
- Develop and implement transportation programs.

LICENSE AND CERTIFICATE

Possession of a valid California Class C driver's license.

TRAINING AND EXPERIENCE

A Bachelor's Degree from an accredited college or university preferably in public or business administration or related field, supplemented by courses in transportation, and five years increasingly responsible supervisory work experience in bus transportation system operations, including three years of experience at a transportation manager or assistant director level.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach, and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Is subject to office and outside environmental conditions.
- May be required to work evenings or weekends.