



HOUSING PROGRAM SUPERVISOR

DEFINITION

The positions assigned to this classification are in the classified service and are responsible for overseeing daily operation of various programs, and to work with program development in the areas of housing, affordable housing and rehabilitation.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the Housing Program Administrator, and exercises supervision over the Housing Specialist, Housing Assistant and/or Structural Rehabilitation Specialists. May act for the Housing Programs Administrator in his/her absence.

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, or may perform similar related tasks not listed here.

1. Responsible for overseeing daily operation of various Housing Programs. Manage programs and projects and supervise professional staff.
2. Oversees the determination of eligibility of applicants according to program guidelines. Oversees the preparation of applications and the amount of assistance for various programs.
3. Manage the design, implementation and development of programs.
4. Train staff, delegate work assignments and prepare performance evaluations.
5. Review all files and inspection reports of properties in a variety of programs. Assures such units meet applicable standards. May make property inspections for various programs.
6. Prepare and monitor budgets.
7. Maintain a current and thorough working knowledge of relevant guidelines, regulations and laws, including, but not limited to, HUD's Section 8 Program, CDBG, and Redevelopment law. Assist the Housing Administrator in providing administrative compliance.
8. Maintain current and thorough working knowledge of guidelines and principles of affordable housing.
9. Review bids, cost estimates, title reports, and escrow instructions; approves grants and rebates.
10. Act as staff liaison to Boards and Committees as assigned.
11. Acts as staff assistant to Housing Administrator providing research analysis and staff reports on a variety of topics including agreements, contracts and OPA's.

12. Attend meetings, prepare Council and Agency agenda items.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- HUD regulations regarding Section 8 Rental Assistance Payments Program and Neighborhood Preservation Program.
- HUD's Housing Quality Standards.
- Landlord/tenant laws and mediation ordinances.
- [Redevelopment Housing Law.](#)
- [Principles and practices of supervision.](#)

Skill and Ability to:

- Communicate with people of all ages, economic, and cultural backgrounds as well as fellow employees.
- Analyze complex written and contractual documents.
- Communicate concisely and clearly in both verbal and written form recommending appropriate financing approaches and processing loan documents.
- Understand, interpret, and effectively apply HUD regulations regarding Section 8 Rental Assistance.
- [Negotiate contracts.](#)
- [Assign work, lead, train and supervise employee.](#)
- [Evaluate work performance based upon inspection or review of completed work product.](#)

LICENSE AND CERTIFICATES

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 Bachelor's Degree from an accredited college or university in business or public administration or a related field, and four years of professional work experience in housing rehabilitation or local community development program [with at least two years supervisory](#); or, six years professional work experience in housing rehabilitation or local community development program [with at least two years supervisory](#) in lieu of education. [A minimum of two years' experience coordinating or providing technical or general supervision to others is required; or successful completion of Culver City's Pre-Supervisor Training Program which will be accepted in-lieu of lead capacity or supervisor experience is required.](#) A Master's degree 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 environmental conditions.
- May be required to work evenings or weekends.



RECREATION SUPERVISOR

DEFINITION

Occupants of this classification are in the classified service. These management positions are responsible for organizing, coordinating, and supervising community-wide leisure service programs for the Human Services Department, including youth and adult sports programs, aquatic programs, youth and teen programs, pre-school activities, and special interest classes for youth and adults of all ages, and special events.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the [Parks, Recreation, and Community Services Director or designee](#) ~~Recreation and Leisure Service Manager~~. Responsibilities include the supervision of the Recreation ~~Coordinators~~ ~~Program Supervisors~~, and a variety of part-time 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. Plans and organizes a year-round recreation program, which best fits the needs of the residents of Culver City. Identifies the recreation interest of the community through a regular needs assessment survey.
2. Assures the ethical and effective implementation of recreation programs by Recreation Coordinators and part-time staff.
3. Promotes public awareness of recreation programs through such techniques as brochures, advertisements, writing of news releases, and through meeting with public groups, clubs, and organizations.
4. Maintains a competent and motivated work force by selecting, training, motivating, disciplining, and evaluating the quality and quantity of work accomplished by subordinates.
5. Maintains and monitors records, including time sheets, budget, attendance, and equipment inventory reports.
6. Prepares a weekly and annual performance report for the Recreation and Leisure Services Manager on a timely basis detailing recreation services workload, work activities and achievements.
7. Achieves productive work output levels from recreation staff. Ensures that work produced meets acceptable standards of quality.
8. Knows and supports the objectives of the Recreation and Leisure Services Division, and develops supporting policies and programs. Interprets such policies and programs to their staff, and directs the day-to-day operations of their section so as to attain the established objectives in an ethical and effective manner.

9. Advises and consults with the Recreation and Leisure Services Manager on all significant matters in a timely fashion.
10. Contributes to the coordination of Human Service Department efforts by cooperating with other departmental staff to supply and enhance information relative to the improvement of services.

MARGINAL JOB DUTIES

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

1. Assures the provision of clean and safe facilities by evaluating the facilities maintenance and repair work done and taking corrective action to resolve unsatisfactory and unsafe conditions.
2. Assists in preparing the annual budget recommending objectives and the results to be achieved.
3. Evaluates the effectiveness and interest in recreation services offered by the division. Ensures a continuing process of adjusting the variety and depth of such services in light of results.
4. Ensures effective and productive utilization of recreation facilities. Coordinates the use of the school district facilities to maximize available resources.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Theories, principles and techniques of recreation.
- Principles and techniques of personnel, program, and budget management.
- Principles of facilities management.
- Recreation promotion and advertising.
- Principles and practices of supervision.

Skill and Ability to:

- Evaluate program effectiveness.
- Coordinate program development with other community organizations.
- Plan for community recreational utilization of parks and other facilities.
- Develop and administer a budget.
- Generate and maintain adequate records, reports and studies.
- Communicate effectively both orally and in writing.
- Deal effectively with a wide variety of age and interest groups.
- Analyze community leisure requirements.
- Supervise the work of others.
- Schedule and coordinate a wide variety of recreation services.
- Maintain effective working relationships with City staff, community groups, and the school district.
- Assign work, lead, train and supervise employees.
- Evaluate work performance based upon inspection or review of completed work product.

LICENSE AND CERTIFICATES

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 Bachelor's Degree from an accredited college or university in recreation and four years of experience in a community recreation program including two years in a lead capacity. A minimum of two (2) years' experience coordinating or providing technical or general supervision to others is required; or successful completion of Culver City's Pre-Supervisor Training Program which will be accepted in-lieu of lead capacity or supervisor experience is required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- 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.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- 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.



SENIOR ACCOUNTANT

DEFINITION

Occupants of this classification are in the classified service. These management positions are responsible for performance of complex accounting work of considerable difficulty in the maintenance of accounting records, cost control functions, and the establishment and maintenance of the unified accounting system.

DISTINGUISHING CHARACTERISTICS

Incumbents of this classification perform difficult and complex work in accounting and related aspects of financial management. This classification differs from Accountant II and Accountant in the degree of complexity and difficulty, and the responsibility of the Senior Accountant classification for the supervision of accounting clerical and professional personnel. Incumbents in this classification generally receive assignments only in general terms and use personal judgment and knowledge in determining action to be taken on technical problems within limits of established policy.

SUPERVISION RECEIVED AND EXERCISED

The positions assigned to this classification report to the [Chief Financial Officer or designee](#) ~~Principal Accountant~~. Responsibilities may include supervision of accounting professional or clerical personnel.

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 proper accounting control in the keeping of the Redevelopment Agency and City's general ledgers, preparation of timely and accurate periodic statements and the Agency and City's annual financial statements, and the maintenance of compliance with the requirements of the City Charter, Agency bylaws and generally accepted accounting principles.
2. Assures the maintenance and timely production of accounting and financial reports from varied accounting clerical personnel, providing information for management and accounting control in compliance with charter and Agency, state and federal requirements and generally accepted accounting principles.
3. Analyzes contract agreements, government regulations, legislation, and ordinances, and designs, coordinates, and maintains accounting systems and procedures which assure good accounting control in compliance with existing law.
4. Prepares intergovernmental billing.

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[September 2000](#)
[November 1998](#)

5. Monitors compliance with those procedures which maintain integrity of the City's fixed equipment inventory and assets, or the agency's land inventory assets.
6. Assures compliance with accounting regulations and procedures which control the timely flow of funds and grant monies supporting financial expenditures, contracts, operating costs, or other financial obligations.
7. Analyzes state and federal legislation regarding tax allocation bonds, and tax increment funding and implements programs which assure accountability to the investor, the public, bond rating firms and government to protect the City's and Redevelopment Agency's financial integrity.
8. Conducts audits of tax returns sent to the City such as Business Tax, Utility Users Tax, Transient Occupancy Tax, etc.
9. Assists in maintaining a competent, motivated work force by training, developing, motivating, and disciplining subordinates.
10. Supports established objectives for the maintenance of accounting records, cost control functions, and the accounting system.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Modern accounting principles and practices including governmental accounting.
- Applications and principles of data processing and automated accounting systems.
- Office methods, systems, and procedures.
- Budgetary processes, controls and systems.
- Generally accepted accounting principles.
- Principles and practices of financial administration including budgeting and reporting.
- ~~Principles and practices of supervision. Supervision, training, and performance evaluation.~~
- Complex financial reports and analysis.

Skill and Ability to:

- Analyze, interpret, and explain financial policies and procedures, municipal tax laws.
- ~~Assign work, lead, train and supervise employees. Supervise, train, and evaluate professional, technical, and clerical personnel.~~
- ~~Evaluate work performance based upon inspection or review of completed work product.~~
- Establish and maintain an effective working relationship with others.
- Prepare clear, concise, complete and accurate financial statements, schedules and reports.
- Establish and maintain fiscal records and accounts.
- Communicate clearly and concisely, both verbally and in writing.

LICENSE AND CERTIFICATES

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 in accounting and four years of professional level experience at the working level of professional accountant. A minimum of one (1) year

experience coordinating or providing technical or general supervision to others or successful completion of Culver City's Pre-Supervisor Training Program.

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.
- May be required to work at a video display terminal for prolonged periods.



SENIOR BUILDING SAFETY INSPECTOR

DEFINITION

Occupants of this classification are in the classified service. The management positions assigned to this classification lead and participate in the work of Building and Safety Inspectors engaged in the enforcement of building, electrical, plumbing, heating refrigeration, and housing codes and laws, and make the more difficult inspections.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Building Official. The position is responsible for supervising the Building and Safety Inspectors.

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 prompt review of systems and plans for proposed building construction or alteration and the timely inspection of all structures being built to obtain compliance with applicable state and local laws, codes, and ordinances dealing with the construction of new buildings and the alteration and safety of existing buildings.
2. Reviews and suggests revisions of the Municipal Codes to the Building Official to maintain building regulations that are up-to-date and conform with all federal, state, and local requirements.
3. Effectively plans, schedules, and controls the utilization of time by Building and Safety Inspectors to reduce the amount of time spent in the office. Assures the timely and productive scheduling of inspections.
4. Provides informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures, and building codes.
5. Generates a monthly report for the Building Official regarding building inspection work activities and workload, and maintains various work records related to the development of such a report.
6. Ensures the quality of the work of building inspection staff by making spot-checks of the staff in the field, reviewing and evaluating workload and staff assignments, and coordinating training of building inspection staff to assure the staff keeps abreast of changing technology in the building construction industry.
7. Responds to and resolves complaints from citizens including investigations to determine responsibility for the problem and methods of resolving the problem.
8. Maintains a competent and motivated work force through selecting, disciplining, motivating, training, and evaluating subordinate staff.

9. Develops policies and procedures designed to improve plan checking and building inspections such as streamlined permit issuance procedures or plan checking aids such as checklists and application forms.
10. Performs the more difficult and complex building inspections to assure construction practices conform to all applicable state and local ordinances, codes, and regulations.
11. Studies new materials and methods of building construction to keep abreast of modern development. Maintains a current and thorough working knowledge of relevant building codes and standards, and is able to correctly interpret and apply them.
12. Checks and analyzes new building construction plans and building alteration plans in a timely manner to assure compliance with applicable codes and policies. Identifies needed corrections. Assures that deficiencies identified in plans are promptly followed up and corrected. Issues building permits to those plans meeting applicable codes and policies.
13. Leads and participates in the work of Building and Safety Inspectors including determining work procedures, assigning duties, training, assisting in solving work problems, enforcing City regulations and policies, and promoting work efficiency.
14. Maintains a current and thorough working knowledge of the fire codes and standards, and is able to correctly interpret and apply them.

MINIMUM KNOWLEDGE, SKILL AND ABILITY

Knowledge of:

- Pertinent building codes and ordinances.
- Building, electrical, plumbing, mechanical, and fire codes and ordinances enforced by the City.
- Principles and techniques of building inspection and building materials.
- Accepted safety standards and modern methods of building construction.
- Principles and practices of supervision.
- Stages of construction in which possible violations and defects may be observed and corrected.
- Likely defects and faults in construction.

Skill and Ability to:

- Assign work, lead, train and supervise employees. Provide technical supervision and training.
- ~~Supervise and instruct subordinate personnel.~~
- Evaluate work performance based upon inspection or review of completed work product.
- Analyze the flow of work for maximum effectiveness.
- Prepare clear and concise written reports.
- Deal tactfully and effectively with fellow employees, the general public, architects and engineers.
- Research and study the various building, housing, plumbing, mechanical electrical and fire codes, laws and ordinances with emphasis on building regulations.
- Communicate effectively in both verbal and written form.
- Maintain effective working relationships with contractors, supervisors, fellow employees, architects, engineers, and the public.
- Read and interpret building construction plans, specifications, blueprints, and comparing them with construction and progress.
- Detect poor workmanship, inferior material, and structural construction hazards.
- Interpret and apply building, electrical, plumbing, mechanical, and fire codes.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license ~~may be required if assigned to drive~~. Certification as a Building Inspector is desirable.

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: high school graduation or equivalent and a minimum of two years of experience as a Building and Safety Inspector. [A minimum of one \(1\) year experience coordinating or providing technical or general supervision to others or successful completion of Culver City's Pre-Supervisor Training Program.](#)

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.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling of objects which may occasionally weigh up to 10 pounds.
- Is subject to office and outside environmental conditions.



SENIOR CIVIL ENGINEER

DEFINITION

Occupants of this classification are in the classified service. This is a middle management classification in the engineering series. The incumbents in this classification may be responsible for assisting with fiscal and general administrative responsibilities in either the Engineering Division or the Environmental Programs Division. The work performed may vary considerably based upon the division to which the position is assigned.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Engineering Services Manager or the Environmental Programs & Operations Manager. Responsibilities may include supervision of professional, technical, administrative, and/or 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. Prepares comprehensive reports for City Council, Commissions and committees; letters to the public and other agencies; memorandums to other divisions and departments.
2. Supervises the preparation of engineering plans and specifications for public works improvements or ensures compliance with federal, state, and local stormwater quality and recycling laws. Plans and specifications may relate to streets, parks, storm drains, traffic channelization and signalization, City buildings and structures, etc.
3. Responds to requests for information regarding engineering related matters or environmental management programs at the public counter or in writing. Requests for information may pertain to environmental programs, legal descriptions, survey information, assessment districts, street and alley improvements, and many other similar matters.
4. Maintains accurate budget and expenditure records on various projects, through the planning, design and construction stages. Prepares project reports and cost estimates.
5. Assists with and/or prepares annual Division operating budget and the Capital Improvement Budget.
6. Assists with and/or prepares State and Federal grant applications.
7. Reviews and recommends for approval invoices received for professional services, contract construction costs and services.
8. Prepares Requests for Proposals for professional services, reviews proposals received and prepares analyses and recommendations on them for consideration by the Redevelopment Agency and/or City Council.

9. Monitors the performance of consultants under contract with the Redevelopment Agency and/or the City to guarantee that work is being performed on schedule and in accordance with the terms of the contract.
10. Maintains liaison with representatives of other governmental agencies, utility companies and engineering firms.
11. Compiles and analyzes data and programs and makes recommendations to assist in the formulation of policies and procedures.
12. Gathers data and compiles required reports including, but not limited to, National Pollution Discharge Elimination System (NPDES) reports, AB 939 reports, and Wastewater Discharge Requirements (WDR) compliance reports.
13. Participates in Environmental Impact Report / California Environmental Quality Act (EIR/CEQA) review for approved projects including preparation and monitoring of mitigation plans.
14. Outlines survey work and reviews work in progress; checks and approves completed assignments which include surveys, topography, centerline ties, bench marks, and controls for civil engineering designs and maps.
15. Researches various projects being contemplated; prepares preliminary designs, calculations, and estimates required in evaluating and making major decisions with respect to the preparation of the final designs, plans, and specifications; prepares final specifications; prepares reports and correspondence as required.
16. Supervises the preparation of and/or prepares and interprets legal descriptions for annexations, sales of City property, easements, right-of-ways, abandonments, dedications, acquisitions, etc.
17. Supervises the checking of subdivision maps and improvement plans and identifies changes that must be made in order for them to conform to good engineering practice and comply with applicable laws, codes, ordinances, and City regulations.
18. Supervises and participates in performing various computations required for engineering projects such as survey closures, areas, curves, grades, quantity and cost estimates, and traffic counts.
19. Coordinates site visits with other agencies to bring private concerns into compliance with existing rules, policies, and regulations.
20. Prepares information for dissemination to the general public regarding water conservation, storm water pollution, recycling, and other environmental programs.
21. Attends and participates in professional group meetings to stay informed of new trends and innovations to improve City projects, programs and facilities, e.g. water, wastewater, stormwater, environmental fields, etc.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Civil engineering theory and practice as applied to design, construction and inspection of public works projects and facilities.
- Principles, procedures, standards, practices, trends and information sources in the field of wastewater and stormwater.
- Technical report writing.
- Mechanics of materials.
- Design of City Streets, sewer and storm drain systems.

- Precise horizontal and vertical control surveys and closures.
- Federal, State, and local regulations.
- State and county design standards.
- Fiscal and administrative management of public works projects and State and Federal grants.
- Principles of organization and budget management.
- Principles and practices of supervision.

Skill and Ability to:

- Communicate clearly both verbally and in writing.
- Supervise and participate in the design and preparation of plans and specifications for public works improvements.
- Plan, direct, and supervise the work of other engineers and technicians.
- Conduct technical research and prepare related reports.
- Supervise the maintenance and organization of engineering files, plans, and records.
- Administer contracts for public works projects.
- Establish and maintain effective working relationships with management, subordinates, City staff, and the public.
- [Assign work, lead, train and supervise employees.](#)
- [Evaluate work performance based upon inspection or review of completed work product.](#)

LICENSE AND CERTIFICATES

Possession of registration as a Professional Civil Engineer in the State of California, and a valid State of 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 Bachelor's Degree from an accredited college or university in civil engineering and three (3) years professional level experience in municipal engineering at a level comparable to Associate Civil Engineer. [A minimum of one \(1\) year experience coordinating or providing technical or general supervision to others or successful completion of Culver City's Pre-Supervisor Training Program.](#)

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.

SENIOR PLANNER

DEFINITION

Occupants of this classification are in the classified service. This is a middle management classification in the planning series. The incumbent in this classification is responsible for assisting the City Planner in general administrative and fiscal responsibilities and for supervising and coordinating the activities and personnel of the Planning Division.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the City Planner. Responsibilities include section head of the current planning or advance planning sections of the Planning Division, and supervision of Associate Planners, Assistant Planners, and other 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. Supports the City Planner in supervising day to day Planning Division operations to attain established goals and policies, including enhancement of office efficiency and employee productivity.
2. Supervises staff planners by assigning, coordinating, counseling, evaluating, training, disciplining and motivating personnel to accomplish the functions of the Planning Division.
3. Keeps abreast of new developments and improved techniques within the planning field that will contribute to the improved performance of the Planning Division.
4. Advises and consults with the City Planner on all significant issues. May act for City Planner as required.
5. Contributes to and participates in overall City efforts to improve communications by cooperating with other managers and supervisors throughout the City in the supply and exchange of information.
6. Assures the factual and complete preparation of staff reports, resolutions, ordinances, covenants, environmental documents, and other materials relevant to various planning and zoning matters; presents staff reports and supporting technical information and trends analysis in a clear, concise manner to the Planning Commission, Redevelopment Agency, and City Council.
7. Maintains a current, thorough working knowledge of City codes, ordinances and policies and State statutes relating to: planning, redevelopment, land use development, environmental impact assessment, and zoning, and is able to accurately interpret and apply them.
8. Responds to public requests for information. Establishes rapport with the public and is able to communicate and provide needed service in a timely and courteous fashion. Understands and is able to apply the City's development philosophy.

9. Facilitates keeping current and implementing the General Plan for the improvement and future development of the City.
10. Participates in development and administration of the various planning and zoning regulations and procedures necessary to assure the efficient, orderly and desired evolution of land use and development within the City consistent with the General Plan.
11. Assigns and monitors the responsibilities for analysis of proposed developments in adjoining communities which may impact upon Culver City.
12. Directs the development of and monitors data collection, analysis, and storage systems designed to identify planning problems and trends in the City.
13. Supports the City Planner in preparing the annual Planning Division budget and monitoring expenditures throughout the year to insure keeping within budgetary limits.
14. Prepares Requests for Proposal (RFP) for planning consultant services; evaluates, ranks and recommends consultants for selection; and administers contracts for consultant services.
15. Attends and participates in a variety of regular and special evening and daytime meetings within and outside the City.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Planning theory, practice and California law as applied in an urban environment.
- General Plans, subdivisions and zoning, the California Environmental Quality Act and State Guidelines adopted for the implementation thereof.
- General site planning, architectural and landscaping design principles.
- Parliamentary and hearing procedures.
- Contract administration.
- Principles and practices of supervision. ~~Management principles.~~

Skill and Ability to:

- Learn and apply computer based programs for graphic, design, and research purposes.
- Collect, research, and analyze data to arrive at sound conclusions and recommendations.
- Prepare reports.
- Communicate effectively both verbally and in writing.
- Assign work, lead, train and supervise employees. ~~Plan, direct and supervise the work of planners and technicians.~~
- Evaluate work performance based upon inspection or review of completed work product.
- Maintain City administration/management goals and policies.
- Work quickly and effectively on a variety of concurrent projects.

LICENSE AND CERTIFICATES

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 in urban planning, or a closely related field and four (4) years of professional level experience in urban planning at a level comparable to

Associate Planner. A minimum of one (1) year experience coordinating or providing technical or general supervision to others or successful completion of Culver City's Pre-Supervisor Training Program.

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.
- Will 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 at a video display terminal for prolonged periods.

SENIOR SOLID WASTE AND RECYCLING CREW SUPERVISOR

DEFINITION

The occupant of this management classification is in the classified service. Under general direction this classification is responsible for the City's solid and hazardous waste operations by planning, supervising and coordinating refuse and recycling collection, disposal and transfer station processing, and managing employee safety programs. The incumbent of this position routinely plans, coordinates, supervises and evaluates the work of subordinates.

SUPERVISION RECEIVED AND EXERCISED

The position assigned to this classification reports to the Environmental Programs and Operations Manager. Responsibilities include supervision of supervisory, technical and clerical personnel as well as contract crews.

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. Plans, organizes and directs the city's solid waste and recycling day-to-day operations.
2. Oversee and supervise activities related to compliance with federal, state, and local laws and regulations regarding hazardous/toxic materials, municipal solid waste and storm water protection.
3. Assures that first line supervisors develop effective work schedules for collection and transfer station operations and control systems.
4. Coordinates the operation and maintenance of the refuse transfer station facilities.
5. Supervises staff, including instructing, assigning, planning, and reviewing work, evaluating work performance and completing performance evaluations.
6. Coordinates work activities by allocating adequate personnel, acting on employee problems, selecting new employees, implementing employee discipline, providing training, and advice and assistance as needed.
7. Maintains a competent and motivated work force by training, developing, and evaluating personnel.
8. Coordinates activities and operations with other department personnel as needed; establish effective working relationships with City personnel and other agencies.
9. Makes effective verbal presentations and written reports and recommendations to the City Council, boards and commissions and staff. Develops and presents ideas and issues in a convincing verbal and written manner.
10. Evaluates and makes proper recommendations on solid waste and recycling collection methods.

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Revised February 2016

Revised April 2015

Revised July 2008

September 2004

11. Responds to citizen inquiries and complaints promptly and courteously including investigating to determine responsibility and methods of resolving the problem.
12. Monitors and reports injuries that are sustained during the course and scope of employment. Takes appropriate action to mitigate similar injuries including training as needed.
13. Stays abreast of current developments in legislation and the solid waste industry, which may affect the refuse and recycling operations.
14. Assists the Environmental Programs and Operations Manager in preparing, organizing and coordinating the division budget. Recommends and manages budget expenditures for division.
15. Ensures a safe operating environment at the Transfer Station and in all operations.
16. Keeps the division/department head informed of problems and issues within the division.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Principles of solid waste collection operations and business practices related to equipment operation, customer service, and solid waste laws, ordinances and codes at the local, state, and federal level.
- Methods of waste management, reduction and recycling.
- Federal and state laws and regulations governing solid and hazardous waste management, and storm water protection.
- Methods, [principles, and practices](#) used in supervising, training, and evaluating personnel.
- Budget administration.
- Safety regulations as required by OSHA and other regulatory agencies.
- Functions, characteristics, and proper care of tools, equipment, and materials used in collection of refuse.

Skill and Ability to:

- Develop, implement and evaluate division policy and programs to improve operations.
- Analyze complex issues, evaluate alternative solutions, develop sound conclusions, and recommend a course of action.
- [Manage the work of subordinates including coaching staff for improvement and development, training, assigning, monitoring and evaluating work performance, counseling and disciplining staff and resolving grievances.](#)
- [Evaluate work performance based upon inspection or review of completed work product.](#)
- Plan and coordinate the activities of outside contractors.
- Interpret and apply Memoranda of Understanding, City ordinances and policies affecting departmental operations and personnel matters.
- Establish and maintain effective working relationships with the City Council, public officials and other department heads, staff, private community organizations, and others encountered in the course of work.
- Present proposals and recommendations effectively in public meetings.
- Develop clear, concise, and comprehensive studies and reports.
- Prepare and monitor a facilities maintenance program.
- Investigate and respond to complaints in a tactful, courteous, and effective manner.
- Operate a computer and other office equipment.

LICENSE AND CERTIFICATES

Possession of a valid California Class C driver's license. Must possess a certification by an accredited institution of successful completion of a professional training course covering one of the following: solid waste management and operations, refuse collection, refuse transfer station operations, or industrial supervision.

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: graduation from an accredited college or university with a Bachelor's Degree in environmental science, business, public administration, or related field. Must possess five (5) years of experience in solid waste operations. A minimum of two (2) years' experience coordinating or providing technical or general supervision to others is required; or successful completion of Culver City's Pre-Supervisor Training Program which will be accepted in-lieu of lead capacity or supervisor experience is required. ~~Two (2) years of experience in a supervisory or lead worker capacity is desirable.~~ Additional experience may be considered in-lieu of education on a year-to-year basis.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- 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.
- Requires vision (which may be corrected) to read small print.
- 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 and/or weekends.
- May be required to work around foul odors and hazardous materials.
- May be required to work around loud noise and moving mechanical parts.



TECHNICAL SERVICES MANAGER

DEFINITION

This unclassified management classification is responsible for technical support to city departments on the use of hardware and infrastructure. Responsibilities include network administration, infrastructure management, computer operations, telecommunications, network security and disaster recovery.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the Chief Information Officer and supervises administrative support, technical and professional 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. Ensures availability and reliability of City computer systems according to the needs of the departments.
2. Manages the City's wireless infrastructure.
3. Resolves operational problems, and provides routine operational support and systems programming.
4. Manages the operation for systems administration (including back up to tape, back up online, patching, and software installation for both physical and virtual servers), network administration, and client workstations.
5. Evaluates and makes recommendations regarding systems software and hardware ensuring compatibility with City infrastructure and Information Technology Department standards.
6. Recommends and develops infrastructure that is supported by the technical services area (procedures, version/configuration control, monitoring, problem tracking and resolution, etc.).
7. Creates a team atmosphere, and team approach to problem solving and completing work.
8. Manages the operation for Telecommunications (including Voice and Data networks, Voice over IP telephones, voicemail, Internet connections, and plain old telephone service lines), computer operations, network support, service desk, systems administration, technical support and training functions.
9. Ensures that City, State and Federal regulations, policies and procedures relating to information technology are followed. Researches, develops, recommends and implements new policies and procedures.
10. Participates in establishing all hardware and software standards and supervises staff performing these tasks.

11. Ensures the development and execution of data backup/recovery operations and disaster recovery plans and procedures.
12. Evaluates new systems and projects, develops cost specifications, assists in the negotiation and compliance of contracts, and manages vendors and consultants.
13. Responds quickly, courteously and appropriately to users when customer support requests/issues are escalated to management.
14. Effectively communicates and delivers presentations to all City staff, vendors, consultants, and the public, as required.
15. Stays current on essential knowledge, practices, laws and regulations by obtaining necessary training; may also be required to provide training and assistance to end-users on the use of hardware and software as appropriate.
16. Assists with budget development and administration.
17. May represent the Information Technology Department in the absence of the Chief Information Officer.

MINIMUM KNOWLEDGE, SKILLS AND ABILITY

Knowledge of:

- Local Area Network (LAN) /Wide Area Network (WAN) using Active Directory and Transmission Control Protocol and Internet Protocol (TCP/IP).
- Network security and administration.
- Wireless infrastructure configuration and related security protocols.
- Project management tools and techniques supporting multiple platforms and sites.
- Computer systems and peripheral equipment.
- Principles [and practices](#) of supervision, networks, and help desks.
- Statistical methods and procedures, client workstations hardware and software.
- Project management tools and techniques supporting multiple platforms and sites.
- Systems administration, systems analysis and project management.
- Current technologies and security standards.
- Methods used in supervising, training, and evaluating personnel.

Skill and Ability to:

- Coordinate and oversee city-wide technical support operations.
- Deal constructively with conflict and competing priorities, and develop effective action plans.
- Supervise others in a team environment and monitor employees, vendors and contractors working independently.
- Meet and support the technical needs of users and effectively resolve issues that are escalated to management.
- Analyze data and draw sound conclusions.
- Communicate effectively orally and in writing.
- Establish and maintain effective working relationships with City staff, vendors, consultants, and the public.
- Effectively follow both verbal and written instructions.
- Prioritize and manage multiple tasks.
- [Use independent judgement and initiative in making recommendations regarding software and hardware.](#)
- [Assign work, lead, train and supervise employees.](#)

- [Evaluate work performance based upon inspection or review of completed work product.](#)

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: Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. Five (5) years of recent work experience providing technical support on the use of hardware and project management which have included network administration, infrastructure management, computer operations, telecommunications, network security and disaster recovery. [A minimum of two \(2\) years' experience managing information technology projects and staff including coordinating or providing technical or general supervision to others is required; or successful completion of Culver City's Pre-Supervisor Training Program which will be accepted in-lieu of lead capacity or supervisor experience is required.](#) Recent experience in managing the operations for telecommunications is highly desirable.

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.
- 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 25 pounds and may occasionally weigh up to 50 pounds.
- Is subject to office environmental conditions.