ACCOUNTANT

DEFINITION

To perform professional accounting work, recording and reporting of financial transactions, and budgetary control for assigned areas of responsibility; to review fiscal records; and to prepare financial report statements and analyses.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class of the professional accounting series. Positions in this class are expected to perform the full range of professional accounting duties as assigned independently. Incumbents have a thorough knowledge of governmental accounting systems and procedures, and are able to exercise independent judgment within established frameworks and procedures. The Accountant class is distinguished from the Senior Accountant in that responsibility for the overall supervision of the accounting section is not assumed at this level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Accountant.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform professional accounting work, including recording and reporting of financial transactions, and budgetary control, for assigned area of responsibility.

Participate in the posting , balancing and reconciliation of subsidiary accounts.

Control budget for various City departments and projects as assigned, including determining whether or not funds are available and expenditures are properly classified.

Research and analyze transactions to resolve budget problems; provide analysis of available funds as requested.

Prepare work papers, financial statements and various reports for Federal, State, outside agencies and internal accounting purposes.

Audit extensions and arithmetic calculations for various and miscellaneous expenses.

Maintain the City' s investment and debt service portfolio; study City cash flow to determine funds available for investment purposes; prepare investment activity summary.

Reconcile bank statements and accounts as assigned.

Recommend and/or implement changes in accounting systems and procedures.

Perform comprehensive financial activity studies as directed.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of accounting and financial administration, including budgeting and reporting.

Principles of governmental accounting.

Laws and regulations governing fiscal record keeping.

Computer systems and applications.

Modern office practices, procedures, methods, and equipment.

Ability to:

Examine and verify financial documents and reports.

Prepare a variety of financial statements, reports and analyses.

Develop and implement accounting system modifications.

Establish and maintain effective work relationships with City staff and others as appropriate.

Communicate effectively, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible accounting experience in a governmental or commercial agency.

Education:

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

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: February 1998
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

ACCOUNTING SERVICES MANAGER

DEFINITIONS

Plans, organizes, and directs the activities of the Accounting Services Division in the Department of Financial Services. Supervises and performs accounting operations; develops, implements and revises accounting systems, procedures, and internal controls; oversees preparation of management and financial reports; coordinates external audit and preparation of comprehensive Annual Financial Report.

DISTINGUISHING CHARATERISTICS

This is a management position in the Accounting Services Division of the Department of Financial Services. The incumbent in this position exercises independent judgment and discretion. It is distinguished from the Financial Services Director in that the latter has overall responsibility for all divisions/sections in the Department of Financial Services including Accounting Services, Purchasing, Fiscal Services, and Administration.

SUPERVISION RECEIVED AND EXERCISED

Works under the direction of the Director of Financial Services or the Assistant Director of Financial Services as assigned. Supervises clerical and professional employees of the Accounting Services Division. Provides training to assigned staff as required.

EXAMPLES OF DUTIES

Plans, organizes, directs, supervises, and evaluates staff, service level, and performance of the Accounting Services Division in support of the general accounting, payroll, and accounts payable functions.

Plans, organizes, coordinates and performs complex accounting, statistical, financial analysis and financial reporting tasks.

Administers the City' s accounting system.

EXAMPLES OF DUTIES

Integrates financial and statistical information into a comprehensive financial recording and reporting system.

Provides training to assigned staff as required.

Assists in the development and implementation of the Departments goals, objectives, policies, procedures, and work standards.

Sets policies and procedures for the work of professional, technical, and clerical staff engaged in the processing and recording of all financial transactions. Advises personnel City-wide and within the Department regarding general accepted accounting principles.

Assists in the management, issuance, and maintenance of bonds and other long-term indebtedness.

Assists in the development and implementation of financial and internal control policies, procedures, and system practiced within the Financial Services Department and other departments throughout the City. Conducts training for staff within the Department and within other departments throughout the City as required to effectively administer all financial transactions.

Assists in the coordination of the information systems functions to ensure the proper design, testing, and implementation of enhancements and corrections to the City' s financial application software.

Establishes, develops, and maintains practices, procedures, and policies for budgetary compliance and control in accordance with the Government Code and City policies and procedures.

Prepares analytical, accounting, and management reports as required. Manages the external audit by coordinating the preparation of schedules, information, and general access to records.

Interacts with internal and external audit staff in reviews of accounting systems and controls and oversees implementation of recommended changes of such systems or control procedures.

Directs the preparation of interim and annual financial reports in accordance with generally accepted accounting principles and the standards of the G.F.O.A.' s Certificate of Achievement for Excellence in Financial Reporting Program.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles as related to municipalities.

Modern office practices, procedures, and equipment, including computer-based accounting systems including basic data processing and systems operation, current software applications, and automated accounting methods.

Principles and practices of budget monitoring.

Laws, rules, regulations, and ordinances relating to local, state, and federal public finance, and administration.

Principles and practices of management, supervision, training, and performance evaluation.

Ability to:

Apply the policies and philosophy of the City to the Department of Financial Services.

Interpret and administer City ordinances.

Conceptualize, interpret, prepare, present, and explain City, Department, and Division proposals, policies, procedures, and reports in a clear and concise manner to coworkers, the Director, and other City management staff.

Establish and maintain effective working relationships with co-workers, City management staff, other agencies, community groups, and the general public.

Plan, coordinate prioritize, supervise, train, direct, and evaluate the work of others including checking, preparing and reviewing detailed and complex financial and accounting reports. Lead and motivate assigned staff as well as others contacted during the course of work.

Establish and maintain financial and accounting systems.

Use and manage automated information systems, including the personal computer applications such as word processing and spreadsheets.

Ability to:

Develop administrative procedures and operations and evaluate their efficiency and effectiveness.

Analyze complex accounting and financial data, draw logical conclusions, and make sound recommendations.

Independently carry out complex accounting and auditing work and apply accounting principles and techniques to practical accounting, auditing, and financial problems.

Develop, prepare and review reports, schedules, and supporting documents that reflect detailed and complex financial and accounting transactions and activities.

Communicate clearly and concisely, both orally and in writing.

Develop and recommend policies and procedures related to assigned operations.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelors Degree in Business with major course work in accounting and finance. An advanced degree, such as an MBA with emphasis in finance or accounting, or a CPA certificate is desirable. Such advanced degree or CPA certificate may be substituted for two years of the required experience.

Experience:

Five years of increasingly responsible experience in governmental accounting and financial reporting including at least two years of supervisory experience. Public accounting experience in the audits of local governments may be substituted for up to two years of governmental accounting and financial reporting experience.

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Approved by:

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City Manager

CITY OF MILPITAS
Established: Sept. 3, 1991
EEOC: Office and Clerical
FLSA: Non Exempt
Unit: Pro Tech
Physical: 1

ACCOUNTING TECHNICIAN

DEFINITION

Under direction, to perform sub-professional accounting work, recording and reporting financial transactions for assigned areas of responsibility; to prepare financial report statements and analyses; and to perform the day-to-day tasks associated with maintaining the City's investment portfolio.

DISTINGUISHING CHARATERISTICS

This is an entry level class of the professional accounting series which may serve as a "bridge classification" from the accounting clerical series to the professional accounting series. Positions in this class are distinguished from the Accountant class by the performance of the less than the full range of duties as assigned to the journey level class in working this series.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Senior Accountant and in indirect supervision from and Accountant. Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Perform accounting work, including recording and reporting financial transactions for assigned area of responsibility.

Assist in the preparation of financial report statements and analyses.

Perform cash slow analyses on an ongoing basis, assisting to maximize available cash ant to maximize investment yield, minimizing risk, on cash between its collection and disbursement.

Perform the day-to-day tasks associated with the maintenance of the City's investment portfolio in accordance with the City's Investment Policy.

Assist in the development of investment strategies by an ongoing assessment of the economy and the needs of the City.

QUALIFICATIONS

Knowledge of:

Basic governmental accounting principles and practices of financial record keeping.

Computer systems and applications.

Modern office practices, procedures, methods and equipment.

Ability to:

Analyze reports of financial stability of banks, savings & loans, and other financial institutions, and assess relative risks of investments.

Learn to apply investment yield curve analysis techniques.

Develop a cash budget based on the operating and capital budgets of the City and forecast and estimate asset balances available for investments.

Understand factors that influence interest rates, short-term investment instruments, and technical approaches to short-term investing.

Establish and maintain effective work relationships with City staff, the public, and with depositories, investment dealers, and brokers.

Understand and interpret principles, laws and procedures involved in fiscal record keeping, investment and accounting functions.

Maintain accurate records.

Other Requirements

Specified positions may require possession of a valid California's driver's license.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of fiscal office support equivalent to a Fiscal Assistant II in the City of Milpitas.

Education:

Thirty semester units of college with course work accounting or a closely related field. Additional experience may be substituted on a year-for-year basis.

Approved by:

_____

City Manager

CITY OF MILPITAS
Established: June 1985
Revised: March 2000
April 2003
EEOC: Professional
FLSA: Exempt
Unit: Unclassified
Physical: 6

ADMINISTRATIVE ANALYST I/II

DEFINITION

To perform a variety of responsible administrative and analytical assignments in the support of the improvement of management functions, practices and services or the implementation of program objectives; to perform professional work in a variety of program areas; and to provide staff support in the administration and implementation of City programs, and policies as assigned.

Positions in this class perform a wide variety of management analysis activities. Typical assignment areas include, but are not limited to budgeting, management and organization, workflow and staffing, systems development, program management and evaluation, policy and procedure development, management information analysis, classification, recruitment and examination, employee relations, and training. Incumbents may be assigned to either a specific analysis activity, such as budget review or operations analysis, or to a generalist assignment with responsibility for dealing with a wide array of analytical staff assignments. Incumbents are expected to be capable of performing a variety of management analysis techniques and procedures.

DISTINGUISHING CHARATERISTICS

Administrative Analyst I – This is the entry-level class in the Administration Analyst Series. Positions in this class are distinguished from the Administration Analyst II class by the performance of less than the full range of duties as assigned to the journey level class in this series. This class is typically used as a training class in which incumbents have a four-year degree and limited work-related experience. Incumbents work under immediate supervision while learning job tasks.

Administrative Analyst II – This is the full journey level class in the Administrative Analyst series: Positions in this class are distinguished from the Administrative Analyst I class in that incumbents are able to perform the full range of duties, as assigned, independently with only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Administrative Analyst I – Receives direct supervision from the immediate supervisor and may receive indirect supervision from a higher level Analyst. Exercises no supervision.

Administrative Analyst II – Receives general supervision from the immediate supervisor May exercise supervision over assigned clerical or technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Perform a variety of responsible and technical administrative and analytical assignments.
- Conduct surveys and perform research and statistical analyses as requested; prepare summary reports.
- Interview and consult with departmental officials and employees, representatives from other organizations and groups, and the general public to give and/or secure necessary information.
- Assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.
- Analyze issues and prepare reports.
- Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.
- Develop and analyze quantitative data for management evaluation purposes.
- Prepare and present factual and statistical data and make recommendations in written, graphic and oral form.
- Make verbal presentations of study findings/recommendations to department and City management and commissions, as the assignment requires.
- Provide information and interpretation regarding City rules, regulations and procedures.
- Perform audits and analysis in areas such as: programs, contracts, and budgets.
- Participate in special projects as assigned.

- Input and retrieve data from computer systems.

- Perform related duties as assigned.

QUALIFICATIONS - **Administrative Analyst I**:

Knowledge of: Principles of local government organization and administration. Statistical concepts and methods. Communications techniques required for gathering, evaluating, and transmitting information.

Ability to: Learn applicable procedures, rules, laws, and policies. Communicate effectively, orally and in writing. Gather, analyze, evaluate, interpret and present a variety of data and information. Prepare reports supporting recommendations. Establish and maintain effective working relationships. Interact with personnel at all organizational levels and function in stressful and/or confrontational situations. Initiate, plan, and complete work assignments with a minimum amount of supervision. Collect, compile, and analyze information and data.

Administrative Analyst II - In addition to the qualifications required for the Administrative Analyst I:
Knowledge of: Applicable federal and state laws and regulations. Fundamental principles and practices of public administration. Principles and practices of budgetary analysis. Report writing techniques and spreadsheet development and analysis techniques.

Ability to: Apply and interpret procedures, rules, laws, and policies. Analyze complex data and make sound, well-structured recommendations. Use and manage automated information systems, including the personal computer applications such as word processing and spreadsheets.

EDUCATION – **Administrative Analyst I/II**:
A typical way to obtain the knowledge and ability would be equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration or a closely related field.

EXPERIENCE – **Administrative Analyst II:** Two years of responsible technical or administrative experience in an operating or staff agency in business or government, comparable to that of an Administration Analyst I in the City of Milpitas.

LICENSE:
Incumbents must be able to travel to various locations within the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

SPECIAL REQUIREMENTS AND ESSENTIAL FUNCTIONS:
Able to work in an office environment; repetitive keyboarding.

Approved by:_____
City Manager

CITY OF MILPITAS
Effective: 2-14-98
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

ASSISTANT CITY MANAGER

DEFINITION

Under general direction, plans, organizes, coordinates, and directs one or several major functional areas or department. Provides policy guidance and coordinates the activities of assigned divisions, programs, and services. Administers selected major City projects as determined by the City Manager and provides direct administrative and analytic support to the City Manager. Acts as the City Manager in his or her absence.

DISTINGUISHING CHARACTERISTICS

The Assistant City Manager is assigned broad functional areas for which duties include overall responsibility for policy development, program planning, fiscal management, administration, and operations. It is distinguished from the City Manager in that the latter has fill administrative responsibility for all City operations and functions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager; exercises direct and indirect supervision over professional, technical, and clerical staff within assigned divisions and/or functional areas.

EXAMPLES OF DUTIES

Plans, organizes and directs, supervises, and evaluates the work of assigned staff through subordinate managers and supervisors.

Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for assigned areas.

Provides staff assistance to the City Manager and City Council including the preparation of reports and completion of complex research and analysis.

Administers selected major City projects as determined by the City Manager.

EXAMPLES OF DUTIES

Represents the City Manager with the public, other governmental agencies, and City departments as assigned. Acts as the City Manager in his/her absence.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and program areas related to assigned organizational and service areas.

General executive management principles and methods including goal setting, program development and implementation, project management, budgeting, and employee supervision.

Application of Federal, State and local laws, regulations, ordinances and policies related to areas of responsibility.

Funding sources impacting program and service development.

Local government practices and administration.

Ability to:

Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.

Exercise sound, independent judgment within general policy guidelines.

Prepare and present clear and well organized written and oral reports to City Manager, City Council, the public, and others as required.

Establish and maintain effective working relationships with citizens, public and private organizations, boards and commissions, and City staff at all level in the organization.

Plan, manage, implement, and budget for projects; assessing progress and making appropriate corrections to keep projects on track.

Ability to:

Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others; leading and motivating assigned staff as well as others contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that likely would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Equivalent to graduation from a four-year accredited college or university with major course work Business Administration, Public Administration, Political Science, or a closely related field. A related advanced degree is desirable.

Education:

Five years of increasingly responsible administrative public sector experience in planning, land use, public works, recreation, community services and/or areas directly related to assignment which includes three years of supervising professional staff.

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of valid California Diver's License and satisfactory driving record is required.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: February 98
EEOC: Administrative
FLSA: Exempt
Unit: Exempt
Physical: 1

ASSISTANT DIRECTOR OF FINANCIAL SERVICES

DEFINITION

Plans, organizes, and directs the risk management, investments, internal audit, management audit, performance audit, and Redevelopment Agency functions of the Department of Financial Services. Supervises and coordinates the work of staff engaged in operations related to assigned functional areas. Provides direct administrative and analytical support to the Director of Financial Services and assists in the overall management of the Department. Completes special projects as assigned.

DISTINGUISHING CHARACTERISTICS

The Assistant Director of Financial Services is a single position management classification within the Department of Financial Services with broad financial program administration responsibilities. It is distinguished from the Director of Financial Services in that the latter has overall responsibility for all operations, functions, sections, and divisions of the Department of Financial Services, including Administration, Purchasing, Accounting Services, and Fiscal Services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Financial Services.

Exercises direct and indirect supervision over professional, technical, and clerical staff. The Assistant Director may be assigned the responsibility to oversee the operations of one or more of the divisions in the Department or may be assigned to directly supervise one or more of the divisions/sections and act as Department Head in the absence of the Director of Financial Services.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Plans, organizes, directs, supervises, and evaluates Department staff, and services levels.
- Obtains, analyzes, and evaluates data as a basis for formal and objective performance of risk management, internal audit, management audit, performance audit, Redevelopment Agency, and investment functions.
- Plans, organizes, coordinates, and performs complex statistical and financial analysis and prepares financial and management reports.
- Assists in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.
- Works with internal and external audit staff and other City staff in review of accounting and operational systems and controls. Recommends changes to improve systems and control procedures as well as operational and performance improvements.

- Develops and manages the City's investment strategy and assists in evaluating and reporting on the City's investment portfolio.

- Determines whether financial transactions are properly accounted for and fairly presented, policies laws, and regulations are compiled with, assets are safeguard against loss, resources are managed in an economical and efficient manner, records and procedures are adequate to accomplished objectives, and desired results and benefits are achieved and objectives are met.

- Makes presentations to the City Council, City Management staff, various commissions and groups, and other meetings as required.

- Provides training to assigned staff as required.

- Provides support and advice as necessary to the Director, City Manager, and other City departments as necessary.

- Administers selected major projects as determined by the Director.

- Acts as the Director of Financial Services in his/her absence. Represents the Department of Financial Services with the public, other governmental agencies, and City departments as required.

- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Generally accepted accounting principles and generally accepted auditing standards as related to municipalities.

- Principles and practices of public finance administration, governmental accounting and auditing, budget preparation, program analyses, investing, debt financing, revenue and expenditure forecasting, and risk management administration.

- Principles and practices of management, supervision, training , and performance evaluation.

- Laws, rules, regulations, and ordinances relating to local, state, and federal public finance and administration including those regulating the investment of public funds and redevelopment agency funds.

- Statistical research and reporting methods.

- Modern office practices, procedures, and equipment including computer-based financial and investment systems and current software applications.

Ability to:

- Apply the policies and philosophy of the City to the Department of Financial Services.

- Prepare and present clear and well-organized written and oral reports to City Council, City Administration, and others as required.

- Analyze, interpret, and explain and apply laws regulating City financial accounting and reporting, and investment and borrowing of funds.

- Independently carry out complex accounting and auditing work and apply accounting principles and techniques to practical accounting, auditing, and financial situations.

- Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others. Lead and motivate assigned staff as well as others contacted during the course of work.

- Establish and maintain effective working relationships with co-workers, City management staff, other agencies, community groups, and the general public.

- Develop and implement administrative and departmental policies, procedures, and rules.

- Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.

- Prepare complex financial reports and analyses.

- Effectively use automated information systems, including use of a personal computer and software applications such as word processing and spreadsheets.

- Exercise sound, independent judgment within general policy guidelines.

EXPERIENCE AND EDUCATION

Any combination of education and experience that likely would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in auditing, accounting, budgeting, investing, and finance administration in a public agency including at least 2 years of supervising professional and technical staff.

Education:

Graduation from an accredited college or university with a Bachelors Degree in Business or Public Administration with major course work in accounting, auditing, and finance is required. An advanced degree, such as an MBA with an emphasis in finance or accounting is desirable.

LICENSE AND CERTIFICATE

- Possession of a current Certified Public Accountant certificate is preferred. Related auditing experience may be considered.

- Incumbents must be able to travel to various locations within and outside the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Approved by:

_____ _____

City Manager Date:

CITY OF MILPITAS

EFFECTIVE:	August 2003
EEOC:	Professional
FLSA:	Exempt
UNIT:	Unclassified
PHYSICAL:	1

Assistant City Engineer

Definition

The Assistant City Engineer (ACE) is responsible for the City's and the Redevelopment Agency's Capital Improvement Program (CIP) and the Design & Construction Engineering Section. Under general direction, plans, organizes, manages, and implements project development and construction management activities in the engineering division; assists the City Engineer in the administration of the engineering division. In the absence of the City Engineer oversees the administration of all division programs.

Supervision Received and Exercised

Receives direction from the City Engineer. Exercises direct supervision over professional, technical, and clerical staff including Civil Engineers, Public Works Inspectors, land surveyors, Analysts, and other project managers.

Typical Tasks and Essential Functions

Duties may include, but are not limited to, the following:

Develop a unified City and Redevelopment Agency Capital Improvement Program (CIP) each year listing next year priorities and a 5-year projection plan, along with anticipated costs and revenues to support the program.

Update the capital improvement program regularly and report quarterly; individual highest priority projects shall be reported on a more frequent basis.

Conducting Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all Capital Improvement Program projects.

Work closely with the department or section that will use or maintain the improvements to provide start-up, and operational assistance through the first year after acceptance of the project.

Manage the implementation of the City Council Agency approved CIP.

Prioritize and direct the work of the CIP and ensure quality, timeliness of schedule and appropriate cost control measures.

Work closely with the City Engineer and the Capital Improvements Project Manager to coordinate all CIP work.

Assist in the development and application of departmental policy, following general guidelines or professional and administrative standards in accomplishing assignments.

Perform project management of design and construction of the special projects.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

Review work with and present to the City Council, various Commissions, and City management showing alternative courses and making recommendations for policy decision.

Conduct Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all RDA Capital Improvement Program projects.

Oversee land and easement acquisition activities, and development and administration of assessment districts.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Review and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Perform field investigations, construction site field reviews, and inspections.

Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

Hire, train, supervise, and evaluate employees.

Coordinate work with other departments or sections.

Perform other related duties as assigned

Minimum Educational Qualifications
A Bachelor's Degree from an accredited college or university in Civil Engineering.

License Requirements
The following licenses must be held at the time of appointment, or obtained written nine (9) months of appointment, and maintained throughout employment--registration as a Professional Civil Engineer in the State of California; and a valid California Drivers License.

Experience Qualifications
A minimum of 6 years of significant and progressive Civil engineering experience, and three (3) years of this experience shall include supervision of professional engineers. Experience should include acting as the lead in the successful completion of several major capital improvement projects, including buildings, bridges, roadways, parks, utilities and related municipal improvements.

Knowledge, Skills, and Abilities:
Knowledge of:
Principles and practices of engineering as applied to new development and municipal public works.

Practical knowledge and experience using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

Applicable laws and regulatory codes related to development and construction.

Methods and techniques used in the design and construction of a variety of public works projects.

Principles of organization, administration, budget, and personnel management.

Ability to:
Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction

Interpret, review, and analyze development proposal, plans, and specifications.

Perform professional and technical support services relative to assigned area of responsibility.

Communicate effectively orally, and possess excellent writing skills.

Establish and maintain harmonious and effective work relationships with developers, contractors, engineers, City staff, and the general public.

Supervise, train and evaluate assigned staff.

Special Physical Requirements
Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily.

City Manager

/jobdesc/mgmt/AsstCityengr

CITY OF MILPITAS

Effective:	September 94
EEOC:	Administrative
FLSA:	Exempt
Unit:	Exempt
Physical:	1

ASSISTANT FIRE CHIEF

DEFINITION

Under the administrative direction of the Fire Chief, is responsible for the supervision and management of a functional division of the Fire Department. Performs responsible management, technical and administrative work as division manager. May act as Department Head in the absence or disability of the Fire Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Chief.

May receive general direction from the City Manager as a program manager on a special assignment basis.

Exercises direct supervision over sworn and non-sworn personnel throughout the department, normally within an assigned functional division of the department as division manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Plan, coordinate, monitor, and evaluate the operation of a functional division of the Fire Department.

Schedule, train, supervise and evaluate the work of their employees assigned to the division.

Prepare and administer the operating budget of the division. Assist in the preparation of the overall department budget.

Perform research, prepare reports, and implement programs within the assigned division.

Represent the department and City to outside agencies and groups in matters of interest to the City.

Present oral reports to the City Council, City Manager, and other committees, commissions and groups.

Evaluate training needs and the effectiveness of existing training programs.

EXAMPLES OF DUTIES

Ensure compliance with City and Department policies, rules and regulations, goals and objectives and priorities.

Ensure compliance with all applicable local, regional, State and Federal laws and regulations.

Prepare and maintain accurate records of business conducted for the City.

Keep current with contemporary public management practices and technical fire service subjects and issues.

Assume command of emergency incidents as required.

May assume command of the department in the absence or disability of the Fire Chief.

QUALIFICATIONS

Knowledge of:

Contemporary fire service management principles, practices and techniques.

Fire suppression, investigation and prevention and fire loss prevention management.

Hazardous and toxic materials, emergency medical services, and disaster response.

Techniques utilized in budget development and administration, equipment procurement and maintenance.

Principles, practices and procedures of contemporary fire training.

Emergency management systems and procedures.

Sound principles and practices relating to the supervision and management of personnel and resources.

Ability to:

Make sound decisions and direct fire suppression operations.

Effectively interpret, implement and enforce provisions of Federal and State laws, City and departmental rules, regulations and policies, labor negotiations agreements and all other pertinent regulations and policies.

Ability to:

Administer and evaluate suppression, prevention and emergency medical programs; make policy and budgeting recommendations.

Plan, organize and participate in a comprehensive fire prevention and loss management and hazardous materials programs.

Develop and implement fire loss management and hazardous materials policies and procedures.

Communicate verbally and in writing in a clear, concise professional manner.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Ten years of increasingly responsible experience in an urban fire agency including at least two years at the level of Battalion Chief in the Milpitas Fire Department.

Education:

Equivalent to a Bachelor's degree in Public Administration, Fire Administration, Business Management or a related field, supplemented with a variety of courses in technical areas relating to the fire service which should include Fire Command, Fire Prevention and Code Enforcement, Hazardous Materials, Fire Investigation, Emergency Management, Organizational Development, and Employee Relations.

Or

Education equivalent to an Associate Arts degree plus two additional years experience at the level of Battalion Chief may be substituted for the required semester units on a year to year basis.

Approved by:

City Manager

CITY OF MILPITAS

ASSISTANT FIRE MARSHAL

DEFINITION

To assist in the development and implementation of a comprehensive fire prevention, loss management and hazardous materials program.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Fire Marshal.

Exercises supervision over Fire Prevention Personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Implement policies, goals, objectives and priorities of Fire Prevention Bureau.

Assist in the administration of the City's hazardous materials permit program.

Research and write technical and interpretive guidelines for enforcement of hazardous materials laws and regulations.

Research specific requirements for storage and handling of hazardous chemicals.

Advise City staff on hazardous material related questions.

Coordinate the City's hazardous materials program with outside agencies.

Assist in the training of bureau & suppression personnel in inspections and investigations.

Assist staff personnel in investigation and inspection activities.

Meet with and advise developers, contractors, business and City staff of applicable hazardous material and fire prevention regulations.

Represent the Fire Department before the City Council, Commissions, Boards and Committees on Fire Prevention matters as necessary.

Assume overall administrative charge of the Fire Prevention Bureau in the absence of the Fire Marshal.

May be required to respond to emergencies.

EXAMPLES OF DUTIES

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Planning, organizing, directing, coordination, and control of programs for hazardous materials and fire prevention.

Principles, practices and techniques of code enforcement.

Federal, State and local laws regulating hazardous materials and fire safety.

Chemistry and characteristics of chemical reactions.

Arrest, search and seizure procedures.

Equipment used in fire inspections and investigations.

Fire protection and detection systems.

Construction techniques and engineering practices.

Ability to:

Analyze situations and make appropriate decisions and recommendations for program planning and management.

Supervise, train and evaluate assigned subordinates.

Communicate with engineers, contractors, developers and general public.

Investigate fires and hazardous material incidents to determine origin and cause.

Work cooperatively with others.

Enforce codes, ordinances, and regulations pertaining to fire presentation and hazardous materials in an effective manner.

Read and interpret building plans.

Ability to:

Prepare and maintain records and reports.

EDUCATION AND EXPERIENCE

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

Experience:

Eighteen months of experience in fire prevention and hazardous materials code enforcement, and one year of supervisory or administrative experience.

Education:

Equivalent to an associate arts degree with major course work in fire science, fire administration, public administration, environmental science, chemistry or related field. Completion of P.C. 832 and fire Investigation I within one year of appointment.

LICENSE AND CERTIFICATE

Possession of or ability to obtain and maintain an appropriate valid California driver's license.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective:Feb 2001
EEOC: Professional
FLSA: Non-Exempt
Unit: Protech/Planning

Physical: 1

JUNIOR/ASSISTANT TRANSPORTATION PLANNER

DEFINITION

To perform a variety of professional level work in support of transportation planning programs and related services; to develop grant proposals and complete special projects and research; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the section head. May receive work direction from other professional or management staff.

Exercise supervision of Transportation Planning Interns. May provide technical work direction to other staff as assigned.

DISTINGUISHING CHARACTERISTICS

This is an entry/full journey level class in the professional planning series. The Junior/Assistant Transportation Planner classification is distinguished from the Transportation Planning Aide by the performance of the full range of duties as assigned with only occasional instruction or assistance as new or unusual situations arise. It is distinguished from the Associate Planner classification in that the Associate Planner in expected to demonstrate a great degree of technical or functional expertise, performs specialized duties in a highly independent manner and may exercise technical or functional supervision over lower level positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Perform professional level work related to the field of transportation planning.

Assist in the scoping and review of Traffic Impact Analyses for new development.

Gather, compile and analyze a variety of technical traffic data; prepare and review assumptions with supervisor.

EXAMPLES OF DUTIES

Update, maintain, and monitor citywide traffic related programs, databases, and summaries; provide traffic data, project assumptions, and other needed information to outside traffic consultants in accordance with establish procedures.

Assist in the preparation of complex and technical staff reports with recommendations; compose memoranda and correspondence.

Prepare presentation materials and press releases for the City's major transportation projects public outreach program; this includes interface with the City's website and IS Department.

Design graphic displays; make presentations to the City Council, commissions, committees, and boards as assigned.

Research and develop grant proposals and applications for city transportation projects; assist in monitoring adherence to grant requirements, goals and objectives; assist in program evaluation.

Set up and maintain the transportation filing system.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, terminology, methods, and techniques of transportation planning.

Data collection, research methods, and sources.

Survey techniques and practices.

Current professional literature; applicable sections of relevant Federal, State and local policies, legislation and accepted practices relating to transportation planning.

Microcomputer operations and available transportation planning software.

File organization and maintenance techniques.

Ability to:

Produce completed staff work.

Read and interpret site plans, engineering drawings, and technical manuals.

Make oral presentations to a variety of groups.

Design and prepare effective graphic displays.

Learn to retrieve and summarize transportation data from City Link or other computer system; operate office equipment including personal computers and peripheral equipment.

Demonstrate initiative and work independently under minimal supervision.

Remain current in professional and technical knowledge of developments and standards in the field of transportation planning.

Classify and maintain transportation filing system.

Use office personal computers to retrieve and update transportation databases.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

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

Experience:

One year of experience performing professional planning work related to transportation planning projects, grant development and database management.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in planning, civil engineering, or a closely related field.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: January 1, 2000
EEOC: Skilled Craft
FLSA: Nonexempt
UNIT: MEA/Skilled Craft
PHYSICAL: 2

ASSISTANT WATER SYSTEM OPERATOR

DEFINITION

Under direction of the Senior Maintenance Supervisor and/or the Water System Operator, this position will perform a variety of duties associated with the operation, maintenance, and repair of the City's water system; perform related work as required. The Assistant Water System Operator's work schedule may include weekend work, and, as necessary, emergency call-outs.

DISTINGUISHING CHARACTERISTICS

This is a journey level position responsible for assisting the Water System Operator in the proper operation of the systems controlling the treatment, flow, pressure, and volume of water within the City's water distribution system. The Assistant Water System Operator is required to have a complete working knowledge of water system operations and related facilities. The Assistant Water System Operator is distinguished from the Water System Operator in that the Water System Operator has the assigned responsibility for system wide operation and supervises the tasks of the Assistant Water System Operator.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Senior Maintenance Supervisor.
Receives indirect supervision from the Water System Operator.
May exercises indirect supervision over assigned personnel.

EXAMPLES OF DUTIES – Under direction of the Senior Maintenance Supervisor and/or the Water System Operator, duties may include, but are not limited to, the following:

Perform preventive maintenance on all equipment, machinery, and control systems related to the City's water system.

Install and make minor repairs, modifications or additions to system facilities. Participate in major system repairs.

Maintain and control water treatment facilities in the City's water system.

EXAMPLES OF DUTIES

Perform a variety of tests to determine system process performance and compliance with water quality regulations.

Collect various water samples for laboratory analysis and perform water quality analysis tests as assigned.

Read and interpret gauges and recording devices.

Perform and maintain records and report functions as a log of system operations, test results, maintenance work performed, and unusual operating conditions.

Maintain the water system and operating equipment and facilities in a clean and orderly condition.

Sanitize storage structure as necessary.

Ensure that safety measures and practices are utilized at all times.

Perform emergency maintenance work as required.

Respond to after hour calls, when assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operating principles of water system treatment and distribution operations.

Methods, materials, and equipment used in the operation and maintenance of water system facilities.

Standards and procedures pertaining to maintaining an adequate potable and non-potable water supply.

Communication techniques; and accepted safety practices.

Ability to:

Learn the operation of the SCADA system.

Learn and receive advanced operational and technological developments in the water industry.

Maintain knowledge of the advancement of the distribution and treatment of water.

Identify water system maintenance and repair problems.

Work with limited supervision and exercise sound independent judgment.

Safely operate, repair and maintain water system facilities.

Keep accurate records of water system operations.

Demonstrate aptitude in practical mathematics.

Perform simple water quality tests.

Demonstrate understanding of basic water system hydraulics.

Demonstrate mechanical aptitude.

Understand and carry out oral and written instructions.

Establish and maintain cooperative relationships with City staff and the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible experience in the operation, maintenance, and repair of water system facilities.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain a valid California Commercial Driver's License with Class B endorsements as assigned.

Possession of a Grade I Water Treatment Operator Certificate issued by the California Department of Health Services.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: June 1985
EEOC: Professional
FLSA: Non-exempt
Unit: Protech/Planning
Physical: 6

ASSOCIATE CIVIL ENGINEER

DEFINITION

To supervise and participate in the activities of a major engineering work such as design, utility, land development, traffic or inspection; to perform professional and technical engineering tasks and assignments relative to assigned area of responsibility; and to supervise, train and evaluate assigned technical and/or professional staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional engineering series. Positions in this class possess the applicable educational and training background required for the professional engineering series, including appropriate certificates and licenses in the field, as well as practical work experience.

The Associate Civil Engineer class is distinguished from the Assistant Civil Engineer by the responsibility assumed for supervising and overseeing a major engineering unit within the engineering division. Incumbents typically perform the more complex duties and tasks assigned to positions within the assigned unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from management level positions in the engineering division.

Exercises general supervision over professional and/or technical engineering staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Supervise and participate in the operation of major work unit within the engineering division.

Perform professional and technical engineering tasks relative to assigned area of responsibility.

Prepare and supervise preparation and specification for City Capital Improvement Projects.

EXAMPLES OF DUTIES

Administer the City's water and sewer Master Plan.

Review development plans for conformance with City design criteria; review proposed mitigation measures and make recommendations relative to their adequacy.

Calculate and/or review sewerage treatment plant fee calculations; evaluate fee structures and make recommendations for change as appropriate.

Prepare and update water and sewer capacity projections.

Prepare revenue projections; establish appropriate rates to cover expenses and costs.

Confer with contractors, consulting engineers, subdividers, and members of the public relative to assigned area of responsibility.

Administer contracts with outside consultants as appropriate; review work and tasks performed; recommend and monitor billings.

Negotiate with users regarding late fees and payments.

Represent the City and serve as staff on various boards, commissions and committees relative to assigned area of responsibility.

Serve as Chair of the in-house Utility Coordinating Committee; prepare agenda and follow-up on issues raised and discussed.

Supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering and its administration.

Modern methods and techniques used in the design, construction and surveying of a variety of public works engineering projects, including street, sewer, traffic, and storm drain projects.

Knowledge of:

Hydraulic and structural designs of street and highway drainage structures.

Applicable laws and regulatory codes relevant to design and construction in the areas of assignment.

Principles and practices of basic financial accounting.

Principles and techniques of supervision and training.

Ability to:

Make complex engineering computations and to check, design, and supervise the constructions of a variety of public works projects.

Administer contracts.

Prepare specifications and write technical reports.

Establish and maintain effective work relationships with City staff, developers, engineers, contractors, and the general public.

Coordinate and oversee the work of assigned staff.

Communicate effectively, orally and in writing.

Supervise and train professional and technical subordinates.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible and varied professional civil engineering experience.

Education:

Equivalent to a Bachelor of Science degree from an accredited college or university with major course work in civil engineering.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Registration as a professional civil engineer in the State of California. Substantial applicable (10 years minimum) may be substituted for the license.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS

ASSOCIATE PLANNER

DEFINITION

To participate in and oversee either the current or advanced planning section within the Community Development Department; to perform professional planning duties relative to assigned area of responsibility; and to supervise and train assigned professional and technical staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional planning series. Positions at this level are distinguished from other classes in the professional planning series by the responsibility assumed for overseeing and managing a major section within the department's planning program. Incumbent's at his level typically perform the more complex tasks and projects within the work unit, and are responsible for the supervision and training of subordinate staff members.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Deputy City Manager—Community Development.

Exercise direct and indirect supervision over assigned professional, technical and clerical planning personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Participate in and oversee either the current or advanced planning programs of the Community Development Department.

Direct, coordinate, review, and participate in the work of professional and technical employees in assigned area of responsibility including data collection, analysis, plan formulation, and implementation of a wide variety of planning, zoning and environmental review activities.

Supervise, direct and coordinate special planning, zoning, and environmental studies; prepare reports and findings.

Personally perform most complex and sensitive planning work.

Represent the Planning Division at public meetings, and present planning and zoning matters to the City Council, Planning Commission, and citizen committees as required.

EXAMPLES OF DUTIES

Make recommendations on development permits, special use permits, variances, tentative tract maps, residential planned development permits, as well as other zoning applications.

Coordinate planning activities with other City departments, and with outside agencies as required.

Serve as staff to the Planning Commission, and other appropriate boards and committees as assigned.

Administer the General Plan, and zoning, subdivision, and sign ordinances as assigned.

Meet with and advise developers regarding development applications and processes; explain purposes, regulations, and directives of accepted development practices.

Oversee and maintain detailed socio-economic data and other relevant statistics; coordinate and participate in the computerization of planning statistics and records.

Prepare and monitor the Planning Division budget as assigned.

Supervise, train, and evaluate professional, technical, and clerical staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive urban planning.

Recent developments, current literature, and informational courses in the field of planning and zoning.

Research methods and techniques.

Applicable Federal, State and local laws, rules and regulations relating to planning activities.

Principles of organization, budget, and personnel management.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.

Establish and maintain effective work relationships with the public and other City staff.

Communicate effectively, orally and in writing.

Interpret and explain applicable codes and ordinances.

Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.

Study, analyze and compile technical, statistical and economic information pertaining to planning and zoning research.

Supervise, train, and evaluate professional, technical, and clerical staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the field of urban and environmental planning, including some supervisory experiences.

Education:

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

Approved by:

City Manager

CITY OF MILPITAS
Effective:
EEOC: Technician
FLSA: Exempt
Unit: Protech Planning and Housing & Neigh. Presv.
Physical: 2

BUILDING INSPECTOR/ HOUSING & NEIGHBORHOOD PRESERVATION INSPECTOR

DEFINITION

To inspect routine and complex structural building systems at various stages of construction, alternation and repair to assure compliance with approved plans, specifications, codes, ordinances and regulations; and to assist in the review of building plans and specifications to determine compliance with applicable codes, ordinances, rules and regulations.

DISTINGUISHING CHARACTERISTICS

This is the journey level class in the Building/Housing & Neighborhood Inspector series. Positions at this level are expected to be able to perform the full range of duties and assignments with only minimal supervision or instruction, and only as new or unusual situations arise. The Building/HNP Inspector class is distinguished from the Senior Building Inspector in that responsibility is not assumed for the supervision, scheduling or coordination of the field operation of the Building Inspection Division/Housing & Neighborhood Preservation Division. The Housing & Neighborhood Preservation inspector serves as the Housing Rehabilitation Specialist for the City' s Housing Rehabilitation Loan Program.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Building Inspector or the Senior Housing & Neighborhood Preservation Specialist.

May exercise technical or functional supervision over new building inspection staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

- Complete and maintain a variety of records, reports, documents, and correspondence.

- Conduct inspections to determine code deficiencies.

- Ascertain conformance to Uniform Building Code and pertinent provisions of State and County health and environmental ordinances.
- Create and revise Housing Rehabilitation project work estimates, participate in contractor bid process and bid review.
- Oversee and monitor Rehabilitation projects to ensure work is properly performed and to ensure that no substandard materials are used in accordance with HUD requirements.
- Confer with developers, contractors, architects, engineers, and the general public.
- Explain and interpret requirements and restrictions.
- Inspect foundation, cement, framing, plastering, and a large variety, of other complex and routine structural building system elements such as studs, joist, rafter spacing, and other structural member factors.
- Examine grade, quality, and treatment of lumber, cement, lath, wire and composition.
- Inspect air conditioning, plumbing, and routine electrical systems.
- Assure proper and safe installations of routine and electrical systems.
- Make field review of plans and specifications.
- Proper inspection techniques to examine the quality of work and materials and detect deviations from plans, regulations, and standard construction practices.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Building related codes and ordinances enforceable by the City, specifically the Uniform Building Code.

Principles and techniques of Building Inspection work.

Construction contracts and requirements

HUD regulations related to Housing Rehabilitation

Lead-based paint

A variety of zoning, general land use and related City codes.

Building and related codes including zoning ordinances and other City codes and regulations.

Accepted safety standards and methods of building construction.

Ability to:

Advise on standards construction methods and requirements.

Prepare and revise project cost estimates and reports

Make arithmetical computations rapidly and accurately.

Establish and maintain effective work relationships with homeowners, developers, contractors, architects, engineers, and the general public.

Apply City codes and policies regarding zoning and other regulations to field situations.

Work independently without supervision.

Enforce necessary regulations with firmness and tact.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the journey level trades or as a contractor in a variety of building construction activities, including some experiences as a building inspector.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver' s license.

Possession of a Building Inspector Certificate issued by the International Conference of Building Officials within one year of appointment.

Approved By:

_____ _____

City Manager Date

CITY OF MILPITAS
Effective: August 6, 1996
EEOC: Para-professional
FLSA: Non-Exempt
Unit: Building
Physical: 1

BUILDING PERMIT TECHNICIAN

DEFINITION

To provide technical and clerical support in the processing, plan checking, and record keeping functions related to the issuance of building/construction, planning, and public works permits; to screen submitted plans for accuracy and completeness; and to act as the initial contact and resource to customers regarding relevant applications and permitting processes, requirements, and fees.

DISTINGUISHING CHARACTERISTICS

This is a "bridge" classification between the clerical/administrative support job series and the Building Inspector job class. Positions in this class typically have experience in the clerical aspects of this classification but must work under immediate supervision while learning the more technical job tasks assigned to the position. Incumbents in this classification will eventually be expected to perform the full range of assigned duties in an independent manner.

SUPERVISION RECEIVED AND EXERCISED

Immediate to general supervision is provided by the Senior Plan Check Engineer. May receive functional or technical supervision from other departmental professional staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Process a variety of building/construction, planning, and public works permits and applications for permits in an efficient and timely manner; insure all necessary approvals are obtained.

Receive telephone calls and inquires at counter; assist and direct public to appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, costs, and other related matters.

Conduct the more routine and elementary plan checks such as minor tenant improvements, remodels, and residential construction in accordance with pertinent building codes and standards.

EXAMPLES OF DUTIES

Review submitted plans and applications for completeness and accuracy; verifying that appropriate signatures, required calculations, and scales/dimensions are included.

Issue the simpler and more routine permits such as roofing and minor electrical/plumbing modifications.

Inform contractors and/or owner/builders of procedure for securing a permit; outlining submission requirements, necessary documentation, building codes, permits regulations, and zoning ordinances.

Calculate various valuations, plan check fees and permit fees.

Collect and process various fees; issue receipts, and balance the cash drawer.

Sort and file documents and records, maintaining alphabetical, index, and cross-reference files; maintain office records related to building inspection and code enforcement.

Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.

Operate standard office equipment including micro computer equipment as assigned.

Receive, sort and distribute incoming and outgoing correspondence.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Standard and accepted English usage, spelling, grammar, and punctuation.

Standard and accepted office methods and equipment including filing systems.

Organization procedures, and operations of the Community Development Department and its Building Inspection, Planning, and other divisions.

Ability to:

Read, understand and learn to apply and interpret pertinent and designated sections of the Municipal Code Book.

Ability to:

On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicator through written means; run errands; lift or carry light weights.

Intermittently, review documents related to division operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

Compose correspondence.

Perform clerical work including maintenance of appropriate records and preparation of general reports; verify and check files and data.

Perform simple mathematical calculations quickly and accurately.

Operate a variety of automated office equipment including computer and related applicable software.

Type/word process with speed and accuracy.

Establish and maintain effective working relationships with those contacted in the performance of required duties.

Ability to read and interpret construction plans and blueprints.

EXPERIENCE AND TRAINING

Experience:

Two years of progressively responsible clerical and office support experience to include experience working in a building permitting operation similar to the City of Milpitas.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

CITY OF MILPITAS
Building Permit Technician

Approved by:_____ _____

June Catalano, Acting City Manager Date

CITY OF MILPITAS
Effective: June 1985
Revised: August 2000
EEOC: Professional
FLSA: Exempt
Unit: Unclassified
Physical: 2

BUYER

DEFINITION

To purchase materials, supplies, equipment and services for the City; to consult with user departments in developing specifications for goods or services; and to administer bids, purchase orders and contracts as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Financial Services/City Treasurer.

May exercise indirect supervision over clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Purchase materials, supplies, equipment and services for the City.
- Review incoming requisitions for accuracy and completeness; resolve any problems or discrepancies with user department.
- Solicit both informal and formal bids.
- Contact suppliers and vendors to determine availability, price, terms and delivery schedules regarding specific requisitions; evaluate quotations and recommend award.
- Analyze and evaluate competitive bids and make recommendations regarding award.
- Develop and prepare purchase orders and contracts as appropriate; process all paperwork related to purchases including purchase order revisions.
- Administer and review purchase orders and contracts; verify invoices against receipt; resolve discrepancies and problems regarding prices, delivery and/or quality.

- Maintain contact with vendors and salespersons to remain informed of price trends, availability of supplies and goods, and new products available to the City.

EXAMPLES OF DUTIES

- Develop records and procedures to ensure inventory control.
- Prepare reports and make presentations as necessary.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and procedures of purchasing.

Governmental purchasing laws and procedures.

Types and sources of supplies, materials, and equipment commonly used in a city including terminology and nomenclature.

Methods of purchasing by specifications and competitive bidding.

Basic bookkeeping procedures and practices.

Ability to:

Effectively purchase a variety of materials, supplies, equipment and services.

Interpret and apply applicable ordinances, rules, and regulations affecting purchasing operations.

Deal effectively with suppliers and contractors in situations requiring judgment, tact and firmness.

Analyze requisitions and prepare clear and concise specifications.

Communicate effectively, orally and in writing.

Establish and maintain cooperative work relationships with City staff, vendors and the general public.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the purchasing of supplies, material, equipment and services, including 1 to 3 years of experience in governmental accounting or finance.

Education:

Equivalent to the completion of the twelfth grade.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS

Effective:	February 6, 2001
EEOC:	Para-professional
FLSA:	Non-Exempt
Unit:	Protech
Physical:	6

CAD TECHNICIAN

DEFINITION

Under general supervision to provide a variety of support services to the Engineering Division in support of the City's Electronic Mapping and Geographic Information System (GIS) project. Such support services may include, but are not limited to, the verification of both graphic and textual data, the entry of database attribute data, database queries and the collection of related field data.

SUPERVISION EXERCISED

May direct the activities of part-time employees.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following*

Perform updates and quality control of City's digital base map and utility mapping programs through the use of AutoCAD or GIS software, checking for both graphics and textual data.

Perform data capture, scanning, digitizing, overlying, data conversion, map attributing,map editing , plotting and reporting.

Perform verification of vendor-supplied graphic and textual data, involving the generation of check maps.

Prepare civil and survey maps for subdivisions, right-of-way, City public utilities using AutoCAD software.

Visit field sites to gather information using field mapping techniques, including GPS.

Communicating with the vendors and public regarding assigned area of work.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of: Computer Aided Drafting (CAD) or Geographic Information Systems (GIS) concepts; CAD software (e.g. AutoCAD, MicroStation); GIS software(e.g. GeoMedia, ArcView, MapInfo); basic parcel and utility mapping concepts and terminology.

Ability to:

Read and interpret basic engineering drawings and sketches

Enter data on a computer

Prepare maps and perform mapping calculations

Visit field sites to gather information using field maping techniques, including GPS.

Establish and maintain effective working relationships with City staff and others contacted in the course of business

Communicate effectively, both orally and in writing

Maintain equipment and tools utilized in work

Ability and willingness to learn new CAD, GIS and engineering techniques

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Two years of experience using CAD software (preferably AutoCAD or MicroStation).

Education

High school graduation supplemented with recent enrollment in a CAD/GIS related college program.

Licenses and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Special Requirements

Periodic outdoor exposure; work in an office environment.

_____ _____

City Manager Date

CITY OF MILPITAS

EFFECTIVE:	August 2003
EEOC:	Professional
FLSA:	Exempt
UNIT:	Unclassified
PHYSICAL:	1

Capital Improvement Projects Manager

Definition

The Capital Improvement Projects Manager is responsible for the City's and the Redevelopment Agency's Capital Improvement Projects and will oversee, manage, and implement the City's and Agency's projects, including the special projects are the City's and the Agency's highest priorities.

Supervision Received and Exercised

Receives direction from the Assistant City Engineer and the City Engineer. Exercises direct and indirect supervision over professional, technical and clerical staff including Civil Engineers, land surveyors, and other project managers.

Typical Tasks and Essential Functions

Duties may include, but are not limited to, the following:

The Capital Improvement Projects Manager shall work with the City Manager, the City Engineer, Assistant City Engineer, and other staff, to develop and implement the united City and Redevelopment Agency Capital Improvement Program (RDA-CIP).

Assist in the development and application of departmental policy, following general guidelines or professional and administrative standards in accomplishing assignments.

Perform project management of design and construction of the special projects.

Prioritize and direct the work of the City RDA-CIP and be responsible for quality, schedule and cost control; work closely with the City Engineer and the Assistant City Engineer to coordinate CIP work.

Interpret and apply relevant codes, ordinances, rules, and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City/Agency policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

Review work with and present to the City Council, various Commissions, and City management showing alternative courses and making recommendations for policy decision.

Conduct Requests For Proposals to engage qualified consultants in contracts, and administering contracts, preliminary design, design, cost-estimating, scheduling, bidding and constructing, and reporting on all City RDA-CIP.

Oversee land and easement acquisition activities, and development and administration of assessment districts.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Review and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Perform field investigations, construction site field reviews, and inspections.

Progress reports shall be prepared and presented in both written and verbal format to the Council, City Manager and others and include updates on scheduling, budgeting, and issue resolution alternatives.

Hire, train, supervise, and evaluate employees.

Coordinate work with other departments or sections.

Perform other related duties as assigned

Minimum Educational Qualifications
A Bachelor's Degree from an accredited college or university in Civil Engineering.

License Requirements
The following licenses must be held at the time of appointment and maintain throughout employment:

Registration as a Professional Civil Engineer in the State of California; and
A valid California Drivers License

Experience Qualifications
A minimum of five (5) years of significant and progressive Civil Engineering experience. Experience should include acting as the lead in the successful completion of several major capital improvement projects, including buildings, bridges, roadways, parks, utilities, and related municipal improvements. Experience must include preparation and analysis of schedules and budgets for major capital improvement projects.

Knowledge, Skills, and Abilities:
Knowledge of:
Principles and practices of engineering as applied to new development and municipal public works.

Practical knowledge and experience using computer programs such as spreadsheets, graphics presentation, CPM scheduling, and word processing.

Applicable laws and regulatory codes related to development and construction.

Methods and techniques used in the design and construction of a variety of public works projects.

Principles of organization, administration, budget, and personnel management.

Ability to:
Interpret and apply applicable codes, ordinances, rules, and regulations related to development and construction

Interpret, review, and analyze development proposal, plans, and specifications.

Perform professional and technical support services relative to assigned area of responsibility.

Communicate effectively orally, and possess excellent writing skills.

Establish and maintain harmonious and effective work relationships with developers, contractors, engineers, City staff, and the general public.

Supervise, train and evaluate assigned staff.

Special Physical Requirements
Work is performed primarily in an office environment and at construction sites; extensive use of the telephone, radios, and computers with repetitive keyboarding; ability to walk on uneven ground; and drive to various locations daily.

_____
City Manager

/jobdesc/mgmt/RDAprogmgr

CITY OF MILPITAS
Revised 9/8/91 Established 6/85
EEOC Office and Clerical
Unit Pro Tech
FLSA Non-exempt Physical 1

CASHIER

DEFINITION

Under general supervision, receives payments from the public for utility bills, licenses, permits and other City charges; maintains financial records and performs a variety of general clerical tasks related to the cashiering function.

DISTINGUISHING CHARACTERISTICS

This is a working level class related to the Fiscal Office Assistant series. The primary responsibility of Cashier class is to act as City cashier, receiving and processing monies paid to the City. Fiscal Office Assistant I/II classes are distinguished from the Cashier class by responsibility for more varied accounting and fiscal office support duties.

Cashiers work under general supervision of Fiscal Services Supervisor, and may receive assignments from other professional or technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Receive and process a variety of payments from the public in person and by mail for utility bills, licenses, permits and other City charges.

Sort and process outgoing bills.

Receive and balance mail payments.

Balance daily receipts to monies received; correct any discrepancies; prepare revenue summary sheets.

Open and close safe.

Receive, verify and record receipts for bank deposits.

Prepare and mail billings for various charges.

Provide information to the public relative to City policies and procedures; refer inquires as appropriate.

EXAMPLES OF DUTIES

Review and monitor accounts for changes and problems.

Operate a variety of office machines; enter data into computer system as assigned.

Maintain and update a variety of records and logs.

File reports, permits, applications, payments and other records; purge files as needed.

Distribute incoming mail and process outgoing mail as required.

QUALIFICATIONS

Knowledge of:

Proper methods and procedures used in handling cash, checks and other negotiable instruments.

Bookkeeping and financial record keeping principles and practices.

Modern office practices and procedures, including filing.

Business arithmetic.

Basic business computer applications and principles.

Skill/Ability to:

Handle large amounts of checks, cash and other negotiable instruments accurately.

Make rapid and accurate records and files.

Organize and maintain accurate records and files.

Operate a cash register and adding machine with efficiency.

Balance and reconcile monies received and prepare financial records.

Follow oral and written instructions.

Communicate effectively, orally and in writing.

Skill/Ability to:

Establish and maintain effective working relationships with the general public and City staff.

Deal tactfully and effectively with upset or irate customers.

Other Requirements:

Specified positions may require possession of valid California driver's license.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Equivalent to one year of clerical experience involving handling large sums of money, cashiering, direct public contact and maintenance of financial records and logs.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: June 1985
EEOC: Officials/Admins.
FLSA: Exempt
Unit: Unclassified
Physical: 1

CHIEF BUILDING OFFICIAL

DEFINITION

To plan, direct, and coordinate the activities of the Building Inspection Division; to coordinate, oversee and participate in plan checking operations; and to develop and provide comprehensive training programs for divisional staff.

DISTINGUISHING CHARACTERISTICS

Receives general direction from the Deputy City Manager--Community Development.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

Plan, direct, and coordinate the activities of the Building Inspection Division.

Develop and implement goals, objectives, policies and priorities of the division.

Establish, improve, and coordinate the plan checking and building inspection procedures of the City.

Oversee the establishment and maintenance of building inspection records and files.

Review and make recommendations on all new applicable codes, rules and regulations.

Coordinate and review the activities of outside consultants.

Coordinate activities of building inspection with other divisions and departments of the City.

Review and approve all major projects prior to permit issuance.

Answer or respond to telephone, written or counter inquiries regarding building division policies, procedures and operations as necessary; respond to public complaints.

EXAMPLES OF DUTIES

Appear before public agencies, business and civic groups, and other organizations in the presentation and discussion of building and safety-related problems, proposals, projects, and policies.

Serve as staff and provide recommendations to various City and citizen advisory boards and committees as assigned.

Prepare and administer the division budget; approve all expenditures.

Prepare reports and memos regarding division operations as requested.

Develop and provide comprehensive training programs for divisional staff.

Supervise, train, and evaluate assigned professional, technical and clerical personnel.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization, administration, personnel and budget management.

Principles and practices of the Uniform Building, plumbing, Mechanical, and Electrical Codes, and pertinent State and County codes and ordinances.

Approved building construction methods, materials, and proper inspection methods.

Principles of structural design, engineering mathematics, and soil engineering.

Legal procedures involved in enforcing building regulations.

Principles of supervision, training, and performance evaluation.

Ability to:

Organize, direct, and coordinate the activities of the Building Division.

Analyze, interpret and check complex plans, specifications, and calculations.

Ability to:

Interpret and apply related laws, rules and regulations.

Communicate effectively, orally and in writing.

Establish and maintain effective work relationships with City staff, developers, contractors and the general public.

Supervise, train, and evaluate assigned professional, technical, and clerical personnel.

EXPERIENCE AND EDUCATION

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

Experience:

Three years of building inspection experience or closely related activities including considerable supervisory responsibilities.

Education:

Equivalent to a Bachelor's degree from and accredited college or university with major course work in engineering, architecture, or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Possession of a Combination Building Inspector Certificate issued by the International Conference of Building Officials.

Approved by:

City Manager

CITY OF MILPITAS
Effective: 5/2/89
EEOC: Clerical
FLSA: Non-exempt
Unit: Confidential
Physical: 1

CITY CLERK

DEFINITION

To plan, direct, and coordinate all activities of the City Clerk's Office including preparation and maintenance of all City Council minutes and correspondence, and the maintenance of official City documents and records; oversee and supervise word processing, the print shop and the mail operation.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Manager and functional supervision from the Assistant City Manager in charge of administrative services relative to the work processing and print shop operations.

Exercises general supervision over assigned technical and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, direct, and coordinate all activities of the City Clerk's Office.

Serve as Secretary to the City Council.

Coordinate, prepare and distribute City Council agenda. Attend City Council meetings and take minutes.

Assume responsibility for the maintenance of official City documents and records including filing, indexing, and codification.

Record and certify all ordinances and resolutions.

Organize and conduct municipal elections.

Administer Fair Political Practices Commission requirements.

Provide notary service.

EXAMPLES OF DUTIES

Assist the public, City staff, and City Council by providing information and research assistance.

Coordinate City Clerk activities with other City departments, outside agencies, and the general public.

Oversee and supervise word processing, the print shop, and the mail room; handle personnel problems, make budget recommendations relative to these program activities and approve all requisitions and payments.

Supervise, train and evaluate assigned technical and clerical positions.

QUALIFICATIONS

Knowledge of:

Applicable Federal, State and municipal laws and procedures.

Election laws and procedures.

Principles and procedures of record keeping and records management.

Principles and practices of organization and management.

English usage, grammar, spelling and punctuation.

Modern office practices, procedures, and equipment including word processing equipment.

Principles of supervision, training and performance evaluation.

Ability to:

Plan, organize, direct and coordinate the activities of a City's Clerk office.

Establish and maintain effective work relationships with the City Council, City Staff, the public, other governmental agencies, and the media.

Maintain confidential data and information.

Ability to:

Organize material in compliance with laws, regulations, and policies.

Type at a speed of 45 words per minute.

Take dictation at a rate of 100 words per minute.

Supervise, train and evaluate assigned personnel.

Interpret and apply administrative and departmental policies, laws and rules.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible administrative experience working within a City Clerk's office.

Approved:

_____

Greg Larson, City Manager

CITY OF MILPITAS

CITY ENGINEER

DEFINITION

To plan, supervise, and coordinate the Engineering activities of the Community Development Department including the areas of land development, traffic, design, utilities and public works inspection; and to provide professional and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Manager.

Exercises direct and indirect supervision over professional and technical positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, supervise, and coordinate the functions of the Engineering Division of the Community Development Department including the areas of land development, traffic, design, utilities and inspection.

Participate in the development and implementation of goals, objectives, policies, procedures, and priorities relative to engineering.

Supervise, coordinate and review all engineering activities.

Resolve work problems and interpret administrative policies to subordinates, other departments and the public.

Determine scope of engineering projects, review plans of private contractors, make technical engineering decisions, and establish technical criteria and standards.

Review and sign engineering drawings.

Represent the Engineering Division at City Council and Planning Commission meetings.

Prepare and present engineering recommendations to the Planning Commission and City Council after considering alternatives, advisability and conformance of proposals with applicable codes, rules, regulations and the law.

Propose and review developer conditions; negotiate development conditions; meet and discuss City requirements with developers, contractors and engineers.

Attend applicable meetings as assigned; serve as staff to a variety of special boards and commissions involving both the City and other outside agencies.

EXAMPLES OF DUTIES

Oversee and participate in the preparation and administration of the capital improvement program.

Prepare and administer the division budget; authorize all requisitions and payments within the division.

Prepare a variety of reports, correspondence and special studies.

Respond to difficult citizen inquiries and complaints.

Manage, supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of civil engineering and administration as applied to the design and construction of public works facilities and projects.

City policies and procedures governing engineering operations.

Applicable Federal, State and local laws, rules, and regulations related to engineering and the development and construction of public works.

Methods of preparing designs, plans, specifications, estimates, reports, and recommendations relating to street, water, sanitary sewer, storm sewer, traffic signals, lighting and landscaping systems.

Recent developments, current literature and sources of information regarding civil engineering.

Principles and practices of modern office management.

Principles of organization, administration, budget and personnel management.

Ability to:

Make complex engineering calculations and to prepare engineering plans and specifications.

Ability to:

Plan, organize, direct, and review the work of professional and subprofessional engineering personnel.

Draft contract documents.

Establish and maintain effective work relationships with developers, contractors, engineers, City staff and the general public.

Supervise the preparation of engineering records and prepare comprehensive technical reports.

Communicate effectively, both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible and varied professional civil engineering experience involving the design and construction of a variety of public works, including three years in a supervisory capacity over professional and subprofessional engineering personnel.

Education:

Equivalent to a Bachelor of Science degree from an accredited college or university with major course work in civil engineering.

License or Certificate

Possession of a certificate of registration as a professional civil engineer in the State of California.

Approved by:

City Manager

CITY OF MILPITAS

CITY MANAGER

EFFECTIVE: June 1985
EEOC: Officials/Managers
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

DEFINITION

To coordinate the overall administrative activities and operations of the City and to advise and assist the City Council, exercising independent judgment and initiative.

SUPERVISION RECEIVED AND EXERCISED

Receives policy direction from the City Council.

Exercises direct and indirect supervision over department heads and staff assigned to the City Manager's Office.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Coordinate the overall administrative activities and operation of the City.

Direct and participate in the development and implementation of goals, objectives, policies, and procedures.

Direct and participate, with department head cooperation, in the preparation and administration of the City budget.

Prepare long term plans of capital improvements including financing plans.

Confer with department heads concerning administrative and operational problems; make appropriate decisions and recommendations.

Prepare and submit to the City Council reports of finances and administrative activities; keep City Council advised of financial conditions, program progress, and present and future needs of the City.

Oversee the enforcement of all City ordinances.

EXAMPLES OF DUTIES

Direct the preparation of plans and specifications for work which the City Council orders.

Interpret, analyze, and explain policies, procedures, and programs.

Confer with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern.

Respond to the most difficult complaints and requests for information.

Represent the City in the community and at professional meetings as required.

Coordinate City activities with other governmental agencies and outside organizations.

Select, supervise, train, and evaluate staff.

Perform all duties as may be prescribed by City Council action.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern municipal administrative methods and procedures, organization, and functions.

Current social, political, and economic trends and operating problems of municipal government.

Applicable Federal and State laws, rules, and regulations regarding local government operations.

Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

Provide effective leadership and coordinate the activities of municipal organization.

Ability to:

Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.

Appraise situations and people accurately and quickly, and adopt an effective course of action.

Serve effectively as the administrative agent of the City Council.

Select, supervise, train, and evaluate staff.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of experience in city government, management and administration, including significant responsibility within the operation of a City Manager's Office.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, political science or a closely related field.

Approved:

_____

Greg Larson, City Manager

0121Q/27/370S

CITY OF MILPITAS

COMMUNICATIONS DISPATCHER

EFFECTIVE:	June 1985
EEOC:	Technician
FLSA:	Non-exempt
UNIT:	MPOA/Police
PHYSICAL:	1

DEFINITION

To receive incoming calls for police or fire assistance and dispatch necessary units; to operate various communications equipment; and to perform a variety of general support duties related to communication activities, including record keeping, data input/retrieval, and filing.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Communications Supervisor and indirect supervision from the Senior Communications Dispatcher.

May provide technical supervision to less experienced staff in the communication center.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Receive emergency calls from the public requesting police, fire, or other emergency service; determine nature and location of emergency, determine priority, and dispatch emergency units as necessary and in accordance with established procedures.

Maintain contact with all units on assignment; maintain status and location of police field units and fire units.

Answer non-emergency calls for assistance; answer maintenance services emergencies on weekends and holidays.

Coordinate emergency calls and relay information and assistance requests involving other law enforcement agencies.

Answer incoming phone calls; screen calls and route to appropriate person or office.

As requested, enter, update, and retrieve information from teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information.

EXAMPLES OF DUTIES

Perform a variety of record keeping, filing, indexing, and other general clerical work including data input and retrieval.

Process outside warrants; verify that data is in system and log warrant into manual.

Take miscellaneous reports over the counter or phone involving petty thefts, and stolen vehicles.

Test and inspect equipment as required.

Monitor burglary and robbery alarms of the City's facilities.

Prepare daily log of all calls field units were dispatched to or initiated on their own.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Standard radio or telephone communications receiving and transmitting equipment.

Ability to:

Speak clearly and precisely.

Learn standard broadcasting procedures and rules.

Work under pressure, exercise good judgment, and make sound decisions in emergency situations.

Effectively communicate with and elicit information from upset and irate citizens.

Type at a speed necessary for adequate job performance.

Understand and follow oral and written instructions.

CITY OF MILPITAS
Communications Dispatcher

Ability to:

Learn to operate dispatch, teletype and other office equipment.

Work various shifts as assigned.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to the completion of the twelfth grade.

Approved:

_____

Greg Larson, City Manager

CITY OF MILPITAS

COMMUNITY SERVICES DIRECTOR

EFFECTIVE:	
EEOC:	Admin.
FLSA:	Exempt
UNIT:	Exempt
PHYSICAL:	6

DEFINITION

Under general direction of the Assistant City Manager, plans, organizes, and directs the activities of the Community Services Division, including the areas of public utilities maintenance, building and equipment maintenance, parks maintenance, recreation, cultural arts, youth and seniors programs; performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plans, organizes and directs the activities of the Community Services Division including the areas of public facilities maintenance, building and equipment maintenance, parks maintenance, and recreation and community services.

Administers consultants' contracts and other related activities.

Directs reviews, and coordinates research, analysis, and planning relating to community services programs.

Analyzes community needs and adapts programs to meet those needs in accordance with available resources.

Coordinates work of department with other departments, municipalities, and agencies, often as a representative of the City.

Ensures compliance with federal and state laws and regulations, ensures consistency with local objectives and community requirements.

Makes presentations to the various commissions and City Council and represents the City at other meetings as required; serves as staff on various boards and commissions as assigned.

Prepares, administers, and monitors the division budget, and ensures that program performance objectives are met.

Together with the Engineering Division, manages the Capital Improvement Program.

Ensures a competent and motivated work force by hiring, training, developing, and evaluating professional, technical and clerical staff.

Maintains a high level of public relations with neighborhood and business associations and City residents.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of public facilities, building, equipment and parks maintenance, and recreation and community services administration.

General municipal government operations and budgeting procedures and techniques.

Technical, legal and financial requirements relating to contracts and administration.

Administrative principles and methods including goal setting, program development and implementation, project management, budgeting, and personnel management.

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

Ability to:

Plan, organize, direct, and review the activities of a large City department.

Coordinate, schedule, and program work on a long-term basis.

Analyze, organize, direct and implement programs to meet the needs of the community.

Prepare and administer a departmental budget.

Coordinate multiple projects and meet critical deadlines.

Prepare and present clear and well-organized written and oral reports to City Council, City administration and others as required.

Establish and maintain effective working relationships with citizens, public and private organizations, boards and commissions, and City staff at all levels in the organization.

Select, train, supervise and evaluate departmental staff.

Interpret and explain department policies and procedures.

Draft contract documents and administers the same.

Operate computer applications related to the work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university; civil engineering or architecture preferred.

Experience:

Five years of progressively responsible experience in facilities, building, equipment and parks maintenance and community services, including at least 2 years of supervising professional and clerical staff.

License

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved:

_____ _____

June Catalano, Acting City Manager Date

CITY OF MILPITAS
Effective: February 6, 2001
EEOC: Professional
FLSA: Exempt
Unit Exempt
Physical: 6

Community Services Projects Manager
Exempt Management

DEFINITION
Under general direction, the Community Services Project Manager provides oversight over community based capital improvement projects. The position requires knowledge of a wide variety of community type projects which include projects such as the new City Hall, Public Library, Public Parks, sports and recreation facilities, and public works related projects (i.e. street and utility projects); supervise and train staff; may be assigned nights, weekends, and at various sites.

SUPERVISION EXERCISED
Exercise direct supervision over professional engineers, para-professional and support staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following*:

Assume management responsibility for services and activities of the Community Services Department related to infrastructure construction including large capital improvement projects.

Develop and implement departmental goals and policies, staffing levels, and administer policies and procedures in accordance with the City's policies and procedures.

Perform specialized and complex aspects of professional civil engineering;

Plan, direct, coordinate, and review the work plan for the assigned projects;

Prepare and interpret project schedules,

Negotiate design and construction contracts; manage consultants and contractors.

Review and recommend approval of construction change orders,

Assist in the preparing and monitoring of project budgets and expenditures;

Provide reports and updates to the Director as required;

Plan, organize, direct, supervise, train, and evaluate the work of the assigned staff.

Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.

Make presentations at City Council, Planning Commission and public meetings as required; represent the City on a variety of committees internal and external;

Keep abreast of laws, principles and techniques of civil engineering and construction methods and to maintain current knowledge in performance of job while employed at the City.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of: Working knowledge of Civil Engineering principles and methods in hydraulic design, storm and utility systems, soil properties, and public works related fields in the design of public streets, parking lots and park and recreational facilities; principles of organization, administration, and budget management; principles and practices of management, supervision, training, and performance evaluation; Public Contracts Code

Ability to: Plan the work of professional and para-professional staff; prepare, analyze, and make recommendations pertaining to programs; review and interpret complex engineering plans; analyze and compile programmatic statistical data; provide professional leadership and direction; apply budgeting principles; manage, direct, train, coordinate and evaluate the work of staff; recommend and implement goals and objectives for efficiencies; prepare clear and concise reports; research, analyze, and evaluate service delivery methods and techniques; interpret and apply policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; prepare and present clear and well-organized written and oral reports to City Council, City administration, and others as required; analyze, interpret, explain, and apply laws; develop and implement administrative and departmental policies, procedures, and rules; exercise sound, independent judgment within general policy guidelines.

Skill to: Effectively use automated information systems, including use of a personal computer and software applications such as project scheduling and spreadsheets.

Special Requirements *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment as well as the ability to negotiate a construction site which may require the ability to climb ladders or temporary stairs; able to travel to various locations maintain a valid California Driver's License and a good driving record throughout employment.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Certifications:

A Bachelor of Science degree from an accredited college or university with major course work in Civil Engineering is required. A Civil Engineer License within the State of California is required at the time of employment (or through licensing reciprocity with other U.S. States is qualifying).

Experience:

Three (3) years of professional experience in managing a number of large and small community based capital improvement projects including one (1) year of supervisory or project lead experience.

_____ _____

City Manager Date

CITY OF MILPITAS

Effective:	February 2001
Revision:	June 29, 2001
EEOC:	Professional
Unit:	Unrepresented
FLSA:	Exempt
Physical:	6

CRIME ANALYST

DEFINITION

Under general supervisor, perform a variety of administrative and analytical assignments related to crime research for the purpose of increasing effectiveness in law enforcement operations; coordinate crime analysis activities with local, state and federal agencies; and, perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a journey level, single position, and non-public safety classification in the Police Department.

SUPERVISION RECEIVED AND EXERCISED

May supervise volunteers and/or interns.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following*:

- Collect, prepare, analyze, and disseminate information relevant to actual and anticipated criminal activity.
- Conduct research and analytical studies such as: suspects, incidents, and crime patterns.
- Respond to requests for crime analysis information relating to specific investigations.
- Prepare crime information in the appropriate format to individuals and groups through written reports, charts, and graphs, etc.
- Provide crime information for administrative, investigative, and patrol tactical level use.
- Maintain manual and automated systems for storage and retrieval of crime information.
- Testify in court.
- Train volunteers and interns.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Principles and practices of research methodology and statistical analysis
- Law enforcement and criminal justice systems and organizational concepts of police departments
- Laws applicable to record keeping and dissemination of restricted information
- Computer systems including applications and software.

Ability to:

- Learn the necessary laws, policies, procedures, databases and general orders associated with this position
- Analyze data and prepare technical reports; use computer systems, including creating, maintaining and accessing database files
- Prepare statistical charts, graphs and exhibits; establish and maintain effective working relationships with those contacted in the course of business
- Communicate effectively, both orally and in writing.

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

- Work in an office environment with sustained posture in a seated position for prolonged periods of time
- Read or see objects under artificial lighting; hear normal speech
- Speak clearly to be understood by others either directly or through radio or telephone transmission.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree from an accredited college or university with major coursework in Criminal Justice, Business Administration, Public Administration, Statistical Analysis or a related field is required.

Experience:

Three years experience performing data analysis with written evaluations and projections in criminal behavior or social science fields.

LICENSES AND CERTIFICATIONS

- Possession of a Department of Justice Crime and Intelligence Analyst certificate is highly desirable.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS

Effective:	April 1998
EEOC:	Professional
FLSA:	Exempt
Unit:	Exempt
Physical:	1

CUSTOMER SERVICE MANAGER

DEFINITION

Manages the customer service function including technical support, client training, and development and monitoring of service level agreements to increase staff efficiency in their use of technology.

DISTINGUISHING CHARACTERISTICS

The Customer Service Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities. It is distinguished from the Chief Information Officer in that the latter has overall responsibility for all operations, functions and sections of the Information Services Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Information Officer; exercises direct and indirect supervision over assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Manages and maintains the City's Help Desk providing assistance and coordination of services provided by Information Services staff.

Develops and monitors standards, service level agreements and support procedures.

Maintains expertise in City standard hardware and software products.

Ensures that resolution of client assistance and service requests are achieved within previously approved performance measures and client direct service level agreements.

Coordinates and provides training to City staff to increase their productivity.

EXAMPLES OF DUTIES

Receiving calls from clients reporting hardware and software failures and problems, and provides guidance for quick resolutions.

Establishes and maintains records of hardware and software failures and problems, and service requests to track problem and service trends and provide input for problem prevention.

Recommends, designs and delivers automation training.

Serves as a liaison with clients for all issues pertaining automation questions, needs, development projects, problems and issues.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Industry standard automation and telecommunication support and training programs, service levels and approaches.

City standard office automation software, desktop hardware and telecommunications systems.

City-wide technology standards, policies and procedures.

Skills assessment, and training design and delivery.

Ability to:

Follow established procedures in a client focused, full service organization.

Analyze complex computer-related problems, evaluate alternatives and make reasoned, well-structured recommendations for resolution.

Communicate effectively both orally and in writing.

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Ability to:

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Plan, organize, supervise, review and evaluate the work of staff in a manner that is conducive to independent judgment, and high performance and personal accountability.

Coach and develop customer oriented, technical support staff.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, or a closely related field.

Experience:

Three years of increasingly responsible experience managing technical support and training including at least two years of supervision experience. Experience working in a public agency environment is highly desirable.

License

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibility. When driving on City business, maintenance of a valid California driver's license is required.

Approved by:

City Manager

CITY OF MILPITAS

Effective:	Feb. 1998
Revised:	May 1999
EEOC:	Professional
FLSA:	Exempt
Unit:	Exempt
Physical:	1

DEPUTY CHIEF INFORMATION OFFICER

DEFINITION

Under general direction, responsible for technology service delivery including business analysis, requirements definition, technology acquisition and implementation, complex project management, and staff supervision. Assists the Chief Information Officer in the overall management of Information Systems.

DISTINGUISHING CHARACTERISTICS

The Deputy Chief Information Officer is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities. It is distinguished from the Chief Information Officer in that the latter has overall responsibility for all operations, functions and sections of the Information Services Division.

SUPERVISIOSN RECEIVED AND EXERCISED

Receives general direction from the Chief Information Officer.

Exercises direct and indirect supervision over professional, technical, and clerical staff within Information Services.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assists in the development and management of technology project plans including and analyzing business needs and defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.

Analyze methods for tracking and providing quality service; recommends service enhancements to the Chief Information Officer.

Develops specifications for invitations to bid and requests for proposals related to technology acquisition and implementation.

EXAMPLES OF DUTIES

Serves as liaison with City staff and vendors for proper acquisition, installation, integration, operation and maintenance of technology.

Directs the information resources management process to ensure that scarce information system dollars are used to maximum benefit to the City, negotiating and gaining agreement from departments and divisions that these approaches are of direct benefit to them.

Provides research and development services to identify and foster implementation of emerging technology.

Plans, organizes, and directs, supervises, and evaluates the work of assigned staff to ensure effective performance.

Acts as Chief Information Officer in that person's absence.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Information systems principles, practices, and techniques, including analysis, reengineering, design, programming, computer equipment characteristics and the systems development life cycle.

Municipal applications, including financial, geographic information, permit processing, and public safety systems.

State of the art methods of information processing using a variety of platforms, and hardware and software resources including local and wide area networks, host computing, client-server, hardware concepts, operating systems, programming languages, data communications, and database design.

Administrative principles and methods including goal setting, program development and implementation, project managing, budgeting, and employee supervision.

Local government practices and administration.

Ability to:

Express and promote a "vision" of strategic direction in City technology.

Make sound decisions concerning information technology as it applies to the City.

Analyze complex computer-related problems, evaluate alternatives, and make sound, well-structures recommendations.

Understand emerging technology and its application to improve City services.

Prepare and present clear and well-organized written and oral reports to City Council, City administration and other groups required.

Explain technical issues and concepts to non-technical staff.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Plan, manage, implement and budget for technology projects; assess progress and make appropriate corrections to keep projects on track.

Plan, coordinate, prioritize, supervise, train, direct and evaluate the work of others; lead and motivate assigned staff as well as others contacted during the course of work.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited college or university with major course work in Computer Science, Business Administration, or a closely related field. A Master's degree in Business Administration or Public Administration is desirable.

Experience:

Four years of experience in systems analysis and design, and project management, preferably in a local government environment. Experience in administration of technical service contracts is highly desirable.

License

Incumbents must be able to travel to various locations within and outside the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

Approved by:

_____

City Manager

CITY OF MILPITAS
Established: 09/91
Revised: 04/30/93; 07/13/03
EEOC: Management
Unit: Unrepresented
FLSA: Exempt
Physical: 1

DEPUTY CITY CLERK

DEFINITION

Plans, organizes and directs a variety of complex administrative, technical, and supervisory duties in support of the City Clerk Division's day-to-day operations; provides a high level of administrative and technical support to the City Clerk and performs all duties of the City Clerk in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for assisting the City Clerk in administration of the City Clerk Division's operations. The incumbent works under the direction of the City Clerk and exercises supervision over clerical and technical positions.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

- Assist in the development and implementation of the Division's goals, objectives, policies, procedures, and work standards.
- Work with staff, the general public, and elected officials providing a high level of secretarial and administrative services.
- Recommend and coordinate the development and maintenance of computerized applications and systems; maintain the centralized records management system, archives, and records retention.
- Research public records and provide information to the public and staff members concerning City Council and Redevelopment Agency's actions, laws, ordinances, codes, procedures and projects; independently compose responses to requests for information.
- Assist with the compilation of agenda items for City Council and Redevelopment Agency meetings; direct preparation and distribution of agenda packets; summarize and publish agenda information.
- Index, process, copy, distribute, file and certify copies of ordinances, resolutions, official minutes and other public records; maintain and update Municipal Code books.
- Prepare and publish legal and public notices in coordination with City departments.
- In the absence of the City Clerk, perform the City Clerk duties, such as attend meetings, write agenda reports, take and prepare minutes, and supervise the Division staff.
- Assist the City Clerk in the administration and conduct of municipal elections.
- Monitor workflow, plan, organize, direct, supervise, and evaluate Division staff, and service levels as assigned.

- Assist in the development and preparation of the annual budget and monitor expenditures throughout the year.
- Certify, notarize, and record City documents.
- Administer special programs and process related documents, such as insurance certificates, Statements of Economic Interest, BINGO license and renewals, Weed Abatement, passport program, special permits, and all other statutory duties.
- Collect, compile, analyze, and prepare data for special surveys, projects, and reports.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office management practices and procedures.
- English usage, spelling, grammar and punctuation.
- Organization and functions of municipal government.
- Office equipment including computers and office software applications.
- Multiple filing systems.
- Laws, rules, regulations and procedures related to City Clerk functions, including municipal elections and public records.
- Principles and practices of management, supervision, training, and performance evaluation.

Skill and Ability to:

- Locate and assemble data; provide information and organize material in conformance with laws and procedures.
- Take notes and summarize written material.
- Interpret a wide variety of documents and apply knowledge of diverse procedures.
- Deal tactfully and effectively with the public, City officials, staff members, government representatives and others.
- Maintain filing systems and complex records including confidential data.
- Keep abreast of laws, regulations, and pertinent professional knowledge related to the field.
- Communicate effectively, both orally and in writing.

- Work independently, meet deadlines, and make decisions on procedural matters with minimal or no supervision.
- Satisfactorily use office software on a personal computer or terminal.
- Efficiently take and transcribe notes using shorthand, brief-hand, or another method.

EDUCATION AND EXPERIENCE

High school diploma and five (5) years of increasingly responsible secretarial experience with varied clerical, public contact and technical office management work; including at least one year of supervisory experience or experience as a lead in projects coordination.

SPECIAL REQUIREMENTS: *Essential duties require the following physical abilities and work environment:*
Ability to work in a standard office environment; repetitive keyboarding; ability to take notes at a rapid speed; ability to attend night (evening) meetings; able to travel to various locations within and outside the City of Milpitas.

Possess and maintain throughout employment a valid California Driver's License and a good driving record; possess or obtain within six (6) months of employment and maintain throughout employment a Notary Public Commission.

Approved by:

_____ _____
City Manager Date

CITY OF MILPITAS

Effective:	April 1998
Revised:	July 1, 2000
EEOC:	Technical
FLSA:	Non-exempt
Unit:	Confidential
Physical:	1

DESKTOP TECHNICIAN

DEFINITION

Installs, operates, maintain and supports the City's desktop equipment and peripherals to include personal computers, telephones instruments, cellular telephones and other telecommunications devices.

DISTINGUISHING CHARACTERISTICS

This is a technical position in the Information Services Division of the City's Manager's Office. It is distinguished from the Customer Services Manager in that the latter has overall responsibility for all aspects of desktop management including configuration, operations, planning, customer support and staff supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Customer Service or Telecommunications Manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs desktop hardware, peripheral and software configuration and installations.

Performs troubleshooting and diagnostic services to determine the cause of hardware and software problems and provide timely resolution of same.

Maintains expertise in City standard hardware and software products.

Ensures that the resolution of client assistance and service requests are achieved within previously approved performance measures and client directed service levels.

Assists the Customer Service Manager with hardware and software vendors for the proper acquisition, installation, operation and maintenance of City desktop resources.

Installs, configures and supports telecommunications equipment to include PBX systems, telephones devices and voice messaging systems.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Desktop computer hardware, software and peripherals.

City standard server, network and communications hardware, software and operating systems.

Telephone switching and voice messaging equipment.

Ability to:

Perform installation of desktop equipment, peripherals, and software.

Diagnose desktop hardware and software problems and take effective action to resolve problems in a timely manner.

Program and maintain telephone switching and voice messaging systems.

Understand emerging technology and its application to improve City services.

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Establish and maintain effective working relationships with peers, superiors, vendor representatives and clients.

EDUCATON AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to an AA degree from an accredited post-secondary institution in Computer Science, Information Systems or a closely related field.

Experience:

Two years of experience in desktop hardware and software configuration, installation, maintenance and support, or two years experience in the installation, maintenance and support of telephone switching and voice messaging equipment. Experience working in a public agency environment is highly desirable.

License

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
REVISED: 12/15/92
EFFECTIVE: 8/14/88
EEOC: Technician
FLSA: Non-exempt
UNIT: MPOA/Communications

DISPATCH SUPERVISOR

DEFINITION

To serve in a first line supervisory capacity within the Communications Center; to supervise, schedule, train and evaluate assigned personnel; to receive incoming call for police or fire assistance and dispatch necessary units; and to perform the more complex duties within the Emergency Communications Center.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisor level of the Communications Dispatcher series and is distinguished from the Communications Dispatcher by the supervision of the activities of an assigned shift and the performance of the more complex duties and responsibilities of the Emergency Center. Positions within this class provide supervision to assigned staff within the Center, and assume responsibility for some of the administrative tasks relative to the operation of the Center.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and general supervision from the Communications Manager.

Exercises direct supervision over assigned Communications Dispatchers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise, schedule, and coordinate the activities of an assigned shift within the Communications Center.

Prepare work schedules to provide for adequate coverage on all shifts; prepare vacation, leave, and overtime schedules.

Implement and interpret operating procedures and submit recommendations for change.

Conduct and coordinate the training of new dispatch personnel and prepare weekly evaluations of their progress.

EXAMPLES OF DUTIES

Perform the emergency dispatching of public safety personnel as needed.

Perform a variety of record keeping, filing, indexing and other general clerical work including data input and retrieval necessary to the communications function.

Prepare special reports and studies as requested.

Evaluate assigned personnel.

Provide on-going training to assigned personnel in terms of City policies, procedures, rules and regulations.

Train new personnel in the communications functions and the operation of the Emergency Communications Center.

Order supplies and maintain proper inventory levels.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of supervision, training and evaluation.

Public safety radio and telephone operations.

Emergency communications and computer terminal operation.

Department regulations pertaining to the dispatch of personnel and emergency equipment.

Ability to:

Remain calm in emergencies and think and act quickly and with good judgment.

Communicate effectively, orally and in writing.

Exercise independent judgment and work with a minimum of supervision.

Ability to:

Plan, organize and review the work of assigned personnel.

Provide in-service training for assigned staff.

Supervise, train and evaluate assigned staff.

Establish and maintain effective work relationships with City staff and the general public.

EXPERIENCE

Two years of increasingly responsible experience as a public safety dispatcher.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: 07/01/00
EEOC: Admin
FLSA: Exempt
Unit: Exempt
Physical: 6

ECONOMIC DEVELOPMENT MANAGER

DEFINITION

Under general direction, performs managerial and administrative work to maintain and enhance the City's overall economic health and the revenue stream which funds the City's operating budget; evaluates and assesses the local and regional economy and the economic trends; develops programs to attract new businesses to the City and retain existing businesses; develops and implements an economic strategy that will become an integral part of the City organization and services; and performs other related duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

May exercise technical and functional supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

- Manages the development, implementation and evaluation of economic development program project objectives, policies and priorities.

- Plans, schedules and carries out program activities, including initial planning, feasibility determination, community involvement and acceptance, implementation with project timetables, and review and evaluation.

- Develops and implements programs for business enhancement, business retention and business expansion, works closely with local businesses and recruits potential businesses.

- Develops and implements strategies to assist with business growth and expansion; responds to inquiries concerning industrial and commercial development opportunities.

- Develops and implements a marketing program; prepares and maintains demographic, market and vacant land data base; coordinate the development of marketing materials;

and coordinates special events for the business community.

- Manages the acquisition and disposition of real property for the City and Redevelopment Agency.

- Coordinates project activities with the other City departments to provide policy and technical support on economic development, and business retention and expansion issues; coordinates economic development activities with regional agencies and organizations.

- Coordinates and serves as City Liaison for economic development activities with regional agencies and organizations.

- Advises the City Manager and Assistant City Manager on economic development activities, including business assistance, employment generation and retention, commercial project development and neighborhood commercial revitalization.

- Prepares and monitors the economic development operating budget.

- Provides staff training on economic development programs and activities.

- Prepares and reviews documentation for consideration and action of the City Council and written and oral reports related to economic development policies and programs.

- Researches and prepares grants and proposals related to economic development and job development activities.

- Monitors and serves as staff liaison to local workforce development service provider.

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QUALIFICATIONS

Knowledge of:

- Laws, regulations and procedures pertaining to economic development

- Public Administration principles

- Principles, practices and issues of economic development, including industrial recruitment, real estate, land development process, public and private financing and economic incentives; business retention methods

- Business, economic and market forces and indicators; budgetary methods and procedures

- Principles and practices of demographic research and analysis

- Statistics and mathematics applicable to economic analysis and principles, economic performance measures

- Practices and procedures of grant writing

- Marketing and promotional techniques used in the economic development area

Ability to:

- Plan and direct the operations of complex programs

- Coordinate and implement an economic/job development program, including a proactive outreach and communication program which projects a positive image of the City

- Organize work, set priorities and exercise sound independent judgment within established guidelines, including using creative ways to solve issues

- Work effectively with business leaders, financial institutions citizens groups, elected officials and department managers in interdepartmental and diverse team environments;negotiate and manage professional consulting agreements

- Negotiate and manage professional consulting agreements

- Work effectively in a highly visible position

- Interpret and apply complex rules, regulations, laws and ordinances

- Effectively communicate, both orally and in writing, fundamental technical information to the business community and general public

- Establish and maintain a positive customer service attitude and effective working relationships with internal and external customers contacted in the course of work

- Research and prepare complex community development and real estate data

- Operate a personal computer and programs used in the course of work
- Develop and maintain an operating budget

EDUCATION AND EXPERIENCE

Any combination of experience and education that likely would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelors degree in Public or Business Administration, Planning or Economics or a related field.

Experience: Three to five years of economic development experience with a track record of developing and implementing business attraction and retention programs.

LICENSE

Possession of, or ability to obtain and maintain a valid Class C California driver's license or the equivalent.

Approved:

_____ _____

City Manager Date

CITY OF MILPITAS

EFFECTIVE: June 1985
EEOC: Technical
FLSA: Exempt
UNIT: Protech/Plng. & Code Enforcement
PHYSICAL: 2

ELECTRICAL INSPECTOR

DEFINITION

To inspect routine and complex electrical and building systems at various stages of construction, alteration and repair to assure compliance with approved plans, specifications, codes, ordinances and laws; to assist other inspectors in the inspection of complex electrical systems; and to review plans and specifications relative to electrical systems to assure compliance with applicable codes, ordinances and regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Building Inspector.

May exercise technical or functional supervision over other building inspection staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Make field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies.

Inspect a variety of electrical installations and other complex and routine electrical system elements.

Assure proper and safe installations of routine and complex electrical systems.

Assist other inspectors in the inspection of complex electrical systems; provide training and guidance as appropriate.

Assist in the checking of building plans relative to electrical systems.

Issue permits for work to be performed.

Confer with developers, contractors, architects, engineers and the general public in the field and office.

EXAMPLES OF DUTIES

Explain and interpret requirements and restrictions.

Complete and maintain a variety of records, reports, documents and correspondence relating to field inspections.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Accepted safety standards and methods of electrical building construction.

Building related codes and ordinances enforceable by the City, specifically, the National Electrical Code.

Principles and techniques of electrical inspection work.

Electrical and related codes including zoning ordinances and other City codes and regulations.

Ability to:

Apply technical knowledge and follow proper inspection techniques to examine the quality of work and materials, and detect deviations from plans, regulations, and standard construction practices.

Perform journey-level electrical inspection duties and to perform competent and efficient work as an Electrical Inspector.

Interpret and apply applicable City codes and policies regarding building, zoning, and other regulations relative to field situations.

Work independently without supervision.

Determine that construction systems conform to applicable Code requirements.

Ability to:

Read and interpret building plans, specifications, and building codes.

Advise on standard electrical construction methods and requirements.

Make arithmetical computations rapidly and accurately.

Establish and maintain effective work relationships with developers, contractors, architects, engineers and the general public.

Enforce necessary regulations with firmness and tact.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience as a journeymen tradesman or contractor with considerable exposure to electrical systems, including some experience as a building inspector.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved:

_____

Greg Larson, City Manager
0098Q/9/369S

CITY OF MILPITAS
EFFECTIVE: 8/7/90
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

EMERGENCY SERVICES COORDINATOR

DEFINITION

Under general supervision of the Fire Chief, plan, develop, and implement all emergency preparedness planning activities for the City including staff training and community education programs. Coordinate community-wide as a liaison between City governmental agencies; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Chief. May exercise indirect supervision over assigned clerical personnel.

EXAMPLES OF DUTIES

Performs routine staff work in emergency planning management including data collection and analysis, preparation of State and Federal reports and maintenance of EOC documents and records.

Develops and presents programs in disaster preparedness for the public and City staff.

Serves as the City's representative to County and Regional Emergency Planning and Preparedness committees and organizations, and acts as a liaison to volunteer organizations which may assist the City during a disaster.

Assists schools, medical facilities, business and industry in the preparation of Emergency Plans; coordinates with City departments in preparing, obtaining and distributing information related to emergency planning and preparedness.

Conducts City-wide assessment to determine hazards which may require special emergency response and/or mitigation.

Performs others duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of emergency planning and program development.

Principles of training and community education; research methods and program analysis.

Ability to:

Understand technical issues related to emergency preparedness for disasters such as earthquakes, hazardous materials, and floods.

Design, organize and present programs to the public; write clear and concise letters and reports; maintain accurate records.

Understand State and Federal rules and regulations related to emergency planning.

Education:

Any combination of education and experience equivalent to a Bachelor's degree in public administration, urban planning, public safety or related field.

Experience:

At least two years increasingly responsible experience in emergency preparedness planning and community education.

License:

A valid California driver's license.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Technicians
FLSA: Non-exempt
UNIT: Protech/Eng.
PHYSICAL: 1

ENGINEERING AIDE

DEFINITION

To perform a variety of subprofessional engineering office work involving drafting, filing, and retrieval of information; and to perform minor field engineering work involving surveying and traffic study support.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a professional Civil Engineer. Technical or functional supervision may be received from other division staff.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Draft maps, engineering plans, charts, diagrams, graphs, tables, and sketches for Engineering Division and departmental projects.

Update and revise engineering drawings, detailing sewer, water, storm drain, street lighting, and traffic systems.

Prepare a variety of maps and exhibits for the Planning Commission, City Council and other occasional meetings.

File and retrieve engineering plans, maps, exhibits and various documents; update files and keep reference system current.

Provide City staff and the public with information as requested including legal descriptions of parcels, address verification, property ownership, assessor's parcel number, zoning designation, easements, flood zone status, public right-of -way, property jurisdiction and assessment districts as able.

EXAMPLES OF DUTIES

Operate blueprint machine to reproduce engineering plans and maps for staff and public, monitor paper, water and ammonia supplies of machine.

Perform a variety of special projects involving graphic design and illustration for maps and exhibits.

Perform field survey activities as requested; serve as a rod or chainman.

Assist in operation of traffic counting equipment and in manual traffic surveys.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Terminology, methods, practices and techniques of drafting.

Principles of algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.

Cartographic methodology; scale representation on maps.

Surveying techniques and practices.

Applicable equipment and instruments used in drafting and surveying.

Engineering maps and records.

Modern office methods and practices.

Ability to:

Perform complex engineering and mathematic calculations with speed and accuracy.

Perform complex engineering drafting work.

Reduce, interpret and apply field notes in performance of drafting duties.

Ability to:

Understand and follow oral and written instructions and sketches.

Use and care for drafting, surveying, and mechanical instruments and tools.

Communicate clearly and establish effective working relationships with others.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of subprofessional engineering experience with a strong emphasis in drafting.

Education:

Equivalent to the completion of the twelfth grade, including or supplemented by courses in algebra, geometry, trigonometry, and mechanical drawing.

Approved by:

_____

Greg Larson, City Manager

CITY OF MILPITAS
Effective: August 6, 1996
EEOC: Para-professional
FLSA: Non-Exempt
Unit: Building
Physical: 1

ENGINEERING PERMIT TECHNICIAN

DEFINITION

To provide technical and clerical support in the processing, plan checking, and record keeping functions related to the issuance of Engineering /construction, planning, and public works permits; to screen submitted plans for accuracy and completeness; and to act as the initial contact and resource to customers regarding relevant applications and permitting processes, requirements, and fees.

DISTINGUISHING CHARACTERISTICS

This is a "bridge" classification between the clerical/administrative support job series and the Engineering Aide job class. Positions in this class typically have experience in the clerical aspects of this classification but must work under immediate supervision while learning the more technical job tasks assigned to the position. Incumbents in this classification will eventually be expected to perform the full range of assigned duties in an independent manner.

SUPERVISION RECEIVED AND EXERCISED

Immediate to general supervision is provided by the Principal Civil Engineer or an Associate Civil Engineer. May receive functional or technical supervision from other departmental professional staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited too, the following:

- Process a variety of engineering/construction, planning, and public works permits and applications for permits in an efficient and timely manner; insure all necessary approvals are obtained.

- Receive telephone calls and inquires at public counter; assist and direct public to appropriate staff member or department; provide information regarding the application/permitting process, codes, requirements, costs, and other related matters.

- Issue encroachment permits for works within street right-of-way or easements. Conduct the more routine and elementary plan checks such as review of minor work proposed within street's right-of-way and easement, review of tenant improvements , and residential construction for potential conflicts with City's right-of-way or easements and compliance with floodplain requirements in accordance with pertinent codes, standards and policies.

- Review submitted plans and applications for completeness and accuracy; verifying that appropriate signatures, required calculations, and scales/dimensions are included.

- Issue encroachment permits. Inform applicant (engineer, architect, contractors and owner) of procedure for securing an encroachment permit; outlining submission requirements, necessary documentation, permits and floodplain regulations requirements.

- Verify construction cost estimates, and calculate plan check and permit fees.
- Sort and file documents and records, index, and cross-reference files; maintain office records related to engineering activities.
- Maintain a variety of statistical records; check and tabulate statistical data; and prepare simple statistical reports. and prepare general engineering reports.
- Operate standard office equipment including computer and printing equipment as assigned.
- Receive, sort and distribute incoming and outgoing correspondence.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Standard and accepted English usage, spelling, grammar, and punctuation.
- Standard and accepted office methods and equipment including filing systems.
- Organization procedures, and operations of the engineering and other divisions.

Ability to:

- Read, understand and learn to apply and interpret pertinent and designated sections of the Milpitas Municipal Code and City procedures.
- On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands; lift or carry lightweights.
- Intermittently, review documents related to division operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures.
- Perform clerical work including maintenance of appropriate records and preparation of general reports; verify and check files and data.
- Perform simple mathematical calculations quickly and accurately.
- Operate a variety of automated office equipment including computer and related applicable software.
- Type/word process with speed and accuracy.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.

- Ability to read and interpret simple construction plans and blueprints.
- Read and write at a level necessary for successful job performance.

EXPERIENCE AND EDUCATION

Experience:

Two years of progressively responsible clerical and office support experience to include experience working in a Public Works/Engineering operation similar to the City of Milpitas.

Education:

Equivalent to a High School Diploma.

Approved by:

_____ _____

City Manager Date:

CITY OF MILPITAS

EQUIPMENT MAINTENANCE WORKER III

EFFECTIVE: June 1985
EEOC: Skilled Craft
FLSA: Non-exempt
UNIT: MEA/Skilled Craft
PHYSICAL: 2

DEFINITION

To serve as lead worker over a crew involved in the activities of the equipment maintenance program, including the maintenance and repair of pumps, traffic signals and controllers, and street lighting systems; to perform various skilled tasks in the maintenance, repair and adjustment of engines, gear boxes, clutches, pumps, valves, switches, street lights, traffic signals and poles; and to provide training and guidance to less experienced staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Equipment Maintenance Worker series. The Equipment Maintenance Worker III is distinguished from other classes in the Equipment Maintenance Worker series by the responsibility assumed for leading a crew, and by the performance of the more complex and responsible duties and tasks assigned to positions in this series. Incumbents at this level typically possess specialized skills, knowledge and abilities, and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Supervisor/Senior Maintenance Supervisor.

Exercises indirect supervision over assigned maintenance staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Serve as crew leader over a crew involved in the activities of the equipment maintenance program.

Oversee and monitor the work of assigned staff.

Trouble-shoot and evaluate maintenance and repair needs.

Perform semi-skilled and skilled electrical and mechanical maintenance on City equipment including pumps, traffic signals and street lighting systems.

EXAMPLES OF DUTIES

Perform electrical system wiring and installations.

Replace lights, ballasts, and fixtures.

Service generating units, switches, circuit breakers, and other electrical fixtures.

Repair motors and pumps.

Maintain and repair street lights.

Perform routine and preventive maintenance on motors, pumps, and other equipment.

Operate various types and pieces of equipment and machinery in the performance of job tasks including a bucket truck, boom truck, tractor, high-press water truck, testing equipment and simple mechanical tools.

Ensure that safety procedures and policies are implemented.

Respond to emergency calls as need arises.

Train and provide guidance to less experienced staff.

Prepare and maintain appropriate records and reports.

Serve as Maintenance Supervisor/Senior Maintenance Supervisor as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

City policies, procedures and practices relative to equipment maintenance.

Applicable Federal, State and local laws, rules and regulations pertaining to assigned responsibilities.

Knowledge of:

Materials, tools, and equipment used in maintaining pumps, traffic signals, street lighting and other relevant systems.

AC/DC electrical theory and safety measures.

Ability to:

Oversee the work of others.

Perform skilled equipment maintenance tasks.

Perform electrical and mechanical maintenance and repair on motors, pumps and other related systems.

Trouble-shoot and evaluate electrical, plumbing, and mechanical repair work and take appropriate action.

Communicate effectively, orally and in writing.

Train and provide guidance to less experienced staff.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the servicing, maintaining and repairing of either pumps, motors, traffic signals or street lighting systems.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved:

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Greg Larson, City Manager

CITY OF MILPITAS

Revised:	10/13/98
Established:	5/89
EEOC:	Office
Unit:	Confidential
FLSA:	Non-exempt
Physical:	1

EXECUTIVE SECRETARY

DEFINITION

Under direction, performs a variety of highly responsible, confidential and complex administrative, secretarial and clerical duties for the City Manager, City Council and administrative staff in the City Manager's Office.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from Secretary class by the level and scope of responsibilities required in working for the highest level management. There is regular contact with other government officials, commission members, the public and representatives of business and community organizations. The incumbent reports to the City Manager and may receive assignments from other members of the administrative staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide varied complex, responsible and confidential administrative assistance to the City Manager, Mayor, members of the City Council and administrative staff in the City Manager's Office.

Receive and screen telephone calls and visitors to provide information, take messages and resolve complaints.

Take and transcribe oral dictation from rough draft, shorthand notes, or transcribing machine recordings, and operate a variety of office equipment.

Receive, sort, screen and distribute mail.

Interpret City policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.

Respond to letters and general correspondence of a routine nature independently.

EXAMPLES OF DUTIES

Make travel arrangements, maintain appointment schedules and calendars, arrange meetings and conferences, and schedule facility usage.

Provide general administrative support including purchasing, personnel activities and special projects and requests.

Compile data and prepare reports and special documents.

Prepare preliminary budget figures and monitor expenditures for City Manager and City Council

Supervise, initiate and maintain a variety of files and records including standard operating procedures book and confidential materials.

Handle service requests received from the public; refer as appropriate to the applicable department.

QUALIFICATIONS

Knowledge of:

English usage, spelling and punctuation.

Modern office methods, procedures and equipment.

Business letter writing.

Organization, procedures and operating details of municipal government.

Record keeping principles and procedures.

Skilled/Ability to:

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

Communicate effectively, both orally and in writing.

Work cooperatively with other departments, City officials, and outside agencies.

Skill/Ability to:

Interpret and apply administrative and departmental policies, laws and rules.

Operate and use modern office equipment, including word processors and computer equipment.

Compile and maintain complex and confidential records and files.

Work independently in the absence of supervision.

Understand and carry out oral and written directions.

Type at a speed of 50 words per minute.

Other Requirements:

The ability to take dictation at a rate of 80 words per minute may be required. Possession of a valid California driver license may be required.

Education and Experience

Any combination of experience and education that would likely provide the knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Two years of increasingly responsible secretarial experience, including one year of secretarial support provided to a high level administrator.

Approved:

_____

Greg Larson, City Manager

CITY OF MILPITAS
Effective: May 23 1997
EEOC: Protective Service
FLSA: Nonexempt
Unit: IAFF/Fire Prevention
Physical: 3

FIREFIGHTER/PARAMEDIC

DEFINITION

To respond to fire alarms, emergency medical and other calls; to take appropriate action in the protection of life and property; to provide appropriate patient care at the scene of an emergency situation; to participate in fire prevention, public service training activities, and station/equipment maintenance assignments.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Fire Captain or Fire Lieutenant. Receives technical supervision from a Fire Engineer regarding operation and maintenance of vehicles, equipment, and apparatus.

May exercise technical supervision over personnel in training and/or to other personnel during emergency medical incidences.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Respond to and perform skilled tasks at the scene of emergency calls for assistance to include fire, medical assistance, rescues, heavy rescues, extrications, hazard identification, hazardous materials incidents, public assistance and service.

Provide patient/victim assessment quickly and thoroughly; initiate and apply appropriate medical treatment including rescue, first aid and advanced life support according to standard and accepted protocol and the latest technology available.

Participate as a team member of firefighter company responding to alarms; connect and lay hose lines; enter burning areas of buildings with hose lines; assist in operating nozzles and directing a stream of water on fire; carry and operate a variety of firefighting equipment; raise, lower, and climb ladders; forcibly enter buildings when necessary.

Drive and operate fire engine, truck, and/or other emergency response vehicles; operate accompanying apparatus and equipment.

EXAMPLES OF DUTIES

Ventilate buildings and assist in the overhauling, salvage, and clean-up operations as directed at the scene of a fire/emergency incident.

Clean and service firefighter and emergency response equipment and apparatus; inspect and test equipment to ensure equipment is fully operational in a safe and effective manner.

Clean and perform minor maintenance to fire hydrants.

Maintain records and documentation of activities and prepare reports; enter requested information into computerized database as assigned.

Participate in the cleaning and maintenance of fire station, grounds, and vehicles to ensure continuing safe and effective operations.

Assist in the investigation of fire causes and the preservation of evidence when a fire is of suspicious origin; prepare reports and testify in court as to the findings.

Assist in conducting residential, commercial and/or industrial inspections to identify potential fire hazards and to ensure compliance with relevant federal, state and local laws, codes and ordinances.

Participate in proficiency training and study to develop, maintain, and expand job skills; study Fire Department rules and regulations and attend drills, exercise, and staff conferences.

Participate in community relations activities and public education class and demonstrations.

Assist in the conduct and support of assigned special projects such as voter registration, bicycle licensing, and other community outreach programs.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Geography of local areas.

Standard and accepted emergency medical technician paramedic procedures and treatment approaches.

Knowledge of:

Basic operation and mechanics of emergency medical response equipment.

Standard and accepted fire suppression and prevention operations to include rescue, fire fighting, radio communications, incident command system, hazardous materials handling, and water systems.

Standard and accepted fire suppression equipment, apparatus, and vehicle operation and maintenance.

Standard and accepted principles of fire behavior and hazardous materials handling.

Standard and accepted safety and health principles and practices relevant to fire suppression, hazardous materials handling, rescue and emergency medical response.

Pertinent state and local laws, regulations, and codes applicable to fire suppression and prevention.

Pertinent state and local laws, regulations, and codes applicable to emergency medical response and rescue including the state's Health and Safety Code related to emergency medical services.

Ability to:

Understand and carry out a variety of both oral and written instructions in a timely and effective manner.

Understand and act in accordance with departmental policies, rules, and regulations as well as instructional materials related to firefighting and emergency treatment responses.

Perform basic and advanced life support procedures in a timely and effective manner.

Analyze situation, identify problem, and apply sound decision-making process in the application of firefighting, rescue, and emergency response activities.

Ability to:

Drive and operate fire vehicles and accompanying apparatus in a safe and effective manner.

Apply and utilize a variety of firefighting techniques and procedures in a timely and effective manner.

Ability to:

Conduct fire inspections, training classes/demonstrations, and other community outreach activities related to assigned job functions.

Demonstrate mechanical aptitude as required in the operation and maintenance of firefighting and emergency response equipment and apparatus.

Communicate effectively in both oral and written forms.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATES

Possession of or ability to obtain and maintain a valid and appropriate California State Driver's License.

Meets the minimum requirements for Firefighter I Certification by the State of California.

Possession of and ability to maintain a current certification as an Emergency Medical Technician-Paramedic with the State of California or possession of National Registry-Paramedic Certification and ability to obtain and maintain certification as an Emergency Medical Technician-Paramedic with the State of California within thirty days of appointment to this job classification.

Ability to obtain an Emergency Medical Technician-Paramedic Certificate from the County of Santa Clara within thirty days of appointment to this job classification.

Possession of and ability to maintain a current Advanced Cardiac Life Support Certificate from the American Heart Association.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Recent experience performing responsible firefighter and paramedic duties (within the last 12 months) for a public fire protection agency as a professional, regular employee. Evidence of training and experience as a preceptor in a paramedic field training program is highly desirable.

Education:

Equivalent to the successful completion of the twelfth grade and successful completion of an approved fire academy. Some college level fire science course work is desirable.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: June 3, 1997
EEOC: Protective Service
FLSA: Nonexempt
Unit: IAFF/Fire Prevention
Physical: 3

FIREFIGHTER/PARAMEDIC TRAINEE

DEFINITION

To participate in a comprehensive training program at an approved fire academy; to perform all related learning and testing activities; to perform related fire and paramedic activities while awaiting assignment to the fire academy; to successfully complete the fire academy. Upon successful completion of the fire academy, a trainee will be eligible to be placed as a probationary status Firefighter/Paramedic.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Fire Captain or Fire Lieutenant. May receive technical supervision from a Fire Engineer on operation and maintenance of vehicles, equipment, and apparatus and may receive technical supervision from a Firefighter/Paramedic during emergency medical incidents.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Participate in a comprehensive training program at an approved fire academy for a specified period of time.

Perform all related learning and testing activities.

Perform related work while awaiting assignment to the academy.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Standard and accepted emergency medical technician paramedic procedures and treatment approaches.

Basic operation and mechanics of emergency medical response equipment.

Knowledge of:

Standard and accepted safety and health principles and practices relevant to rescue and emergency medical response.

Pertinent state and local laws, regulations, and codes applicable to emergency medical response and rescue including the state's Health and Safety Code related to emergency medical services.

Ability to:

Learn general principles and practices of accepted fire suppression and prevention operations which may include fire fighting, radio communications, incident command system, hazardous material handling, and water systems.

Learn the standard operation and uses of fire suppression equipment, apparatus, and vehicle operation and maintenance.

Understand and carry out a variety of oral and written instructions in a timely and effective manner.

Understand and act in accordance with departmental policies, rules, and regulations as well as instructional materials related to firefighting and emergency treatment responses.

Perform basic and advanced life support procedures in a timely and effective manner.

Analyze situation, identify problem, and apply sound decision-making processes in the application of emergency response activities.

Communicate effectively in both oral and written forms.

Meet the physical requirements necessary to perform assigned duties in a safe and effective manner for self and others.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

LICENSE OR CERTIFICATES

Possession of or ability to obtain and maintain a valid appropriate California State Driver's License.

CITY OF MILPITAS
Firefighter/Paramedic Trainee

LICENSE OR CERTIFICATES

Possession of and ability to maintain a current certification as an Emergency Medical Technician-Paramedic with the State of California or possession of National Registry-Paramedic Certification and ability to obtain and maintain certification as an Emergency Medical Technician-Paramedic with the State of California within thirty days of appointment to this job classification.

Ability to obtain an Emergency Medical Technician-Paramedic Certificate from the County of Santa Clara within thirty days of appointment to this job classification.

Possession of and ability to maintain a current Advanced Cardiac Life Support Certificate from the American Heart Association.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Recent experience performing responsible paramedic duties.

Education:

Equivalent to the successful completion of the twelfth grade. Some college level fire science course work is desirable.

Approved by:

_____

City Manager

CITY OF MILPITAS
Revised: May 9, 2002
Revised: February 9, 2001
Effective: June 1985
EEOC: Officials/Admins
FLSA: Exempt
Unit: Unclassified
Physical: 3

FIRE BATTALION CHIEF

Exempt Management

DEFINITION

Under general direction from the Fire Chief and Assistant Fire Chief, perform professional, administrative, and managerial duties for the Fire Department; may serve in one of several areas such as, duty chief on an assigned shift providing highly responsible and technical staff assistance; as the training chief developing and conducting technical and organizational training programs; as the emergency services chief working with the City and community organizations/agencies in the area of disaster preparedness; or any administrative 40 hour assignment as determined by the Chief. May be required to work nights, weekends, and at off-site locations.

SUPERVISION EXERCISED

Exercise direct supervision over technical, professional, and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*
Assume the responsibility as duty chief for the Fire Department.

Develop platoon personnel including prevention, training, maintenance, and public relations activities.

Respond to alarms with platoon and/or company, as required by departmental policy and assume command of operations unless relieved of command by a superior officer; Coordinate paramedic activity.

Work with other management staff to maintain, revise, and improve the overall operations of the department.

Prepare all platoon forms, reports, schedules, recommendations, and other administrative duties.

Prepare performance evaluations of company commanders and review same for all platoon personnel; schedule, supervise, train, and evaluate personnel assigned to platoon.

Develop recommendations and participate in the budget development and administration process.

Research and prepare reports for presentations; maintain records and manuals; develop and revise programs as assigned.

May assume command of the Fire Department in the absence of the Fire Chief or Assistant Chief; providing command staff officer responsibilities; respond to alarms with platoon and/or company, as required by departmental policy and assume command of operations unless relieved of command by a superior officer.

Perform other related duties as assigned.

When Assigned as Fire Battalion Chief—Office of Emergency Services:
Plan, develop, and implement all emergency preparedness planning activities for the City including staff training and community education programs; develop and manage emergency planning including data collection and analysis, prepare State and Federal reports and maintain OES documents and records; develop and present disaster preparedness programs to the public and City staff; serve as the City's representative to County and Regional Emergency Planning and Preparedness committees and organizations; liaison to volunteer organizations during a disaster; assist schools, medical facilities, business and industry in the preparation of Emergency Plans; and perform other related duties as assigned.

When Assigned as Fire Battalion Chief—Training:
Direct the activities of the training program for Fire Department personnel—coordinate and conduct training instruction programs for Fire Department management and staff; coordinate joint training exercises with other jurisdictions; select and evaluate training and reference materials; schedule and assign training sessions; attend conferences, seminars, meetings, and workshops on fire training; research and prepare training materials; keep abreast of current trends; and perform other related duties as assigned.

QUALIFICATIONS

Knowledge of: Modern fire suppression, prevention, and administration principles, methods, practices and techniques; sound principles and practices of personnel deployment, supervision, scheduling, evaluation, employee development and training; fire apparatus, equipment, tools, devices, facilities and their proper utilization, maintenance requirements and methods; techniques utilized in budget development and administration, equipment procurement and maintenance; standard procedures and policies of the City and Fire Department.
Ability to: Make sound decisions and direct operations at the scene of an alarm; plan, organize and coordinate the work of subordinate personnel; communicate clearly and concisely, verbally and in writing; establish and maintain cooperative working relationships with supervisors, peers, and subordinates; Effectively interpret, implement and enforce provisions of Federal and State laws, City and departmental rules, regulations and policies, labor negotiation agreements and all other pertinent regulations and policies; administer and evaluate suppression, prevention, and emergency medical programs; make policy and budgeting recommendations.

EXPERIENCE AND EDUCATION

Experience: Seven (7) years of progressively responsible work experience in fire suppression and prevention, including two (2) years experience as a Captain in a Municipal Fire Department which is equivalent to a Milpitas Fire Captain in qualifications, responsibility and experience.. (Time served in an "Acting Fire Captain" position will not be counted towards the two-year Fire Captain experience requirement.)
Education: Associate of Arts degree (60 semester units) in Fire Science, Fire Administration or Public Administration, with major coursework in fire suppression, prevention, training and supervision. License or Certificate: Possess and maintain an appropriate valid California Driver's License throughout employment. Required: Within one year of appointment must possess ICS 400 certification AND successful completion of State Fire Marshal Fire Command 2A, 2B and 2C courses.
Note that applications which do not indicate that the applicant meets these Experience and Education requirements will be rejected.

_____ _____
City Manager Date

CITY OF MILPITAS
Revised: May 21, 2002
Effective: June 1985
EEOC: Protective
FLSA: Nonexempt
Unit: IAFF
Physical: 3

FIRE CAPTAIN

DEFINITION

To perform supervisory and technical work in fire suppression, emergency rescue, fire inspection, fire investigation, and fire personnel training activities; to serve as company commander for a fire suppression engine company.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by a Fire Battalion Chief.

Exercises direct supervision over subordinate personnel in assigned company.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:
Plan and execute work assignments of fire personnel in an assigned company.

Respond to fire alarms as a company officer, and as such is responsible for the supervision, performance and safety of assigned fire-fighting personnel on the scene of an emergency incident.

Direct fire-fighting and rescue operations until relieved by a superior officer.

Operate radio-telephone equipment.

Supervise and assist in rendering first aid at an emergency incident.

Direct the cleaning of quarters, equipment, and apparatus at a fire station.

Perform a variety of general staff work as assigned.

Assist in coordinating the maintenance and repairing of fire suppression equipment and facilities such as hydrants, trucks, and support equipment.

Inspect personnel and maintain discipline.

Obtain and otherwise preserve evidence at a fire scene.

Instruct and drill fire department personnel in fire-fighting methods, techniques, and related subjects.

Supervise and participate in the inspection of buildings and installations for fire hazards and fire safety systems as required by State laws and City ordinances.

Identify the fire training needs of company personnel including such areas as the driving and operation of equipment and see that the necessary training is provided.

Enforce all City and departmental rules and regulations and make recommendations to superior officers.

Prepare all reports, forms, recommendations, and other required administrative procedures of the company.

Schedule, assign and supervise equipment and facility maintenance, fire prevention, public relations, and training activities.

Work with other management and supervisory staff to maintain, revise, and improve upon the operations of the platoon.

Prepare performance evaluations for company personnel.

Make recommendations in the budget preparation and administration process.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and procedures of modern fire-fighting and protection of lives and property.

Rules, regulations, and operational procedures of the Fire Department in modern fire-fighting activities.

Sound principles and practices of personnel deployment, supervision, evaluation, employee development and training.

Fire apparatus, equipment, tools, devices, facilities, and their proper utilization, maintenance requirements and methods.

Principles of supervision, training, and performance evaluation.

Local geography, including the location of water mains and hydrants and the major fire hazards of the city.

Ability to:
Make sound decisions and direct fire personnel at the scene of an alarm.

Plan, organize and coordinate the work of subordinate personnel; supervise, train and evaluate fire personnel.

Communicate clearly and concisely, verbally and in writing.

Establish and maintain cooperative working relationships with superiors, peers and subordinates.

Effectively interpret rules and regulations and make decisions in accordance with them.

Conduct preliminary fact-finding inspections and investigations, including evidence gathering and presentation.

Operate apparatus and equipment used in modern fire-fighting activities.

Experience and Education
Experience: Four and a half years of paid municipal fire suppression experience.

Education: Equivalent to completion of the twelfth grade and 30 units of college level courses in fire science or related fields and Instructor 1A and 1B is required.

Licenses or Certificates: Possession of or ability to obtain, and maintain an appropriate, valid California Driver's License.

Possession of a valid EMT-1 certification at time of appointment and maintenance of said certification thereafter.

California State Fire Officer Certification is desirable.

Approved:

_____ _____

City Manager Date

CITY OF MILPITAS

EFFECTIVE: March 2000
EEOC: Public Safety
FLSA: IAFF
UNIT: Fire
PHYSICAL: 7

PUBLIC EDUCATION CAPTAIN/FIRE PREVENTION INSPECTOR

DEFINITION

The major focus of this position is fire education/prevention. The Public Education Captain will provide public fire education, act as the department's information officer, and serve as fire inspector. This is a forty (40) hour per week (accrues 40 hour benefits per IAFF MOU) position with a three year minimum commitment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Marshal.

May be required to supervise subordinate employees as the need arises.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, coordinate, supervise and implement the department's public fire and life safety education program.

Coordinate and develop the Fire department's public education programs such as KidSafe House, Pre-school Program, Fire Station Tours, Community Events, Community Fire Aides, and Fire Prevention Month.

Verify compliance to life safety standards for high rises, apartments, hotels/motels, licensed facilities, and conduct construction inspections as needed.

Manage referrals and coordinate the juvenile counseling program.

Serve as department Public Information Officer in emergency and non-emergency situations.

Develop public information packages, press releases, etc.

Perform basic fire code inspections in life safety occupancies and in support of the Engine Company inspection program.

Participate in a variety of meetings with other departments and agencies on behalf of the Fire Department or City.

Perform preliminary and supplementary fire case investigation work in support of shift investigator and arson investigation programs.

May serve in any Emergency Response capacity (suppression) for which the incumbent is qualified on an as needed basis.

May be subject to temporary assignment to line position to cover temporary vacancies created by authorized leave.

Will be assigned as vacation relief on a scheduled basis each year to maintain operational skills and experience.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Inspection techniques and principles.

Fire inspection practices and procedures.

Fire prevention codes and enforcement practices.

Ability to:

Conduct inspections, report findings and assist customers in compliance.

Provide direction to staff.

Plan, organize and coordinate the activities of volunteers and fire aides.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative working relationships with others in the organization, customers, and the public.

Effectively interpret rules and regulations and make sound decisions.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four and a half years of paid municipal fire suppression experience.

Education:

Equivalent to completion of the twelfth grade and 30 units of college level courses in fire science or related fields.

License or Certificate:

Possession of or ability to obtain, and maintain an appropriate, valid California Driver's License and the ability to operate tow vehicles.

Possession of a valid EMT-1 Certificate at the time of appointment and maintenance of said certification thereafter.

Approved:

_____ _____

June Catalano, Acting City Manager Date

CITY OF MILPITAS

FIRE CHIEF

DEFINITION

To plan, organize, direct, and coordinate the activities of fire suppression, fire prevention, hazardous materials, and supportive services; to provide highly responsible and technical staff assistance to the City Manager and City Council.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities include direct supervision of professional, technical, and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Direct and participate in the development and implementation of policies, goals, objectives, and priorities.

Plan, direct, coordinate, organize, and supervise the departmental operations of fire suppression, fire prevention, hazardous materials program, and related activities.

Coordinate and direct the provision of departmental support services of station and equipment maintenance, in-service training; maintain departmental efficiency and effectiveness.

Direct research of alternative approaches to fire protection.

Formulate departmental rules, procedures, and policies and see that they are enforced.

Respond to major fire alarms and personally direct fire suppression activities as necessary.

Direct and participate in the preparation of a variety of technical and departmental activity reports and records.

Direct and participate in the preparation and administration of the departmental annual budget.

Respond to the most difficult complaints and requests for information.

Direct preparation of fire protection plan.

Recommend new ordinances related to fire protection and hazardous materials.

EXAMPLES OF DUTIES

Attend conferences to exchange information on fire protection and hazardous materials.

Represent the City in relationships with the public, community groups, professional organizations and outside agencies.

Coordinate Fire Department activities with other City departments and divisions and other government agencies.

Select, supervise, train and evaluate staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods, and techniques of modern fire prevention and suppression activities.

Operation, maintenance, and uses of firefighting apparatus and equipment.

Principles and practices of modern municipal fire departmental administration and personnel training.

Principles and practices of organization, administration, budgeting and personnel management.

Applicable laws, rules, regulations, ordinances, and codes pertaining to fire prevention, inspection, and suppression.

Ability to;

Plan, direct, and organize fire prevention, suppression and support activities.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Communicate clearly and concisely, orally and in writing.

Ability to:

Select, supervise, train, and evaluate subordinates.

Formulate and administer sound departmental policy.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Twelve years of broad experience in all phases of municipal fire suppression and prevention work including five years in a responsible management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college with major course work in fire science, public or business administration or related field.

Licenses and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

FIRE ENGINEER

DEFINITION

To operate and maintain a variety of fire apparatus and firefighting equipment, to participate in firefighting activities, fire prevention inspections, and training; to perform mechanical maintenance on vehicles, equipment, and apparatus.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Fire Captain or Fire Lieutenant.

Exercises technical supervision over other professional firefighters with respect to the operation and maintenance of vehicles, equipment, and apparatus.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Drive assigned apparatus to alarms, stage and spot apparatus at the proper location for maximum utilization and efficiency and competently operate and maintain fire apparatus and equipment.

Operate and oversee the use of numerous types of vehicles, equipment, tools, and apparatus.

Lay hose lines, obtain water supply, operate pumping, hydraulic, and other mechanical systems/equipment.

Inspect vehicles, equipment, and apparatus; perform cleaning, maintenance and minor repair work; identify the need for major repairs, perform daily, weekly, and annual performance checks and tests.

Assist with training personnel in the operation and maintenance of vehicles, equipment, and apparatus.

Respond to emergency calls to protect life and property; fight fires, provide medical assistance, and perform rescue operations, and perform salvage and overhaul.

Participate in fire inspections and other fire prevention activities.

Assist paramedics on medical emergencies.

EXAMPLES OF DUTIES

Participate in drills and other training activities.

Serve as Fire Officer in his absence.

Participate in station maintenance and repair work.

Prepare reports with respect to work operations.

Operate radio equipment.

Perform supplemental tasks related to community service programs such as conducting public fire education tours, issuing bicycle licenses, blood pressure screening, and voter registration.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices , and procedures of modern firefighting and protection of lives and property.

Principles of mechanics, hydraulics, and mathematics as related to Fire Engineer duties.

First aid, C.P.R., EMT-1 standards and techniques and other basic medical assistance techniques.

Purposes and uses of a variety of vehicles, equipment, tools, and apparatus used in firefighting, rescue, and medical assistance operations.

Defensive driving techniques.

Street numbering sequences, topography, water supply, locations of fire department connections at protected properties, target hazards, and general building construction characteristics within assigned district.

Knowledge of:

Departmental training material and standard operating procedures.

Federal, State, and city rules and regulations governing motor vehicles, safety, and fire prevention.

Ability to:

Demonstrate physical endurance, agility, strength, and stamina in the performance of hazardous tasks under emergency conditions.

Demonstrate a high degree of mechanical aptitude.

Effectively and safely drive and operate the full range of fire apparatus and equipment used by the department.

Perform field calculations of hydraulics for the proper and effective operations of equipment at emergency scenes.

Think and act quickly in emergencies.

Understand and follow oral and written directions promptly and accurately.

Deal courteously and effectively with the general public.

Establish and maintain cooperative relationships with those contacted in the course of work.

Meet professional performance objectives.

Experience and Education:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of paid full-time experience as a Firefighter in the City of Milpitas.

Education:

Equivalent to completion of the twelfth grade supplemented by the following four courses satisfactorily completed at an accredited community college.

1. Fireground Hydraulics
2. Fundamentals of Fire Protection and Equipment
3. Fundamentals of Apparatus and Equipment Systems Maintenance
4. EMT-1

(Courses equivalent in content can be considered for acceptance.)

License or Certificate

Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

Possession of a valid EMT-1 certification at time of appointment and maintenance of said certification thereafter.

CITY OF MILPITAS
EFFECTIVE: May 16, 1995
EEOC: Skilled Craft
FLSA: Nonexempt
UNIT: IAFF/Skilled Craft
PHYSICAL: 2

FIRE EQUIPMENT MECHANIC

DEFINITION

Under general supervision, this position will perform a variety of journey level duties associated with the maintenance and repair of fire equipment, trucks and fire apparatus. To schedule and coordinate the activities of the fire equipment maintenance operation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fire Operations Chief.

Receives some direction from the on duty Battalion Chief.

Exercises direct supervision over personnel assigned to assist.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Schedule and coordinate the activities of the fire apparatus and equipment maintenance program.

Provide instruction to department personnel on the maintenance and safe operation of fire vehicles and equipment.

Make initial inspections in difficult cases and diagnose mechanical defects.

Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.

Make recommendations whether or not to contract work out or handle in-house; monitor and administer outside contracts.

Prepare reports; maintain records of time, materials and equipment used; order supplies and materials.

Insure the adherence of safe work practices by personnel assigned to shop.

Check new equipment to ensure operational correctness.

EXAMPLES OF DUTIES

Oversee the departments preventive maintenance program and schedule apparatus and equipment preventive maintenance.

Insure proper adjustment and operation of charging, carburetion and other systems.

Road test and otherwise checks vehicles for proper operation and for detecting the source of problems.

Provide input and evaluate the specifications regarding the purchase of fire apparatus, equipment and shop tools.

Perform routine servicing and repairs on fire apparatus and other equipment as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, and tools for the fire truck mechanic trade.

Repair and maintenance of equipment, i.e., Allison transmission, air brakes, relief valves, suction and discharge valves, secondary brake system, and hydraulic systems.

Repair and maintenance of fire pumps, i.e., Hale, Darley, and Waterous.

Occupational hazards and standard safety precautions relative to the work performed.

Principles and operations of gasoline and diesel engines.

Methods used in electric arc welding, oxyacetylene welding and metal fabrication.

Preventive maintenance techniques.

Principles of centrifical pumps and piping used on fire apparatus.

Principles of aerial ladder operations.

Principles of diesel engines, diagnostic equipment and hydraulics.

Knowledge of:

Basic record keeping and inventory control methods.

Ability to:

Test annually from draft fire department pumpers.

Test annually the fire department aerial ladder truck.

Plan, lay out and assign the work of assigned shop workers.

Diagnose defects and repair a variety of fire equipment and vehicles.

Perform routine-to-complex mechanical repair work.

Operate and repair a variety of power and hand tools.

Work independently, understand and carry out verbal and written instructions.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: June 1985
EEOC: Protective Service
FLSA: Nonexempt
Unit: IAFF/Fire Prevention
Physical: 3

FIREFIGHTER

DEFINITION

To respond to fire alarms and other emergency calls to protect life and property; to participate in fire prevention, public service training activities, station and equipment maintenance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Fire Captain or Fire Lieutenant. Receives technical supervision from a Fire Engineer regarding operation and maintenance of vehicles, equipment and apparatus.

May exercise technical supervision over personnel in training.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Respond to alarms with the fire company; connect and lay those lines; enter burning areas or buildings with hose lines; assist in operating nozzles, and direct a stream of water on fires; carry and operate chemical fire extinguishers; raise, lower and climb ladders; make forcible entry into buildings when necessary.

As directed, ventilate buildings; administer first aid; assist in rescue, overhauling, salvage and clean-up operations.

May operate motor driven equipment including fire trucks, automobiles, and rescue and supply trucks.

Clean and service firefighting equipment; inspect and test equipment carried on fire trucks.

Clean and perform minor repairs to hydrants.

Assist in the maintenance of clean and orderly conditions in and about fire station.

Study Fire Department rules and regulations, fire hazards and firefighting techniques; attend drills and staff conferences.

EXAMPLES OF DUTIES

Participate in company fire prevention inspection.

Assist paramedics at medical emergencies.

Participate in community relations and education programs.

Assist in voter registration, bicycle licensing and other special programs.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Geography of local area.

Ability to:

Learn principles, practices, procedures of modern firefighting and protection of life and property.

Learn fire apparatus, equipment, tools, devices, facilities, and their proper use and maintenance requirements.

Learn first aid and C.P.R.

Understand and act in accordance with departmental policies, rules, instructions and written material in the field of firefighting.

Learn firefighting techniques and procedures.

Demonstrate mechanical aptitude as required in the operation of firefighting equipment.

Learn to drive a fire truck safely and in accordance with traffic laws and ordinances.

Analyze fire and driving situations and to adopt effective courses in action.

Retain presence of mind in emergency situations.

Understand and carry out oral and written directions.

Ability to:

Establish and maintain effective relationships with fellow employees and the general public.

Learn the operation and maintenance of voice radio equipment.

Think and act quickly and effectively in emergencies.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No directly related experience required.

Education:

Equivalent to completion of the twelfth grade. Possession of an E.M.T. I certification is a partial requirement for E Step of the pay scale.

Licenses and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

_____

City Manager

CITY OF MILPTIAS
Effective: July 2000
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 7

FIRE MARSHAL

DEFINITION

Under direction, supervises and performs the fire prevention and inspection activities of the Fire Department; provides responsive technical and administrative management of a comprehensive program of Fire Prevention, Loss Management and Hazardous Material/Environmental Protection; reviews plans and specifications for buildings and fire protection systems, and advises builders and developers; supervises and conducts fire investigations; oversees public relations and education programs; manages the weed abatement program; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This sworn classification performs independent and responsible work in promoting and insuring fire safety through inspection, education and enforcement.

SUPERVISION RECEIVED AND EXERCISED

Under the direction of the Fire Chief, the incumbent supervises and trains staff engaged in fire prevention inspection and hazardous materials management; and also provides functional supervision to Fire Captains and Firefighters engaged in inspection and weed abatement activities.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Performs complex inspections in all types of commercial and residential occupancies to assure they are in compliance with the Fire Code, ordinances and regulations as they pertain to the design, construction and installation of fire protection equipment & Hazardous Materials Regulations

- Reviews plans for new construction and the installation of fire protection equipment for adherence to fire and life safety regulations; & Hazardous Materials Regulation Compliance

- Supervises, trains and evaluates the performance of fire prevention/inspection staff .

- Investigates complaints of fire hazards & Hazardous Materials violations, writes correction notices, issues citations and performs other duties necessary to prevent the reoccurrence of safety related crimes or violations; appears in court as necessary

- Evaluates existing fire and life safety and hazardous materials conditions and federal, state and local codes applicable to public fire safety, and recommends revisions to codes, policies and procedures

- Inspects and tests fire alarm systems, fire sprinkler systems, heat and smoke detection devices and other fire protection and control mechanisms

- Confers with, answers questions for, and provides direction to property owners, contractors, engineers, architects and others regarding fire protection requirements & oversees Hazardous Materials Regulations

- Plans, directs and participates in departmental fire prevention and public education activities

- Directs and conducts fire investigations to determine cause and origin and works cooperatively with law enforcement agencies in arson cases.

- Prepares reports, completes forms and maintains various conventional and computerized inspection records

- Interprets fire prevention codes for engine company personnel; coordinates and supervises engine company inspection programs

- Manages City Weed Abatement Program

- Serves as authorized ombudsman for critical customer service issues relative to regulatory disputes and alternate methods or materials proposed; represents the Fire Prevention Bureau before the City Council, Commissions and Committees on Bureau related issues

- Works interactively with other divisions and departments for Uniform Fire Code Adoption and Ordinance, and applicable Municipal Codes related to Neighborhood Services.

- May respond to fires as command staff in non-operational suppression activities

- Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- principles, practices, methods and techniques of fire prevention and investigation
- laws, ordinances and regulations regarding fire prevention and inspection
- fire protection devices and systems
- building and materials construction
- computerized systems for maintaining data and preparing reports and correspondence

Ability to:

- identify life safety and fire hazards; gather, analyze and evaluate facts and draw logical conclusions relative to the interpretation and enforcement of laws, ordinances and regulations regarding life safety and prevention of fires; and implement corrective measures necessary to abate hazards
- communicate requirements, policies and decisions to the public in a courteous and effective manner
- supervise, plan and direct the work of others
- prepare clear and concise written reports and correspondence
- make effective oral presentations
- establish and maintain effective working relationships with a wide variety of people contacted in the course of work
- willingness to work irregular hours and perform call back work as required
- perform heavy and hazardous physical labor, stoop, bend, crawl, climb and lift and wear protective clothing and breathing apparatus as required to perform inspections and investigations

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

Experience
Four (4) years experience in a career full-time position working in a fire prevention bureau with a paid Fire Department and dealing with fire safety inspections, public education, enforcement concerns, new construction and fire protection systems.

Education
Completion of two years of college with a AA degree in Fire Science or a related field

License or Certificate
Possession and continued maintenance of a valid California Class C driver's license and a safe driving record.

DESIRABLE QUALIFICATIONS

State of California Fire Investigator certification

Knowledge of hazardous materials chemistry

Work experience in the construction trades

Professional fire suppression experience.

Approved By:

_____ _____

City Manager Date

CITY OF MILPITAS
Effective: June 1985
EEOC: Protective Service
FLSA: Nonexempt
Unit: IAFF/Fire Prevention
Physical: 3

FIRE PREVENTION INSPECTOR

DEFINITION

To perform technical inspection and investigation work in enforcing compliance with laws, ordinance, and regulations pertaining to the prevention and control of fires; may perform duties of a hazardous materials inspector.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Fire Marshal.

May exercise technical supervision over less experienced Fire Prevention Inspectors.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Make on-site fire safety inspections of general buildings, structures and premises to enforce compliance with Fire codes and regulations; inspect and test fire alarms, sprinkler systems, heat and smoke detection devices and other fire protection and control devices.

Perform specialized and technical fire safety inspections in designated buildings; perform inspections relating to the storage, handling and dispersing of flammable liquids, combustible gases, explosives, and other hazardous materials; may be assigned to perform inspection duties assigned to the Hazardous Materials Inspector.

Investigate fire hazard complaints, violations of laws and ordinances, arson fires, and all other fires requiring an investigation for cause and origin; perform duties relating to any corrective or punitive action necessary to prevent the reoccurrence of fire related crimes or code violations.

Develop and present fire safety education programs to community groups, fire suppression personnel; collect, assemble, analyze, and organize data related to the development of Fire Safety education programs, manage on-going fire education programs; develop special programs and other data necessary for enhancement of fire prevention and enforcement of Fire Codes.

Coordinate permit procedures; approve or disapprove permit applications; inspect and process permit referred by other government agencies.

EXAMPLES OF DUTIES

Oversee record keeping and filing; process and prepare files for computer entry as required.

Review plans of fire protection and control devices such as fire alarms and sprinkler systems; confer and consult with architects, engineers, and other contractors as necessary; assist Community Development Department in reviewing plans and specifications of proposed buildings or present building modifications for adherence to fire safety laws and codes.

May be required to respond to Fire Department emergencies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, and techniques of fire prevention.

Federal, state and local fire prevention codes and ordinances.

Principles and techniques of building inspection work.

City Fire Department policies and procedures.

Practices, procedures, and equipment used in fire investigations.

Arrest, search and seizure procedures.

Fire prevention equipment such as fire extinguishers, sprinkler systems, and alarm systems.

Ability to:

Apply technical knowledge and follow proper inspection techniques and detect deviations from plan, regulations, and standard safety practices.

Enforce a variety of codes and ordinances, and regulations pertaining to fire prevention with firmness and tact.

Read and interpret building plans.

Ability to:

Maintain cooperative relations with buildings, contractors, and the general public.

Identify fire hazards and recommend corrective actions.

Identify types and determine causes of fires.

Recognize, identify and preserve evidence.

Effectively interview witnesses and suspects.

Maintain records and prepare reports.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years full-time paid experience in fire prevention and/or firefighting in a fire department.

Education:

Equivalent to completion of twelfth grade and 30 units of college level courses in fire science or a related field. Must complete the following courses or approved equivalent courses by the end of the probationary period: Fire Investigation I and P.C. 832.

License or Certificate

Possession of or ability to obtain and maintain, an appropriate, valid California Driver's License.

Approved by:

City Manager

CITY OF MILPITAS

FINANCIAL SERVICES DIRECTOR

EFFECTIVE: June 1985
REVISED: April 20, 1994
EEOC: Officials/Admins
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

DEFINITION

To plan, organize, and direct the accounting, cash management, revenue collection, licensing, purchasing and other financial activities of the City.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, and direct the financial activities of the City including accounting, cash management, investments, revenue collection, licensing, and purchasing services.

Develop and implement goals, objectives, policies, and priorities.

Prepare and assist in the implementation and control of the City's annual operating and capital improvement budget; forecast City revenues, expenditures and year-end balances.

Coordinate, review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures, and ensure audit compliance.

Estimate revenue and fund balances and ensure expenditures coincide with fund availability.

Maintain and administer current liability, property, and workers' compensation excess insurance.

Oversee the City's investment portfolio.

Direct the preparation of financial reports as required by law: prepare various financial reports and analyses requested by the City Manager and City Council including long-range financial forecasts.

Develop and make recommendations with respect to appropriation transfers, financing plans, and other financial activities as requested.

Coordinate the utilization of the automated financial system.

EXAMPLES OF DUTIES

Prepare and present financial and administrative reports and resolutions to the City Council.

Provide financial support and assistance to City departments.

Serve as City Treasurer.

Manage, supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and methods of public finance administration, particularly in the areas of accounting, budgeting, auditing, and investing.

Modern office practices, procedures, methods and equipment.

Laws regulating the financial administration of City government including the powers and responsibilities of a City Treasurer.

Modern principles and practices of purchasing.

Budget preparation, program analyses, and revenue forecasting.

Statistics, research and reporting methods.

Principles and practices of organization, administration and personnel management.

Ability to:

Develop and install sound accounting procedures.

Prepare complex financial reports and analyses.

Analyze and solve complex fiscal problems.

Communicate effectively, orally and in writing.

Establish and maintain effective work relationships with City Officials, staff, and the public.

Manage, supervise, train, and evaluate professional, technical and clerical staff.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in budgeting, accounting and financial work including considerable administrative and supervisory experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, accounting, public administration, political science or a closely related field.

APPROVED:

_____
City Manager

CITY OF MILPITAS
Revised 9/8/91 Established 6/85
EEOC Office and Clerical
Unit Pro Tech
FLSA Non-exempt Physical 1

FISCAL ASSISTANT I/II

DEFINITION

Under general supervision, performs responsible fiscal, accounting and financial office support work in the preparation, maintenance and processing of records and transactions; performs a wide variety of duties in one or more fiscal areas including accounts payable, accounts receivable or payroll; and provides direct support to the public in processing licenses, bills and/or permits.

DISTINGUISHING CHARACTERISTICS

Fiscal Assistant I: This is the entry level class in the Fiscal Assistant series. Incumbents in this class initially work under immediate supervision while learning job duties. As experience is gained there is greater independence of action within established guidelines. This class is flexibly staffed with Fiscal Assistant II and employees may advance to the II level after gaining the required experience, knowledge and skills and demonstrating proficiency.

Fiscal Assistant II: This is the full journey level class in the Fiscal Assistant series; it is distinguished from the Fiscal Assistant I level by performance of the full range of duties as assigned with only occasional assistance or instruction in non-routine situations. Supervision is provided by a Fiscal Services Supervisor.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Prepare and maintain complex fiscal, accounting and financial records in a major accounting system.

Provide support to the public over the counter and by telephone; answer questions and resolve problems.

Operate office and accounting equipment such as a ten-key adding machine, calculator and computer.

Provide staff support in assigned area of responsibility.

Prepare and submit accounting information and enter data into a computerized system.

Process opening and closing accounts on computer; prepare refund checks for certain closed accounts; update account files.

EXAMPLES OF DUTIES

Prepare and distribute financial and accounting reports.

Match invoices and other requests for payment with purchase order or contract documents; approve funds availability; distribute to departments for approval.

Process accounting documents including warrants, invoices, vouchers, purchase orders, statements, receipts, etc.

Post information to ledgers, reports and journals, total and balance entries and make adjustments as required.

Assist with various periodic billings; receive and process payments; balance checks and cash.

Process payroll records and documentation; audit, verify and make adjustments to records; issue manual checks as required.

Review and audit employee benefit reports; maintain and update system to make changes involving employee status, rates, dependents and coverage.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:
Modern office practices, procedures and equipment, including computer-based accounting systems.

Basic mathematics.

Principles and practices of financial record keeping.

Basic accounting principles.

Skill/Ability to:

Understand and interpret principles, laws and procedures involved in financial record keeping and accounting functions.

Use a computer-based accounting system; operate a computer terminal for data input, data inquiry and report generation.

Skill/Ability to:

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with City staff and the public.

Operate a ten-key adding machine and calculator.

Follow oral and written instructions.

Prepare financial reports and maintain ledgers and journals.

Analyze data and draw sound conclusions.

Plan and organize work to meet deadlines on a timely basis.

Perform job duties with minimal supervision.

Other Requirement:
Specified positions may require possession of a valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills in qualifying. A typical way to obtain the knowledge and skills is:

Fiscal Assistant I: One year of general clerical or accounting office assistant experience.

Fiscal Assistant II: In addition to the above, one year of fiscal office support experience equivalent to that of a Fiscal Assistant I in the City of Milpitas.

Approved by:

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City Manager

AS51/B

CITY OF MILPITAS

Effective:	February 1998
EEOC:	Professional
FLSA:	Exempt
Unit:	Exempt
Physical:	1

FISCAL SERVICES MANAGER

DEFINITION

Plans, organizes, develops, coordinates, and directs the activities of the Fiscal Services Section in the Department of Financial Services. Supervises and performs fiscal services operations, including, accounts receivable, meter reading, utility billing, cash collections, business license, and revenue analysis. Analyzes, develops and reviews procedures, operations, controls, systems, and functions within the Fiscal Services Section and performs complex and technical analysis of revenues.

DISTINGUISHING CHARACTERISTICS

This is a management position in the Fiscal Services Section of the Financial Services Department. The incumbent in this position exercises independent judgment and discretion. It is distinguished from the Director of Financial Services in that the later has overall responsibility for the Department of Financial Services including Accounting Services, Purchasing, Fiscal Services, and Administration.

SUPERVISION RECEIVED AND EXERCISED

Works under the direction of the Director of Financial Services or the Assistant Director of Financial Services as assigned. Supervises clerical and professional employees of the Fiscal Services Section. Provides training to assigned staff as required. Incumbents typically exercise specialized knowledge, skills, and abilities in the performance of job duties and work independently.

EXAMPLES OF DUTIES

Plans, develops, organizes, directs, supervises, and evaluates staff, service level, and performance of the Fiscal Services Section in support of the revenue analysis, meter reading, accounts receivable, business license, cash collections, and utility billing functions.

Assigns, schedules, prioritizes, coordinates, and reviews work activities; determine schedules and authorize leaves.

EXAMPLES OF DUTIES

Oversees the work of staff employed in maintaining and servicing utility accounts, receiving and processing utility service applications, including performing service calls, reading meters, evaluating and processing credit data, mailing utility bills, answering inquiries regarding tax license procedures and law, receiving and receipting of money, preparation of daily bank deposits, and resolving customer inquiries and complaints.

Recommends for selection, trains, evaluates, and assigns personnel, makes recommendations for disciplinary action, reviews work of subordinates.

Coordinates fiscal services operations with other City sections, divisions, and departments.

Maintains liaison with other public and private agencies.

Performs a variety of complex and technical revenue analysis functions and maintains records.

Develops, reviews, recommends, and implements improved operating procedures and related policies, work processes and forms.

Answers inquiries, provides information, and resolves complaints from the public at the counter or on the phone in a professional and customer service manner.

Integrates and maintains financial and statistical information into comprehensive business license, utility billing, and cash collections systems.

Assists in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.

Assists in the coordination of the information systems function to ensure the proper design, testing, and implementation of enhancements and corrections to computerized systems.

Researches and assembles information for special projects.

Attends meetings and seminars related to Fiscal Services functions and acts in the capacity as the resident expert of such functions for the City.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of :

City policies and procedures in assigned area of responsibility.

Modern office practices, procedures, and equipment, including computer-based utility billing, cash collections, business licenses, and accounting systems, including basic data processing and systems operation, current software applications, and automated accounting methods.

Principles, practices, and techniques of financial and revenue analysis.

Fiscal, accounting and financial record keeping a bookkeeping principles and practices.

Laws, rules, regulations, and ordinances relating to local, state, and federal public finance and administration, including business license administration.

Principles and practices of management, supervision, training, and performance evaluation.

Report writing techniques and spreadsheet development and analysis techniques.

Ability to:

Apply the policies and philosophy of the City to the Department of Financial Services.

Interpret and administer City ordinances, and local, State, and Federal laws and regulations.

Analyze complex financial data and make sound, well-structured recommendations.

Conceptualize, interpret, prepare, present, and explain City and Department proposals, policies, procedures, and reports in a clear and concise manner to co-workers, the Director, and other City management staff.

Establish and maintain effective working relationships with co-workers, City management staff, other agencies, community groups, and the general public.

Plan, coordinate, prioritize, supervise, train, direct, and evaluate the work of others. Lead and motivate assigned staff as well as others contacted during the course of work in a professional, positive manner.

Ability to:

Use and manage automated information systems, including the personal computer applications such as word processing and spreadsheets.

Develop administrative procedures and operations and evaluate their efficiency and effectiveness.

Maintain accurate records, organize work programs, direct operations, meet deadlines, and follow up on assignments in a timely and professional manner.

Exercise sound independent judgment and use initiative in carrying out assignments.

Develop, prepare, and review reports, schedules, and supporting documents that reflect detailed and complex financial transactions and activities.

Develop and recommend policies and procedures related to assigned operations.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Education:

Graduation from an accredited college or university with a Bachelors Degree in Business with major course work in accounting or finance or equivalent. Related experience may be substituted for the education requirement on a year-to-year basis.

Experience:

Equivalent to four years of increasingly responsible accounting, bookkeeping or fiscal office clerical experience including experience in accounts receivable, utility billing, business license, and computer systems, including at least two years of supervisory experience.

LICENSE

Incumbents must be able to travel to various locations within the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License and satisfactory driving record is required.

Approved by:

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City Manager

CITY OF MILPITAS

Effective:	Jan 1999
EEOC:	Professional
FLSA:	Exempt
Unit:	Exempt
Physical:	1

GIS MANAGER

DEFINITION

Plans for and implements the City's Geographic Information Systems (GIS)-related projects including facilitating project teams, identifying resources and establish project objectives, timelines and milestones and developing standards for GIS deployment and use.

DISTINGUISHING CHARACTERISTICS

The GIS Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Information Officer and/or Technology Manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Ensures the timely implementation of GIS-related projects.

Assists in the development and management of GIS project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.

Prepares GIS project plans and schedules to include coordinating resources, tasks, and work assignments.

Manages GIS-related teams of City staff and vendors to ensure that GIS project objectives and time lines are met.

Develops standards for GIS deployment and use within the City.

Provides GIS-related technical guidance and assistance to project teams.

EXAMPLES OF DUTIES

Serves as a liaison with GIS vendors for the proper acquisition, installation, operation and maintenance of GIS-related resources.

Maintains expertise in GIS-related software and technologies.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Geographic Information Systems (GIS) principles, practices, and techniques, including systems analysis, re-engineering, design and systems development.

A variety of software tools for GIS map creation and maintenance (i.e., AutoCAD Map, ESRI ArcInfo and Intergraph MGE and/or Geomedia Pro), data analysis (i.e., Autodesk World, ESRI ArcView and Intergraph Geomedia), Internet-enabled GIS (i.e., Autodesk MapGuide, ESRI MapObjects and Intergraph Geomedia WebMap) and 3D Visualization and Modeling.

GIS-enabled municipal applications including permit processing, work management, pavement management, utility billing and public safety systems.

State of the art methods for implementing and deploying GIS-related applications and solutions using a variety of technologies.

Local government practices and administration.

City standard software, database and operating systems.

Ability to:

Understand emerging GIS technology and their application to improve City services.

Make sound decisions concerning GIS technologies as they apply to the City.

Analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations.

Ability to:

Prepare and present clear and well-organized written and oral reports to City Council, City administration and other groups as required.

Explain GIS-related technical issues and concepts to non-technical staff.

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Plan, manage, and implement GIS-related projects; assessing progress and making appropriate corrections to keep projects on track.

Plan, organize, supervise, review and evaluate the work of GIS project team staff in a manner that is conductive to independent judgment, and high performance and personal accountability.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in GIS, Computer Science, Information Systems, or a closely related field.

Experience:

Three years experience in GIS systems analysis, database design, application development and project management, preferably in a local government environment. Experience with a variety (i.e., more than one) of GIS platforms (e.g., Autodesk, Bentley, ESRI and Intergraph) and experience using industry standard database

management systems (e.g., Microsoft SQL Server and Oracle Spatial Cartridge) and application development tools (e.g., Visual Basic, C++ and Java) is highly desirable.

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's license is required.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: 10/23/91
EEOC: Protective Services
Unit: IAFF/Fire Prevention
FLSA: Non-exempt
Physical: 3

HAZARDOUS MATERIALS INSPECTOR

DEFINITION

To perform technical inspection and investigate work in enforcing compliance with laws, ordinances, and regulations pertaining to the prevention and control of hazardous materials; may perform duties of a fire prevention inspector.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the Hazardous Materials Program Manager. May exercise technical supervision over less experienced Hazardous Materials Inspectors.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Enforce state and local laws and regulations governing the storage, use, handling and disposal of hazardous materials under jurisdiction of the Milpitas Fire Department.

Inspects facilities for compliance with pertinent ordinances and codes which includes evaluation of hazardous materials management and monitoring plans, on-site evaluation of chemical storage and chemical use practices, and preparation of violation letters or enforcement referrals.

Monitors and tracts progress of locations and sites where hazardous materials and hazardous waste release have occurred.

Processes and evaluates hazardous materials permit applications and business plans according to ordinance requirements; prepares comments and correspondence or meets with permit applicants to explain necessary revisions and additional requirements.

Investigates complaints and violations in the storage, use, handling and disposal of hazardous materials or in spill incidents.

Conducts plan reviews for new construction, alteration of buildings, hazardous material processes and storage facilities to determine compliance with applicable laws and regulations.

Investigates complaints and answers questions regarding hazards in relation to fire and building codes and State and local hazardous material laws and regulations.

EXAMPLES OF DUTIES

Prepares oral and written inspection reports.

Assists in record keeping, filing and preparing files for data entry.

May be required to respond to Fire Department emergencies.

Provides technical support as required.

Appear in court to provide expert testimony.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices and techniques of hazardous material inspections and investigations.

Federal, state and local hazardous material codes and ordinances, including the California Health and Safety Code, Uniform Fire and Building Codes.

Physical, organic and inorganic chemistry, and chemical properties, uses and reactions.

Principles and techniques of building inspection work.

Ability to:

Apply technical knowledge, follow proper inspection techniques and detect deviations from plans, regulations and standard safety practices.

Identify potential hazards in the storage, use, handling and disposal of hazardous materials.

Apply and interpret Building and Fire codes, regulations, policies and procedures.

Comprehend and enforce Federal, State and local regulations pertaining to hazardous materials.

Maintain accurate records, conduct special studies and make reports of work performed.

Ability to:

Review analytical, statistical, and environment reports and similar documents.

Review and interpret building plans.

Assist in the preparation of guidelines, standards and regulations.

Communicate effectively orally and in writing.

Use independent judgment and initiative, in keeping with general policies and procedures of the Fire Department.

EDUCATION AND EXPERIENCE

The equivalent to a Bachelor's degree in Chemistry, Biology, Toxicology or related field of science including core courses in Chemistry.

Two years related experience including inspections relating to the storage, use, handling and disposal of hazardous materials; or

Two years experience in the enforcement of Federal, State and/or local government health/environment regulations.

Approved by:

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City Manager

AS/2434/L

CITY OF MILPITAS
Effective: 5/6/97
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

HOUSING AND NEIGHBORHOOD PRESERVATION MANAGER

DEFINITION

To manage, plan and direct the Housing and Neighborhood Preservation Division of the Community Development Department; to direct the use of housing and Community Development Block Grant funds; to supervise and coordinate current and long-range housing programs, neighborhood preservation, code enforcement that other related work as required.

DISTINGUISHING CHARACTERISTICS

The Housing and Neighborhood Preservation Manager is a division head level position responsible for managing the major activities within the Housing and Neighborhood Preservation Division of the Community Development Department. It is distinguished from the Community Development Director in that the latter has overall responsibility for all divisions within the Community Development Department including Planning, Transportation, Building Inspection, and Housing and Neighborhood Preservation.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director.

Exercises direct and indirect supervision over Housing and Neighborhood Preservation division staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of the Housing and Neighborhood Preservation Division.

Directs, analyzes, reviews and coordinates the preparation of reports and recommendations on housing and code enforcement matters and activities.

Reviews and directs the preparation of housing studies.

EXAMPLES OF DUTIES

Develops programs and plans to produce housing, especially affordable housing, by means of new construction, rehabilitation or acquisition; evaluates proposals and makes recommendations.

Supervises and participates in the preparation and development of applications for Community Development Block Grants (CDBG), HOME, and other related public and private funding sources from federal, state, local governments, conventional market, and foundations.

Monitors and makes recommendations regarding the use of Redevelopment Agency funds for housing production.

Ensures compliance with federal and state laws and regulations, ensure consistency with local objectives and community requirements.

Makes presentations to the Planning Commission and City Council and represents the City at other meetings as required; serves as staff advocate in housing matters and issues.

Supervises and establishes programs for housing rehabilitation, sale, resale or rental of affordable housing units, and competitive sub-recipient grant awards for social services.

Administers City ordinances pertaining to mobile home rent control.

Maintains and updates the City's General Plan Housing Element.

Implements and directs code enforcement programs and activities and develops area improvement strategies.

Administers and monitors the division budget, and ensures that program performance objectives are met.

Maintains a high level of public relations with neighborhood and business associations and City residents.

Trains, develops, and evaluates assigned division staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, procedures and regulations in housing and redevelopment, financing, land acquisition, construction, and rehabilitation.

Principles of the Uniform Building Code, Housing Code, zoning code, and other local codes concerning health, sanitation and property nuisances.

Federal and state laws pertaining to funding sources, including Community Development Block Grants, HOME and redevelopment funds.

Procedures, regulations and practices in redevelopment and housing production, preservation and maintenance enforcement.

Principles and practices of public administration including organization, budget, and personnel management.

Research and statistical concepts and methods.

Computer applications related to the work.

Ability to:

Plan, organize, supervise, review and evaluate the work of staff in a manner conductive to independent judgment and high performance and personal accountability.

Analyze, interpret, apply and explain laws, rules, codes and regulations related to housing production, preservation and maintenance, and redevelopment.

Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.

Coordinate multiple projects and meet critical deadlines.

Communicate clearly, concisely and effectively, orally and in writing.

Supervise, train and evaluate assigned staff.

Establish and maintain effective work relationships with the City Council, staff, other departments and agencies, special interest groups, and with the general public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in housing or planning programs, real estate development, or code enforcement, including some supervisory experience.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in public administration, business administration, planning, finance or a closely related field.

License and Certificates

Possession of or ability to obtain a Valid California Driver's License.

Approved by:

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City Manager

CITY OF MILPITAS
Effective: May 1997
Revision: June 29, 2001
EEOC: Para-Professional
Unit: ProTech/Housing
FLSA: Non-Exempt
Physical: 1

HOUSING & NEIGHBORHOOD PRESERVATION SPECIALIST

DEFINITION

Under general supervision, to implement varied housing projects and programs; to assist property owners and others in obtaining loans and grant funds to improve housing; to perform specialized administrative and technical activities related to code compliance including investigation and resolution and processing of citizen complaints; and other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Housing and Neighborhood Preservation Specialist is the journey level in the classification series. Incumbents perform administrative and technical tasks related to various housing and neighborhood preservation programs. This classification is distinguished from the Senior Housing and Neighborhood Preservation Specialist in that the latter is the first line supervisor and oversees and coordinates the various housing and code compliance programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Housing and Neighborhood Preservation Specialist.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Implement City-sponsored housing projects, including activities associated with site acquisition, financing, and contract administration.

- Participate and assist in coordination of the housing rehabilitation loan program; process and monitor housing loans and grants from application through construction completion and loan servicing; determine property improvement needs; originate loans; prepare or review specifications; coordinate or oversee project bidding, inspections and management; authorize disbursements; mediate disputes.

- Process applications for Community Development Block Grant (CDBG), and other related public and private funding sources; monitor projects and assure compliance with federal and state laws and regulations referring the most complex cases and problems to the Senior Housing and Neighborhood Preservation Specialist.

- Maintain accurate records and files of assigned projects and cases; monitor funds expended; prepare a variety of periodic and special reports related to grants, loans and City-sponsored housing projects.

- Receive and respond to complaints concerning animals, neighborhood beautification, abandoned vehicles, sanitation, graffiti, and Housing Code, zoning and sign violations; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and compile statistics.

- Staff the lend-a-tool shed.

- Education and outreach, including presentations to home owner associations, or organizations for the Neighborhood Beautification Ordinance.

- Prepare reports, letters and memoranda related to housing and code compliance activities.

- Provide public information and referral services related to housing code compliance.

- Provide staff support on special projects as assigned, including research, conducting surveys, compiling data, and making recommendations on alternative courses of action.

- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Procedures, regulations and practices in code enforcement, housing rehabilitation, and loan applications.

- Basic principles and practices of public administration.

- Techniques for effectively dealing with people from various socio-economic, ethnic, and age groups.

- Research concepts and methods.

- Computer applications related to the work.

Ability to:

- Learn applicable federal, state and local laws and regulation relative to code compliance, housing rehabilitation and other housing programs and funding sources.

- Learn principles, practices, procedures and regulations in housing, financing, land acquisition, construction, rehabilitation and grant administration.

- Learn applicable federal, state and local laws, rules and regulations relative to housing and code compliance.

- Interpret, apply and explain laws, rules, codes and regulations related to housing production, preservation and maintenance and code compliance.

- Enforce rules and regulations relative to program areas of responsibility.

- Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.

- Independently follow through and coordinate multiple projects and meet critical deadlines.

- Analyze construction bid documents and contracts, financial statements and real property documents.

- Maintain accurate records and case files.

- Communicate clearly, concisely and effectively, orally and in writing.

- Establish and maintain effective work relationships with individuals form other City departments and agencies and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively administrative support or technical experience in housing programs or code enforcement, or in other fields of technical assistance involving high public contact.

Education:

Equivalent to the completion of the twelfth grade.

LICENSE AND CERTIFICATES

- Possession of, or ability to obtain and maintain a Valid California Driver's License.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
Revised: November 2001
EFFECTIVE: 3/18/91
EEOC: Officials/Admin.
FLSA: Exempt
UNIT: Exempt
PHYSICAL : 1

HUMAN RESOURCES DIRECTOR

DEFINITION

To plan, organize, and direct the provision of personnel services to the various City departments, including recruitment, test development and validation, affirmative action, worker's compensation, training, selection, classification, salary administration, benefits administration and employee relations.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager.

Exercises direct and indirect supervision over professional, technical and clerical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize and direct the administration of the City's personnel policies, practices and procedures; advise management and employees in their interpretation.

Supervise and administer the classification, compensation, recruitment and selection, affirmative action, worker's compensation, labor relations, evaluations and training programs.

Participate in formulating, recommending and coordinating the implementation of policies, rules and practices for carrying out the personnel program.

Administer and interpret provisions of labor agreements.

Conduct surveys and perform research and analysis as required; prepare related reports.

Analyze issues and prepare reports for submission to the City Council.

Assist in planning and conducting labor negotiations.

Participate in organization, staffing or special studies of City departments.

Select, supervise, train and evaluate assigned staff.

EXAMPLES OF DUTIES

Performed related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of public personnel administration.

Principles, methods and procedures utilized in recruitment, examination, selection, test development and validation, affirmative action, training, classification, labor relations, salary administration, worker's compensation and benefits administration.

Applicable Federal and State laws and regulations.

Principles of equal opportunity and affirmative action.

Statistical analysis.

Principles of local government organization and administration.

Principles and practices of organization and management.

Principles and practices of training methods.

Ability to:

Interpret personnel rules, laws and policies.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships.

Conduct complex job analyses, classification and related personnel studies.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Experience:

Four years of increasingly responsible experience in public personnel administration.

Education:

Equivalent to a Bachelor's degree from an accredited college or university.

Approved by:

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City Manager

CITY OF MILPITAS
Effective: August 2001
EEOC: Clerical
FLSA: Non-Exempt
Unit: Confidential
Physical: 6

HUMAN RESOURCES TECHNICIAN

DEFINITION

To perform a variety of administrative support and technical personnel work in areas such as recruitment and selection, classification, HRIS, compensation, benefits, labor relations and employee development, conduct studies and surveys; and, perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This position is allocated to the Human Resources Department to provide highly complex administrative/technical support.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from an Administrative Analyst and/or the Human Resources Director.

May assign work to clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Provide information to employees and the public as appropriate regarding wages, benefits, personnel procedures, promotional opportunities and career development.
- Apply and keep current in policies, rules, regulations, procedures, and union contracts as appropriate when processing work.
- Process a variety of documents in areas such as workers' compensation, benefit forms, personnel action forms and other forms and documents used in the course of work.
- Process employee performance appraisals and status changes in a timely manner.
- Enter data and redesign system changes as needed into various HRIS systems and create reports off the systems.
- Follow up and track activities for areas such as workers' compensation and benefits.
- Create and maintain files; gather, compile and create various reports.
- Write and maintain manuals for various personnel functions such as the HRIS system, workers' compensation procedures, benefits procedures and recruitment guidelines.

- Write employment examination announcements and administer selected performance and /or written tests and oral interviews.

- Compose and type correspondence covering a variety of personnel matters.

- Respond to salary surveys from outside agencies.

- May conduct new employee orientation by explaining conditions of employment including benefit plans, pay schedules, City organization, personnel rules and regulations and other related information.

- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic recruitment, examination and selection standards; basic procedures and laws used in workers' compensation administration.

- Various benefit programs, forms and procedures.

- HRIS systems.

- Operations and functions of city government.

- Modern office procedures, methods and computer equipment; basic report preparation and English usage, spelling, grammar and punctuation.

Ability to:

- Apply the necessary policies, procedures and databases associated with this position.

- Perform work involving independent judgment; maintain confidential files.

- Prepare basic reports.

- Establish and maintain effective working relationships with those contacted in the course of work.

- Communicate effectively, both orally and in writing.

Skill to:

- Operate Human Resources Information Systems (HRIS), a personal computer with associated software; general office equipment.

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

- Work in an office environment with sustained posture in a seated position for prolonged periods of time.
- Sustain repetitive keyboard motion.
- Read or see objects under artificial lighting.
- Hear normal speech.
- Speak clearly to be understood by others either directly.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade supplemented by college level course work in personnel management or a related field.

Experience:

Two years of increasingly responsible administrative support experience. Experience in a municipal personnel office highly desirable.

Approved by:

_____ _____

City Manager Date:

CITY OF MILPITAS
Effective: July 1, 1994
Revised: July 1, 2001
EEOC: Professional
Unit: Unclassified
Physical: 1
Former Title:
Mgt. Info. Srvs. 11/17/95
Contracts Mgr. 7/1/94

INFORMATION SERVICES DIRECTOR

DEFINITION

Under general direction, responsible for the effective operation of city-wide automated systems related to all computer and network hardware, software applications, telephone systems, broadcast radio, video and data telecommunications. Also responsible for the continuos development and execution of technology strategies and plans to meet the ongoing needs of the city and community.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direct supervision over assigned employees, independent contractors, and contractual staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:
Conceptualizes, evaluates, and recommends technology and telecommunications strategies, plans, and priorities.

Establishes standards and procedures for automation systems, defines new system and/or user application requirements, and assists in system design.

Implements and monitors all city automation and technology programs, ensuring the effectiveness of programs and that goals, schedules, and budgets are met.

Assesses city's current and future information and automation needs to develop recommendations and budget proposals; approves purchase of, and receives, all hardware, software, and automation-related services.

Administers and monitors vendor contracts to ensure compliance with performance measurements and effective facilities management.

EXAMPLES OF DUTIES

Responsible for city-wide management and administration of end user training needs for appropriate applications, and in the use of personal computer tools.

Reports on the status and progress of automation projects and operations, and makes recommendations for modification to automation systems as needed.

Coordinates with various advisory or steering committees to establish strategies, goals, and programs related to automation.

Supervises, trains and evaluates professional, technical and/or clerical staff, as assigned, to ensure effective performance.

Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Data processing principles, local area network administration, broadcast radio and video systems management, and telecommunications systems support.

Municipal computer applications including Finance Systems, Geographic Information Systems, Permit Processing Systems, and Public Safety Systems.

Relational Data Base Management Systems, UNIX, and other operation systems and application development languages such as Oracle SQL Forms.

Theory and techniques of structured systems analysis and design including Computer Aided Software Engineering (CASE) tools.

Design, integration, testing, implementation, documentation, monitoring and evaluation of automated systems.

Ability to:

Conceive, express, and promote a “vision” of strategic directions in city technology.

Interact with city staff at all level in the organization to determine city technology needs.

Make sound decisions concerning information systems applications and performance as it applies to the city.

Understand computer, broadcast radio, and telecommunications technology and keep abreast of current advances relevant to city needs.

Prepare and present written and oral reports to the City Council, city administration and other groups as required.

Plan, budget for, and administer significant technical projects.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of management experience in systems analysis and programming with technical experience in telecommunications. Experience in the administration of technical services contracts is highly desirable.

Education:

Equivalent to graduation from an accredited college or university with major course work in Computer Science, Business Administration, Mathematics, or Public Administration or closely related field. A Master's degree in Business Administration or Public Administration is desirable.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Professional
FLSA: Non-exempt
UNIT: Protech/Eng.
PHYSICAL: 6

JUNIOR/ASSISTANT CIVIL ENGINEER

DEFINITION

To perform professional and technical engineering work in assigned area of responsibility including, but not limited to design, land development, traffic and/or utilities.

DISTINGUISHING CHARACTERISTICS

Junior Civil Engineer - This is the entry level class in the professional engineering series. Positions in this class possess the applicable educational and training background required of classes in the professional engineering series, yet typically lack practical work experience.

The Junior Civil Engineer class is distinguished from the Assistant Civil Engineer by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that incumbents may have only limited or no directly related work experience. Incumbents work under immediate supervision while learning job tasks.

Assistant Civil Engineer - This is the journey level class in the professional engineering series. Positions in this class possess the applicable educational and training background required for classes in the professional engineering series, as well as practical work experience.

The Assistant Civil Engineer is distinguished from the Junior Civil Engineer by the performance of the full range of duties as assigned with only minimal instruction or assistance. Incumbents work independently, seeking assistance only as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Civil Engineer class.

SUPERVISION RECEIVED AND EXERCISED

Junior Civil Engineer

Receives immediate supervision from a higher level professional engineer. May receive functional or technical supervision from other division staff.

May exercise technical or functional supervisor over technical staff within engineering division.

Assistant Civil Engineer

Receives general supervision from a higher level professional engineer.

May exercise indirect supervision over positions at the Junior Civil Engineer level and/or technical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform professional and technical engineering work relative to assigned area of responsibility, including but not limited to design, land development, traffic and/or utilities.

Respond to question from contractors, developers and the general public related to assigned area of responsibility.

Design and prepare plans and specifications for public works projects including pumping stations, streets, storm drains, sewer lines, and related projects; research project design requirements; perform calculations and prepare estimates of time and material costs.

Develop revised design and construction standards for public works structures and appurtenances.

Investigate field problems affecting property owners, contractors, and maintenance operations; resolve problems or refer as appropriate.

Request and/or participate in the collection of survey and mapping data.

Prepare estimates and feasibility reports for new or modified services and structures.

Participate in the plan check, review, and processing of plans for private developments affecting city streets, sewers, drains and related public works facilities; assure compliance with appropriate codes, ordinances, rules and regulations.

Coordinate, develop and administer special assessment districts relative to the provision of public works improvements and services; meet with affected parties and explain the process, purpose and procedures.

Assume responsibility for land and easement acquisition.

Participate in and conduct traffic related studies and surveys; collect and compile relevant data including information on accidents, traffic flows, signalization, and other related statistics.

EXAMPLES OF DUTIES

Prepare visual presentations and reports.

Review development plans and calculate appropriate sewerage treatment plant fees.

Participate in the projection of sewerage capacity including estimating future sewer discharge and water consumption.

Check developments for water and sewer Master Plan conformance.

Prepare special engineering studies and reports.

Coordinate public works activities with other City departments, divisions and sections and with outside agencies.

Operate computer system as assigned including data entry and output; development of programs, troubleshooting and up-dating current systems; coordinate activities with data processing.

Perform related duties as assigned.

QUALIFICATIONS

Junior Civil Engineer

Knowledge of:

Principles and practices of engineering as applied to public works, utilities, transportation or land development.

Applicable laws and regulatory codes relevant to assigned area of responsibility.

Methods, materials, tools and equipment used in engineering construction.

Principles of algebra, geometry and trigonometry and their application to engineering.

Ability to:

Prepare plans and drawings neatly and accurately.

Make engineering design computations and check, design, and prepare engineering plans and studies.

Ability to:

Learn and understand City engineering policies and procedures.

Learn applicable laws and regulatory codes applicable to areas of assigned responsibility.

Communicate effectively, orally and in writing.

Use and care for engineering and drafting instruments and equipment.

Prepare reports encompassing raw technical data; make effective cost estimates and recommendations.

Establish and maintain effective work relationships with City staff, developers, contractors, engineers and the general public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor of Science degree from an accredited college or university with major course work in civil engineering.

License or Certificate

Possession of or ability to obtain an appropriate, valid California Driver's License.

An Engineering-In-Training Certificate may be substituted for a Bachelor of Science degree in Civil Engineering.

Assistant Civil Engineer

In addition to the knowledge and abilities requirements for the Junior Civil Engineer:

Knowledge of:

Applicable laws and regulatory codes relevant to assigned area of responsibility.

Methods, materials, and techniques used in the construction of public works and utilities projects.

Modern standards of alignment, grade, and compaction of streets.

Knowledge of:

Topographic and construction surveying.

Strengths, properties and uses of engineering construction materials.

Ability to:

Design common engineering structures and facilities.

Use drafting and surveying instruments to prepare maps, plans, cross-sections and profiles.

Prepare quantity and cost estimates.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. a typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible civil engineering experience comparable to that of a Junior Civil Engineer in the City of Milpitas.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

_____ Date_____

City Manager

CITY OF MILPITAS
Effective:Feb 2001
EEOC: Professional
FLSA: Non-Exempt
Unit: Protech/Planning
and Code Enforcement
Physical: 1

JUNIOR/ASSISTANT TRANSPORTATION PLANNER

DEFINITION

Under direct supervision, perform a variety of professional level work in support of transportation planning programs and related services; to develop grant proposals and complete special projects and research; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Junior Transportation Planner – This is an entry-level class in the professional transportation planning series. This class is typically used as a training class in which the incumbents have a four year degree and limited work experience. The Junior Transportation classification is distinguished from the Assistant Transportation Planner by the performance of less than the full range of duties as assigned to the journey level class in this series. Incumbents work under immediate supervision while learning job tasks.

Assistant Transportation Planner – This is the journey level class in the professional transportation planning series. Incumbents work independently under general supervision. The Assistant Transportation Planner classification is distinguished from the Junior Transportation Planner by the performance of the full range of duties as assigned, independently with only occasional instruction or assistance as new or unusual situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Transportation Planner level.

SUPERVISION EXERCISED May exercise indirect supervision over intern staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:
Perform professional level work related to the field of transportation planning.

Assist in the review of Traffic Impact Analyses for new development.

Gather, compile and analyze a variety of technical traffic data; prepare and review assumptions with supervisor.

Update, maintain, and monitor citywide traffic related programs, databases, and summaries; provide traffic data, project assumptions, and other needed information to outside traffic consultants in accordance with establish procedures.

Assist in the preparation of complex and technical staff reports with recommendations; compose memoranda and correspondence.

Design graphic displays; make presentations to the City Council, commissions, committees, and boards as assigned.

Research and develop grant proposals and applications for city transportation projects; assist in monitoring adherence to grant requirements, goals and objectives; assist in program evaluation.

Set up and maintain the transportation filing system.

Perform other related duties as required.

MINIMUM QUALIFICATIONS

Junior Transportation Planner

Knowledge of:

Principles and practices of transportation planning.

Data collection, research methods, and sources.

Survey techniques and practices.

Ability to:

Learn applicable federal, state and local policies and laws related to transportation planning.

Learn to retrieve and summarize transportation data from City Link or other computer system; operate office equipment including personal computers and peripheral equipment.

Learn to classify and maintain transportation filing system.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate effectively both orally and in writing.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major coursework in transportation planning, planning, civil engineering or a closely related field.

Assistant Transportation Planner

In addition to the qualifications for Junior Transportation Planner:

Knowledge of:

Applicable federal, state, and local laws and regulations.

Ability to:
Read and interpret site plans, engineering drawings and technical manuals.

Make oral presentations to a variety of groups.

Design and prepare graphic displays.

EXPERIENCE AND EDUCATION
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:
Two years of responsible planning experience comparable to that of a Junior Transportation Planner in the City of Milpitas.

Education:
Bachelor's degree from an accredited college or university with major coursework in transportation planning, planning, civil engineering or a closely related field.

Special Requirements: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment.

Approved by:

_____
City Manager

CITY OF MILPITAS
Effective: June 1985
EEOC: Professional
FLSA: Exempt
Unit: Protech/Plng & Code Enforcement
Physical: 1

JUNIOR PLANNER/ASSISTANT PLANNER

DEFINITION

To perform professional level work in the field of current or advanced planning; to conduct special projects and research as assigned; and to prepare reports and recommendations relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Junior Planner - This is the entry level class in the professional planning series. Positions at this level typically have appropriate specialized training with little or no job-related experience. The Junior Planner class serves as a training class to incumbents. The Junior Planner classification is distinguished from the Assistant Planner in the incumbents perform a significant portion of the work assigned to the full journey level class, but without the independence or full responsibility expected of positions at the journey level.

Assistant Planner - This is the full journey level class in the professional planning series. The Assistant Planner classification is distinguished from the Junior Planner by the performance of the full range of duties as assigned with only occasional instruction or assistance as new or unusual situations arise. Incumbents work independently under general supervision. Positions in this class are flexibly staffed and are normally filled by advancement from the Junior Planner class.

SUPERVISION RECEIVED AND EXERCISED

Junior Planner

Receives immediate supervision from an Associate Planner. May receive indirect supervision from higher level professional positions within the planning series.

Exercises no supervision.

Assistant Planner

Receives general supervision from an Associate Planner. May receive indirect supervision from the Deputy City Manager--Community Development.

May exercise indirect supervision over subordinate planning staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Perform professional level work in the field of current or advanced planning.

Maintain demographic data and other related statistics.

Research, analyze, and interpret social, economic, population and land use data and trends.

Compile information and make recommendations on special studies; prepare technical and complex reports.

Review development proposals and work with developers to reach agreement on acceptable site plans; review building plans, parcel maps, and subdivision proposals for conformance with appropriate regulations; prepare reports of recommendations.

Check commercial, industrial and residential development plans for issuance of zone clearance; process permit applications.

Confer with and advice architects, builders, attorneys, contractors, engineers, and general public regarding City development policies and standards.

Prepare staff reports and graphic displays; make presentations to the Planning Commission, City Council or other committees and boards as assigned; serve as staff.

Research and draft ordinances for review.

Perform related duties as assigned.

QUALIFICATIONS

Junior Planner

Knowledge of:

Principles and practices of urban planning.

Current literature, information sources, and research techniques in the field of urban planning.

Ability to:

Learn laws underlying general plans, zoning and land divisions.

Learn applicable environmental laws and regulations.

Analyze and compile technical and statistical information and prepare reports.

Establish and maintain effective work relationships with City staff and general public.

Communicate effectively, orally and in writing.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning or a closely related field.

Assistant Planner

In addition to the qualifications for Junior Planner:

Knowledge of:

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

Ability to:

Interpret planning and zoning programs to the general public.

Ability to:

Perform complex professional planning work with a minimum of supervision.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible planning experience comparable to that of a Junior Planner in the City of Milpitas.

Education:

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

Approved by:

_____

City Manager

CITY OF MILPITAS
Revised: 9/8/91
Established: 6/85
EEOC: Office & Clerical
UNIT: Confidential
FLSA: Non-exempt
Physical: 1

LEAD WORD PREOCESSING OPERATOR

DEFINITION

Under general supervision, assigns, directs and reviews the work of a small group of word processing operators; coordinates and participates in the activities of the word processing center; and performs the more complex word processing operator duties.

DISTINGUISHING CHARACTERISTICS

This is the working lead level class in the Word Processing Operator series and is distinguished from Word Processing Operator I/II classes by providing lead supervision to assigned staff. The Lead Word Processing Operator performs the more complex duties and assumes responsibility for the administrative tasks relative to the operation of the center. The incumbent works under general supervision of the City Clerk.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Organize and coordinate the activities of the word processing center including monitoring work flow, determining work priorities and assigning work to Word Processing Operators.

Prepare monthly status report regarding word processing center activities.

Consult with users on complex and/or rush projects.

Transcribe a variety of correspondence, memoranda, forms, records, statistical and financial data, and general and technical reports from pre-recorded dictation and hard copy, including confidential materials and the more complex assignments.

Determine proper grammar, spelling, paragraphing, form arrangement and spacing of material.

Proofread typed work for typographical errors; edit and revise as required.

Print final documents and distribute material to proper division/department.

Keep daily and monthly production log; reference log of stored items.

EXAMPLES OF DUTIES

Train and review work of assigned personnel; provide input for performance evaluations, selection decisions and disciplinary actions.

Train new personnel and others in the operation of the word processing equipment.

Prepare and maintain current and accurate user manuals.

Conduct periodic quality control checks.

Make equipment service calls.

Order supplies and maintain proper inventory levels.

QUALIFICATIONS

Knowledge of :

English usage, grammar, spelling, vocabulary and punctuation.

Office methods and procedures, including filing systems, business correspondence and report writing.

Operation and capabilities of word processing equipment.

Principles of supervision and training.

Skill/Ability to:

Establish work priorities and coordinate activities of the work processing center.

Operate the City's word processing equipment; program specific document formats; prepare a variety of finished copy formats.

Work independently under general guidelines; make decisions without immediate direction.

Maintain operating records.

Establish and maintain effective relationships with word processing personnel and user divisions/departments.

Skill/Ability to:

Type accurately at a speed of 60 words per minute.

Assign work to and train assigned staff.

Other Requirements:

Possession of a valid California driver's license may be required.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. Atypical way to obtain the knowledge and skills is:

Two years of experience in the operation of word processing equipment in a production setting.

Approved by:

_____

City Manager

AS56/Q

CITY OF MILPITAS
Effective:
Revision: June 29, 2001
EEOC: Service
Unit: MEA/Maintenance
FLSA: Non-Exempt
Physical: 2

MAINTENANCE CUSTODIAN I/II

DEFINITION

To be responsible for the care, maintenance, and cleaning of assigned buildings and facilities; and to perform minor maintenance tasks.

DISTINGUISHING CHARACTERISTICS

Maintenance Custodian I - This is the entry level class in the Maintenance Custodian series, and is distinguished from the II level by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that positions may have only limited or no directly related work experience. Incumbents work under immediate supervision while learning job tasks, including the operation of applicable pieces of equipment and machinery.

Maintenance Custodian II - This is the full journey level class of the Maintenance Custodian series. The Maintenance Custodian II class is distinguished from the Maintenance Custodian I level by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this level are fully trained on the operation and maintenance of all commonly used equipment and machinery, and are thoroughly familiar with the operating procedures and policies of assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Facilities Maintenance Supervisor and indirect supervision from the Maintenance Custodian III/ Maintenance Worker III/ Maintenance Technician III.

Maintenance Custodian I:

Exercises no supervision.

Maintenance Custodian II:

May exercise technical supervision over less experienced maintenance staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Assume responsibility for the care, maintenance and cleaning of assigned buildings and facilities.
- Sweep, vacuum, shampoo, extract, mop wax, strip, and polish floors and carpets.

- Dust and polish furniture, woodwork, fixtures, and equipment.
- Wash windows, doors, and walls.
- Clean desks and counter tops.
- Empty and clean waste and recycle receptacles.
- Clean, disinfect, and maintain supplies in restrooms.
- Move and arrange furniture and equipment, and set up rooms for special meetings, rental groups, or events.
- Replace lights and adjust shades and blinds.
- Regulate ventilation and temperature.
- Clean air vents as required.
- Lock and unlock doors; open and close City buildings.
- Pick up papers and other debris.
- Perform minor repair and maintenance projects on buildings, doors, windows, chairs, and tables.
- Perform minor repairs on electrical, HVAC, and plumbing systems.
- Paint and perform minor touch-up tasks as assigned.
- Monitor rental group activities and enforce Rental Policy.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Maintenance Custodian I

- Safe work practices.
- Uses and purpose of general custodial tools and equipment.

Maintenance Custodian II

- Safe work practices.
- Methods, materials, tools and equipment used in custodial work.

- Work independently in the absence of supervision.
- Establish and maintain effective work relationships with others.
- Understand and carry out oral and written directions.

Ability to:

Maintenance Custodian I

- Learn general building maintenance skills and perform related tasks.
- Adhere to schedules for periodic cleaning of assigned buildings and facilities.
- Work independently in the absence of supervision.
- Establish and maintain effective work relationships with others.
- Understand and carry out oral and written directions.

Maintenance Custodian II

- Use a variety of custodial equipment and materials.
- Observe and reports needs for maintenance or supplies.
- Adhere to schedules for periodic cleaning of assigned buildings and facilities.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Maintenance Worker II: One year experience in janitorial and related building maintenance work comparable to a Maintenance Custodian I with the City of Milpitas.

LICENSE OR CERTIFICATE

- Possession of, or ability to, obtain and maintain an appropriate, valid California Driver's license.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
Effective:
EEOC: Service
Unit: MEA/ Maintenance
FLSA: Non-exempt
Physical: 2

MAINTENANCE CUSTODIAN III

DEFINITION

To serve as lead worker over custodial crew; to perform a variety of semi-skilled and skilled tasks in the maintenance and care of buildings and facilities; to perform the more complex and responsible tasks within the work unit including training of less experienced staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Custodian class series. The Maintenance Custodian III is distinguished from other classes in the custodial series by the responsibility assumed for leading a crew, and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically possess specialized skills, knowledge, and abilities, and work independently.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Serve as crew leader over an assigned custodial crew.

Provide guidance and training to less experienced personnel.

Assist Chief Maintenance Custodian with daily supervision of personnel, include contract personnel, and the timely completion of assigned duties.

Check work of assigned crew.

Prepare reports as needed.

Maintain timesheets and other records as appropriate.

Ensure that safety measures and practices are utilized at all times.

Oversee and participate in the maintenance and cleaning of assigned buildings and facilities.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

City policies and procedures in assigned area of maintenance.

Training and communication techniques.

Uses and purposes of general maintenance and custodial tools and equipment.

Safe work practices.

Ability to:

Organize and oversee the work of a crew.

Provide training and guidance to less experienced personnel.

Maintain neat and accurate records.

Work without supervision; exercises sound independent judgment.

Perform skilled maintenance and custodial work in assigned area of responsibility.

Establish and maintain effective work relationships with others.

Understand and carry out oral and written directions.

EXPERIENCE AND EDUCATION

Two years of increasingly responsible experience in the maintenance and care of public facilities.

License or Certificate:

Possession of, or ability to, obtain and maintain an appropriate, valid California Driver's license.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Service
Unit: Supervisory
FLSA: Non-Exempt
Physical: 1

MAINTENANCE SUPERVISOR

DEFINITION

To supervise, schedule and coordinate the maintenance operations of either streets, utilities parks or street landscape; to supervise personnel engaged in street, utility, park or street landscape maintenance operations; and to perform related administrative tasks in the operation of assigned work unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Division Head or Department Head.

Exercises direct supervision over assigned maintenance staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise, schedule and coordinate the maintenance activities of either streets, utilities, parks or street landscape.

Evaluate operations of assigned work unit; recommend and implement improvements.

Supervise a City-wide maintenance and repair program involving either streets, utilities, parks or street landscape.

Inspect assigned area of responsibility for deficiencies and recommend corrective actions; set priorities of work.

Prepare work schedules for each crew lead worker and oversee projects.

Coordinate work with other departments.

Inspect work in progress and upon completion; inspect tools and equipment for proper use and care.

Estimate labor, material, and equipment requirements; order and maintain an inventory of supplies and equipment.

Supervise the installation of safety devices and instruct in safety practices.

EXAMPLES OF DUTIES

Assist in preparing budget estimates.

Prepare progress and other reports, maintain records as required.

Investigate and resolve complaints received from the public and other City staff.

Keep time reports and payroll records.

Respond to emergencies in off-duty hours.

Supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools, and equipment used in the maintenance of public facilities including streets, utilities, parks and street landscape.

Work and construction safety practices and procedures.

Purposes and uses of a variety of heavy equipment, power tools and hand tools.

Municipal accounting and budgetary systems.

Personnel administration practices.

Principles and techniques of effective supervision.

Ability to:

Plan and schedule work effectively.

Estimate costs; development and implement budget; carry out work programs; and supervise and direct day-to-day operations.

Read plans and specifications and interpret them to others.

Prepare reports and maintain records.

Ability to:

Establish and maintain effective work relationships with City staff and the general public.

Evaluate operations for effectiveness and efficiency; recommend appropriate changes for improvement.

Communicate effectively, orally and in writing.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the streets, utilities, parks and/or street landscape including one year of experience operating in a lead capacity over a crew.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of, or ability to, obtain and maintain an appropriate, valid California Driver's License with Class 2 endorsement.

When assigned to Parks or Street Landscape: Possession of a State Pesticide Applicators certificate.

Approved:

City Manager

AS/17849/L

CITY OF MILPITAS
FFECTIVE: June 1985
EEOC: Service
FLSA: Nonexempt
UNIT: MEA/Maintenance
PHYSICAL: 2

MAINTENANCE WORKER III

DEFINITION

To serve as lead worker over a crew within assigned area of responsibility, including either streets, utilities, parks or street landscape; to perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of public facilities including the areas of streets, utilities, parks and/or street landscape; and to perform the more complex and responsible tasks within the work unit including the training of less experienced staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Maintenance Worker class series. The Maintenance Worker III is distinguished from other classes in the maintenance series by the responsibility assumed for leading a crew, and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically possess specialized skills, knowledges, and abilities, and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Maintenance Supervisor.

Exercises indirect supervision over assigned maintenance personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Serve as lead worker over an assigned crew in the areas of either street, utility, park and/or street landscape maintenance.

Provide guidance and training to less experienced personnel.

Assist assigned Public Facilities Supervisor with daily supervision of personnel and the timely completion of assigned duties.

Check work of assigned crew.

EXAMPLES OF DUTIES

Maintain time sheets and other records as appropriate.

Ensure that safety measures and practices are utilized at all times.

Oversee and participate in the performance of maintenance duties; operate construction and maintenance equipment such as trucks, tractors, sweepers, high-ranger, and skip loaders for a variety of construction and maintenance operations involving the maintenance of either streets, utilities, parks and/or street landscape.

When assigned to streets – Grade road shoulders and dig ditches; remove asphalt and replace with new road material; paint center lines, cross walks and other street markings; maintain and install street name and regulatory signs; set up traffic safety devices and barricades as necessary; perform related duties as assigned.

When assigned to utilities - Repair minor water and sewer line breaks; dig ditches to lay and/or expose water and sewer lines; cut and replace damaged pipe; perform minor plumbing and electrical repairs; clean and remove blockages from sewer and storm drain lines; install meter boxes; and perform related duties as assigned.

When assigned to parks and/or street landscape - Plant, water, mow, weed and trim lawns; trim, prune and spray trees; install and/or maintain sprinkler systems; repair park and playground equipment and fences as assigned; apply chemicals and fertilizers; and perform related duties as assigned.

Perform emergency maintenance work as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

City policies and procedures in assigned area of maintenance.

Training and communication techniques.

Uses and purposes of general construction tools and equipment.

Safe work practices.

Knowledge of:

The operational characteristics of mechanical equipment used in the construction and maintenance of public facilities in the areas of streets, utilities, parks and landscape maintenance.

Procedures and techniques relative to assigned area of responsibility.

Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

Ability to:

Organize and oversee the work of a crew.

Provide training and guidance to less experienced personnel.

Maintain neat and accurate records.

Work without supervision; exercise sound independent judgment.

Perform skilled maintenance, construction and repair work in assigned area of responsibility.

Operate a variety of vehicles and equipment in a safe and effective manner.

Use and operate required hand tools, mechanical equipment, and power tools in a safe and efficient manner.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish effective work relationships with City staff and the general public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the maintenance and repair of public facilities including the areas of streets, utilities, parks and/or street landscape maintenance.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License with Class 2 endorsement.

Approved by:

_____

City Manager

CITY OF MILPITAS

MAINTENANCE WORKER I
MAINTENANCE WORKER II

EFFECTIVE: June 1985
EEOC: Service
FLSA: Nonexempt
UNIT: MEA/Maint.
PHYSICAL: 2

DEFINITION

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of public facilities including the areas of streets, utilities, parks and/or street landscape.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I: This is the entry level class in the Maintenance Worker series, and is distinguished from the II level by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that position may have only limited or no directly related work experience. Incumbents work under immediate supervision while learning job tasks, including the operation of applicable pieces of equipment and machinery.

Maintenance Worker II: This is the full journey level class of the Maintenance Worker series. The Maintenance Worker II class is distinguished from the Maintenance Worker I level by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this level are fully trained on the operation and maintenance or all commonly used equipment and machinery, and are thoroughly familiar with the operating procedures and policies of assigned area oaf responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker I

Receives immediate supervision from the Maintenance Supervisor, and indirect supervision from the Maintenance Worker III. May receive technical supervision from positions assigned to the Maintenance Worker II class.

Exercise no supervision.

Maintenance Worker II

Receives general supervision from the Maintenance Supervisor, and indirect supervision from the Maintenance Worker III.

May exercise technical supervision over less experienced maintenance staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following: Perform a variety of semi-skilled and skilled maintenance duties; operate construction and maintenance equipment such as trucks, tractors, sweepers, high-ranger, and skip loaders for a variety of construction and maintenance operations involving the maintenance of either streets, utilities, parks and/or street landscape.

Perform emergency maintenance work as required.

When assigned to streets:

Grade road shoulders and dig ditches.

Remove asphalt and replace with new road material.

Paint center lines, cross walks and other street markings; maintain and install street name and regulatory signs.

Set up traffic devices and barricades as necessary.

Perform related duties as assigned.

When Assigned to Utilities:

Repair minor water and sewer line breaks.

Dig ditches to lay and/or expose water and sewer lines; cut and replace damaged pipe.

Perform minor plumbing and electrical repairs ; clean and remove blockages from sewer and storm drain lines.

Install meter boxes.

Perform related duties as assigned.

When assigned to parks and/or street landscape:

Plant, water, mow, weed and trim lawns.

Trim, prune and spray trees.

Install and/or maintain systems.

Repair park and playground equipment and fences as applicable.

Apply chemicals and fertilizers.

Perform related duties as assigned.

QUALIFICATIONS

Maintenance Worker I

Knowledge of:
Uses and purposed of general construction tools and equipment.
Safe work practices.

Ability to:
Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
Perform heavy manual labor.
Understand and carry out oral and written directions.

Experience and Education
Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to the completion of the twelfth grade.

License or Certificate
Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Maintenance Worker II

In addition to the qualifications for Maintenance Worker I:

Knowledge of:

City policies and procedures in assigned area of public facility maintenance.

Knowledge of:

The operational characteristics of mechanical equipment used in the construction and maintenance of public facilities in the areas of streets, utilities, parks and landscape maintenance.
Procedures and techniques relative to assigned areas of responsibility.

Purposes and uses of a variety of vehicles, equipment, power tolls and hand tools including motorized, pneumatic, and hydraulic equipment.

Properties of backfill materials, construction materials, concrete, asphalt, hot patch, cold patch, oils, paints, and a variety of other materials used in maintenance work.

Application of pesticides and herbicides.

Ability to:

Provide training and guidance to less experienced personnel.

Perform skilled maintenance, construction and repair work in assigned area of responsibility.

Operate a variety of vehicles and equipment in a sage and effective manner.

Use and operate required hand tools, mechanical equipment, and power tolls in a sage and efficient manner.

Work safely and adhere to principles of safety when working near traffic or in other environments.

Establish effective work relationships with City staff and the general public.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of responsible experience in the maintenance and repair of public facilities including the areas of streets, utilities, parks and/or street landscape maintenance, comparable to that of a Maintenance Worker I in the City of Milpitas.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License with Class 2 endorsement as assigned.

Approved By:

_____ _____

City Manager Date

CITY OF MILPITAS
EFFECTIVE: August 2000
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

MILPITAS VOLUNTEER PARTNERS PROGRAM COORDINATOR

DEFINITION

Program Coordinator for Recreation Services Department will be responsible for assessing, developing, recruiting, and coordinating volunteer needs for the City of Milpitas.

EXAMPLES OF DUTIES

- Develop and coordinate volunteer opportunities within the various City agencies and departments. Work closely with volunteer liaisons within the City to identify the needs for volunteer opportunities.
- Recruit, interview, and screen out (background checks and fingerprint) volunteer applicants for special events, and on – going City volunteer assignments.
- Responsible for day to day operation of the Milpitas Volunteer Partners office: record keeping, maintain and update Access Database, input and keep track of volunteer hours and assignments, schedule interviews with future volunteer applicants, provide information about the program to public, inventory of forms and office supplies, maintenance of volunteer applications and files.
- Work within the fiscal year budget to order promotional items for the program, gifts for volunteer participation, supplies (food, drinks, meal allowances, and etc.) for volunteers, and coordinate the annual Volunteer Recognition event.
- Coordinate and promote up coming special events for the City through the use of flyers, including news media, advertisements, pamphlets, and brochures.
- Act as a reference office to the public: provide information about other city or local non- – profit organizations if the volunteer opportunity does not exist within City of Milpitas.
- Prepare monthly reports to PRCRC Commission, and annual reports to the City Council reflecting: turnover rate of volunteers, breakdown of volunteer hours within each City Department, number of new and continuing volunteers, total number of hours of service by volunteers, summary of volunteer participation within the City, and accomplishments of the MVP Program.
- Establish a working relationship with local schools, clubs, companies, religious, and other organizations. Communicate regularly with contact or spokespersons to promote new City programs and recruit volunteers for these positions.

- Maintain the Volunteer Opportunities Binder to reflect: new volunteer opportunities, description of assignment, duration, time commitments, and benefits to volunteers.
- Update the MVP Web page to show past special events, quotes / pictures from current volunteers, posting of new volunteer opportunities, and other necessary updates.

QUALIFICATIONS

Knowledge of:

- Current laws regarding volunteers: supervision, waiver forms, and liability issues including risk management.
- Microsoft software programs: primarily Access for database needs. The MVP Office will be switching from FileMaker Pro to Access software, a far more complicated program that requires knowledge about relational databases.
- Development or enhancement of Municipal Volunteer Programs.

Ability to:

- Multi – task person able to work on several projects at once.
- Attend training workshops to stay abreast of volunteer trends in municipal volunteer program.
- Work flexible hours, including weekends to accommodate special segment volunteers (students, businesspeople, etc)
- Implement new procedures and policies.
- Supervise, train and work with people from all different backgrounds.
- Communicate effectively to large groups of people: presentations, promotions of the program, etc.
- Writing to clubs, schools, and other local organizations for publicity and promotional ideas.
- Establish a working relationship with City staff and Departmental Heads.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in the participation of a recreation services program and/or activity.

Education:
Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation or a closely related field.

LICENSE OR CERFTIFICATE

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.
Certification in CPR and First Aid from the American Red Cross within 90 days of appointment.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
Effective: Oct. 1999
EEOC: Paraprof
FLSA: Non-exempt
UNIT: ProTech
PHYSICAL: 1

NEIGHBORHOOD PRESERVATION ASSISTANT

DEFINITION

Under general supervision, to implement and perform varied specialized administrative and technical activities related to code compliance including investigation and resolution and processing of citizen complaints; and other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Neighborhood Preservation Assistant is the entry-level position in the classification series. Incumbents perform administrative and technical tasks related to neighborhood preservation programs. This classification is distinguished from the Housing and Neighborhood Preservation Specialist in that the latter includes implementation of various housing projects, and assists with the housing rehabilitation program and code compliance.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Housing and Neighborhood Preservation Specialist.

Exercises no supervision.

EXAMPES OF DUTIES – Duties may include, but are not limited to, the following:

Maintain accurate records and files of assigned projects and cases; prepare a variety of periodic and special reports related to code enforcement.

Receive and respond to complaints concerning vehicles, graffiti, animals, solid waste, housing code violations, zoning, and sign violation; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and, compile statistics.

Prepare reports, letters and memoranda related to code compliance activities.

Provide public information and referral services related to code compliance.

Coordinate graffiti volunteers

Provide staff support on special projects as assigned, including research, conducting surveys, compiling data and making recommendations on alternative courses of action.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Procedures, regulations and practices in code enforcement.

Basic principles and practices of public administration.

Techniques for effectively dealing with people from various socio-economic, ethnic, and age groups.

Research concepts and methods.

Computer applications related to the work.

Ability to:

Learn applicable federal, state and local laws and regulations relative to code compliance.

Enforce rules and regulations relative to program areas of responsibility.

Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.

Independently follow through and coordinate multiple projects and meet critical deadlines.

Maintain accurate records and case files.

Communicate clearly, concisely and effectively, orally and in writing.

Establish and maintain effective work relationships with individuals from other City departments, agencies and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of progressively responsible administrative support or technical experience in code enforcement, or other fields of technical assistance involving high public contact.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificates:

Possession of, or ability to obtain and maintain, a valid California driver's license.

Approved by:

_____ _____

June Catalano, Acting City Manager Date

CITY OF MILPITAS
Effective: April 1998
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

NETWORK MANAGER

DEFINITION

Plans, implements, operates and administers the City's servers and local and wide area networks including standards, configuration, security, client access, capacity management, and resource planning.

DISTINGUISHING CHARACTERISTICS

The Network Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities. It is distinguished from the Technology Manager in that the latter has overall responsibility for technology service delivery including business analysis, technology acquisition and implementations, complex project management and staff supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Technology Manager; exercises direction over network and desktop staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Directs a team of technical personal engaged in performance of highly technical computer, LAN and WAN support activities.

Monitors, investigates and troubleshoots operational difficulties at central and remote location to determine if problems exist in network and/or communication lines, hardware or software, and resolves these operational problems in a timely manner.

Analyzes and anticipates growth needs of the City's network resources, ensuring acquisition and timely implementation of required network resources.

Maintains expertise in City standard hardware and software products.

Manages and maintains the City's servers, networks, and electronic mail system.

EXAMPLES OF DUTIES

Ensures that the resolution of client assistance and service requests are achieved within previously approved performance measures and client directed service levels.

Compiles and maintains server and network documentation and establishes appropriate procedures.

Participates on and/or leads project teams to ensure successful implementation of new systems or upgrades to existing systems.

Serves as a liaison with hardware and software vendors for the proper acquisition, installation, operation and maintenance of City desktop resources.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Network concepts including topologies, protocols, firewalls, security, software and hardware.

LAN, WAN, Internet and desktop computer hardware, software and peripherals.

State of the art network, Internet and electronic mail systems using a variety of platforms, and hardware and software resources.

City standard server, network and communications hardware, software and operating systems.

Ability to:

Perform network installations including file server configuration, installation of operating and application software, creation of accounts, security, and desktop computer and peripheral configurations.

Diagnose communications, hardware and software problems and take effective action to resolve problems in a timely manner.

Understand emerging technology and its application to improve City services.

Ability to:

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Plan, organize, supervise, review and evaluate the work of staff in a manner that is conductive to independent judgment, and high performance and personal accountability.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, or a closely related field.

Experience:

Four years of increasingly responsible experience in network and communications administration, operation and support including at least two years of supervising professional and technical staff. Experience working in a public agency environment is highly desirable.

License

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: June 1987
Revised: September 8,1991
EEOC: Office & Clerical
FLSA: Nonexempt
UNIT: Protech
PHYSICAL: 1

OFFICE ASSISTANT I/II

DEFINITION

Under general supervision, performs a wide variety of office support duties related to the function and department assigned, which may include reception, typing, word processing, data entry, record keeping and filing.

DISTINGUISHING CHARACTERISTICS

Office Assistant I - This is the entry level class in the Office Assistant series. Incumbents typically have little or no directly related work experience and work under immediate supervision while learning job duties. As experience is gained, a wider variety of duties is performed. This class is flexibly staffed with Office Assistant II and employees may advance to the II level after gaining the required experience, knowledge and skills.

Office Assistant II - This is the full journey level class in the series and is distinguished from the I level by performance of the full range of duties assigned, with only occasional instruction or assistance in non-routine situations. Office Specialist class is distinguished from this class by performance of technical, complex and specialized office support duties which require technical knowledge and skills.

EXAMPLES OF DUTIES - Duties may include but are not limited to the following:

Perform general clerical duties related to assigned functional are of responsibility.

Type, proofread and process a variety of documents including general correspondence, forms, memos, statistical charts and specialized documents from drafts, notes, brief instructions or dictated tapes using a typewriter or word processing or computer equipment.

Act as receptionist; answer the telephone and wait on the general public, giving information on departmental policies and procedures as required.

Enter, edit and retrieve data using computer terminal system; prepare and maintain computerized reports.

EXAMPLES OF DUTIES

Perform a wide variety of routine clerical work including filing, billing, and checking

Sort and file documents and records, maintaining alphabetical, index, and cross reference files.

Compile information and data for statistical and financial reports; check and tabulate statistical data; prepare simple statistical reports; and maintain a variety of statistical records.

Operate standard office equipment including word processing and computer terminals as assigned.

Receive, sort and distributed incoming and outgoing mail.

Order office supplies; submit expense claims.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

English usage, spelling, grammar and punctuation.

Office practices and procedures including filing systems and basic record keeping.

Operation of standard office equipment including word processing and computer equipment.

Basic business mathematics.

Business letter writing and typing formats.

Organization, policies, procedures and operating details related to the departmental to which assigned.

Skills/Ability to:

Perform detailed office support work.

Organize and maintain accurate records and files.

Skills/Ability to:

Operate office equipment including computer terminals and word processor.

Understand and carry out oral and written directions.

Make simple mathematical calculations accurately.

Compose routine correspondence.

Coordinate various job duties and set priorities.

Make decisions and use judgment based on established guidelines.

Establish and maintain effective working relationships with City staff, the public and others contacted on the job.

Other Requirements:

Specified positions may require the ability to type at a speed of 40 words per minute.

Specified position may require possession of a valid California driver's license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Office Assistant I: No specific education or experience is required.

Office Assistant II: One year of general clerical or office assistant experience.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
Revised 9/8/91 Established 5/91
EEOC Office and Clerical
Unit Pro Tech
FLSA Non-exempt Physical 1

OFFICE SPECIALIST

DEFINITION

Under general supervision, provides technical, complex and specialized office support to various City departments.

DISTINGUISHING CHARACTERISTICS

This is the technical specialist level in the Office Assistant series. Supervision is usually received from administrative or professional staff. Incumbents perform complex, technical and specialized office support duties that require the use of judgment and initiative and ability to act independently. Positions require specialized knowledge and skills that are not learned in a short period of time and are at a higher level than those required of journey level office support workers. Lead direction of others may be required as a regular part of the job.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform specialized technical office support work which requires knowledge of detailed activities related to the department to which assigned.

Provide information to the public and City staff in technical areas
that require interpretation of policies and procedures and the use of judgment.

Research and compile information from a variety of sources to complete reports and forms; make statistical and arithmetic calculations as needed.

Organize, monitor and maintain complex filing systems.

Enter and retrieve data and prepare reports using on-line or personal computer system; review reports and make corrections as necessary.

Operate a word processor, computer terminal or typewriter to generate correspondence, forms, reports and other documents related to the specialized departmental function.

Oversee and perform a variety of office administrative details such as arranging meetings, taking minutes, processing purchase requisitions, making travel arrangements, ordering supplies and processing service requests.

EXAMPLES OF DUTIES

Receive, screen, process and distribute mail; respond to applications and requests for information; may compute, receive and write receipts for fees.

Act as receptionist; receive and screen calls and visitors and provide information or direct callers to the appropriate person.

Attend meetings related to the area of assignment.

May direct the work of others.

QUALIFICATIONS

Knowledge of:

Modern office methods, procedures and equipment.

Filing and record keeping principles and procedures.

Policies and procedures related to the department to which assigned.

Correct English usage, including grammar, punctuation and spelling.

Word processing and/or computer data entry systems.

Basic business mathematics.

Skill/Ability to:

Perform specialized technical, complex office support work.

Organize and coordinate work activities and set priorities.

Read, interpret and apply policies, rules and procedures related to the assigned area.

Organize, compile and maintain a variety of records, files and reports.

Work independently under general guidelines, take initiative and make decisions as required.

Skill/Ability to:

Establish and maintain effective working relationships with the public, City staff and others contacted in the course of the work.

Communicate effectively, orally and in writing.

Compose correspondence independently.

Operate word processing, computer and other office equipment.

Make arithmetic calculations quickly and accurately using a calculator including calculation of fees due.

Handle cash and checks accurately.

Type at a speed of 40 words per minute depending on assignment.

Other Requirements:

Specified positions may require possession of a valid California driver license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Equivalent to one year of experience at a level equivalent to the City of Milpitas' class of Office Assistant II OR two years of general clerical experience involving record keeping and public contact.

Approved by:

City Manager

AS27/Y

CITY OF MILPITAS
Effective: April 1998
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

OPERATIONS MANAGER

DEFINITION

Plans, implements, operates and administers the City's application server resources including oversight of hardware and software acquisition, installation and maintenance, and providing technical hardware, operating system, database and software support to provide maximum availability and access.

DISTINGUISHING CHARACTERISTICS

The Operations Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities. It is distinguished from the Technology Manager in that the latter has overall responsibility for technology service delivery including business analysis, technology acquisition and implementation, complex project management and staff supervision.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Technology Manager; exercises general direction over System Administrators.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Analyzes and anticipates growth needs of the City's application server resources, ensuring the acquisition and timely implementation of required resources.

Maintain expertise in City standard server hardware, database, operating systems and software products.

Oversight of application server hardware and software acquisitions, installation and maintenance.

Directs the provision of technical operating system, database and application software support.

Manages and provides systems administration and technical support for the City's systems.

EXAMPLES OF DUTIES

Manages and provides the security function, system backups and data recovery processes for the City's resources.

Ensures that the resolution of client assistance and service requests are achieved within previously approved performance measures and client directed service levels.

Compiles and maintains documentation and establishes appropriate procedures.

Participates on and/or leads project teams to ensure successful implementation of new systems or upgrades to existing systems.

Serves as a liaison with hardware and software vendors for the proper acquisition, installation, operation and maintenance of City resources.

Develops, administers and manages job schedules for the City's system administration and operation functions.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Minicomputer, client/server, LAN and WAN technology.

Operation and supervision of server resources and system administration staff.

City standard application server hardware, software, database and operating systems.

Ability to:

Diagnose operating system, database, application and emulation software problems and take effective action to resolve problems in a timely manner.

Understand emerging technology and its application to improve City services.

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Ability to:

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Plan, organize, supervise, review and evaluate work of staff in a manner that is conductive to independent judgment, and high performance and personal accountability.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, or a closely related field.

Experience:

Four years of increasingly responsible experience in operations management, system administration and basic database administration functions including at least two years of supervising professional and technical staff. Experience working in a public agency environment is highly desirable.

License

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: 2-8-89
EEOC: Protective
FLSA: Nonexempt
UNIT: MPOA/Law Enforcement
PHYSICAL: 3

PATROL OFFICER

DEFINITION

To perform non-professional level law enforcement and crime prevention duties; to perform public service duties that do not require full police performance.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Patrol assigned high crime risk areas to check buildings and business security.

Check vacant homes.

Transport and confine prisoners.

Enforce parking regulations.

Assist police officers as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Geography of the local area.

General principles and practices of contemporary law enforcement.

Ability to:

Observe accurately and remember names, faces, numbers, incidents, and locations.

Use and care for firearms.

Think and act quickly in emergencies, and to judge people and situations accurately.

Understand and interpret laws and regulations.

Follow oral and written directions.

Learn and apply effectively general principles and practices of contemporary law enforcement.

Prepare clear, concise, and comprehensive written reports.

Deal courteously and effectively with the general public.

Meet physical requirements established by the Department.

Successfully complete P.O.S.T. and departmental training requirements.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Education:

Thirty semester units of college level studies with major course work in police science or a related field, i.e. liberal arts, business, psychology, or political science.

License and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

_____

City Manager

CITY OF MILPITAS

	EFFECTIVE:	
	EEOC:	Professional
PERMIT CENTER MANAGER	FLSA:	Exempt
	UNIT:	Exempt
	PHYSICAL:	1

DEFINITION

Manages Permit Center operations to ensure proper coordination of all applications received; provides timely service to all customers, ensures collection of fees; provides coordination with the building division's plan check staff, the general public and other departments and divisions.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Building Official.

Exercises direct and indirect supervision over Permit Technicians.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Provide direct oversight for all permit functions including proper coordination of all applications received.

Ensure that permits for construction and associated fees are processed in a timely fashion and in accordance with established procedures, the uniform codes, state laws, and local ordinances governing land use development.

Provide timely and proper routing of all submittals.

Respond to inquiries from staff and the general public including informal building, planning, engineering and fire department issues.

Provide timely service to all waiting customers and assist them by coordinating issues or conflicts with plan check staff and other departments and divisions.

Provide ongoing training to assigned staff; ensure uniform application of the appropriate codes, rules and regulations.

Coordinate Planning, Engineering, Fire, and Building plan checks.

Coordinate division activities with other City departments, divisions, and sections and with outside agencies.

Provide project management for all large projects during the plan check process.

Coordinate special plan check services such as express plan checks, overtime plan checks, and plan check by appointment.

Ensure proper input and maintenance of all statistical permit processing data.

Develop policies and customer service goals for review and approval by the Chief Building Official.

Respond to questions and concerns of assigned staff and the public.

Develop resolution policies for interdepartmental plan review areas of conflict and/or overlap.

Direct and evaluate the work of subordinate staff.

Prepare and manage the budget for the program.

Develop an interdepartmental permit tracking and monitoring system.

QUALIFICATIONS

Knowledge of:

Principles and practices of structural engineering and/or architectural design and civil engineering.

Plan review processes and procedures.

The Uniform Building, Mechanical, Plumbing and Electrical Codes.

State regulations and local ordinances.

Principles of supervision, training and performance evaluations.

Project and workload planning and organizational analysis.

Ability to:

Identify the areas of overlap and conflict of the various codes and departments involved in the review of construction permit applications.

Read and interpret building plans, specifications, and codes.
Examine and correct building plans, calculations, and specifications in a rapid, uniform, and accurate manner.

Make structural calculations necessary to determine the adherence of structural plans to code requirements.

Maintain records and prepare reports.

Coordinate the flow of assigned work and follow through in a timely manner.

Interpret and apply applicable laws, rules and regulations.

Supervise, schedule and coordinate the Permit Center activities.

Train, supervise and evaluate assigned personnel.

Effectively utilize personal computers and computer software, including spreadsheets and special functions.

Communicate clearly and concisely both orally and in writing.

Deal tactfully and effectively with those encountered in the course of work.

Establish and maintain effective working relationships with contractors, developers, architects, and City staff.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience as a supervising inspector, supervising plan check engineer, or other management position related to the processing of building permit and plan check applications.

Education:

Equivalent to completion of a Bachelor of Science degree from an accredited college or university with major course work in civil or structural engineering or architecture.

License or Certificate:

Registration as an architect or a professional civil or structural engineer in the State of California highly desirable.

Possession of an I.C.B.O. Plans Examiner Certificate.

Approved:

_____ _____

June Catalano, Acting City Manager Date

CITY OF MILPITAS
June 1986
Rev. February 1988
August 2000

PLAN CHECK ENGINEER

DEFINITION

To perform plan examination to insure compliance with technical codes, applicable laws, State regulations, City ordinances, acceptable engineering practices and nationally recognized standards; to assist in plan check and permit processing; to assist Field Inspectors in resolving structural problems; to assist Fire Prevention Inspectors in resolving fire protection and detection systems problems, and concerns in the storage and use of hazardous materials; and to do other related work as required.

DISTINGUISHING CHARACTERISTICS

This is a journey level class where incumbents may be assigned to either the Building Inspection Division or the Fire Prevention Bureau.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Building Official when assigned to the Building Division.

Receives direction from the Fire Marshal when assigned to the Fire Prevention Bureau.

EXAMPLES OF DUTIES

When assigned to Building:

Performs independent building and plan examinations concerning the construction or alteration of industrial, commercial and residential structures to determine compliance with applicable codes, laws and regulations. Checks complex plans and calculations to determine loading on roofs, walls, and floors, size and spacing of beams, rafters and joists, amount and size of reinforcing in concrete members, type of structural connections and adequacy of design to meet earthquake, wind load, material stress requirements. Makes independent analysis as required; check plans for conformance of non-structural items, i.e. building classification and occupancy, exiting systems, etc., State Handicapped and Energy Conservation Regulations. Answers questions and gives instructions to architects, engineers, contractors and owners regarding: building requirements, application of various codes and structural requirements; issues permits after plan review approval; makes field inspections; advises Building Inspectors regarding structural and other problems arising in the field; prepares reports

and correspondence; keeps informed regarding current building codes, new building construction methods and materials; performs other duties as required.

When assigned to the Fire Prevention Bureau:

Performs plans examination concerning the construction or alteration of industrial, commercial and residential structures to determine compliance with applicable laws, codes and regulations. Check fire sprinkler, fire alarm and halon, and other fire protection system plans for compliance with the Uniform Building, Fire and Mechanical Codes, nationally recognized standards and other related codes. Examines plans for industrial facilities using hazardous materials to determine if storage, use and disposal are in accordance to State laws and regulations, City ordinances and other applicable codes and standards. Reviews site plans to determine adequate fire department vehicle access and public and private water supply. Answers questions and gives directions to architects, engineers, contractors and owners regarding fire department related application of various codes and requirements. Issues permits after plan review approval; consults with Fire Prevention Inspectors regarding plan review related problems; prepares reports and correspondence; keeps abreast of changes in applicable laws, ordinances, regulations and standards; performs other related duties as required.

QUALIFICATIONS

Plan Check Engineer - Building

Knowledge of:

Principle and practices of structural engineering design as related to buildings; building techniques and materials, accepted construction methods; building and related codes and ordinances enforced by the City, specifically Uniform Building, Mechanical, Plumbing, Electrical, Fire and Housing Codes, Zoning Ordinances and State and County Codes.

Ability to:

Apply knowledge and follow proper techniques when examining plans and specifications and detect deviations from regulations and standard practices;

Read and interpret building plans, specifications and Building Codes;

Advise on accepted construction methods and requirements;

Maintain cooperative working relationships with builders, design professionals, the general public and other employees;

Enforce necessary regulations with firmness, fairness and tact;

Keep records and prepare oral and written reports.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible experience performing plan check reviews; structural engineering design work or architectural design work.

Education:

Equivalent to a Bachelor of Science degree from an accredited college or university with major course work in engineering or architecture.

License or Certificate

Professional registration as an Architect in the State of California or completion of Engineering-In-Training requirements and eligibility to take examination for certification as a Registered Professional Engineer in the State of California. I.C.B.O. Plans Examiner Certification is required within 18 months after employment.

Plan Check Engineer - Fire

Knowledge of :

Fire protection and detection systems; Building, Fire and Mechanical Codes and other related laws and regulations; basic chemical principles and elements; industrial processes involving storage, use and disposal hazardous materials; construction materials and methods.

Ability to:

Read and interpret building and site plans, fire extinguishing system plans, fire protection and detection plans, calculations and engineering specifications.

Communicate effectively both orally and in writing.

Maintain cooperative working relationships with contractors, design professionals, general public and other employees.

Enforce applicable laws, regulations and standards with reasonable firmness and tact.

EXPERIENCE AND EDUCATION

Experience:

Two years of responsible experience performing plan checks related to fire protection, or design and application of processes, storage, use and disposal of hazardous materials.

Education:

Equivalent to a Bachelor of Science degree in Fire Protection, Industrial, Mechanical, Civil Engineering or other related field.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
Effective: June 1986
Revised: February 28, 2001
EEOC: Technician
FLSA: Non-Exempt
Unit: Protech
Physical: 2

PLAN CHECK ENGINEER

Building Division

DEFINITION

Under general direction, perform plan examination to insure compliance with technical codes, applicable laws, state regulations, city ordinances, acceptable engineering practices and nationally recognized standards; to assist in plan check and permit processing; to assist field inspectors in resolving structural problems.

This is a journey level class where the incumbents possess the applicable educational and training background, appropriate certificates and licenses in the field, as well as practical work experience.

SUPERVISION EXERCISED Lead technical staff as assigned.

EXAMPLES OF ESSENTIAL DUTIES – *Duties may include, but are not limited to, the following:*

Perform independent building and plan examinations concerning the construction or alteration of industrial, commercial and residential structures to determine compliance with applicable codes, laws and regulations.

Check complex plans and calculations to determine loading on roofs, walls, and floors, size and spacing of beams, rafters and joists, amount and size of reinforcing in concrete members, type of structural connections and adequacy of design to meet earthquake, wind load, material stress requirements.

Make independent analysis as required.

Check plans for conformance of non-structural items such as building classification and occupancy, exiting systems, state handicapped and energy conservation regulations.

Answer questions and give instructions to architects, engineers, contractors and owners regarding building requirements, application of various codes, and structural requirements.

Issue permits after plan review approval.

Make field inspections and advise Building Inspectors regarding structural and other problems arising in the field.

Train technical counter staff in the processing and screening of plans and issuance of permits.

Prepare reports and correspondence.

Stay informed regarding building codes, new building construction methods and materials.

Performs other duties as required.

QUALIFICATIONS

Knowledge of:

Principle and practices of structural engineering design as related to buildings; building techniques and materials; accepted construction methods; building and related codes and ordinances enforced by the city, specifically Uniform Building, Mechanical, Plumbing, Electrical, and Housing Codes, zoning ordinances and state and county codes.

Ability to:

Apply knowledge and follow proper techniques when examining plans and specifications and detect deviations from regulations and standard practices; Read and interpret building plans, specifications and building codes; advise on accepted construction methods and requirements; train subordinate staff; establish and maintain effective work relationships with city staff, builders, design professionals, and the general public; communicate effectively, orally and in writing; enforce necessary regulations with firmness, fairness and tact; keep records and prepare oral and written reports.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two (2) years of responsible experience performing plan check reviews; structural engineering design work or architectural design work.

Education:

Bachelor of Science degree from an accredited college/university with major course work in engineering or architecture.

License or Certificate:

Must possess Professional registration as an Architect in the State of California or, completion of Engineering-In-Training requirements; OR at the time of application be eligible to take examination for certification in the State of California as a Registered Professional Engineer or as a registered Architect; AND obtain a professional license within 24 months of appointment; AND must possess or obtain an I.C.B.O. Plans Examiner Certification within 12 months of appointment.

NOTE: The probationary period shall be 12 months for appointees who possess a professional license in the State of California as a registered Professional Engineer or as a Registered Architect. Appointees who do not possess the professional license at the time of appointment shall have their probationary period extended beyond 12 months up to 24 months, or until they provide the City with proof of a professional license prior to 24 months, whichever is earlier.

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

Ability to work in a standard office environment.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
June 1986
Rev. February 1988
August 2000

PLAN CHECK ENGINEER/FIRE

DEFINITION

To perform plan examination to insure compliance with technical codes, applicable laws, state regulations, and city ordinances. Assist Fire Prevention Inspectors with fire protection and detection systems and storage and use of hazardous materials.

DISTINGUISHING CHARACTERISTICS

This is a journey level class where incumbents possess the applicable educational and training background, appropriate certificates and licenses and practical work experience.

SUPERVISION RECEIVED

Receives direction from the Fire Marshal.

EXAMPLES OF DUTIES – Duties may include, but not be limited to, the following:

Perform plans examination concerning the construction or alteration of industrial, commercial and residential structures to determine compliance with applicable codes, laws and regulations.

Check fire sprinkler, fire alarm, halon, and other fire protection system plans for compliance with the Uniform Building Code, Fire and Mechanical Codes and nationally recognized standards and other related codes.

Examine plans for industrial facilities using hazardous materials to determine if storage, use and disposal are in accordance with state laws and regulations, city ordinances and other applicable codes and standards.

Answer questions and give direction to architects, engineers, contractors and owners regarding fire department related application of various codes and requirements.

Review site plans to determine if there is adequate fire department vehicle access and if there is a public and private water supply.

Issue permits after plan review approval.

Consult with Fire Prevention Inspectors regarding plan review related problems.

Make independent analysis as required.

Make field inspections.

Prepare reports and correspondence.

Keep informed regarding applicable laws, ordinances, regulations and standards.

Perform other duties as required.

QUALIFICATIONS

Knowledge of :

Fire protection and detection systems.

Building, Fire, Mechanical Codes and other related laws and regulations.

Basic chemical principles and elements.

Industrial processes involving storage, use and disposal of hazardous materials.

Construction materials and methods.

Ability to:

Read and interpret building and site plans, fire extinguishing system plans, fire protection and detection plans, calculations and engineering specifications.

Establish and maintain effective work relationships with city staff, builders, design professionals and the general public.

Communicate effectively, orally and in writing.

Enforce applicable laws, regulations and standards with reasonable firmness and tact.

EXPERIENCE AND EDUCATION

Experience:

Two years of responsible experience performing plan checks related to fire protection, or design and application of processes, storage, use and disposal of hazardous materials.

Education:

Equivalent to a Bachelor of Science degree in Fire Protection, Industrial, Mechanical, Civil Engineering or other related field.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS

EFFECTIVE: 5/3/93
EEOC: Technician
FLSA: Non-exempt
UNIT: Protech
PHYSICAL: 1

PLAN CHECKER I/II

DEFINITION

To perform plan review for residential, small commercial and industrial structures, to verify that plans for new construction and alterations are in conformance with applicable ordinances, laws and state building codes. To process building permit applications and issue permits.

DISTINGUISHING CHARACTERISTICS

Plan Checker I - This is the entry level class in the Plan Checker series, and is distinguished from level II as the class use for training. Incumbents may have limited experience. Incumbents work under immediate supervision while learning job tasks.

Plan Checker II - This is the full journey level class of the Plan Checker series. It is distinguished from the Plan Checker I by the performance of the full range of duties assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions in this classification are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Plan Check Engineer.

The Plan Checker II may exercise limited technical or functional supervision over the Plan Checker I.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Performs independent building and plan examinations concerning the construction or alteration of industrial, commercial and residential structures to determine compliance with applicable codes, laws, and regulations.

Checks plans for conformance with non-structural items, i.e. building and occupancy classification, exiting systems, Title 24 Disabled and Energy Conservation Regulations, mechanical, plumbing and electrical requirements.

EXAMPLES OF DUTIES

Answers questions and give instructions to architects, engineers, contractors and home owners regarding building requirements.

Service the public counter to process applications, issue permits, and answer questions related to Building Code issues.

Coordinate review of submittals with other City departments.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Building related codes enforceable by the City, specifically the Uniform Building Code, Uniform Mechanical code, Uniform Plumbing Code, and the National Electrical Code.

Relevant state and local ordinances and codes including building, housing, plumbing, and mechanical and electrical.

Basic structural engineering technology and methodology; building plans and specifications.

Building construction principles and procedures, particularly wood frame construction.

Accepted safety standards and methods of building construction.

Ability to:

Read and interpret building plans, specifications and codes.

Examine and correct building plans in a rapid, uniform and accurate manner.

Establish and maintain effective professional working relationships with developers, contractors, architects, engineers, and the general public advising them on standards of construction methods and requirements.

Express ideas clearly and concisely both orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying.

Plan Checker I:	A typical way to obtain the knowledge and ability would be equivalent to a two-year with major course work in civil engineering technology, building inspection technology, architecture, or structural engineering.
Plan Checker II:	Educational training equivalent to the Plan Checker I for the City of Milpitas plus two years of plan check experience in a public agency.

License or Certificate

Possession and maintenance of a valid California Driver License may be required.

Possession of a Plans Examiner Certificate issued by the International Conference of Building Officials within one year of employment.

Approved by:

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City Manager

AS/12096/V

CITY OF MILPITAS
Effective: January 16, 2001
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 6

PLANNING MANAGER
Exempt Management

DEFINITION
Under direct supervision of the Planning/Neighborhood Preservation Director, to supervise functions, staff and programs; to manage and perform professional planning work of considerable difficulty in the fields of current and advanced planning and housing; supervise and train staff.

SUPERVISION EXERCISED
Exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following*:
Assume management responsibility for services and activities of the Planning Division.

Develop and implement departmental goals and policies, staffing levels, and administer policies and procedures in accordance with the City's policies and procedures.

Plan, direct, coordinate, and review the work plan for division.

Monitor workflow, hire, review, and evaluate employees;

Prepare and monitor the annual budget and expenditures;

Provide reports and updates to the Director as required;

Plan, organize, direct, supervise, train, and evaluate the work of the Department staff.

Obtain, analyze, and evaluate data as a basis for formal and objective performance division functions.

Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.

Analyze and coordinate the preparation of reports and recommendations on zoning matters, housing ordinance interpretations, and modifications, variances and environmental review activities.

Review and direct the preparation of special planning, zoning, and environmental studies.

Administer consultant contracts.

Make presentations at City Council, Planning Commission and public meetings as required; represent the City on a variety of committees internal and external; coordinate planning and housing activities with other City departments and outside agencies.

Assist in the preparation and administration of the division budget.

Perform specialized and complex aspects of professional planning.

Administer processes related to the General Plan, zoning, housing, subdivision, and sign ordinances.

Oversee the maintenance of detailed socioeconomic data and relevant statistics; coordinate and participate in the computerization of planning statistics and records.

Supervise, train, and evaluate professional, technical, and clerical staff.

Keep abreast of laws, principles and techniques of planning, zoning, and environmental factors to maintain current knowledge in performance of job while employed at the City.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of comprehensive urban planning; recent developments, current literature, and informational sources in the field of housing, planning and zoning; research methods and techniques; applicable federal, state and local laws, rules and regulations relating to planning and housing; principles of organization, administration, and budget management; principles and practices of management, supervision, training, and performance evaluation

Ability to: Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers; Interpret and explain applicable codes and ordinances; prepare, analyze, and make recommendations regarding plans and applications received from developers, contractors and the general public; study, analyze and compile technical, statistical and economic information pertaining to planning, housing and zoning research; provide professional leadership and direction; apply budgeting principles; manage, direct, and coordinate the work of professional, technical, and clerical personnel; select, supervise, train, and evaluate staff; recommend and implement goals and objectives for efficiencies; prepare clear and concise reports; research, analyze, and evaluate service delivery

methods and techniques; interpret and apply policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; prepare and present clear and well-organized written and oral reports to City Council, City Administration, and others as required; analyze, interpret, explain, and apply laws regulating planning, zoning, and in environmental; independently carry out complex planning and zoning; establish and maintain effective working relationships; develop and implement administrative and departmental policies, procedures, and rules; analyze complex problems, evaluate alternatives, and make sound, well-structured recommendations; prepare complex reports and analyses; exercise sound, independent judgment within general policy guidelines.

Skill to: Effectively use automated information systems, including use of a personal computer and software applications; proficient in operation of personal computer and related software applications.

Special Requirements: *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; able to travel to various locations within and outside the City of Milpitas. Possess and maintain a valid California Driver's License and a satisfactory driving record throughout employment.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five (5) years of professional experience in the field of urban environmental planning or housing, including one (1) year of supervisory or project lead experience.

Education:

A Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a closely related field or the equivalent.

A Masters degree in urban planning or business administration or other related field may be substituted for one year of experience.

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City Manager Date

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Office/Clerical
FLSA: Nonexempt
UNIT: MPOA/Law Enforcement
PHYSICAL: 1

POLICE ASISSTANT

DEFINITION

To perform a variety of office law enforcement work which does not require peace officer training including serving as court liaison officer involving the delivery of reports, and serving warrants and bail to court.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Police Records Supervisor.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of office law enforcement work which does not require peace officer training, including serving as court liaison officer.

Maintain appropriate records and files.

Deliver report, serve warrants and bail to court; ensure that all material is in complete form.

Run criminal histories for all felony and misdemeanor complaints.

Notify and coordinate officers with respect to up-coming court appearances; provide information regarding the witnesses that will be stepping forth, and the evidence they will need for trial.

Serve as back-up in other areas of public safety support including records.

Perform data entry and typing tasks.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic organization and functions of a municipal law enforcement agency.

Procedures and work methods required to perform the full range of assigned duties.

Departmental operating policies, procedures and techniques for dealing with the public in a tactful but firm manner.

Principles, codes, regulations and laws pertaining to criminal justice.

Ability to:

Interpret and apply laws and regulations of the City and Police Department.

Think and act quickly in emergency situations.

Prepare accurate and grammatically correct written reports.

Maintain an efficient record keeping system.

Understand and carry out oral and written directions.

Work cooperatively with others and deal tactfully with the public.

Type at a speed necessary for adequate job performance.

Utilize and operate the department's computer system.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities are qualifying. A typical way to obtain the knowledge and abilities would be:

Education

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, public administration, political science or a closely related field.

Experience

Three years of increasingly responsible clerical experience within a law enforcement agency involving administrative and/or staff support.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

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City Manager

CITY OF MILPITAS

POLICE CAPTAIN

DEFINITION

To plan, organize, direct and coordinate the activities of a major division; to provide highly responsible and technical assistance to the Police Chief.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief.

Exercises direct supervision over subordinate sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Develop and implement division policies, goals, objectives, and priorities.

Plan, organize, manage, and review the work of a major division; areas of responsibility may include any combination of public safety services including general patrol, traffic, crime prevention, investigation, and support services.

Prepare and administer Division budget.

Assume responsibility for a variety of personnel actions, including selection, training, performance evaluation, disciplinary measures, and dismissals; review performance evaluations of all subordinate personnel.

Prepare monthly activity reports.

Assist in establishing department, rules, regulations, policies, and procedures.

Conduct studies, analyze the operation of the Division.

Investigate complaints pertaining to division activities and personnel.

Attend staff meetings; meet with subordinate personnel; assign and review work activities.

Confer with citizens and City officials on law enforcement problems and assist in the development of innovative municipal law enforcement policies.

Confer with County and State law enforcement officials and with other public officials.

EXAMPLES OF DUTIES

Cultivate good community relations by appearing before civic, fraternal, and other community groups.

Act as Police Chief in his absence.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, juvenile delinquency control, record keeping, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institution Code, Business and Professions Code, and relevant provisions of State codes.

Recent court decisions and how they effect department operations.

Us of firearms and other modern police equipment.

Principles and practices of organization and personnel management in municipal government.

Ability to:

Plan, direct, manage, and coordinate a major division.

Communicate clearly and concisely, orally and in writing.

Recommend and implement sound departmental policies.

Meet and deal tactfully and effectively with public.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Ability to:

Act quickly and calmly in emergencies.

Exhibit technical ability that commands respect of subordinates.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience at the rank of Police Sergeant or above in the City of Milpitas.

Education:

Equivalent to completion of a Bachelor's degree from an accredited college or university.

Licenses and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

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City Manger

CITY OF MILPITAS

POLICE CHIEF

DEFINITION

To plan, organize, direct, and coordinate the work of Police Department personnel in enforcing laws and ordinances, protecting life and property, preserving order, and preventing crime; to provide staff assistance to the City Manager and the City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises general direction over division heads and other subordinate personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Direct and participate in the development and implementation of goals, objectives, policies, and priorities.

Plan, direct, supervise and coordinate the activities of Police Department personnel in preserving order, protecting life and property , and in enforcing laws and municipal ordinances.

Direct and participate in formulation of departmental rules, procedures, and policies and see that they are carried out.

Oversee the development and implementation of a departmental in-service training program.

Review the evaluations of employee performance and take appropriate actions where necessary.

Direct and participate in the preparation and administration of the Department budget.

Confer with citizens and City officials on law enforcement problems and innovative municipal law enforcement policies.

Confer with County and State law enforcement officials and with other public officials.

Recommend adoption and assist in preparation of City ordinances.

Coordinate law enforcement activities with the activities of other City departments and other law enforcement agencies.

EXAMPLES OF DUTIES

Select, supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques of police administration, organization, and operation.

Technical and administrative phase of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.

Laws, ordinances, and regulations affecting the work of the Department, including the California Penal Code, Vehicle Code, Health and Safety Code, Welfare and Institutions Code, Business and Professions Code, and relevant provisions of other State codes.

Use of firearms and other modern police equipment.

Principles and practices of organization and personnel management in municipal government.

Ability to:

Plan, direct, manage, and coordinate the work of the Police Department.

Develop and administer sound departmental policies.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Communicate clearly concisely, orally and in writing.

Exhibit technical ability that commands the respect of subordinates.

Act quickly and calmly in emergencies.

Meet and deal tactfully and effectively with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Twelve years of broad and extensive experience in all major phases of municipal police work including at least five years in a responsible middle management capacity preferably in a municipal police department.

Education:

Equivalent to a Bachelor's degree from an accredited college or university.

License and Certificates

Possession of, or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
REVISED: May 7, 1999
EEOC: Office & Clerical
FLSA: Nonexempt
UNIT: MPOA/Clerical
PHYSICAL: 1

POLICE CLERK I/II

DEFINITION

To perform a wide variety of general and technical clerical duties within the records section of the Police Department including maintenance of records and files, processing of statistical data and reports, and providing information to the public, outside agencies and departmental staff.

DISTINGUISHING CHARACTERISTICS

Police Clerk I - This is the entry level class in the Police Clerk series and is distinguished from the II level by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that positions may have only limited or no directly related work experience. Incumbents work under immediate supervision while learning job tasks.

Police Clerk II - This is the full journey level class within the Police Clerk series, and is distinguished from the I level by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this level are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Police Clerk I

Receives general supervision from the Police Clerk Supervisor.

Exercises no supervision.

Police Clerk II

Receives general supervision from the Police Clerk Supervisor.

May exercise technical supervision over less experienced staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Perform a wide variety of general and technical clerical duties within the records section of the Police Department including maintenance of records and files, processing of statistical data and reports, and providing information to the public, outside agencies and departmental staff.

Sort, file, copy and distribute crime reports, traffic reports, citations, petitions, and other materials to appropriate personnel.

Process, type, record and/or file a wide variety of police records, reports, and materials including memos, letters, complaints, declarations, dispositions, fingerprint cards and index cards on bookings, warrants, citations, and crime and traffic reports.

Operate teletype machine to enter, modify, and retrieve data such as stolen and recovered property, driver license and vehicle registration information, and warrants on wanted persons.

Assemble, code, record and summarize a variety of police record data including serious crime offenses, stolen vehicles, crime reports, booking sheets and file interrogation cards.

Perform data entry and data retrieval tasks using a computer terminal.

Assist department personnel and the public in person and by phone, performing record checks, issuing permits and collecting fees, and receiving reports and complaints from citizens.

Process warrants including setting court dates for defendants who post bail and handling “walk overs”.

Provide general information regarding department policies, procedures and regulations to the public and others as requested.

Compile data for, summarize, and maintain a variety of statistical reports. Search suspects as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Police Clerk I

Knowledge of:

English usage, spelling, grammar, and punctuation.

Police Clerk I

Knowledge of:

Office methods, procedures and equipment.

Skills/Ability to:

Learn and conform to Police Department procedures.

Learn police terminology

Perform routine clerical work.

Operate general office machines and equipment.

Learn the operation of the department's computer systems.

Type at a speed of 50 words per minute.

Understand and carry out oral and written directions.

Prepare and complete accurate reports.

Establish and maintain effective work relationships with the public and City staff.

Work various shifts as assigned.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be;

Experience:

One year of responsible clerical experience, involving considerable public contact and typing.

Education:

Equivalent to the completion of the twelfth grade.

Police Clerk II

In addition to the requirements for the Police Clerk I:

Knowledge of:

Policies and procedures of the Police Department as such relate to the processing and managing of police records.

Police terminology.

Skills/Ability to:

Operate the department's computer systems.

Perform record searches quickly and accurately.

Work independently.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience comparable to that of a Police Clerk I in the City of Milpitas.

Education:

Equivalent to the completion of the twelfth grade.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: August 14, 1988
Revised: March 2, 1993
EEOC: Office & Clerical
FLSA: Nonexempt
UNIT: MPOA/Clerical
PHYSICAL: 1

POLICE CLERK SUPERVISOR

DEFINITION

To serve in a first line supervisory capacity within the Records Division; to supervise, schedule, train and evaluate assigned personnel and to perform the more complex duties within the unit.

DISTINGUISHING CHARACTERISTICS

This is the first line supervisor level of the Police Clerk series. Positions in this class are distinguished from the Police Clerk by the supervision of activities of the assigned shift and the performance of the more complex duties and responsibilities of the division.

SUPERVISION RECEIVED AND EXERCISED

Receives direction and general supervision from the Records Manager.

Exercises direct supervision over assigned Police Clerks and the Telephone Operator.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Supervise, schedule and coordinate the activities of the shift.

Prepare work schedules to provide for adequate coverage for the shifts; prepare vacation, leave and overtime schedules.

Evaluate assigned personnel.

Implement and interpret operating procedures and submit recommendations for change.

Perform the more complex tasks within the work unit.

Perform a variety of record keeping, filing, and other general clerical work including data input and retrieval necessary to the records function.

EXAMPLES OF DUTIES

Assist departmental personnel and the public in person and by phone, performing records checks, collecting fees, receiving reports and complaints from citizens.

Prepare special reports as requested

Train new department personnel in records functions and the operation of the records division.

Investigate complaints against division personnel.

Represent the Police Records Division on judicial matters in which the Custodian of Records is needed to provide the accuracy of Police Records.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles of supervision, training and evaluation.

Modern office procedures, techniques and equipment including principles of record keeping and automated information systems.

Research techniques and procedures.

Organization, procedures and operating details of the Police Department.

Criminal justice procedures including knowledge of court rules and procedures.

Operation of office equipment including a word processor and computer equipment.

Skills/Ability to:

Supervise train and evaluate assigned staff.

Plan, organize and review the work of assigned staff.

Communicate effectively, orally and in writing.

Exercise independent judgment and work with a minimum of supervision.

Skills/Ability to:

Establish and maintain effective work relationships with City staff, outside agencies and the general public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be;

Education:

Three years of increasingly responsible clerical experience of which one year must be in a law enforcement agency.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: August 4, 1998
EEOC: Officials/Admin
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

POLICE COMMADNER

DEFINTION

To perform responsible administrative, investigate and technical work in directing the activities of a major division of the Police Department.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Bureau Captain.

Exercises direct and indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist in the development and implementation of goals, objectives, policies and priorities for the division.

Plan, direct, supervise and coordinate a major division of the Police Department; develop staffing plan, study crime and other reports to determine trends and make recommendations for changes in organization and operating procedures.

Periodically review operation procedures and make recommendations for improvement.

Develop, implement support bureau and division policies, goals, objectives and priorities.

Assist the Bureau Captain in preparing and administering the budget.

Perform a variety of special projects as assigned.

Coordinate police activities with other City departments and with outside agencies.

Cultivates and promotes sound community policing partnerships in the community by appearing before civic, fraternal and other community groups.

Prepare monthly division reports.

EXAMPLES OF DUTIES

Supervise, train and evaluate assigned personnel

Serve as Acting Bureau Captain when assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern principles, practices, and techniques with particular emphasis in activities of the assigned division.

Pertinent federal, state and local laws and ordinances, particularly with reference to arrest, search and seizure, and evidence.

Department rules and regulations.

Methods and practices of police administration.

Principles and practices of organization, administration, budget and personnel management and practices.

Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol procedures, traffic investigation, record keeping and care and custody of persons and property.

Ability to:

Plan, organize and coordinate the work of subordinate personnel.

Analyze complex police problems.

Effectively communicate, both orally and writing.

Work effectively with other sworn and non-sworn personnel, residents and the general

public.

Properly interpret and make decisions in accordance with laws, policies and procedures.

Ability to:

Deploy and monitor division operations personnel and equipment.

Supervise, train and evaluate assigned personnel.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience at the level of Police Lieutenant or Sergeant.

Education:

Equivalent to a Bachelor's Degree from an accredited college or university with course work in public administration, criminal justice or related field.

Licenses And Certificates

Possession of a valid California Driver's License and possession of an Advanced P.O.S.T. certificate.

Approved by:

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City Manager

CM/37749/V

CITY OF MILPITAS

POLICE LIEUTENANT

DEFINITION

To perform responsible supervisory, administrative, and technical work for the Police Department; to serve as Watch Commander for a patrol shift; to plan, organize, supervise, and coordinate the investigation section; to provide highly responsible and technical staff assistance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from a Police Captain.

Exercises direct supervision over sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

As a watch commander, plan, direct, and supervise the activities of patrol, records and other technical personnel on an assigned shift.

Receive complaints or reports of emergencies and determine need for police action.

Review the work of subordinates to insure compliance with departmental policies and procedures.

Provide overall technical and administrative direction to personnel on an assigned staff.

Plan, assign, supervise, evaluate, and participate in the activities of the Investigation Section; personally perform the most difficult and complex investigation work.

Assist in developing and conducting training programs in the various phases of police activities.

Assist in coordinating police activities with other City departments and divisions, and with outside agencies.

Respond to difficult citizen complaints and requests for information.

Review reports and written materials for completeness, accuracy, neatness, grammar, spelling and format.

Prepare miscellaneous staff reports and conduct investigations of employee misconduct as required.

EXAMPLES OF DUTIES

Conduct roll call briefings making equipment and beat assignments, inspections, special assignments, etc.

Monitor problem areas in patrol and devise solutions including special assignments and modifying deployment.

Prepare and administer annual and monthly probationary and reserve evaluations of performance; prepare and administer written reprimands, commendations and training interviews as required.

Evaluate and approve requests for employee leave, overtime requests and schedule changes.

Respond to and provide necessary coordination and direction at scenes or major field incidents.

Assist division commander with preparation and administration of the budget.

Provide necessary station security monitoring ingress and egress of unauthorized persons in security areas.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of organization and personnel management.

Modern police practices, techniques, and methods including patrol, investigation, crime prevention and traffic control.

Pertinent Federal, State and local laws and ordinances, particularly with reference to apprehension, arrest, search and seizure, traffic, and evidence.

Departmental rules and regulations.

Recent court decisions and how they affect department operations.

Functions and objectives of Federal, State, and other local law enforcement agencies.

Supervise, train, and evaluate assigned staff.

Knowledge of:

Gather, assemble, analyze and evaluate facts and evidence to draw logical conclusions and to make proper recommendations.

Obtain information through interview and interrogation.

Ability to:

Analyze situations quickly and objectively and determine proper course of action.

Use and care for firearms.

Communicate clearly and concisely, orally and in writing.

Properly interpret and make decisions in accordance with laws, regulations, and policies.

Recommend improvements in departmental operation and in the rules, regulations, and policies governing the Department.

Establish and maintain cooperative working relationships with public officials, departmental employees, and the general public.

Successfully complete P.O.S.T. and departmental training requirements.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience at the rank of Police Sergeant in the City of Milpitas.

Education:

Equivalent to completion of a Bachelor's degree from an accredited college or university.

CITY OF MILPITAS
Police Lieutenant (Continued)

License and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: 2-8-89
EEOC: Protective Serv.
FLSA: Nonexempt
UNIT: MPOA/Law Enforcement
PHYSICAL: 3

POLICE OFFICER

DEFINTION

To perform law enforcement and crime prevention work; to control traffic flow and enforce State and local traffic regulations; to perform investigative work; to participate in and provide support and assistance to special department crime prevention and enforcement programs; to perform a variety of technical law enforcement tasks.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Sergeant.

Assignments may require indirect supervision of sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Patrol City in radio-equipped car; answer calls for the protection of life and property, and the enforcement of City, County, and State laws; may conduct both preliminary and follow-up investigations of disturbances, prowlers, burglaries, thefts, hold-ups, death, and other criminal incidents.

Patrol the City on a motor cycle or in a radar-equipped patrol unit; respond to calls related to traffic incidents and any other required emergencies; observe, monitor and control routine and unusual traffic conditions; assist and advise motorists and enforce traffic safety laws.

Make arrests as necessary; interview victims, complainants and witnesses; interrogate suspects; gather and preserve evidence; testify and present evidence in court.

Collect and present evidence using scientific identification techniques and testify in court.

Contact and cooperate with other law enforcement agencies in matters relating to the apprehension of offenders and the investigation of offenses.

Prepare reports and arrests made, activities performed, and unusual incidents observed.

EXAMPLES OF DUTIES

Stop drivers who are operating vehicles in violation of laws; issue citations and make arrests as necessary.

Check buildings for physical security.

Direct traffic at fire, special events, and other emergency or congested situations.

Maintain contact with citizens regarding potential law enforcement problems and preserve good relationships with the general public.

Assist in the performance of special investigative and crime prevention duties as required.

Transport prisoners, serve warrants and subpoenas; retrieve and request information involving arrests and subpoenas; submit reports on complaints and perform other work related to the processing of misdemeanor and felony complaints.

Serve warrants within the department and with outside agencies; provide functional guidance to clerical staff involved in warrant processing; keep up-to-date on laws and procedures required for processing warrants.

Administer first aid as necessary.

QUALIFICATIONS

Knowledge of:

Police methods of procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, police records and reports, and first aid techniques.

Criminal law and criminal procedure with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the, seizure and preservation of evidence.

Offensive and defensive weapons nomenclature and theory.

Self defense tactics.

Interviewing and interrogation techniques.

Knowledge of:

Geography of local area.

Ability to:

Observe accurately and remember faces, numbers, incidents, and places.

Use and care for firearms.

Think and act quickly in emergencies, and judge situations and people accurately.

Learn, understand, and interpret laws and regulations.

Prepare accurate and grammatically correct written reports.

Learn standard broadcasting procedures of a police radio system.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Understand and carry out oral and written directions.

Meet the physical requirements established by the Department.

Successfully complete P.O.S.T. department training requirements.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Education:

Sixty semester units of college level studies with major course work in police science or related field. i.e. liberal arts, business, psychology, or political science.

Licenses and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: 2-8-89
EEOC: Protective
FLSA: Nonexempt
UNIT: Unrepresented
PHYSICAL : 3

POLICE OFFICER TRAINEE

DEFINITION

To participate in a comprehensive training program at a P.O.S.T. approved police academy; to perform all related learning and testing activities; to perform non-sworn police work activities while awaiting assignment to the police academy; and to successfully complete the police academy.

Police Officer Trainees do not possess peace officer authority until successful completion of the Basic Academy.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Police Lieutenant Academy Supervisor or from the assigned Field Training Officer.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Participate in a comprehensive training program at a P.O.S.T. approved police academy for a specified period of time.

Perform all related learning and testing activities.

Perform non-sworn police work while awaiting assignment to an academy.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic grammar skills.

Ability to:

Learn general principles and practices of contemporary law enforcement.

Successfully complete P.O.S.T. and departmental training requirements.
Communicate effectively, both orally and in writing.

Meet standards of adequate physical stature, endurance and agility.

Follow oral and written directions.

Prepare clear, concise and comprehensive written reports.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

None required.

Education:

Sixty semester units of college level studies with major course work in police science or a related field, i.e. liberal arts, business, psychology, or political science.

License and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

City Manager

CITY OF MILPITAS
EFFECTIVE: 2/6/90
EEOC: Office/Clerical
FLSA: Nonexempt
UNIT: MPOA
PHYSICAL: 1

POLICE PROPERTY CLERK

DEFINITION

To perform a variety of responsible office law enforcement work which does not require peace officer training including the maintenance of criminal evidence and other property.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Support Services Captain or other designated supervisor.

Coordinates with other employees as necessary to transport, deliver or dispose of evidence and/or property.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintain evidence room; assume responsibility for receiving, cataloging, storing, releasing and destroying physical evidence according to established procedures.

Transport evidence to the crime lab for analysis.

Maintain appropriate records and files.

Compile monthly criminal statistics for the City, County and State.

Serve as relief court liaison officer as required by scheduling adjustments.

Perform data entry and typing tasks.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Modern record keeping and filing systems in public or private sector.

Basic organization and functions of a municipal law enforcement agency.

Modern property control methods in law enforcement or private sector, procedures and techniques for dealing with the public in a tactful manner.

Ability to:

Ability to learn laws applicable to duties and responsibilities.

Interpret and apply State laws and regulations of the City and Police Department.

Prepare accurate and grammatically correct written reports.

Take the initiative necessary to maintain an efficient operation.

Maintain an efficient record keeping system.

Understand and carry out oral and written directions.

Work cooperatively with others and deal tactfully with the public.

Utilize and operate the department's computer system.

Stay informed on new developments in the field of property control.

Experience:

One year of increasingly responsible experience in general clerical work, and one year of property control or related support function in a law enforcement agency. Similar experience in the private sector will be considered.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid California Driver's License.

Approved by:

City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Protective Serv.
FLSA: Nonexempt
UNIT: MPOA/Law Enforcement
PHYSICAL: 3

POLICE SERGEANT

DEFINITION

To supervise police field or office operations on an assigned shift; to supervise and personally perform investigation, patrol, traffic, and administrative duties; to perform a variety of technical tasks in law enforcement.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by a Police Lieutenant or Police Captain.

Responsibilities include direct and indirect supervision of other sworn and non-sworn personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

As a patrol shift supervisor, assign personnel to areas and special projects; supervise and participate in the protection of crime scenes, gathering of evidence, questioning of witnesses, and apprehension of suspects; take charge of collecting facts and evidence at the scene of crimes and traffic accidents; appear in court to present evidence and testimony; maintain contact with other law enforcement agencies; patrol section of the City in radio car and on foot; observe known gathering places of suspects and places of criminal incidence; prepare reports of accidents; disturbances and complaints investigated; check building security; give information and direction to the public.

As a Detective Sergeant, conduct complete and detailed investigations of crimes involving adults and juveniles, such as murders, suicides, burglaries, grand theft, etc.; interview witnesses and question suspects; search for, collect, and preserve evidence; prepare complete reports of investigation; testify and present evidence in court; contact and cooperate with county departments and other law enforcement agencies in matters relating to the investigation and prevention of crime by adults, and the apprehension and prosecution of adult offenders.

EXAMPLES OF DUTIES

As Traffic Enforcement Sergeant, plan and personally perform accident prevention and investigation duties; review accident reports prepared by department personnel; collect and present evidence; investigate traffic accidents; operate radar equipment to apprehend traffic violators; warn drivers against unlawful practices and issue citations; approve parking permits; compile selective enforcement data for accident prevention purposes; compile data for traffic safety reports; impound and regulate abandoned vehicles; prepare and present courses in traffic and bicycle safety.

Serve as Acting Police Lieutenant as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Police methods and procedures, including patrol, crime prevention, traffic control, investigation and identification techniques, and equipment, police records and reports, and first aid techniques.

Departmental rules and regulations.

Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic and criminal cases.

Recent court decisions and how they affect department operations.

Principles and practices of supervision and training.

Ability to:

Supervise, evaluate, and train subordinates.

Gather, assemble, analyze, evaluate and use facts and evidence.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Ability to:

Communicate clearly and concisely, orally and in writing.

Use and care for firearms.

Demonstrate keen powers of observation and memory.

Successfully complete P.O.S.T. and departmental training requirements.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience as a Police Officer with the City of Milpitas or three years identical service with the City's department plus two years of service with another agency comparable to a Police Officer in the City.

Education:

Completion of 90 semester units of college level studies with major course work in police science or a related field.

Licenses and Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

City Manager

CITY OF MILPITAS

	EFFECTIVE:	
PRINCIPAL ADMINISTRATIVE ANALYST	EEOC:	Professional
	FLSA:	Exempt
	UNIT:	Unclassified
	PHYSICAL:	1

DEFINITION

To perform complex and responsible professional administrative work in a variety of program areas. To manage, coordinate and oversee assigned programs including the development and implementation of program policies and procedures, the development and administration of program budgets, the negotiation and administration of contracts, the preparation of grant proposals, and the preparation of reports and recommendations; to provide employee and/or public information and education regarding assigned programs; to provide staff support to City commissions and committees as assigned; to act as the City's representative to community advisory bodies involved with assigned program areas; to supervise assigned staff; to conduct research and prepare reports on special projects as assigned; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the most advanced level class of the Administrative Analyst series, and is distinguished from the Senior Administrative Analyst by the increased level of responsibility, complexity of duties and experience required. Special assignments and projects requiring independence in judgement and superior technical and research capabilities are assigned to positions at this level.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direction over professional, technical and clerical staff.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Perform a variety of highly responsible and technical administrative and analytical assignments.

Formulate complex program policies, goals and procedures; collect and compile relevant data supporting recommendations.

Develop and administer program budgets.

Conduct surveys and perform research and statistical analyses as required; prepare related reports.

Monitor, analyze and report on the effects of legislation and judicial actions on assigned program areas of responsibility.

Analyze issues and prepare reports for submission to the City Council.

Develop and disseminate employee and/or public information regarding assigned programs.

Develop and maintain a data tracking system to monitor the City's progress in compliance with Federal, State and local laws and regulations relative to assigned programs.

Provide staff support to assigned commissions and committees.

Serve as the City's program representative to various business, community, and special interest groups.

Administer various contracts including coordination and participation in contract negotiations, rate setting, and monitoring contract compliance and performance.

Coordinate program activities with other City departmental programs, projects, and procedures.

Coordinate the implementation of assigned programs, policies, and projects.

Develop new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.

Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics.

Monitor progress and evaluate work measurement data of various City programs pertaining to area of responsibility.

Exercise direction over assigned staff.

Input and retrieve data from a computer system.

Participate in special projects as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.

Principles of local government organization and administration.
Federal, State, and local laws and regulations applicable to assigned programs.

Statistical concepts and methods.

Principles and practices of supervision.

Principles and practices of training methods and concepts.

Principles and practices of budgeting analysis.

Ability to:

Learn, interpret, and implement applicable Federal, State and local laws and regulations relative to program areas of responsibility.

Communicate clearly, concisely and effectively, both orally and in writing.

Represent the City before government bodies and the press and make presentations to City, neighborhood, and regional boards and commissions.

Collect, compile, and analyze complex information and data.

Negotiate and administer contracts.

Formulate complex policies, goals and procedures.

Supervise, train, and evaluate assigned staff.

Operate a personal computer as assigned.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible administrative or analytical experience in an operating or staff agency in business or government comparable to that of a Senior Administrative Analyst with the City of Milpitas.

Education:

Equivalent to a Bachelor's degree from an accredited college of university with major course work in public administration, political science, business administration, urban planning, regional planning, or a closely related field.
A Master's degree in a related field is desired.

License or Certificate

Possession of or ability to obtain and maintain an appropriate valid California Driver's License.

Approved:

_____ _____

June Catalano, Acting City Manager Date

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

PRINCIPAL CIVIL ENGINEER

DEFINITION

To plan, coordinate, supervise and participate in a major section within the Engineering Division such as land development and inspections; and to provide professional and technical engineering support relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Engineering.

Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, coordinate, supervise and participate in the activities of a major section within the engineering division such as land development and inspections.

Assist in the development and implementation of goals, policies, procedures and priorities.

Provide professional and technical engineering support services relative to assigned area of responsibility.

Oversee and participate in the review of all private development proposals including subdivision and parcel maps; recommend for or against approval.

Interpret and apply relevant codes, ordinances rules and regulations.

Meet and confer with developers, contractors, engineers and the general public relative to City policies, regulations, and procedures; coordinate discrepancies and problem situations with outside parties.

Prepare and/or review improvement agreements.

Administer and/or oversee the administration of contracts; review and approve all payments and billing for contracted services.

EXAMPLES OF DUTIES

Oversee and participate in the review of projects under construction in the field; coordinate the activities of the inspection unit; resolve complaints and problems in the field between the inspectors and developers, contractors, and/or engineers.

Supervise the preparation, updating and maintenance of maps and records.

Oversee land and easement acquisition activities.

Oversee development and administration of assessment districts.

Coordinate activities with other departments and divisions as appropriate.

Serve as staff to a variety of City and outside commissions, boards and committees as assigned.

Review and sign engineering drawings.

Conduct special engineering studies relative to assigned area of responsibility; prepare appropriate reports and analyses.

Supervise, train, and evaluate assigned professional and technical staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of engineering as applied to new development and municipal public works.

Applicable laws and regulatory codes related to development and construction.

Methods and techniques used in the design and construction of a variety of public works projects.

Principles of organization, administration, budget and personnel management.

Ability to:

Interpret and apply applicable codes, ordinances, rules and regulations related to development and construction.

Ability to:

Interpret, review and analyze development proposal, plans, and specifications.

Perform professional and technical support services relative to assigned area of responsibility.

Communicate effectively, orally and in writing.

Establish and maintain effective work relationships with developers, contractors, engineers, City staff and the general public.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible civil engineering experience, including significant supervisory responsibilities.

Education:

Equivalent to a Bachelor of Science degree from an accredited college or university with major course work in civil engineering.

License or Certificate

Registration as a professional civil engineer in the State of California.

Possession of or an ability to obtain and maintain, a valid driver's license from the State of California.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: 8/7/90
REVISED: 10/13/98
4/4/00
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 6

PRINCIPAL PLANNER

DEFINITION

To supervise functions, staff or programs; to perform professional planning work of considerable difficulty in the fields of current and advanced planning, and housing; to manage the major activities of current and advanced planning and housing.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Planning and Neighborhood Preservation.

May exercise direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of the Planning Division.

Analyzes and coordinates the preparation of reports and recommendations on zoning matters, housing ordinance interpretations and modifications, variances and environmental review activities.

Reviews and directs the preparation of reports and recommendations on zoning matters, housing ordinance interpretations and modifications, variances and environmental review activities.

Reviews and directs the preparation of special planning, zoning, and environmental studies.

Administers consultant contracts.

Represents and makes presentations at City Council, Planning Commission and public meetings as required.

Coordinates planning and housing activities with other City departments and outside agencies.

Helps prepare and administer the division budget.

Performs specialized and complex aspects of professional planning.

EXAMPLES OF DUTIES

Administers processes related to the General Plan, zoning, housing, subdivision, and sign ordinances.

Oversees the maintenance of detailed socioeconomic data and relevant statistics; coordinate and participate in the computerization of planning statistics and records.

Supervise, trains, and evaluates professional, technical, and clerical staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive urban planning.

Recent developments, current literature, and informational sources in the field of housing, planning and zoning.

Research methods and techniques.

Applicable federal, state and local laws, rules and regulations relating to planning and housing

Principles of organization, administration, budget, and personnel management.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.

Establish and maintain effective work relationships with the public and other City staff.

Communicate effectively, orally and in writing.

Interpret and explain applicable codes and ordinances.

Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.

Ability to:

Study, analyze and compile technical, statistical and economic information pertaining to planning, housing and zoning research.

Supervise, train, and evaluate professional, technical, and clerical staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of professional experience in the field of urban environmental planning or housing, including one year of supervisory experience.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a closely related field.

A graduate degree in urban planning may be substituted for one year of experience.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: Nov.1, 1994
REVISED: April 17, 2001
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

PRINCIPAL TRANSPORTATION PLANNER

DEFINITION

To manage and supervise the transportation planning function; to perform professional transportation planning work of considerable difficulty; and to coordinate work efforts directed toward accomplishing goals relating to comprehensive regional and sub-regional transportation planning.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Planning & Neighborhood Preservation Director.

Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of the Transportation Planning Division.

Directs, analyzes, reviews and coordinates the preparation of reports and recommendations on regional and sub-regional transportation matters and activities.

Reviews and directs the preparation of special transportation studies.

Administers consultant contracts relating to special transportation studies.

Serves as staff representative to local, regional, state and federal transportation agencies.

Serves as staff advocate in transportation matters and issues.

Develops marketing and promotional materials for transportation projects.

Represents and makes presentations at Transportation Sub-Committee, City Council, and other public meetings as required.

Works with major employers, developers, civic organizations and the public on implementation of transportation programs.

Coordinates transportation planning activities with other city departments and agencies.

Prepares and administers the Transportation Planning Division budget.

Performs specialized and complex aspects of transportation planning projects.

Administers and processes planning matters relating to development reviews, circulation element of the general plan, and the traffic/transportation work program.

Oversees, coordinates and participates in the maintenance and computerization of detailed transportation data, relevant transportation planning statistics and records.

Supervises, trains, and evaluates professional, technical, and clerical staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive regional and sub-regional transportation planning.

Principles and practices of public administration including organizations, budget, and personnel management.

Recent developments, current literature, and informational sources in the field of transportation planning.

Regional and state transportation agencies.

Transportation grant sources and funding procedures.

Transportation planning systems and issues, including computerized traffic modeling.

Transportation marketing and promotional strategies.

Applicable federal, state and local laws, rules and regulations relating to transportation planning activities.

Knowledge of:

Research and statistical concepts and methods.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans, technical papers, and reports.

Study, analyze and compile technical, statistical and economic information pertaining to regional and sub-regional transportation planing research.

Establish and maintain effective work relationships with the City Council, staff, other departments and agencies, special interest groups, and with the general public.

Learn, interpret, explain and implement applicable federal, state and local laws relative to program areas of responsibility.

Communicate clearly, concisely and effectively, orally and in writing.

Supervise, train, and evaluate professional, technical and clerical staff.

Operate a computer terminal as assigned.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in transportation planning or traffic engineering, including one year of supervisory experience.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in transportation, traffic or civil engineering, urban planning, regional planning, or a closely related field.

License and Certificate

Valid California Driver's License.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS

PRINTING SERVICES TECHNICIAN II

DEFINITION

To operate a variety of offset and other duplicating machines, cameras, plate-making equipment, and related tools and supplies in the reproduction and duplication of various printed or typewritten materials. Establish a preventive maintenance program and make independent decisions regarding maintenance and minor repairs; schedules, assigns and reviews the work of the print shop.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Secretary to the City Manager.

Exercises technical supervision over the Printing Services Technician I.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Operate a variety of offset and other duplicating machines, cameras, plate-making equipment, and related tools and supplies in the reproduction and duplication of various printed or typewritten materials.

Operate, maintain, clean and make minor repairs and adjustments to offset duplicating machines including mixing fountain solution, and adding ink and paper as required.

Operate, maintain, clean and make minor repairs and adjustments on other equipment used in the course of performing duties including plate-making equipment, cutters, and type setter.

Coordinate and consult with city staff on the design of special projects.

Use specified equipment to collate, punch, bind, drill, fold, pad, staple, or perforate printed materials.

Set-up graphic layout of art work for various projects.

Contact vendors and graphic artist to obtain bids and specifications for project design.

Prepare printed material for storage or delivery.

Maintain detailed records and logs of assignments completed and related information.

Maintain appropriate inventory levels; order paper and related supplies as necessary.

EXAMPLES OF DUTIES

Format printing orders to achieve aesthetic design.

Keeps records of materials and supplies used.

Perform manual work in the receipt and distribution of printed materials.

Schedule jobs to achieve timely and efficient delivery.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operation and basic maintenance requirements of offset duplicating and related equipment including collator, plate-maker, and camera.

Various types of reproduction plates used in an offset duplicating equipment operation.

Paper, ink, chemicals, and other supplies used in duplicating processes including weights, types, and uses of paper.

Procedures, equipment and supplies necessary for the design of covers, logos, pamphlets, charts and financial reports.

Commercial and other printing processes.

Ability to:

Understand and carry out oral and written directions.

Operate and make minor repairs to offset printing and related equipment.

Maintain and conduct routine service reproducing equipment.

Make simple arithmetic calculations and write legibly.

Establish and maintain effective work relationships with City staff and outside vendors.

Ability to:

Plan and schedule work.

Log and keep accurate records.

Create designs for financial reports and other special projects.

Estimate and calculate costs for printing and graphic layout of projects.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of responsible experience in the operation, adjustment and care of offset press and related printing equipment.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
REVISED: Sept 2000
EEOC: Professional
FLSA: Non-Exempt
UNIT: Protech
PHYSICAL: 1

PROGRAM COORDINATOR

DEFINITION

To coordinate and direct a single purpose recreational services program and/or activity as assigned, including but not limited to, seniors, children's theater, teen center; aquatics, marketing, or the Milpitas Volunteer Partners program and to supervise part-time employees and volunteer workers participating in assigned program area.

DISTINGUISHING CHARACTERISTICS

This is the journey level position in the recreation services series. Positions in this class have responsible charge of day-to-day coordination, supervision, and scheduling of an assigned program area. The Program Coordinator class is distinguished from the Recreation Services Supervisor by the scope of program responsibilities. Often times, the Program Coordinator is responsible for a program area under the general responsibility of a Recreation Services Supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Services Supervisor or the Community Services Director.

Exercises general supervision over part-time employees and volunteer workers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Participate in planning, developing, supervising and carrying out recreation services activities within a single program area such as the teen center, senior's or children's theater.

Coordinate, promote, and implement recreation/leisure service activities as assigned.

Recruit, supervise, evaluate, train, hire, and discipline part-time employees and volunteers.

Prepare or coordinate the development of events publicity, including news releases, flyers, pamphlets, and brochures.

Schedule working hours for part-time staff.

Participate in the development and administration of a program budget.

Maintain records and develop reports concerning activities and effectiveness of new or on-going programs.

Schedule special events and activities relating to the program effort to which assigned.

Recommend the purchase of necessary equipment and supplies.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Procedures for implementing a variety of Recreation Services activities and programs.

Program content for assigned Recreation Services activities,
i.e. seniors, children's theater, or the teen center.

Recreation and social needs of the community.

Ability to:

Coordinate, organize, and implement recreation activities and specialized events.

Prepare and distribute publicity concerning new or on-going recreational offerings.

Supervise, train and evaluate part-time employees and volunteers.

Understand community needs in a variety of Recreation Services areas.

Identify methods to maximize service effectiveness and efficiency.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships with public groups, agencies, school officials, the media and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in the participation of a Recreation Services program and/or activity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Certification in CPR and First Aid from the American Red Cross within 90 days of appointment.

Approved by:

_____ _____

City Manager Date

Addendum 1: Aquatics & Youth and Adult Sports

Addendum 2: Milpitas Volunteers Partners
Addendum 3: Senior Center
Addendum 4: Marketing & Special Events

PROGRAM COORDINATOR
AQUATICS & YOUTH AND ADULT SPORTS

POSITION
The Aquatic and Youth and Adult Sports Coordinator is responsible for coordinating, supervising, scheduling, training of all staff, budget preparation and monitoring, report writing and working and planning special events.

EXAMPLES OF DUTIES

This coordinator is responsible for overseeing:

- the day to day operations of a swim team
- lap swim program
- swim lesson program
- water exercise
- aerobic exercise
- youth basketball leagues
- sports camps
- adult basketball and softball leagues
- drop-in sport programs

CERTIFICATES
American Red Cross Lifeguard Today, First Aid and CPR for the Professional Rescuer Certifications
ARC Lifeguarding Today Instructor
ARC Water Safety Instructor
National Pool & Water Park Lifeguard Training Instructor

PROGRAM COORDINATOR
MILPITAS VOLUNTEER PARTNERS

POSITION

Volunteer Coordinator for Recreation Services Division will be responsible for assessing, developing, recruiting, and coordinating volunteer needs for the City of Milpitas.

EXAMPLES OF DUTIES

- Develop and coordinate volunteer opportunities within the various City agencies and departments. Work closely with volunteer liaisons within the City to identify the needs for volunteer opportunities.
- Recruit, interview, and screen out (background checks and fingerprint) volunteer applicants for special events, and on – going City volunteer assignments.
- Responsible for day to day operation of the Milpitas Volunteer Partners office: record keeping, maintain and update Access Database, input and keep track of volunteer hours and assignments, schedule interviews with future volunteer applicants, provide information about the program to public, inventory of forms and office supplies, maintenance of volunteer applications and files.
- Work within the fiscal year budget to order promotional items for the program, gifts for volunteer participation, supplies (food, drinks, meal allowances, and etc.) for volunteers, and coordinate the annual Volunteer Recognition event.
- Coordinate and promote up coming special events for the City through the use of flyers, including news media, advertisements, pamphlets, and brochures.
- Act as a reference office to the public: provide information about other city or local non-– profit organizations if the volunteer opportunity does not exist within City of Milpitas.
- Prepare monthly reports to PRCRC Commission, and annual reports to the City Council reflecting: turnover rate of volunteers, breakdown of volunteer hours within each City Department, number of new and continuing volunteers, total number of hours of

service by volunteers, summary of volunteer participation within the City, and accomplishments of the MVP Program.

- Establish a working relationship with local schools, clubs, companies, religious, and other organizations. Communicate regularly with contact or spokespersons to promote new City programs and recruit volunteers for these positions.
- Maintain the Volunteer Opportunities Binder to reflect: new volunteer opportunities, description of assignment, duration, time commitments, and benefits to volunteers.
- Update the MVP Web page to show past special events, quotes / pictures from current volunteers, posting of new volunteer opportunities, and other necessary updates.

Knowledge of:

- Current laws regarding volunteers: supervision, waiver forms, and liability issues including risk management.
- Microsoft software programs: primarily Access for database needs. The MVP Office will be switching from FileMaker Pro to Access software, a far more complicated program that requires knowledge about relational databases.
- Development or enhancement of Municipal Volunteer Programs.

Ability to:

- Multi – task person able to work on several projects at once.
- Attend training workshops to stay abreast of volunteer trends in municipal volunteer program.
- Work flexible hours, including weekends to accommodate special segment volunteers (students, businesspeople, etc)
- Implement new procedures and policies.
- Supervise, train and work with people from all different backgrounds.
- Communicate effectively to large groups of people: presentations, promotions of the program, etc.
- Writing to clubs, schools, and other local organizations for publicity and promotional ideas.
- Establish a working relationship with City staff and Departmental Heads.

Program Coordinator
Senior Center Coordinator

The Position

The Senior Center Coordinator plans, coordinates and supervises city programs for senior citizens.

Examples of Duties

- Supervises selection, training and evaluation of staff.
- Develops and implements procedures for program.
- Produces newsletter publication promoting programs at the Senior Center and promotes programs through the media.
- Prepares and monitors budget for assigned area.
- Provides staff assistance to Senior Advisory Commision and other committees.
- Prepares reports on program operations including monthly summaries and quarterly reports.
- Supervises multi-services, which provide seniors with assistance in recreation, housing, health, legal, and social services.
- Advises staff on implementation of program objectives and goals.
- Recruits class instructors for senior programs.
- Recommends vendors and contracting agencies for the program.

Knowledge, Skills, and Abilities

- Knowledge of needs of the senior population.
- Ability to handle multi-task assignments.
- Ability to complete assignments on time and on budget.
- Basic accounting skills to provide accurate record keeping.
- Ability to express oneself verbally and in written form.

Ability to relate to staff, clients, and the public.

PROGRAM COORDINATOR
Marketing/Special Events Coordinator

Marketing Responsibilities

This position is responsible for the promotion of all Recreation Services programs and special events for youth, adults and seniors. This position is responsible for coordinating and writing press releases, advertisements, and the development of Milpitas' citywide Calendar, which is mailed to all residents. Additional responsibilities include creating sponsorship proposals and completing grant and award applications.

Special Event Responsibilities

The City of Milpitas currently offers nine citywide special events a year. Responsibilities include the coordination of all aspects of a special event, including conceptual ideas, ordering supplies and equipment, scheduling staff and volunteers, promotions and overseeing the special event's budget.

Excellent written and verbal skills a must, previous marketing and special event coordination essential and knowledge of the printing industry, Microsoft Office and using graphic programs a plus.

CITY OF MILPITAS
Effective: April 1998
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

PROJECT MANAGER
(Operations Manager)

DEFINITION

Plans for and implements the City's technology-related projects including assembling and managing project teams, identifying resources, and establishing project objectives, time lines and milestones.

DISTINGUISHING CHARACTERISTICS

The Project Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the CIO and/or Technology Manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Ensures the timely implementation of technology-related projects.

Assists in the development and management of technology project plans including defining requirements, tasks, and resource assignments, ensuring that approved quality levels and deadlines are met.

Prepares project plans and schedule to include coordinating resources, tasks, and work assignments.

Manages project teams of City staff and vendors to ensure that project objectives and time lines are met.

Provides technical guidance and assistance to project teams.

EXAMPLES OF DUTIES

Serves as a liaison with hardware and software vendors for the proper acquisition, installation, operation and maintenance of City resources.

Maintains expertise in City standard server hardware, database, operating systems and software products.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Information systems principles, practices, and techniques, including analysis, reengineering, design, programming, computer equipment characteristics and the systems development life cycle.

Municipal applications including financial, geographic information, permit processing, and public safety systems.

State of the art methods of information processing using a variety of platforms, and hardware and software resources including local and wide area networks, host computing, client-server, hardware concepts, operating systems, programming languages, data communications, and database design.

Administrative principles and methods including goal setting, program development and implementation, project management, budgeting, and employee supervision.

Local government practices and administration.

Minicomputer, client/server, LAN and WAN technology.

City standard application server hardware, software, database and operating systems.

Ability to:

Understand emerging technology and its application to improve City services.

Make sound decisions concerning information technology as it applies to the City.

Ability to:

Analyze complex computer-related problems, evaluate alternatives, and make sound, well-structured recommendations.

Prepare and present clear and well-organized written and oral reports to City Council, City administration and other groups as required.

Explain technical issues and concepts to non-technical staff.
Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Plan, manage, and implement technology projects; assessing progress and making appropriate corrections to keep projects on track.

Plan, organize, supervise, review and evaluate the work of project team staff in a manner that is conducive to independent judgment, and high performance and personal accountability.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems, or a closely related field.

Experience:

Four years experience in systems analysis and design, and project management, preferably in a local government environment. Experience in administration of technical service contracts is highly desirable.

License

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

Approved by:

_____

City Manager

Salary Range $71,066.84 - $93,545.41 Annually,
(Includes employee paid PERS Contribution)

Good enough for government doesn't work here: The City of Milpitas Information Services Division is looking for Project Managers to lead implementation of cutting edge technology in the areas of public safety, imaging and document management, permitting, finance, Internet and geographic information systems. Join a team of IS professionals making a difference in the heart of Silicon Valley.

Contact:

Liza M. Lowery, Chief Information Officer
City of Milpitas
Phone 408-942-3988
Fax 408-262-3772
Email llowery@ci.milpitas.ca.gov

CITY OF MILPITAS

EFFECTIVE: March 2000
EEOC: Public Safety
FLSA: IAFF
UNIT: Fire
PHYSICAL: 7

PUBLIC EDUCATION CAPTAIN/FIRE PREVENTION INSPECTOR

DEFINITION

The major focus of this position is fire education/prevention. The Public Education Captain will provide public fire education, act as the department's information officer, and serve as fire inspector. This is a forty (40) hour per week (accrues 40 hour benefits per IAFF MOU) position with a three year minimum commitment.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Fire Marshal.

May be required to supervise subordinate employees as the need arises.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

Plan, organize, coordinate, supervise and implement the department's public fire and life safety education program.

Coordinate and develop the Fire department's public education programs such as KidSafe House, Pre-school Program, Fire Station Tours, Community Events, Community Fire Aides, and Fire Prevention Month.

Verify compliance to life safety standards for high rises, apartments, hotels/motels, licensed facilities, and conduct construction inspections as needed.

Manage referrals and coordinate the juvenile counseling program.

Serve as department Public Information Officer in emergency and non-emergency situations.

Develop public information packages, press releases, etc.

Perform basic fire code inspections in life safety occupancies and in support of the Engine Company inspection program.

Participate in a variety of meetings with other departments and agencies on behalf of the Fire Department or City.

Perform preliminary and supplementary fire case investigation work in support of shift investigator and arson investigation programs.

May serve in any Emergency Response capacity (suppression) for which the incumbent is qualified on an as needed basis.

May be subject to temporary assignment to line position to cover temporary vacancies created by authorized leave.

Will be assigned as vacation relief on a scheduled basis each year to maintain operational skills and experience.

Perform related work as required.

QUALIFICATIONS

Knowledge of:

Inspection techniques and principles.

Fire inspection practices and procedures.

Fire prevention codes and enforcement practices.

Ability to:

Conduct inspections, report findings and assist customers in compliance.

Provide direction to staff.

Plan, organize and coordinate the activities of volunteers and fire aides.

Communicate clearly and concisely, orally and in writing.

Establish and maintain cooperative working relationships with others in the organization, customers, and the public.

Effectively interpret rules and regulations and make sound decisions.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four and a half years of paid municipal fire suppression experience.

Education:

Equivalent to completion of the twelfth grade and 30 units of college level courses in fire science or related fields.

License or Certificate:

Possession of or ability to obtain, and maintain an appropriate, valid California Driver's License and the ability to operate tow vehicles.

Possession of a valid EMT-1 Certificate at the time of appointment and maintenance of said certification thereafter.

Approved:

_____ _____

June Catalano, Acting City Manager Date

CITY OF MILPITAS
EFFECTIVE: 8/14/92
REVISED: 2/1/94
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

PUBLIC INFORMATION SPECIALIST

DEFINITION

To perform a variety of activities involving providing information to the public on City programs, services and activities through various media; to respond to inquiries pertaining to assigned program areas of responsibilities; and to perform related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager or designee.

May exercise supervision over interns or other assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, script, produce and edit television programs for cable cast and for the use by City departments.

Administer franchise agreements.

Establish and maintain public and news media relations.

Develop, coordinate, conduct and evaluate marketing, outreach, public awareness and promotional efforts related to assigned areas of responsibility.

Plan, write and edit materials for advertisements, news releases, internal communications, promotional events, television production, internal communications and other public information.

Make public presentations before various groups.

Conduct surveys and perform research and statistical analysis as required; prepare related reports.

Monitor and coordinate the daily operation of assigned program areas; perform administrative detail work and maintain appropriate records and statistics.

EXAMPLES OF DUTIES

Participate in special projects as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and techniques of effective public communications and public relations.

Principles and techniques of advertising copy writing, layout and production; and/or equipment, process and techniques of television program production, particularly those commonly found in public access centers.

Principles and practices of public administration.

Customs and practices of various public information media.

Ability to:

Work independently with minimal supervision.

Communicate clearly, concisely and effectively, both orally and in writing.

Understand and effectively communicate technical data to the media and the public.

Plan, organize and produce public information programming.

Establish and maintain cooperative working relationships with the City Council, City staff, School District staff, and Access Center staff, business, community and special interest groups; the cable operator; and the general public.

Learn, interpret and implement applicable Federal, State and local laws and regulations relative to program areas of responsibility.

Plan, develop and execute educational materials for public distribution, either in print or video.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience in a cable access center or similar television production studio.

Education:

Bachelor's degree from an accredited college or university with major course work in radio and television, journalism, advertising, communications, public relations or related field.

Additional applicable experience may be substituted for formal education.

Approved by:

_____

City Manager

CITY OF MILPITAS
Revised: 9/8/91
Established: 4/89
EEOC: Office and Clerical
UNIT: Pro Tech
FLSA: Non-exempt
Physical: 1

PUBLIC SERVICES ASSISTANT I / II

DEFINITION

Under general supervision, performs a variety of responsible and specialized clerical work involving heavy public contact including related bookkeeping and record keeping tasks.

DISTINGUISHING CHARACTERISTICS

Public Services Assistant I - This is the entry level class in the Public Services Assistant series. Initially under immediate supervision, incumbents learn public contact duties and department_procedures. As experience is gained, a wider variety of duties is performed. This class is flexibly staffed with Public Services Assistant II and employees may advance to the II level after gaining the required experience, knowledge, and skills.

Public Services Assistant II - This is the full journey level class in the Public Services Assistant series, and is distinguished from the I level by performance of the full range of duties as assigned, with only occasional instruction or assistance in non-routine situations. Public Services Assistants are supervised by management or supervisory staff. Incumbents in the Public Services Assistant II class may provide technical supervision for those in the Public Services Assistant I class.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Provide direct support service to the public as an information source on City policies and procedures including City sponsored programs and activities.

Register participants in City sponsored programs; calculate, collect and process fees and charges.

Maintain appropriate financial records relative to assigned area of responsibility.

Maintain agency funds accounts as assigned including the opening and closing of accounts, balancing, and preparation of refunds.

Respond to complaints and requests for information on regulations, procedures and policies; refer the more complex situations that may arise as appropriate.

EXAMPLES OF DUTIES

Provide specialized clerical and coordinative services in support of assigned departmental functions and/or programs.

Prepare and submit data and information for input into computerized system to ensure that appropriate records are maintained.

Maintain appropriate records and logs for assigned program area.

Input data into computerized system.

Compile statistics and prepare monthly reports.

Assist departmental staff in special projects involving the gathering and tabulating of data for inclusion in reports.

Participate and assist in the administrative operations of the departmental/division to which assigned including the processing of purchasing requisitions, maintaining adequate supply levels, receipt and expenditure records, and maintaining appropriate files and records as assigned.

Type a variety of written material from rough draft or verbal instructions.

Operate work processing and/or data processing equipment as assigned.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

English usage, grammar and punctuation.

Modern office methods, procedures and equipment.

Filing and record keeping systems.

Fundamental principles of bookkeeping and record keeping, including basic mathematical principles.

Proper methods and procedures used in handling cash and checks.

Skill/Ability to:

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

Perform responsible and specialized clerical work involving the use of independent judgment.

Establish and maintain effective working relationships with City staff and the general public.

Communicate effectively, orally and in writing.

Follow oral and written instructions.

Interpret and apply the operating rules and procedures of assigned department/division.

Type at a rate of 40 words per minute.

Operate word processing and computer equipment as assigned.

Perform routine mathematical computations and calculate fees.

Operate a ten-key adding machine or calculator.

Compile and maintain a variety of records and files.

Other Requirements:

Specified positions may require possession of a valid California driver license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Public Services Assistant I: One year of clerical or office support experience which has included dealing with the public and record keeping.

Public Services Assistant II: In addition to the above, one year of experience performing responsible and specialized clerical work involving heavy public contact at a level equivalent to the City of Milpitas' class of Public Services Assistant I.

Approved by:

_____

City Manager

AS52/Y

CITY OF MILPITAS
Revised: 9/8/91
Established: 6/85
EEOC: Office and Clerical
UNIT: Supervisory
FLSA: Exempt
Physical: 1

PUBLIC SERVICES SUPERVISOR

DEFINITION

Under direction, supervises and manages a centralized clerical support system including setting priorities, coordinating work activities, assigning and checking work performed, and evaluating assigned staff; provides direct support and assistance to the public; and provides difficult, technical or specialized office and administrative support to staff in assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level in the Public Services Assistant class series. Incumbents receive direction from a department head, and are responsible for planning, organizing, supervising, reviewing and evaluating the work of a group of public services support employees. The work also includes performance of difficult, technical or specialized office and administrative support work.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise and manage a centralized clerical support system.

Assign work activities to assigned staff; set priorities, coordinate work assignments and review work for accuracy.

Supervise, train and evaluate assigned staff.

Handle and resolve personnel and office problems.

Serve as liaison between departments, divisions and assigned staff.

Perform administrative duties within the clerical support system; supervise the ordering and storage of appropriate supplies; monitor budget as assigned; recommend improvements in work flow, procedures, and use of equipment and forms.

Apply and interpret departmental rules, policies and regulations in response to inquiries from City staff and the general public.

EXAMPLES OF DUTIES

Initiate and maintain a variety of files and records.

Provide direct support to the public; process plans and permits; compute and collect fees due; provide general information regarding policies and procedures relative to assigned area of responsibility.

Reconcile City bills as assigned, such as bills for telephone service, street lighting and asphalt; maintain appropriate records.

Type a variety of written material from handwritten copy; operate work processing equipment as assigned.

Compose correspondence and written materials using individual judgment with only general guidelines provided.

Research, compile, calculate and analyze data for special projects and various reports.

Maintain and/or update a variety of records and logs.

Operate a variety of office machines including work processing and data processing equipment as assigned.

QUALIFICATIONS

Knowledge of:

English usage, spelling, grammar and punctuation.

Modern office methods, procedures and equipment including word processing and data processing equipment as assigned.

City and departmental rules, regulations and procedures.

Fundamental principles of bookkeeping, record keeping and filing.

Business letter writing methods and format.

Principles and practices of supervision, training and evaluation.

Skill/Ability to:

Organize, schedule, assign and review the work of others.

Supervise, direct, train and evaluate assigned clerical staff.

Set priorities and coordinate the work of staff.

Communicate effectively, orally and in writing.

Interpret and administer policies and procedures relative to support staff operations; make recommendations for improvements.

Maintain and prepare appropriate records and reports.

Operate work processing and data processing equipment as assigned.

Establish and maintain effective working relationships with City staff, assigned clerical support staff, and the general public.

Work independently under general guidelines and make decisions without immediate direction.

Compose correspondence independently.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Equivalent to three years of increasingly responsible office support or clerical experience comparable to that of a Public Services Assistant II in the City of Milpitas.

Approved by:

City Manager

AS95/L

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Technicians
FLSA: Exempt
UNIT: Protech/Plng. & Code Enforcement
PHYSICAL: 2

PUBLIC WORKS INSPECTOR

DEFINITION

To inspect work quality and materials used in a variety of public works construction projects and subdivisions to insure conformance with approved plans, specifications and departmental regulations; and to maintain records and prepare reports pertaining to projects inspected.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class in the Public Works Inspector series. Positions in this class perform the full range of duties and tasks as assigned, with only occasional instruction or assistance as new or unusual situations arise. The Public Works Inspector is distinguished from the Senior Public Works Inspector in that responsibility is not assumed on a regular basis for supervision, scheduling and coordinating the activities of the inspection unit.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Senior Public Works Inspector.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Inspect work quality and materials used in a variety of public works projects to ensure compliance with approved plans, specifications, codes and ordinances.

Review plans and specifications of assigned projects; attend pre-construction conferences as assigned.

Inspect materials for identification and conformance to specifications.

Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

EXAMPLES OF DUTIES

Take samples of materials for examination for analysis by laboratories.

Perform routine field tests.

Observe work during progress and upon completion.

Record amounts of materials used and work performed; prepare necessary reports for progress payments.

Indicate location of various appurtenances on plans.

Prepare activity records and reports.

Coordinate design alterations between City staff and the developer.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, materials, equipment and safety hazards of construction.

Defects and faults in construction.

Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Principles of engineering as applied to construction inspection.

Engineering mechanics of structures.

Ability to:

Learn applicable laws, regulations, codes and departmental policies governing the construction of assigned projects.

Understand and interpret engineering plans and specifications and prepare accurate engineering records.

Ability to:

Deal firmly and tactfully with contractors, engineers and property owners.

Communicate effectively, orally and in writing.

Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.

Analyze construction plans, specifications, and maps.

Prepare technical reports.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of increasingly responsible public works inspection experience or a closely related field.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificates

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE: 4/17/90
EEOC: Officials/Admins
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

PURCHASING AGENT

DEFINITION

To plan, organize and direct the centralized purchasing activities of the City including the purchase of materials, supplies and services; developing specifications for goods and services, requests for bids and proposals; and to provide professional and technical staff assistance in assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Financial Services/Treasurer or the Assistant Finance Director, as appropriate.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize and direct the operations of the Purchasing Division of the Finance Department.

Review purchase orders and requisitions for completeness of data, authorization for purchase, availability of funds and compliance with applicable regulations.

Oversee and monitor City inventory control systems including receipt, storage, inventory and issue of warehouse items and establishing adequate inventory levels of stock items.

Directs the preparation of reports and the maintenance of required purchasing records; prepares reports as needed for the Director of Financial Services, City administrators and City Council.

Provide technical guidance to all departments in regards to requisitioning procedures, cost and availability of goods and services, vendor qualifications and current technology.

Develop and implement purchasing standards and procedures for inventory control, requisition of supplies and solicitation of bids.

EXAMPLES OF DUTIES

Act as primary liaison with vendors, City departments, local and state agencies and the public, on issues and questions concerning purchasing, property management, state and federal procurement regulations including, affirmative action requirements.

Manage, train, supervise and evaluate assigned personnel.

Perform other duties as assigned.

Knowledge of:

Purchasing principles and practices, market conditions, sources of supply, traffic procedure, and a broad variety of trade names, brands and standards.

Commodity markets, marketing practices and community pricing methods.

Federal, State and municipal purchasing laws and procedures.

Principles and practices of organization, administration, budget and personnel management.

Procurement techniques; computerized inventory control and materials management systems.

Ability to:

Interpret laws, rules and regulations.

Plan, supervise and evaluate the work of others.

Deal tactfully and effectively with employees, vendors and the general public.

Communicate clearly and concisely, orally and in writing.

Analyze, evaluate and modify purchasing methods and procedures.

License

Valid California driver's license.

CITY OF MILPITAS
Purchasing Agent (Continued)

QUALIFICATIONS

Equivalent to a Bachelor's degree with major course work in purchasing, business administration, finance, public administration or closely related field and three years increasingly responsible experience as a buyer and /or purchasing agent in a public sector/governmental agency.

Approved by:

_____

City Manager

AS/1

CITY OF MILPITAS
Effective: July 2000
FLSA: Non-exempt
Unit: Protech
Physical: 6

RECREATION SERVICES LEADER V (FULL TIME PERMANENT)

DEFINITION

To coordinate and direct one single purpose recreational service activity in area of specialty as assigned and may oversee the work of other recreational services personnel. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance on the job duties and work independently. Assignments in this classification may include, but are not limited to: children's theatre director.

DISTINGUISHING CHARACTERISTICS

This class serves as a lead position in the Recreation Services Leader series and is responsible for the day to day operation of their assigned activity. It is distinguished from level IV by the performance of more complex and responsible duties assigned to positions in this series. It is distinguished from the Recreation Services Assistant Series in that the Recreation Leader V exercises only technical or indirect supervision of other personnel.

SUPERVISION RECEIVED AND EXERCISED

May receive general supervision from Program Coordinator and/or Recreation Services Supervisor.

May exercise technical supervision over less experienced recreational services personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

When assigned as Rainbow Theatre Director:

Plan, organize, and coordinate production of 5 plays per year.

Assist Program Coordinator in coordinating efforts of volunteers and other recreational services personnel.

Perform administrative work as assigned by Cultural Arts Program Coordinator.

Assist other recreational services personnel with coordination of City-Wide Special Events.

Determine and assist program participants with their service needs.

Maintain records on program activities.

Respond to public inquiries and complaints.

Issue and collect equipment and supplies.

Maintain discipline and encourage observance of required safety precautions.

Work with set designer to plan, organize, and coordinate construction of theatrical sets for Rainbow Theatre.

Plan, organize, and coordinate school and day camp groups for specially designated school and day camp performances.

QUALIFICATIONS

Knowledge of:

Demonstrate proficiency in area of specialty (theatre, music, and dance).

Instruct others in area of specialty.

Plan and organize program elements.

Communicate and work effectively with the public.

Establish and maintain program procedures and policies.

Keep and maintain program records.

Work independently and exercise good judgement.

Communicate and work effectively with children between the ages of 8 and 18.

License

Appropriate valid California driver's license and satisfactory driving record.

Certification in first aid and CPR is required within 90 days of appointment.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledges and abilities would be:

- BA in Theatre or Dramatic Arts (or experience equivalent) is desirable
- One year experience involving a recreational or related program dealing with children

Approved By:

_____ _____

City Manager Date

CITY OF MILPITAS
Effective February 6, 2001
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical 6

RECREATION SERVICES MANAGER
Exempt Management

DEFINITION
Under general direction, the Recreation Services Manager provides oversite to the Recreation Division programs including the senior, sports, and community centers. The position requires knowledge of a wide variety of recreation activities which includes programs such as Aquatics, adults sports, youth and teens, cultural arts, theatre, preschool, childcare center, nutrition center, marketing and special events; supervise and train staff; may be assigned to work nights, weekends, and at various sites.

SUPERVISION EXERCISED
Exercise direct supervision over supervisory, para-professional, and support staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following*:
Assume management responsibility for services and activities of the Recreation Services Division.

Develop and implement program goals and policies, staffing levels, and administer policies and procedures in accordance with the City's policies and procedures.

Assess community recreational interests in order to design and implement appropriate programs and assess facility needs to accommodate program needs;

Apply for and secure grant-funding for recreation programs;

Prepare and negotiate contracts with service providers;

Develop marketing and advertising strategies to optimize community involvement;

Perform specialized and complex assignments in developing community-based programs;

Prepare and monitor programmatic budgets and expenditures;

Provide reports and updates to the Director as required;

Plan, organize, direct, supervise, train, and evaluate the work of the assigned staff.

Assist in the development and implementation of the Department's goals, objectives, policies, procedures, and work standards.

Make presentations at City Council, the Commission and public meetings as required; represent the City on a variety of committees internal and external;

Keep abreast of laws and standards in recreation related service areas and maintain current knowledge in performance of job while employed at the City.

Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of: Philosophies, techniques, trends, and principles of urban recreation management; principles of organization, administration, and budget management; principles and practices of management, supervision, training, and performance evaluation; principles of marketing, advertising, and public relations.

Ability to: Plan the work of professional and para-professional staff; prepare, analyze, and make recommendations pertaining to programs; analyze and compile programmatic statistical data; provide professional leadership and direction; apply budgeting principles; manage, direct, train, coordinate and evaluate the work of staff; recommend and implement goals and objectives for efficiencies; prepare clear and concise reports; research, analyze, and evaluate service delivery methods and techniques; interpret and apply policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; prepare and present clear and well-organized written and oral reports to City Council, City administration, and others as required; develop and implement administrative and departmental policies, procedures, and rules; exercise sound, independent judgment within general policy guidelines.

Skill to: Effectively use automated information systems, including use of a personal computer and office software applications.

Special Requirements *Essential duties require the following physical abilities and work environment:* Ability to work in a standard office environment; able to travel to various locations; maintain a valid California Driver's License and a good driving record throughout employment.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Education/Certifications: Bachelor of Science degree from an accredited college or university with major course work in recreation or related field.
Experience: Five (5) years of increasingly responsible recreation program experience including two (2) years of supervisory experience.

_____ _____

City Manager Date

CITY OF MILPITAS

RECREATION SERVICES ASSISTANT I

DEFINITION

To perform entry level work in the implementation of recreational/leisure service programs and activities. Assignments in this classification may include, but are not limited to: food server, preschool aide or senior center aide.

DISTINGUISHING CHARACTERISTICS

This is an entry level position in the Recreation Services Assistant I series. Positions assigned to this class are distinguished from II level by the performance of less than the full range of duties as assigned to the journey level class within this series. This class is typically used as a training class in that incumbents may have only limited or no directly related work experience.

SUPERVISION RECEIVED AND EXERCISED

May receive direct supervision from the Senior Center Director, Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility. May receive indirect supervision from Recreation Services Assistant II or III.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform routine duties in carrying out recreational/leisure services activities as assigned.

Issue and collect equipment and supplies.

Set up apparatus and make minor repairs on equipment.

Maintain discipline and encourage observance of required safety precautions.

Accompany participant groups at special events and assist recreation leaders in keeping order.

Assist in the planning and organizing of recreational activities and programs in assigned areas.

Perform related duties as assigned.

When assigned as Food Server:

Coordinates and maintains safe and sanitary procedures according to the nutrition standards and policies for food service.

EXAMPLES OF DUTIES

Directs volunteers in setting up dining room, serving of food and clean-up of kitchen and dining areas.

Cleans all equipment and work areas.

Monitors supplies and informs supervisor of problems regarding meal delivery, food service and other related areas.

Assist in first aid as needed.

Other duties as assigned.

QUALIFICATIONS

Experience:

Any combination of education and experience that would likely provide the required knowledges and abilities would be qualifying.

Knowledge of:

Safe work practices.

Equipment and tools used in area of assignment.

Ability to:

Communicate and work effectively with the public.

Understand and carry out oral and written directions.

Assist in first aid if necessary.

Certification in first aid and CPR is required.

Approved by:

City Manager

CITY OF MILPITAS

RECREATION SERVICES ASSISTANT II

DEFINITION

To coordinate and direct one single purpose recreational/leisure service activity as assigned. Assignments in this classification may include, but are not limited to: van driver, nutrition site manager, day camp counselor, lifeguard, or playground leader.

DISTINGUISHING CHARACTERISTICS

The class serves as a lead position in the Recreation Services Assistant series and is responsible for the day-to-day operation of their assigned activity. The Recreation Services Assistant II is distinguished from the I level by the performance of the full range of duties as assigned. Incumbents at this level are fully trained and familiar with the operating procedures and policies of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

May receive direct supervision from the Senior Center Director, Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility. May receive indirect supervision from Recreation Services Assistant III.

May exercise technical supervision over less experienced recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assist in the planning and organizing of recreational activities and programs in assigned areas.

Determine and assist program participants with their service needs.

Maintain records on program activities.

Respond to public inquiries and complaints.

Issue and collect equipment and supplies.

Set up apparatus and make minor repairs on equipment.

Maintain discipline and encourage observance of required safety precautions.

Accompany participant groups at special events and assist recreation leaders in keeping order.

EXAMPLES OF DUTIES

Perform other duties as assigned.

When assigned as Van Driver:

Drive 12-passenger van.

Follow pickup and return schedule of participants.

Supervise safety of van passengers in route.

Provide first aid and CPR when necessary.

Other duties as required.

When assigned as Nutrition Site Manager:

Train and direct nutrition site personnel.

Recruit and instruct volunteers in food service and other site activities.

Schedule transportation of seniors to site.

Open and close facilities.

Establish and maintain program procedures and policies.

Keep program records and provide reports to Senior Center Director.

Determine and assist program participants with their service needs.

Other duties as required.

QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typically way to obtain the knowledges and abilities would be:

One year experience involving a recreational or related program dealing with the public. If assigned as Nutrition Site Manager, experience must include meal service and nutritional planning.

Knowledge of::

Safe work practices.

Principles of supervision and training.

Ability to:

Communicate and work effectively with the public.

Operate a passenger van.

Establish and maintain program procedures and policies.

Keep and maintain program records.

License:

Appropriate valid California driver's license and satisfactory driving record may be required according to assignment. A satisfactory driving record would require:

1. No more than two moving violations in the past three years and no at-fault accidents.
2. No drug or alcohol convictions.
3. No felony convictions.

Certificate in first aid and CPR is required.

Approved by:

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City Manager

CITY OF MILPITAS

RECREATION SERVICES ASSISTANT III

DEFINITION

Serves as staff consultant in area of specialty and may oversee the work of other recreational services personnel. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently. Assignments in this classification may include, but are not limited to: set designer, assistant pool manager, or pre-school instructor.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class in the Recreation Services Assistant series. The Recreation Services Assistant III is distinguished from the II level by the performance of the more complex and responsible duties assigned to positions in this series. It is distinguished from the IV level in that the III exercises only technical or indirect supervision of other personnel.

SUPERVISION RECEIVED AND EXERCISED

May receive general supervision from Recreation Services Assistant IV, Program Coordinator and/or Recreation Services Supervisor.

May exercise technical supervision over less experienced recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan and organize recreational activities for assigned area of responsibility.

Assist in directing work of assigned volunteers and recreation leaders.

Organize and lead groups in a particular recreational activity.

Maintain supplies and equipment as needed.

Assist in maintaining program records.

Maintain discipline and encourage observance of required safety precautions.

Accompany participant groups at special events and assist recreation leaders in keeping order.

Perform other duties as assigned.

EXAMPLES OF DUTIES

When assigned as Set Designer:

Plan, organize and coordinate construction of theatrical sets for Rainbow Theater.

Assist Director in coordinating efforts of volunteers and other recreational services personnel.

Perform administrative work as assigned by Rainbow Theater Director.

QUALIFICATIONS

Knowledge of:

Demonstrate proficiency in area of specialty.

Instruct others in area of specialty.

Plan and organize program elements.

Communicate and work effectively with the public.

Establish and maintain program procedures and policies.

Keep and maintain program records.

Work independently and exercise good judgment.

License

Appropriate valid California driver's license and satisfactory driving record may be required according to assignments.

Certification in first aid and CPR is required within six months of appointment.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledges and abilities would be:

One year experience involving a recreational or related program dealing with the public.

Approved by:

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City Manager

CITY OF MILPITAS
Effective: July 2000
Revision: June 29, 2001
EEOC: Admin Support
Unit: Protech
FLSA: Non-Exempt
Physical: 1

RECREATION SERVICES ASSISTANT IV

DEFINITION

To supervise, schedule Building Attendants and coordinate one recreational activity or several closely related recreational activities, provide customer service, room set ups and address building maintenance issues for recreational facilities. Responsible for hiring, training and evaluating assigned personnel. Assignments in this classification may include, but are not limited to: Head Pre-School Instructor, Lead Building Attendants, Rainbow Theater Director or Pool Manager.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Recreation Services Assistant series. The Recreation Services Assistant IV is distinguished from the III level by responsibility assumed for serving in the supervising capacity of other assigned recreational services personnel and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from either a Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility.

Exercises direct supervision over assigned recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, organize and direct recreational activities for assigned area of responsibility.
- Direct work of volunteers, recreation leaders and other recreational services personnel.
- Develop and coordinate promotional activities including fundraising, special events and media relations.
- Ensure compliance with City policies and procedures.
- Maintain supplies equipment and records as needed.
- Provide staff training in area of assignment.
- Maintain records on program activities.

Child Care Coordinator: duties may include but not limited to the following:

- Coordinate child care resources/referrals and related activities for the City of Milpitas.
- Assists child care providers and the private sector in identifying, developing and increasing children services.
- Assist the public in securing suitable child care arrangements.
- Assist with the coordination of the Preschool Program, i.e. staff, budget, parents/participants, instructing classes.
- Prepare reports, studies, special projects and other data that is required for presentation and review by the Recreation and Community Services Department Head, City Council, or any other official body.
- Research grant opportunities involving children programs.
- Monitor and modify the Child Care Grant Program as needed.
- Coordinate with other local child care and school age recreational programs in maximizing services.
- Educate and train child care providers, parents and preschool staff on a regular basis in respect to quality care.
- Network with child care coordinators in Santa Clara County
- Network with local child care resource and referral agencies.
- Attend support group meetings for family child care and centered based providers.
- Provide and informational child care brochure for the public.
- Assist in the coordination of city wide special events.
- Performs other duties as assigned.

Head Pre-School Teacher: duties may include but not limited to the following:

- Plan and direct work of pre-school personnel.
- Instruct classes in educational and physical activities.
- Recruit, train and evaluate new staff.
- Keep pre-school records and prepare related reports.
- Organize and staff fund-raising efforts.
- Compile and edit pre-school newsletter.

- Monitor pre-school program budget; order supplies.
- Open and close facilities.
- Other duties as required.

MIMIMUM QUALIFICATIONS

Knowledge of:

- Purposes and practices of municipal recreational programs.
- Modern office practices and principles.
- Safe work practices.
- Principles of supervision and training.
- Lifting and moving a minimum of 20lbs of equipment.
- Modern Child Care business practices, program content and implementation.

Ability to:

- Communicate and work effectively with the public and City personnel.
- Establish and maintain program procedures and policies.
- Establish and maintain training and staff appreciation procedures.
- Keep and maintain program records.
- Plan, organize and direct the work of others.
- Work independently.
- Assess program needs and implement policy changes when necessary.
- Prepare detailed reports and other written materials based on oral and written information.
- Assess community needs.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

An Associates Degree or equivalent with major course work in Early Childhood Education, Recreation, Liberal Arts, or a related field.

Experience:

Two years supervisory experience in child care or a related recreation field.

LICENSE AND CERTIFICATES

- Appropriate valid California driver's license and satisfactory driving record. (DMV printout required)
- Certification in First Aid and CPR.
- Proof of TB (Tuberculosis) clearance test.

Approved by:

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City Manager Date

CITY OF MILPITAS

Effective:	July 2000
Revision:	June 29, 2001
EEOC:	Admin Support
Unit:	Protech
FLSA:	Non-Exempt
Physical:	1

RECREATION SERVICES ASSISTANT IV
(Case Manager)

DEFINITION

To provide social service information and services to Milpitas senior adults and disabled persons. Interview at- risk clients to determine the type of services needed. Schedule social service seminars at the Senior Center, assist with senior and recreation related programs and events. Supervise a part-time Office Assistant and assign them their daily duties.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Recreation Services Assistant series. The Recreation Services Assistant IV is distinguished from the III level by responsibility assumed for serving in the supervising capacity of other assigned recreational services personnel and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently. Must be knowledgeable in the most update Medical, Medicare, Social Security, and government assistance programs for senior adults.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from either a Program Coordinator or Recreation Services Supervisor according to assigned area of responsibility.

Exercises direct supervision over assigned recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Provide a comprehensive assessment of culturally diverse clients psychosocial, economic, and health status to determine their needs.
- Organize and accomplish all tasks related to assessing the client, developing the care plan, implementing the service plan, conduction follow up, and monitoring the plan.
- Provide direct services to clients so they are able to obtain benefits
- Direct work of part time staff and volunteers.
- Develop and coordinate promotional information for seminars and social service programs.

- Ensure compliance with City policies and procedures.
- Maintain supplies equipment and records as needed.
- Provide staff training in area of assignment.
- Maintain records on services provided and clients.
- Prepare reports, studies, special projects and other data that is required for presentation and review by Recreation Services Management, City Council, or any other official body.
- Assist in the coordination of city wide special events.
- Performs other duties as assigned.

MIMIMUM QUALIFICATIONS

Knowledge of:

- Purposes and practices of social service programs.
- Local, State, and National social service programs to assist senior adults.
  - Included, but not limited to:
  - Medicare, Medi-Cal
  - Social Security
  - State Disability Insurance
  - Supplemental Security Income
  - Housing Assistance Programs
  - Immigration & Naturalization Services
  - US Citizenship Procedures
  - Food Programs
  - Low-Income Assistance Programs
  - In Home Supportive Services
  - Transportation Services
- Safe work practices.
- Principles of supervision and training.

Ability to:

- Communicate and work effectively with the public and City personnel.
- Establish and maintain program procedures and policies.
- Establish and maintain training and staff appreciation procedures.

- Keep and maintain program records.
- Plan, organize and direct the work of others.
- Work independently.
- Assess program needs and implement policy changes when necessary.
- Prepare detailed reports and other written materials based on oral and written information.
- Assess community needs.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years supervisory experience in social service programs or a related recreation field.

Education:

Social Service Degree or a related field or equivalent work related experience.

LICENSE AND CERTIFICATES

- Appropriate valid California driver's license and satisfactory driving record. (DMV printout required)
- Certification in First Aid and CPR.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
Effective: July 2000
Revision: June 29, 2001
EEOC: Admin Support
Unit: Protech
FLSA: Non-Exempt
Physical: 1

RECREATION SERVICES ASSISTANT IV
Child Care Resource & Referral Coordinator

DEFINITION

Manages the resource and referral components of the Child Care Program. This position offers assistance to parents looking for child care within the Milpitas metropolitan area; provides liaison and clerical support services to the Milpitas Alliance for Better Child Care; oversees the City of Milpitas Individual Family Child Care Assistance Fund; and works closely with the staff providing support, programs and workshops for parents, providers, and the general public.

DISTINGUISHING CHARACTERISTICS

This is the supervisory class in the Recreation Services Assistant series. The Recreation Services Assistant IV is distinguished from the III level by responsibility assumed for serving in the supervising capacity of other assigned recreational services personnel and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of the job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Services Supervisor according to assigned area of responsibility.

Exercises direct supervision over assigned recreational services personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, organize and direct recreational activities for assigned area of responsibility.
- Direct work of volunteers, recreation leaders and other recreational services personnel.
- Develop and coordinate promotional activities including fundraising, special events and media relations.
- Ensure compliance with City policies and procedures.
- Maintain supplies equipment and records as needed.
- Provide staff training in area of assignment.
- Maintain records on program activities.
- Coordinate child care resources/referrals and related activities for the City of Milpitas.

- Assists child care providers and the private sector in identifying, developing and increasing children services.
- Assist the public in securing suitable child care arrangements.
- Support the daily operational needs of the preschool coordinator, staff, parents/participants, instructing classes.
- Prepare reports, studies, special projects and other data that is required for presentation and review by the Recreation and Community Services Department Head, City Council, or any other official body.
- Research grant opportunities involving children's programs.
- Monitor and modify the Child Care Grant Program as needed.
- Coordinate with other local child care and school age recreational programs in maximizing services.
- Educate and train child care providers, parents and preschool staff on a regular basis with respect to quality care.
- Network with child care coordinators in Santa Clara County
- Network with local child care resource and referral agencies.
- Attend support group meetings for family child care and centered based providers.
- Provide and informational child care brochure for the public.
- Assist in the coordination of city wide special events.
- Work closely with the City of Milpitas Recreation Services child care coordinator and preschool coordinator.
- Performs other duties as assigned.

MIMIMUM QUALIFICATIONS

Knowledge of:

- Purposes and practices of municipal recreational programs.
- Modern office practices and principles.
- Safe work practices.
- Principles of supervision and training.
- Lifting and moving a minimum of 20lbs of equipment.
- Modern Child Care business practices, program content and implementation.

Ability to:

- Communicate and work effectively with the public and City personnel.
- Establish and maintain program procedures and policies.
- Establish and maintain training and staff appreciation procedures.
- Keep and maintain program records.
- Plan, organize and direct the work of others.
- Work independently.
- Assess program needs and implement policy changes when necessary.
- Prepare detailed reports and other written materials based on oral and written information.
- Assess community needs.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Early Childhood development background and coursework.

Experience:

Two years supervisory experience in a child care program, family child care home or resource and referral department.

LICENSE AND CERTIFICATES

- Appropriate valid California driver's license and satisfactory driving record. (DMV printout required)
- Certification in First Aid and CPR.
- Proof of TB (Tuberculosis) clearance test.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS

EFFECTIVE: July 2000

RECREATION SERVICES LEADER V (FULL TIME PERMANENT)

DEFINITION

To coordinate and direct one single purpose recreational service activity in area of specialty as assigned and may oversee the work of other recreational services personnel. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance on the job duties and work independently. Assignments in this classification may include, but are not limited to: children's theatre director.

DISTINGUISHING CHARACTERISTICS

This class serves as a lead position in the Recreation Services Leader series and is responsible for the day to day operation of their assigned activity. It is distinguished from level IV by the performance of more complex and responsible duties assigned to positions in this series. It is distinguished from the Recreation Services Assistant Series in that the Recreation Leader V exercises only technical or indirect supervision of other personnel.

SUPERVISION RECEIVED AND EXERCISED

May receive general supervision from Program Coordinator and/or Recreation Services Supervisor.

May exercise technical supervision over less experienced recreational services personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

When assigned as Rainbow Theatre Director:

Plan, organize, and coordinate production of 5 plays per year.

Assist Program Coordinator in coordinating efforts of volunteers and other recreational services personnel.

Perform administrative work as assigned by Cultural Arts Program Coordinator.

Assist other recreational services personnel with coordination of City-Wide Special Events.

Determine and assist program participants with their service needs.

Maintain records on program activities.

Respond to public inquiries and complaints.

Issue and collect equipment and supplies.

Maintain discipline and encourage observance of required safety precautions.

Work with set designer to plan, organize, and coordinate construction of theatrical sets for Rainbow Theatre.

Plan, organize, and coordinate school and day camp groups for specially designated school and day camp performances.

QUALIFICATIONS

Knowledge of:

Demonstrate proficiency in area of specialty (theatre, music, and dance).

Instruct others in area of specialty.

Plan and organize program elements.

Communicate and work effectively with the public.

Establish and maintain program procedures and policies.

Keep and maintain program records.

Work independently and exercise good judgement.

Communicate and work effectively with children between the ages of 8 and 18.

License

Appropriate valid California driver's license and satisfactory driving record.

Certification in first aid and CPR is required within 90 days of appointment.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledges and abilities would be:

- One year experience involving a recreational or related program dealing with children
- BA in Theatre or Dramatic Arts (or experience equivalent) is desirable

CITY OF MILPITAS

Effective:	June 1985
Revision:	June 1999
EEOC:	Professional
Unit:	Unclassified
FLSA:	Exempt
Physical	1

RECREATION SERVICES SUPERVISOR

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the Community Center or the Sports Center.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class in the professional recreation/leisure services class series. Positions assigned to this class are responsible for major and multiple programmatic areas, and are expected to participate in planning, budgeting, and evaluating programs. Positions in this class are distinguished from the Program Coordinator in that responsibility is assumed for multiple and more complex programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreational Services.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, implement, supervise, and evaluate multiple and major recreation/leisure service programs.

Determine program content and the methods used in providing community recreation and leisure services offerings.

Supervise, train and evaluate assigned staff.

Meet with individuals, community groups, school officials, and advisory groups to assure that programs and activities are meeting the needs of the community.

EXAMPLES OF DUTIES

Assist with the preparation and administration of the annual budget for assigned area of responsibility.

Arrange for and schedule facilities, transportation, and appropriate activity supervision.

Organize and encourage the formation of clubs, teams, leagues, and special events.

Respond to inquiries or requests for service from interested community groups and citizens.

Monitor expenditures of personnel, supplies and equipment.

Plan and supervise a program of adult sports, youth sports, contract classes, special events, or other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.

Participate in meetings to discuss and evaluate program techniques and content.

Participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules.

Purchase and inventory maintenance equipment and supplies.

Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.

Prepare and submit reports and memoranda on a variety of recreational services-related subjects.

Manage the community center as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Recreational and social needs of the community.

Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.

Knowledge of:

Principles and practices of program administration including budgeting, purchasing, and personnel management.

Standard program evaluation methods and report writing procedures.

Principles and techniques of effective supervision and training.

Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

Design, develop, and implement recreation/leisure service programs suited to the needs of the community.

Analyze, interpret, and explain division policies and procedures.

Supervise, train, and evaluate full-time and part-time staff, including volunteers.

Elicit community and organizational support for programs.

Communicate effectively, orally and in writing.

Develop, present, and administer a budget for assigned programs.

Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, political science or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.

Certification in the following areas is required within six months of appointment:

- ARC First Aid
- ARC CPR
- ARC Lifeguard Training
- ARC Basic Life Support
- Certified Pool Operator

Approved by:

_____

City Manager

AS/18343/V

CITY OF MILPITAS

Effective:	June 1985
Revision:	June 29, 2001
EEOC:	Professional
Unit:	Unrepresented
FLSA:	Exempt
Physical:	1

RECREATION SERVICES SUPERVISOR
(Community Center)

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the Community Center.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class in the professional recreation/leisure services class series. Positions assigned to this class are responsible for major and multiple programmatic areas, and are expected to participate in planning, budgeting, and evaluating programs. Positions in this class are distinguished from the Program Coordinator in that responsibility is assumed for multiple and more complex programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreational Services.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, implement, supervise, and evaluate multiple and major recreation/leisure service programs.
- Determine program content and the methods used in providing community recreation and leisure services offerings.
- Supervise, train and evaluate assigned staff.
- Meet with individuals, community groups, school officials, and advisory groups to assure that programs and activities are meeting the needs of the community.
- Assist with the preparation and administration of the annual budget for assigned area of responsibility.
- Arrange for and schedule City and School District facilities, transportation, and appropriate activity supervision.
- Organize and encourage the formation of clubs, teams, leagues, and special events.

- Respond to inquiries or requests for service from interested community groups and citizens.
- Monitor expenditures of personnel, supplies and equipment.
- Plan and supervise a program of preschool, children's theatre, cultural arts, marketing, volunteers, therapeutic recreation programs, facility attendants, contract classes, special events, and other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- Participate in meetings to discuss and evaluate program techniques and content.
- Participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
- Purchase and inventory maintenance equipment and supplies.
- Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- Prepare and submit reports and memoranda on a variety of recreational services-related subjects.
- Manage the Community Center and surrounding.
- Staff the Arts Commission and other Commission(s) as assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Recreational and social needs of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.
- Principles and practices of program administration including budgeting, purchasing, and personnel management.
- Standard program evaluation methods and report writing procedures.
- Principles and techniques of effective supervision and training.
- Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- Design, develop, and implement recreation/leisure service programs suited to the needs of the community.
- Analyze, interpret, and explain division policies and procedures.

- Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- Elicit community and organizational support for programs.
- Communicate effectively, orally and in writing.
- Develop, present, and administer a budget for assigned programs.
- Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, political science or a closely related field.

LICENSE OR CERTIFICATE

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.
- Certification in the following areas is required within six months of appointment:
  - ARC First Aid
  - ARC CPR

Approved by:

_____ _____

City Manager Date:

CITY OF MILPITAS
Effective: June 1985
Revision: June 29, 2001
EEOC: Professional
Unit: Unrepresented
FLSA: Exempt
Physical: 1

RECREATION SERVICES SUPERVISOR
(Senior Center)

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the Senior Center facility.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class in the professional recreation/leisure services class series. Positions assigned to this class are responsible for major and multiple programmatic areas, and are expected to participate in planning, budgeting, and evaluating programs. Positions in this class are distinguished from the Program Coordinator in that responsibility is assumed for multiple and more complex programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreational Services.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, implement, supervise, and evaluate multiple and major recreation/leisure service programs.
- Determine program content and the methods used in providing community recreation and leisure services offerings.
- Supervise, train and evaluate assigned staff.
- Meet with individuals, community groups, school officials, and advisory groups to assure that programs and activities are meeting the needs of the community.
- Develop and over see contracts and capital improvement projects.
- Assist with the preparation and administration of the annual budget for assigned area of responsibility.
- Arrange for and schedule facilities, transportation, and appropriate activity supervision.

- Organize and encourage the formation of clubs, teams, leagues, and special events.
- Respond to inquiries or requests for service from interested community groups and citizens.
- Monitor expenditures of personnel, supplies and equipment.
- Plan and supervise a senior program, including: art, dance, exercise, writing, English and more, a nutrition program, social services, trips, special events, entertainment and the promotion of the Senior Center and senior activities.
- Participate in meetings to discuss and evaluate program techniques and content.
- Participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
- Purchase and inventory maintenance equipment and supplies.
- Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- Prepare and submit reports and memoranda on a variety of recreational services-related subjects.
- Manage the Senior Center, including maintenance, upgrades, and rentals.
- Staff the Senior Advisory Commission and other Commissions as assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Recreational and social needs of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.
- Principles and practices of program administration including budgeting, purchasing, and personnel management.
- Standard program evaluation methods and report writing procedures.
- Principles and techniques of effective supervision and training.
- Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- Design, develop, and implement recreation/leisure service programs suited to the needs of the community.

- Analyze, interpret, and explain division policies and procedures.
- Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- Elicit community and organizational support for programs.
- Communicate effectively, orally and in writing.
- Develop, present, and administer a budget for assigned programs.
- Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, political science or a closely related field.

LICENSE OR CERTIFICATE

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.
- Certification in the following areas is required within six months of appointment:
  - ARC First Aid
  - ARC CPR

Approved by:

_____ _____

City Manager Date:

CITY OF MILPITAS
Effective: June 1985
Revision: June 29, 2001
EEOC: Professional
Unit: Unrepresented
FLSA: Exempt
Physical: 1

RECREATION SERVICES SUPERVISOR
(Sports Center)

DEFINITION

To perform responsible professional work in organizing and supervising major recreation/leisure service programs and activities including such areas as youth and adult sports, aquatics, special events, and management of the full Sports and Teen Center facility.

DISTINGUISHING CHARACTERISTICS

This is the full supervisory level class in the professional recreation/leisure services class series. Positions assigned to this class are responsible for major and multiple programmatic areas, and are expected to participate in planning, budgeting, and evaluating programs. Positions in this class are distinguished from the Program Coordinator in that responsibility is assumed for multiple and more complex programs and activities.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Parks and Recreational Services.

Exercises direct and indirect supervision over full-time and part-time professional, technical and clerical staff, and volunteers.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Plan, implement, supervise, and evaluate multiple and major recreation/leisure service programs.
- Determine program content and the methods used in providing community recreation and leisure services offerings.
- Supervise, train and evaluate assigned staff.
- Oversee and execute Youth Sports Grants.
- Meet with individuals, community groups, school officials, and advisory groups to assure that programs and activities are meeting the needs of the community. Serve on the Police Athletic League Board of Directors if needed.
- Assist with the preparation and administration of the annual budget for assigned area of responsibility.
- Arrange for and schedule City and School Districts facilities, transportation, and appropriate activity supervision.

- Organize and encourage the formation of clubs, teams, leagues, and special events.
- Respond to inquiries or requests for service from interested community groups and citizens.
- Monitor expenditures of personnel, supplies and equipment.
- Plan and supervise programs including adult sports, youth sports, teens, after-school activities, summer day camp activities, contract classes, special events, aquatics including, but not limited to: lap swim, water exercise classes, swim team management, fitness and weight room club management, and/or other service specialties involving the supervision of program coordinators and leaders in the planning of activities and events.
- Participate in meetings to discuss and evaluate program techniques and content.
- Participate in the design, preparation, and distribution of program publicity including press releases, brochures, pamphlets, flyers, and printed schedules.
- Purchase and inventory maintenance equipment and supplies.
- Recommend changes in staffing, program objectives, policies and procedures to assure maximum effectiveness and efficiency.
- Prepare and submit reports and memoranda on a variety of recreational services-related subjects.
- Manage the Sports Center and surrounding fields as assigned.
- Staff the Youth Advisory Commission and other Commission(s) as assigned.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Recreational and social needs of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure time activities and programs.
- Principles and practices of program administration including budgeting, purchasing, and personnel management.
- Standard program evaluation methods and report writing procedures.
- Principles and techniques of effective supervision and training.
- Rules and equipment used in assigned program areas such as a variety of athletic activities.

Ability to:

- Design, develop, and implement recreation/leisure service programs suited to the needs of the community.
- Analyze, interpret, and explain division policies and procedures.
- Supervise, train, and evaluate full-time and part-time staff, including volunteers.
- Elicit community and organizational support for programs.
- Communicate effectively, orally and in writing.
- Develop, present, and administer a budget for assigned programs.
- Establish and maintain effective work relationships with public groups, agencies, the media, and others contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in the area of public recreation including significant supervisory responsibilities.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, political science or a closely related field.

LICENSE OR CERTIFICATE

- Possession of or ability to obtain and maintain an appropriate, valid California Driver's license.
- Certification in the following areas is required within six months of appointment:
    - ARC First Aid
    - ARC CPR
    - Certified Pool Operator

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
EFFECTIVE: January1990
Revised: September 8, 1991
EEOC: Office & Clerical
FLSA: Nonexempt
UNIT: Confidential
PHYSICAL: 1

SECRETARY

DEFINITION

Under direction, performs a variety of confidential, administrative and secretarial duties for a department head and associated supervisory and professional staff.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from other office support classes by the level of secretarial and administrative support duties which are provided for a designated department head. These duties require the frequent use of tact, discretion, independent judgment and initiative. Incumbents work under direction of the department head and may exercise lead supervision over other office support staff.

EXAMPLES OF DUTIES

Provide varied complex, responsible and confidential administrative assistance for a department head including personnel evaluations and notices of disciplinary action.

Receive and screen telephone calls an visitors to provide information, take messages and resolve complaints.

Organize and maintain general and confidential files.

Respond to letters and general correspondence of a routine nature, independently.

Type letters, reports and memoranda using word processing or computer equipment; review and edit finished documents.

Make travel arrangements, maintain appointment schedules and calendars, and make arrangements for meetings and conferences.

Interpret and apply administrative and departmental policies, laws, rules and procedures.

Compile data and prepare reports and special documents as assigned.

EXAMPLES OF DUTIES

Supervise, initiate and maintain a variety of records and files including confidential materials.

Handle service requests received from the public; refer as appropriate.

Screen mail and distribute to department staff.

Attend meetings, take notes and prepare summaries.

May provide lead direction, training and review of work of office support staff.

QUALIFICATIONS

Knowledge of:

Modern office administrative and secretarial methods and procedures.
correct English usage, spelling, punctuation, grammar and vocabulary.

Telephone and reception techniques

Effective public contact methods.

Modern office methods, procedures and equipment.

Record keeping and filing principles and practices

Business letter writing.

Operation of office equipment including a word processor and computer equipment.

Skills/Ability to:

Organize work, set priorities, meet deadlines and work with a minimum of supervision.

Understand, interpret and apply instructions, rules and regulations.

Establish and maintain effective working relationships with a wide variety of individuals including officials of other agencies, employees and members of the public.

Recognize and handle appropriately materials which are sensitive and confidential in nature.

Skills/Ability to:

Organize, compile and maintain extensive and complex files and records.

Operate and use modern office equipment, including word processing and computer equipment.

Communicate effectively, both orally and in writing.

Type at a speed of 50 words per minute.

Other Requirements:

Specified positions may require skill in taking dictation at a speed of 80 words per minute and transcribing it accurately.

Specified positions may require possession of a valid California driver's license.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to three years of general clerical or office support experience comparable to that of a Public Services Assistant II, Office Assistant II or Police Clerk II with the City of Milpitas.

Approved by:

_____

City Manager

CITY OF MILPITAS
Effective: June 1999
EEOC: Maintenance
FLSA: Non-Exempt
Unit: MSA
Physical: 2

MAINTENANCE SUPERVISOR/SENIOR MAINTENANCE SUPERVISOR

DEFINITION

Plans, organizes and supervises a section of the Public Works Maintenance Division; provides input to annual budget development, and provides and accounts for materials, equipment and supplies; plans and oversees public works projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This series describes two levels of first line maintenance supervisors engaged in the planning and supervision of public works maintenance, including streets, traffic signals, park and streets landscape, and utilities. These levels are distinguished from Public Works Maintenance Manager, which has overall responsibility for all public works maintenance and is a division manager. This series has two levels which recognize the differences in scope, scale and complexity of the job and the sections supervised.

Maintenance Supervisor: Positions classified at this level typically supervise a section of average size, budget and/or complexity. Positions assigned to this level may involve some of the attributes of Senior Maintenance Supervisor, but not overall.

Senior Maintenance Supervisor: Positions classified at this level are typically characterized by two or more of the following characteristics: responsibility for one of the largest groups of staff having responsibility as the sole section head for a functional area, and/or supervising a more technical area with more skilled staff.

SUPERVISION RECEIVED AND EXCERISED

Receives direction from the division head or department head.

Supervises assigned maintenance staff directly and through subordinate lead workers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of maintenance staff in streets, utilities, landscape, trees, or building maintenance.

Prioritizes and assigns work, schedules employee work shifts, overtime, vacation, sick leave coverage and related, and reviews and approves time cards.

Trains employees in work procedures, standards and safety practices, and reviews work in progress or upon completion for compliance with standards.

Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, and prepares documentation and recommends discipline and improvement plans for deficiencies.

Develops procedures and standards to ensure sound work and compliance with applicable regulations.

Plans, lays out, explains and may personally supervise large jobs and projects.

Evaluates, selects or recommends selection of, and orders materials, supplies and equipment.

Participates in management meetings and coordinates work with other supervisors, divisions and departments.

Coordinates work with outside agencies including work with regulatory agencies.

Conducts staff and safety meetings.

Prepares and maintains a variety of records, reports and correspondence related to maintenance activities.

Prepares input to the division budget, reviews and recommends payment of claims, and establishes and monitors contracts for related services.

Responds to emergencies in off-duty hours.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools and equipment involved in maintenance of assigned area (streets, utilities, parks and streets landscape.)

Principles and practices of supervision including work planning, direction, and personnel practices.

Regulations and standards governing maintenance and operation practices within assigned area.

Practices and procedures of basic budgeting and contract supervision.

Safety and safe work practices for maintenance work.

Ability to:

Plan, organize, schedule, assign and review the work of others.

Train, instruct, appraise and counsel employees.

Maintain records and prepare reports pertaining to the work of the group.

Evaluate and develop procedures, standards, and methods for work of the assigned area.

Communicate effectively orally and in writing.

Prepare and monitor budgets, and establish and monitor contracts for services and supplies.

Establish and maintain effective working relationships with City staff, outside agencies, vendors and suppliers, and the general public.

Exercise independent judgment and decision-making.

Read plans and specifications and interpret them to others.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to completion of the twelfth grade.

Experience:

Three years of increasingly responsible experience in maintenance of streets, utilities, parks and/or street landscape including one year of experience as a lead worker over a crew.

LICENSE

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license is required.

When assigned to Parks or Street Landscape: possession of a California State Pesticide Applicator's certificate.

When assigned to Utilities: possession of a valid Water Treatment Operator certificate.

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June Catalano, Acting City Manager

CITY OF MILPITAS
Effective: June 1985
Revision: June 29, 2001
EEOC: Professional
Unit: Unrepresented
FLSA: Exempt
Physical: 1

SENIOR ACCOUNTANT

DEFINITION

To supervise accounting functions of the Finance Division; to perform advanced level accounting duties; and to participate in budgeting and other technical finance work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the professional accounting series. The Senior Accountant class is distinguished from the Accountant in that responsibility is assumed for the supervision of the accounting functions of the Finance Department. Positions within this class perform the more advanced level accounting duties and technical finance activities within the section.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Accounting Services Manager.

Exercises direct supervision over professional and technical personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

- Assist in the development and implementation of goals, policies, and priorities relating to the City's accounting activities.
- Plan, assign, schedule, and review the work of subordinates.
- Directly oversee the preparation and processing of accounts payable, accounts receivable, benefit payment processing, payroll, CIP accounting, grant accounting, and private job accounting.
- Set-up and oversee the maintenance of journals, ledgers and supporting financial records; maintain the General Ledger.
- Review and authorize all journal entries recorded in the accounting system.
- Develop and administer accounting and budget central systems as necessary to comply with accounting procedures, laws, ordinances and other regulations.
- Assist in the maintenance of the financial system.

- Review, develop and modify accounting methods to improve existing procedures, insure conformity to policy, and increase effectiveness.
- Supervise, train and evaluate accounting personnel.
- Prepare records for audit and assist auditors.
- Reconcile finance records to treasury records as appropriate.
- Direct and participate in the preparation of financial, expenditure, and tax reports.
- Provide advice and counsel to management and other employees in accounting matters.
- Review, recommend, and implement improvements to accounting, budgeting and reporting procedures.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of general and municipal government accounting and auditing.
- Principles and practices of budgeting.
- Principles of supervision, training and evaluation.
- Laws regulating public finance and fiscal operations.
- Modern office practices, procedures, methods and equipment.

Ability to:

- Analyze and interpret financial and accounting records.
- Prepare complex financial statements, reports and analyses.
- Design and install new and improved financial systems.
- Plan, assign and supervise the work of subordinates.
- Establish and maintain effective work relationships with others.
- Communicate effectively, orally and in writing.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in accounting, including experience in governmental accounting. Including one year of supervisory experience.

Education:

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

Approved by:

_____ _____

City Manager Date:

CITY OF MILPITAS
EFFECTIVE: 8-14-92
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

SENIOR ADMINISTRATIVE ANALYST

DEFINITION

To perform professional administrative work in a variety of program areas. To manage, coordinate and oversee assigned programs including the development and implementation of program policies and procedures, the development and administration of program budgets, the negotiation and administration of contracts, the preparation of grant proposals, and the preparation of reports and recommendations; to provide employee and/or public information and education regarding assigned programs; to provide staff support to City commissions and committees as assigned; to act as the City's representative to community advisory bodies involved with assigned program areas; to supervise assigned staff; to conduct research and prepare reports
on special projects as assigned; and to perform related duties as required.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class of the Administrative Analyst series, and is distinguished from the Administrative Analyst by the performance of the more complex duties assigned to positions in this series. Positions assigned to this classification assume lead responsibilities within a work unit including assigning and monitoring the work of assigned staff. Special assignments and projects requiring independence in judgment and advanced technical and research capabilities are likewise assigned to positions at this level.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Assistant City Manager.

Exercises direction over assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform a variety of responsible and technical administrative and analytical assignments.

Assist in formulating program policies, goals and procedures; collect and compile relevant data supporting recommendations.

EXAMPLES OF DUTIES

Develop and administer program budgets.

Conduct surveys and perform research and statistical analyses as required; prepare related reports.

Monitor, analyze and report on the effects of legislation and judicial actions on assigned program areas of responsibility.

Analyzes issues and prepare reports for submission to the City Council.

Develop and disseminate employee and /or public information regarding assigned programs.

Develop and maintain a data tracking system to monitor the City's progress in complying with Federal, State and local laws and regulations relative to assigned programs.

Provide staff support to assigned commissions and committees.

Serve as the City's program representative to various business, community, and special interest groups.

Administer various contracts including coordination and participation in contract negotiations, rate setting, and monitoring contract compliance and performance.

Coordinate program activities with other City departmental programs, projects, and procedures.

Coordinate the implementation of assigned programs, policies, and projects.

Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.

Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics.

Monitor progress and evaluate work measurement data of various City programs pertaining to area of responsibility.

Exercise direction over assigned staff.

Input and retrieve data from a computer system.

Participate in special projects as assigned.

EXAMPLES OF DUTIES

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of public administration.

Principles of local government organization and administration.

Federal, State, and local laws and regulations applicable to assigned programs.

Statistical concepts and methods.

Principles and practices of supervision.

Principles and practices of training methods and concepts.

Principles and practices of budgeting analysis.

Ability to:

Learn, interpret, and implement applicable Federal, State and local laws regulations relative to program areas of responsibility.

Communicate clearly, concisely and effectively, both orally and in writing.

Collect, compile, and analyze information and data.

Negotiate and administer contracts.

Establish and maintain effective working relationships with the City Council, staff, and business, community and special interest groups, and with the general public.

Supervise, train, and evaluate assigned staff.

Operate a personal computer as assigned.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible administrative or analytical experience in an operating or staff agency in business or government comparable to that of an Administrative Analyst II with the City of Milpitas.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, political science, business administration, urban planning, regional planning, or a closely related field.

License or Certificate

Possession of or ability to obtain and maintain an appropriate valid California Driver's License.

Approved by:

_____

City Manager

CITY OF MILPITAS

SENIOR BUILDING INSPECTOR

DEFINITION

To supervise, schedule and coordinate the field activities of the Building Inspection Division; to inspect routine and complex structural building systems at various approved plans, specifications, codes, ordinances and laws; and to review, check and approve building and site plans for conformance with applicable codes, ordinances and laws.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Building Inspector series. Positions in this class perform the more complex structural building inspections requiring the use of considerable independent judgment and initiative. The Senior Building Inspector classification is distinguished from other classes in the Building Inspector series by the responsibility assumed for supervising and coordinating the filed operations of the division, as well as for performing the more complex duties assigned to positions within this series.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Building Official.

Exercises direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise, schedule and coordinate the field operations of the building inspection division.

Resolve disputes between building inspection staff and developers, contractors, architects, engineers, and the general public.

Respond to questions and concerns of assigned staff or the public.

Provide training to new building inspection staff in terms of City policies, procedures, rules and regulations.

Provide on-going training to building inspection staff as directed; ensure uniform application of the appropriate codes, rules and regulations.

Prepare appropriate paperwork, records and reports.

EXAMPLES OF DUTIES

Check plans for construction, alteration, or repair of residential, commercial, and industrial buildings to assure compliance with applicable codes.

Interpret building codes and work with builders, property owners and craftsman in making changes necessary to conform with codes.

Inspect various structural building systems at various stages of construction, alteration, and repair to ensure compliance to approved plans, specifications, codes, ordinances, and laws.

Coordinate division activities with other City departments, divisions, and sections and with outside agencies.

Assist in the preparation and administration of the division budget.

Supervise, train, and evaluate assigned inspection personnel.

Serve as Chief Building Official as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of the Uniform Building, Plumbing, Mechanical, and Electrical Codes, and pertinent State and County codes and ordinances.

Building construction methods and materials.

Proper inspection methods and procedures.

Principles of structural design, engineering mathematics, and soil engineering.

Principles of supervision, training, and performance evaluation.

Ability to:

Supervise, schedule, and coordinate the field operations of the building inspection division.

Ability to:

Analyze, interpret and check plans, specifications, and calculations.

Interpret and apply applicable laws, rules and regulations.

Communicate effectively, orally and in writing.

Establish and maintain effective working relationships with developers, contractor, architects and engineers and City staff.

Supervise, train, and evaluate subordinate professional, technical, and clerical personnel.

EXPERIENCE AND EDUCATION

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

Experience:

Two years of increasingly responsible building inspection experience including some supervisory/lead responsibilities.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Possession of a Combination Building Inspector Certificate issued by the International Conference of Building Officials.

Approved by:

City Manager

0098Q/6/369S

CITY OF MILPITAS
Effective: Dec. 1999
EEOC: Paraprof
FLSA: Non-exempt
UNIT: ProTech
PHYSICAL: 1

SENIOR FISCAL ASSISTANT

DEFINITION

Under general supervision, to serve as a lead worker within the Finance Department. To perform a variety of accounting clerical tasks in the analysis, preparation, correction and review of fiscal service or accounting functions and to perform the more complex and responsible tasks within the assigned section including the training of less experienced staff.

DISTINGUISHING CHARACTERISTICS

The Senior Fiscal Assistant is the advance journey level class in the Fiscal Assistant series. Positions in this class are distinguished from the Fiscal Assistant I/II by the responsibility assumed for serving in a lead capacity and by the performance of the more complex and responsible duties assigned to positions in this series. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance of job duties and work independently.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Fiscal Services Manager, Accounting Services Manager or other management staff.

Exercises indirect supervision over assigned personnel.

EXAMPES OF DUTIES – Duties may include, but are not limited to, the following:

Perform a variety of fiscal and accounting clerical tasks in the analysis, preparation, correction and review of business licenses, utility billing, accounts receivable, accounts payable, payroll or cash collection.

Answer inquiries, provide information, and resolve complaints from the public an/or employees in person or on the telephone in a professional and customer service manner.

Assist in the coordination of the information systems function to ensure the proper design, testing, and implementation of enhancements and corrections to computerized systems.

Research and assemble information for special projects.

Participate in the preparation of financial statements, schedules and other statistical and financial reports.

Examine, reconcile, balance, and adjust accounting records.

Identify and resolve problems and inconsistencies and determine corrective entries involved in maintaining accounting controls.

Review work assignments of assigned staff and ensure that daily deadlines are met.

Assign, schedule, prioritize, coordinate and review work activities.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

City policies and procedures in assigned area of responsibility.

Modern office practices, procedures and equipment.

Application of accounting principles, procedures, and techniques relative to assigned area of responsibility.

Techniques and methods of training and communication.

Computer applications related to the work.

Ability to:

Organize and oversee the work of assigned staff.

Provide training and guidance to less experienced personnel.

Maintain accurate records.

Understand and interpret principles, laws, and procedures involved in fiscal record keeping and accounting functions.

Exercise sound, independent judgement.

Prepare financial reports.

Communicate clearly, concisely and effectively, orally and in writing.

Establish and maintain effective work relationships with individuals from other City departments, agencies and with the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in fiscal services and or accounting.

Education:

Equivalent to the completion of the twelfth grade.
License and Certificates:

Possession of, or ability to obtain and maintain, a valid California driver's license.

Approved by:

_____ _____
June Catalano, Acting City Manager Date

CITY OF MILPITAS
EFFECTIVE: 5/6/97
EEOC: Paraprof'l
FLSA: Nonexempt
UNIT: Protech/Housing
PHYSICAL: 1

SENIOR HOUSING AND NEIGHBORHOOD PRESERVATION SPECIALIST

DEFINITION

Under general supervision, to implement varied housing projects and programs; to assist property owners and others in obtaining loans and grant funds to improve housing; to oversee and supervise activities related to code compliance including investigation and resolution of citizen complaints; and other related work as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Housing and Neighborhood Preservation Specialist is a working supervisor in the Housing and Neighborhood Preservation Specialist series. This classification is distinguished from the Housing and Neighborhood Preservation Manager in that the latter is responsible for planning, directing, and supervising all major activities of the Housing and Neighborhood Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Housing and Neighborhood Preservation Manager.

Exercises direct supervision over the Housing and Neighborhood Preservation Specialist and office support positions.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plan, organize, supervise, and evaluate the work of assigned technical and office support staff. Provide training as necessary.

Review, analyze, evaluate, and recommend adoption of federal, state and local programs to meet City housing needs; structure and modify programs to meet specific City circumstances.

Act as a project manager for City-sponsored affordable housing projects, including site acquisition, financing, contract administration, and construction as required.

EXAMPLES OF DUTIES

Participate in and coordinate the housing rehabilitation loan program; process and monitor housing loans and grants from application through construction completion and loan servicing; determine property improvement needs; originate loans; prepare or review specifications; coordinate or oversee project bidding, inspections and management; authorize disbursements; mediate disputes.

Coordinate applications for Community Development Block Grant (CDBG), HOME and other related public and private funding sources; oversee related projects and assure compliance with federal and state laws and regulations.

Oversee and maintain accurate records and files of projects and cases; monitor funds expended; prepare a variety of periodic and special reports related to grant, loan and City-sponsored programs; provide input on budget preparation.

Oversee the City's Code compliance program; may receive and respond to complaints concerning animals, abandoned vehicles, sanitation, graffiti, and Housing code, zoning and sign violations; coordinate with other departments and agencies to facilitate code compliance; mediate disputes; maintain accurate records and files; and compile statistics.

Prepare and oversee the preparation of reports, letters and memoranda relative to housing and code compliance activities.

Provide public information and referral services relative to housing and code compliance.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles, practices, procedures and regulations in housing, financing, land acquisition, construction, rehabilitation and grant administration.

Principles of the Uniform Housing Code, zoning code, and other local codes concerning health, sanitation and property nuisances.

Federal and state laws pertaining to funding sources for housing and social services, including Community Development Block Grant (CDBG) and HOME.

Knowledge of:

Procedures, regulations and practices in code enforcement, housing rehabilitation, and loan applications.

Principles and practices of public administration including organization, budget and personnel management.

Techniques for effectively dealing with people from various socio-econonic, ethnic and age groups.

Research concepts and methods.

Computer applications related to the work.

Ability to:

Plan, organize, supervise, train, review and evaluate the work technical and clerical staff in a manner conductive to independent judgment and high performance and personal accountability.

Interpret and apply federal, state and local laws, rules and regulations related to housing and code compliance.

Analyze, interpret, apply and explain laws, rules, codes and regulations related to housing production, preservation and maintenance and code compliance.

Research proposals, evaluate alternatives, and make sound recommendations within established policy guidelines and regulations.

Independently follow through and coordinate multiple projects and meet critical deadlines.

Analyze construction bid documents and contracts, financial statements and real property documents.

Maintain accurate records and case files.

Communicate clearly, concisely and effectively, orally and in writing.

Establish and maintain effective work relationships with assigned staff, individuals from other City departments and agencies, and with the public.

EXPERIENCE AND EDUCATION

Experience:

Three years of progressively responsible technical experience in housing programs or code enforcement. Lead or supervisory experience is highly desirable.

Education:

Equivalent to the completion of sixty semester units of college level studies with major course work in public or business administration, finance, economics or a closely related field. Technical experience in housing programs or code enforcement may be substituted for the education on a year for year basis to a maximum of two years.

License and Certificate

Possession of or ability to obtain and maintain a Valid California Driver's License.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: 8/14/88
EEOC: Professional
FLSA: Exempt
UNIT: Protech Planning & Code Enforcement
PHYSICAL: 1

SENIOR PLAN CHECK ENGINEER

DEFINITION

To supervise, schedule and coordinate the office activities of the Building Inspection Division; to perform plan examination to insure compliance with technical codes, applicable laws, State regulations, City ordinances, acceptable engineering practices and nationally recognized standards; and assist in the training of assigned plan check personnel.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Plan Check Engineer series. The Senior Plan Check Engineer classification is distinguished from other classes in the Plan Check series by the responsibility assumed for supervising and coordinating the office operations of the division, as well as perform the more complex duties assigned to positions within this series.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official.

Exercises direct and indirect supervision over assigned personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise, schedule and coordinate the office activities of the Building Inspection Department.

Assign workload to assigned staff and determine which projects are to be subcontracted.

Respond to questions and concerns of assigned staff and the public.

Provide training to new staff members in terms of City policies, procedures, rules and regulations.

Provide ongoing training to assigned staff; ensure uniform application of the appropriate codes, rules, and regulations.

EXAMPLES OF DUTIES

Perform plan examinations to insure compliance with technical codes, applicable laws, State regulation, City ordinances, acceptable engineering practices and nationally recognized standards.

Coordinate and participate in preliminary plan review activities with designers and developers.

Coordinate division activities with other City departments, divisions, and sections and with outside agencies.

Assume responsibility for the entire Building Inspection Division in the absence of the Chief Building Official and the Senior Building Inspector as required.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of structural engineering design as related to buildings.

The Uniform Building, Mechanical, Plumbing and Electrical Codes.

State regulations and local ordinances.

Principles of supervision, training and performance evaluations.

Ability to:

Supervise, schedule and coordinate the office activities of the Building Inspection Division.

Interpret and apply applicable laws, rules and regulations.

Communicate effectively, orally, and in writing.

Establish and maintain effective working relationships with contractors, developers, architects, and City staff.

Train and evaluate assigned personnel.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of responsible experience performing plan check engineering or structural design work including supervisory/lead responsibilities.

Education:

Equivalent to a Bachelor of Science Degree from an accredited college or university with major course work in civil or structural engineering.

License or Certificate:

Possession of an Engineering-in-Training certificate.

Registration as a professional civil engineer in the State of California to be attained within 12 months of appointment.

Possession of an I.C.B.O. Plans Examiner Certificate.

Approved by:

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City Manager

CITY OF MILPITAS
Effective: January 16, 2001
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 6

SENIOR PLANNER
Exempt, Management

DEFINITION
Under general direction, assist the Planning Manager and participate in overseeing departmental programs; perform professional planning work of considerable difficulty in the field of urban planning; and supervise and train professional and technical staff as assigned.

SUPERVISION EXERCISED
Exercise direct and indirect supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following*:
Plan, organize, and supervise the work of other staff and/or programs.

Analyze and coordinate the preparation of reports and recommendations on zoning matters, design review, housing ordinance interpretations and modifications, variances, subdivisions, and environmental review activities.

Review and direct the preparation of special planning, zoning, and environmental studies.

Administer consultant contracts.

Represent the Planning function and the City as a whole and make presentations at City Council, Planning Commission, and other public meetings, as required.

Coordinate planning and housing activities with other City departments and outside agencies.

May assist in the preparation and administration of the planning functions budget.

Perform specialized and complex aspects of professional planning.

May be called upon to act as the Planning Manager when the Planning Manager is unavailable.

Administer processes related to the General Plan, zoning, housing, subdivision, and sign ordinances.
Oversee the maintenance of detailed socio-economic data and relevant statistics; coordinate and participate in the computerization of planning statistics and records.

May be required to set-up and supervise the establishment of new systems to create Planning efficiencies.

May supervise, train, and evaluate professional, technical, and clerical staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of: Principles and practices of comprehensive urban planning.

Recent developments, current literature, and informational sources in the field of housing, planning and zoning.

Research methods and techniques.

Applicable federal, state and local laws, rules and regulations relating to planning and housing

Principles of organization, administration, budget, and personnel management.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans and technical papers.

Establish and maintain effective work relationships with the public and other City staff.

Communicate effectively, orally and in writing.

Interpret and explain applicable codes and ordinances.

Prepare, analyze and make recommendations regarding plans and applications received from developers, contractors and the general public.

Study, analyze, and compile technical, statistical, and economic information pertaining to planning, housing, and zoning research.

Make field visits and inspections of sites and buildings.

Supervise, train, and evaluate professional, technical, and clerical staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five years of professional experience in the field of planning with exposure to the various specialties within the field including: current, long range, environmental, housing, and transportation. Some exposure to management of staff and/or major programs.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in urban planning, regional planning, housing, or a closely related field.

_____ _____

City Manager Date

CITY OF MILPITAS

SENIOR PUBLIC WORKS INSPECTOR

DEFINITION

To supervise, schedule, coordinate and participate in the activities of the public works inspection unit; and to perform public works inspections of public improvements including streets, gutters, water and sewer lines, roads, and drainage structures, to assure compliance with applicable laws, ordinances, standards, plans, and specifications.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Public Works Inspector series. The Senior Public Works Inspector is distinguished from the Public works Inspector by the responsibility assumed for supervising and coordinating the inspection section. Positions in this class require the frequent use of independent judgment in making decisions in accordance with established rules and procedures. Guidance and assistance is likewise provided to less experienced staff within the unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Principal Civil Engineer.

Exercises direct supervision over assigned Public works Inspectors. May exercise indirect supervision over technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Supervise, schedule, coordinate and participate in the activities of the Public Works Inspection unit.

Resolve conflicts between contractors and inspectors.

Review vacation and time off requests of inspectors to ensure proper coverage of projects.

Inspect projects under construction for conformance to approved plans and specifications.

Approve construction methods and materials for streets, underground facilities, lighting, parks, and special structures.

EXAMPLES OF DUTIES

Inspect various structures such as utilities, streets, sidewalks, gutters, and other off-site construction; check line, grade, size, elevation and location of structures for conformance with specifications and regulations.

Review plans and specifications of assigned project; attend pre-construction conferences as assigned.

Inspect materials for identification and conformance to specifications.

Take samples of materials for examination or analysis by laboratories.

Perform routine field tests.

Observe work during progress and upon completion.

Record amounts of materials used and work performed; approve billings and progress payments to testing laboratories and contractors; prepare necessary reports for progress payments.

Indicate location of various appurtenances on plans.

Confer with property owners regarding project schedule, hazards and inconvenience.

Coordinate work with other City departments and utilities.

Prepare activity records and reports.

Recommend design alterations as required.

Supervise, train, and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

City policies and procedures relating to construction inspection.

Applicable laws, regulations, and codes.

Knowledge of:

Defects and faults in construction, including structural construction.

Basic mathematics including algebra, geometry, and trigonometry as applied to construction inspection work.

Soil mechanics and geology.

Principles of engineering as applied to construction inspection.

Materials sampling, testing, and estimating procedures.

Engineering mechanics of structures.

Ability to:

Interpret and apply applicable codes, ordinances, rules, and regulations.

Inspect large and complex construction projects, including structural construction.

Understand and interpret engineering plans and specifications and prepare accurate engineering records.

Deal firmly and tactfully with contractors, engineers and property owners.

Communicate effectively, orally and in writing.

Detect and locate faulty materials and poor work quality and determine the stage of construction during which defects are most easily found and remedied.

Analyze construction plans, specifications, and maps.

Prepare technical reports.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible public works inspection experience including some supervisory responsibilities.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: Nov.1, 1994
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

SENIOR TRANSPORTATION PLANNER

DEFINITION

To manage and supervise the transportation planning function of the Community Development Department; to perform professional transportation planning work of considerable difficulty; and to coordinate work efforts directed toward accomplishing goals relating to comprehensive regional and sub-regional transportation planning.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Community Development Director.

Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plans, organizes and supervises the work of the Transportation Planning Division.

Directs, analyzes, reviews and coordinates the preparation of reports and recommendations on regional and sub-regional transportation matters and activities.

Reviews and directs the preparation of special transportation studies.

Administers consultant contracts relating to special transportation studies.

Serves as staff representative to local, regional, state and federal transportation agencies.

Serves as staff advocate in transportation matters and issues.

Develops marketing and promotional materials for transportation projects.

Represents and makes presentations at Transportation Sub-Committee, City Council, and other public meetings as required.

Works with major employers, developers, civic organizations and the public on implementation of transportation programs.

EXAMPLES OF DUTIES

Coordinates transportation planning activities with other city departments and agencies.

Prepares and administers the Transportation Planning Division budget.

Performs specialized and complex aspects of transportation planning projects.

Administers and processes planning matters relating to development reviews, circulation element of the general plan, and the traffic/transportation work program.

Oversees, coordinates and participates in the maintenance and computerization of detailed transportation data, relevant transportation planning statistics and records.

Supervises, trains, and evaluates professional, technical, and clerical staff.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of comprehensive regional and sub-regional transportation planning.

Principles and practices of public administration including organizations, budget, and personnel management.

Recent developments, current literature, and informational sources in the field of transportation planning.

Regional and state transportation agencies.

Transportation grant sources and funding procedures.

Transportation planning systems and issues, including computerized traffic modeling.

Transportation marketing and promotional strategies.

Applicable federal, state and local laws, rules and regulations relating to transportation planning activities.

Knowledge of:

Research and statistical concepts and methods.

Ability to:

Plan the work of professional and technical staff in compilation of technical and statistical data, research, and the preparation of plans, technical papers, and reports.

Study, analyze and compile technical, statistical and economic information pertaining to regional and sub-regional transportation planing research.

Establish and maintain effective work relationships with the City Council, staff, other departments and agencies, special interest groups, and with the general public.

Learn, interpret, explain and implement applicable federal, state and local laws relative to program areas of responsibility.

Communicate clearly, concisely and effectively, orally and in writing.

Supervise, train, and evaluate professional, technical and clerical staff.

Operate a computer terminal as assigned.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of progressively responsible experience in transportation planning or traffic engineering, including some supervisory experience.

Education:

Equivalent to completion of Bachelor's degree from an accredited college or university with major course work in transportation, traffic or civil engineering, urban planning, regional planning, or a closely related field.

License and Certificate

Valid California Driver's License.

Approved by:

_____

City Manager

CITY OF MILPITAS
EFFECTIVE:
EEOC: Service
FLSA: Non-Exempt
UNIT: Unrep/Supervisor
PHYSICAL: 2

SUPERVISING METER READER

DEFINITION

To supervise, schedule and oversee the work of the water meter reading section; to review and resolve meter problems including customer complaints; and to perform routine meter reading work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Finance Director.

Exercises direct supervision over assigned staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Coordinate, schedule and oversee the field activities of water meter reading section.

Supervise and evaluate assigned personnel.

Provide training and guidance to assigned personnel.

Perform routine meter reading assignments; read meters; open and close accounts.

Make revisions to current meter routes as necessary.

Handle customer complaints and resolve problems accordingly.

Analyze various performance reports and investigate discrepancies.

Coordinate the maintenance of trucks and equipment.

Maintain proper inventory of supplies and equipment.

Perform related duties as assigned.

CITY OF MILPITAS
Supervising Meter Reader

QUALIFICATIONS

Knowledge of:

Water meter reading practices and procedures.

Geography and street systems of the City.

Basic supervision and staff development techniques and principles.

Safe work practices.

Basic accounting principles.

Ability to:

Supervise, train and evaluate the work of assigned personnel.

Resolve meter problems and citizen complaints as they arise.

Establish and maintain effective work relationships with City staff and the general public.

Communicate effectively, both orally and in writing.

Maintain neat and accurate records.

Work independently; exercise sound judgment.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of increasingly responsible experience as a water meter reader.

License

Possession of, or ability to, obtain, and maintain an appropriate, valid California Driver's License.

Approved by:

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City Manager

AS/4825/L

CITY OF MILPITAS
Effective: April 1998
EEOC: Professional
FLSA: Exempt
Unit: Exempt
Physical: 1

SYSTEMS ADMINISTRATOR

DEFINITION

Operates and administers application server resources including provision of technical support for operating system, database, application, and emulation software to provide maximum availability and access.

DISTINGUISHING CHARACTERISTICS

This is a management position in the Information Services Division of the City Manager's Office. The incumbent in this position exercises independent judgment and discretion performing highly skilled technical computer work. It is distinguished from the Operations Manager in that the latter has overall responsibility for all aspects of operations including job scheduling, backup and recovery, development and documentation of operational policies and procedures, and capacity planning, monitoring, and management.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Operations Manager.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assists with analyzing the growth needs of the City's application server resources, to ensure the acquisition and timely implementation of required resources.

Maintains expertise in City standard application server hardware, operating systems and software products.

Participates in application server hardware and software acquisitions, installation and maintenance.

Provides technical support for operating system, application, emulation and database software.

Provides systems administration, basic database administration and technical support for the City's systems.

EXAMPLES OF DUTIES

Provides the security function, system backups and data recovery processes.

Ensures that the resolution of client assistance and service requests are achieved within previously approved performance measures and client directed service levels.

Participates on project teams to ensure successful implementation of new systems or upgrades to existing systems.

Assists the Operation Manager with hardware and software vendors for the proper acquisition, installation, operation and maintenance of City application server resources.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge:

Minicomputer, client/server, LAN and WAN technology.

Unix, NT and other industry standard operating systems.

City standard hardware and application, emulation, operating system and database software.

Ability to:

Diagnose application server hardware and software problems and take effective action to resolve problems in a timely manner.

Understand emerging technology and its application to improve City services.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

Perform system administration and basic database administration functions.

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from an accredited college or university with a Bachelor's degree in Computer Science, Information Systems or a closely related field.

Experience:

Three years of increasingly responsible experience in the operation and administration of application server resources. Experience working in a public agency environment is highly desirable.

License

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California driver's license and satisfactory driving record is required.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: April 1998
EEOC: Professional
FLSA: Exempt
UNIT: Exempt
PHYSICAL: 1

TELECOMMUNICATIONS MANAGER

DEFINITION

Manages the City's communications resources including telephone systems, cellular telephone service, fiber, paging, radio, video and remote communication, performs technical planning, design, installation and maintenance of voice, video and data communication systems and networks.

DISTINGUISHING CHARACTERISTICS

The Telecommunications Manager is a single position management classification within the Information Services Division of the City Manager's Office with specific program administration responsibilities. It is distinguished from the Chief Information Officer in that the latter has overall responsibility for all operations, functions and sections of the Information Services Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Information Officer.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Plans, designs and coordinates the installation and maintenance of telecommunication networks.

Participates in developing specifications and selecting communications software, hardware and services.

Establishes and organizes operating controls and procedures.

Manages and maintains the City's voice, video, data and remote communications resources.

Analyzes and anticipates growth needs of the city's communications resources, ensuring the acquisition and timely implementation of required resources.

EXAMPLES OF DUTIES

Maintains expertise in City standard communications hardware and software products and systems.

Performs adds, moves and changes responding to client requirements for voice, video and data resources.

Ensures that the resolution of client assistance and service requests are achieved within previously approved performance measures and client directed service levels.

Compiles and maintains documentation and establishes appropriate procedures.

Participates on and/or leads project teams to ensure successful implementation of new systems or upgrades to existing systems.

Serves as a liaison with hardware, software and service providers for the proper acquisition, installation, operation and maintenance of City telecommunications resources.

Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Telecommunications systems and the interrelationship of these systems with other computer equipment.

Telecommunications equipment, software and services for voice, video, and data.

State of the art telecommunications and remote access systems using a variety of platforms, and hardware and software resources.

City standard telecommunications hardware and software products and systems.

Ability to:

Diagnose telecommunications related hardware and software problems and take effective action to resolve problems in a timely manner.

Use advanced management tools to monitor performance and capacity, and ensure maximum system availability.

Ability to:

Understand emerging technology and its application to improve City services.

Use the Internet, remote communications, and other advanced tools to increase productivity and perform job functions.

Establish and maintain effective working relationships with subordinates, peers, superiors, vendor representatives and clients.

EDUCATION AND EXPERIENCE

Education:

Equivalent to graduation from an accredited college or university with a Bachelor's degree in Telecommunications, Computer Science, or a closely related field.

Experience:

Four years of increasingly responsible experience in telecommunications including, voice, video and data, and remote access administration and management. Experience working in a public agency environment is highly desirable.

License

Incumbents must be able to travel to various locations within and outside of the City of Milpitas to fulfill job responsibilities. When driving on City business, maintenance of a valid California Driver's License is required.

Approved by:

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City Manager

TRAFFIC ENGINEER CITY OF MILPITAS

EFFECTIVE: June 1985
EEOC: Professional
FLSA: Exempt
UNIT: Unclassified
PHYSICAL: 1

DEFINITION

To plan, direct, manage and participate in the activities of the traffic engineering section; to provide professional and technical staff assistance relative to transportation issues and activities; and to supervise the engineering design unit.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of Engineering.

Exercises general supervision over professional and technical personnel.

EXAMPLE OF DUTIES - Duties may include, but are not limited to, the following;

- Plan, direct, manage, and participate in the activities of the traffic engineering section.
- Assist in the development and implementation of goals, objective, policies and priorities for traffic engineering.
- Supervise the engineering design unit.
- Plan, supervise, and carry to completion comprehensive city-wide programs to promote the safe, orderly and efficient movement of traffic.
- Identify and illustrate traffic problems, identifying and recommending appropriate solutions.
- Evaluate and initiate appropriate action on traffic suggestions and complaints.
- Review and maintain existing traffic control signs and signals.
- Coordinate traffic planning and design with engineering design personnel and consulting engineers.
- Review plans for new roads and access to major developments and subdivisions and recommend changes to improve traffic flow and parking.
- Design channelization and placing of signs and signals; oversee maintenance of traffic signal inventory.
- Plan for traffic safety, parking and street lighting.
- Establish the maintenance of traffic control device inventories, accident data, and other necessary traffic records.
- Establish and supervise maintenance of inventories, files and necessary records.
- Prepare and oversee the preparation of appropriate reports and studies.
- Conduct and oversee the conduct of relevant surveys involving traffic flow, traffic volume, road capacity, circulation patterns and similar traffic related matters.
- Represent the City at meetings with outside agencies and organizations.
- Provide management information and reports as required for local, state and federal agencies.
- Supervise, train and evaluate professional and technical staff.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of transportation planning, traffic engineering including design features.

Pertinent regulatory codes and ordinances.

Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to municipal traffic engineering projects.
Recent developments, current literature, and sources of information regarding traffic engineering.

Principles and practices of modern office management.

Principles of organization, administration, budget and personnel management.

Ability to:

Apply traffic engineering knowledge to specific technical problems.

Review and analyze various planning and development proposals, and identify potential areas of conflict relative to the City's traffic and related needs.

Design systems for the safe movement of traffic.

Prepare clear and comprehensive reports.

Establish and maintain effective work relationships with City staff, engineers, consultants, contractors and general public.

Deal tactfully and effectively with the general public, civic and community groups and public officials.

Communicate effectively, orally and in writing.

Supervise, train, and evaluate professional and technical staff.

Experience and Education

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible traffic engineering and/or transportation planning experience including some supervisory responsibilities.

Education:

Equivalent to a Bachelor's of Science degree from an accredited college or university with major course work in traffic engineering or transportation planning.

License or Certificate

Possession of, or ability to obtain and maintain an appropriate, valid California driver's license.

CITY OF MILPITAS
EFFECTIVE: June 1985
REVISED: August 2000
EEOC: Service
FLSA: Nonexempt
UNIT: MEA/Skilled Craft
PHYSICAL: 2

VEHICLE MAINTENANCE ASSISTANT

DEFINITION

To assist in the general maintenance of City vehicles and equipment; and to perform custodial duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Vehicle Maintenance Supervisor and technical supervision from other vehicle maintenance staff.

Exercises no supervision.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Deliver and pick-up vehicles, as directed, sent out for service and repair.

Transport vehicles to and from City Hall and the corporation yard.

Ensure City vehicles are kept clean through routine inspection and car washing, including washing the inside of windows and vacuuming car interiors.

Polish and wax City vehicles on a scheduled basis.

Perform and assist in the performance of minor maintenance services including changing of fan belts, radiator hoses and light bulbs.

Strip emergency equipment from old vehicles and install in new vehicles.

Pick-up and deliver maintenance supplies.

Perform custodial duties as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic methods, tools, and equipment used in servicing City vehicles and equipment.

Ability to:

Perform minor maintenance services on vehicles and equipment.

Understand and follow written and oral instructions.

Maintain routine records.

Establish and maintain effective work relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to the completion of the twelfth grade.

License or Certificate

Possession of a valid California Driver's License with minimum of a Class C license.

Approved by:

_____ _____

City Manager Date

CITY OF MILPITAS
EFFFECTIVE: June 1985
EEOC: Skilled Craft
FLSA: Exempt
UNIT: Supervisory
PHYSICAL: 2

VEHICLE MAINTENANCE SUPERVISOR

DEFINITION

To supervise, schedule and coordinate the activities of the vehicle maintenance operations; and to perform routine servicing and repairs on automotive and other equipment as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Public Services Superintendent.

Exercises direct supervision over equipment mechanic staff.

EXAMPLES OF DUTIES

Supervise, schedule and coordinate the activities of the vehicle maintenance program.

Plan, assign and review the work of vehicle maintenance workers engaged in the overhaul, maintenance and repair of a variety of automotive, construction and mechanical equipment.

Inspect work in progress and upon completion for compliance with policies, procedures and standard trade practices.

Make initial inspections in difficult cases in diagnose mechanical defects.

Oversee the City's preventive maintenance program and schedule vehicles for preventive maintenance.

Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.

Make determination whether or not to contract work out or handle inhouse; monitor and administer outside contracts.

Prepare reports; maintain records of time, materials and equipment used; order supplies and materials.

Coordinate equipment repair with operating departments.

EXAMPLES OF DUTIES

Insure the adherence to safe work practices by shop personnel.

Check new equipment to ensure operational correctness.

Perform routine servicing and repairs on automotive and other equipment as necessary.

Supervise, train and evaluate assigned staff.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, material, tools, and equipment of the automotive mechanic trade.

Operating and repair characteristics of the full range of City-owned equipment and vehicles.

Occupational hazards and standard safety precautions relative to the work performed.

Principles and operational of gasoline and diesel engines.

Methods used in electric arc welding, oxyacetylene welding and fabrication.

Preventative maintenance techniques.

Basic record keeping and inventory control methods.

Principles and practices of supervision, training, and evaluation.

Ability to:

Plan, lay out and assign the work of skilled mechanics and other shop workers.

Maintain records and reports.

Establish and maintain effective work relationships with City staff.

Diagnose defects in and repair a variety of equipment and vehicles.

Ability to:

Perform routine to complex mechanical repair work.

Operate a variety of power and hand tools.

Supervise, train and evaluate assigned staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience as a journey-level mechanic with significant supervisory or lead experience.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License with Class 2 endorsement.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Skilled Craft
FLSA: Nonexempt
UNIT: MEA/Skilled Craft
PHYSICAL: 2

VEHICLE MAINTENANCE WORKER I/II

DEFINITION

To make minor and major mechanical repairs to automotive, diesel and other power-driven equipment; to perform routine preventative maintenance work on automotive, diesel and other power-driven equipment; and to assist entry-level and semi-skilled mechanics.

DISTINGUISHING CHARACTERISTICS

Vehicle Maintenance Worker I - This is the entry level class in the Vehicle Maintenance class series. Positions in this class perform mechanical repair work of a routine to moderately complex nature, working under the guidance and training of more experienced staff. Work assignments typically deal with the more routine repairs made in the shop, with a strong emphasis on preventative maintenance. Positions at this level are also responsible for the more routine maintenance activities of the shop including transporting vehicles, picking-up and delivering parts, and cleaning and washing vehicles and the shop as time permits.

Vehicle Maintenance Worker II - This is the full journey level class in the Vehicle Maintenance class series. The Vehicle Maintenance Worker II class is distinguished from the Vehicle Maintenance Worker I by the performance of the full range of duties as assigned, with only occasional instruction or assistance as new or unusual situations arise. Positions at this class level typically perform the more complex assignments within the work unit, and assume responsibility for providing guidance and assistance to less experienced staff in the shop.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Vehicle Maintenance Supervisor.

May exercise technical supervision over less experienced staff in the shop.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Make minor and major mechanical repairs to automotive, diesel and other power-driven equipment.

EXAMPLES OF DUTIES

Perform routine preventative maintenance work on automotive, diesel and other power-driven equipment.

Inspect, diagnose, and locate mechanical difficulties on City automobiles, trucks, and a variety of diesel and gasoline powered maintenance and construction equipment.

Determine extent of necessary repairs.

Tune up engines, replacing ignition parts and cleaning and adjusting carburetors.

Replace or repair faulty parts including wheel bearings, oil seals, shock absorbers, brakes, exhaust systems, steering mechanisms, and related parts and equipment.

Prepare and replace such components as generators, distributors, relays, lights, and switches.

Overhaul coolant systems; replace hoses, radiators, belts, water pumps and thermostats.

Check and repair mufflers and exhaust pipes.

Prepare police vehicles for removal from service; remove police equipment.

Provide emergency road service as necessary.

Assist other mechanics in the performance of mechanical repairs as required.

Perform related duties as assigned.

QUALIFICATIONS

Vehicle Maintenance Worker I

Knowledge of:

Tools, equipment, and procedures used in the overhaul, repair, and adjustment of gas and diesel-powered equipment.

Operation and care of large and small gasoline and diesel engines.

Safe work practices.

Knowledge of:

Preventative maintenance techniques.

Ability to:

Perform minor and major mechanical work on equipment and vehicles.

Use a variety of tools and equipment with skill.

Maintain a variety of shop and repair records.

Understand and carry out oral and written directions.

Establish and maintain effective work relationships with City staff.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in the maintenance and repair of automotive and other power mechanic equipment and tools.

Education

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License with Class 2 endorsement.

Vehicle Maintenance Worker II

In addition to the requirements for Vehicle Maintenance Worker I:

Knowledge of:

Policies and procedures of the City as they relate to equipment maintenance and repair.

Operating characteristics of the entire range of City-owned equipment.

Ability to:

Perform journey level mechanical work including the troubleshooting of equipment for both major and minor repairs.

Accurately determine mechanical repair needs and estimate the cost and time of repairs.

Work independently.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience comparable to a Vehicle Maintenance Worker I in the City of Milpitas.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License with Class 2 endorsement.

Approved by:

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City Manager

CITY OF MILPITAS
FFECTIVE: January 1987
EEOC: Skilled Craft
FLSA: Nonexempt
UNIT: MEA/Skilled Craft
PHYSICAL: 2

VEHICLE MAINTENANCE WORKER III

DEFINITION

Schedule and coordinate the activities of the vehicle maintenance operation; and to perform routine servicing and repairs on fire apparatus and other equipment as necessary.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Vehicle Maintenance Supervisor.

Receives direction from the Battalion Chief when assigned to Fire Department.

Exercises indirect supervision over assigned Maintenance staff or fire personnel assigned to assist.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Schedule and coordinate the activities of the apparatus and equipment maintenance program.

Make initial inspections in difficult cases and diagnose mechanical defects.

Prepare detailed cost estimates and make recommendations regarding feasibility of major repairs.

Make recommendations whether or not to contract work out or handle in-house; monitor and administer outside contracts.

Prepare reports; maintain records of time, materials and equipment used; order supplies and materials.

Insure the adherence of safe work practices by personnel assigned to shop.

Check new equipment to ensure operational correctness.

When Assigned To Fire Department:

Oversee the Fire Department's preventive maintenance program and schedule apparatus and equipment preventive maintenance.

Perform routine servicing repairs on Fire Apparatus and other equipment as necessary.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Methods, materials, tools, and equipment for the automotive and truck mechanic trade.

Occupational hazards and standard safety precautions relative to the work performed.

Principles and operation of gasoline and diesel engines.

Methods used in electric arc welding, oxyacetylene welding and metal fabrication.

Preventive maintenance techniques.

Basic record keeping and inventory control methods.

Principles of centrifical pumps, values and piping used on fire apparatus.

Ability to:

Plan, lay out and assign the work of other shop workers.

Maintain records and reports.

Establish and maintain effective work relationships with City staff.

Diagnose defects in and repair a variety of equipment and vehicles.

Perform routine-to-complex mechanical repair work.

Operate a variety of power and hand tools.

EXPERIENCE AND EDUCATION

Any combination and experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience as a journey-level mechanic with emphasis in repair and maintenance to trucks, heavy equipment, diesel engines and hydraulics; or three years experience comparable to that of Vehicle Maintenance Worker II in the City of Milpitas.

License and Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License with Class 2 endorsement.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: June 1985
EEOC: Service
FLSA: Nonexempt
UNIT: MEA/Maintenance
PHYSICAL: 2

WATER METER READER

DEFINITION

To read residential and commercial water meters and record consumption; to identify water meter equipment problems; and to work with other staff in resolving billing and relating problems.

SUPERVISION RECEIVED AND EXERCISED

Receives indirect supervision from the Senior Water Meter Reader.

May exercise technical supervision over less experienced staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Read residential and commercial water meters.

Follow assigned routes, documenting water readings.

Check meters in customers' backyards, basements, and meter pits.

Report unusual consumption readings.

Test meters for accuracy using appropriate equipment including a heavy measuring tank, its gauge and a meter gauge; look for indication of leaks, calculating size of leak as appropriate.

Report malfunctioning meters or signs of tampering.

Prepare work orders for malfunctioning or damaged meters.

Maintain meter boxes including cutting bushes, digging out boxes, cleaning boxes and replacing missing or broken lids.

Notify public of delinquent accounts and bad checks by tagging doors including notification of potential shut-offs.

EXAMPLES OF DUTIES

Lock off water for non-payment using various tools and devices.

Turn on systems for new users or for resumption of services.

Advise customers regarding meter and billing problems, and refer them to the proper City department.

Recheck and confirm or correct previous readings as directed.

May train new employees as assigned.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

City street and address system, alleys, and hazards encountered in the work.

Meters and meter equipment and their respective functions.

Mathematical calculations.

Ability to:

Learn City billing procedures and policies of water utility services.

Understand and carry out written and oral directions.

Maintain accurate and up-to-date records.

Deal tactfully with the public.

Walk long distances and work outside in a year round conditions.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California Driver's License.

Approved by:

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City Manager

CITY OF MILPITAS
EFFECTIVE: February 7, 1995
EEOC: Skilled Craft
FLSA: Nonexempt
UNIT: MEA/Skilled Craft
PHYSICAL: 2

WATER SYSTEM OPERATOR

DEFINITION

Under general supervision, this position will perform a variety of journey level duties associated with the operation, maintenance, and repair of the City's water system; performs related work as required. The Water System Operator's work schedule may include weekend work, and as necessary emergency call outs.

DISTINGUISHING CHARACTERISTICS

This is a lead position responsible for all proper functioning of the systems controlling the treatment, flow, pressure, and volume of water within the City's water distribution system at all times. The Water System Operator is required to have a complete working knowledge of water system operations and related facilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Maintenance Supervisor.

Exercises indirect supervision over assigned personnel.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Assists in the oversight of the administrative aspects of operating the water systems, including review and update of operations procedure manuals.

Perform preventive maintenance on all equipment, machinery, and control systems related to the City's water system.

Install and make minor repairs, modifications or additions to system facilities. Participate in major system repairs.

Maintain and control water treatment facilities in the City's water system.

Provide direction, guidance, and training to less experienced personnel.

EXAMPLES OF DUTIES

Monitors and controls the water supply, distribution, and storage systems through a supervisory control and data acquisition systems(SCADA), and analyzes and acts accordingly to control flow through various distribution facilities.

Performs a variety of tests to determine system process performance and compliance with water quality regulations.

Collects various water samples for laboratory analysis and perform water quality analysis tests as assigned.

Read and interpret gauges and recording devices.

Performs and maintains records and report functions as a log of system operations, test results, maintenance work performed, and unusual operating conditions.

Maintains the system and operating equipment and facilities in a clean and orderly condition.

Sanitize storage structure as necessary.

Guide and explain operations to visiting groups.

Ensure that safety measures and practices are utilized at all times.

Perform emergency maintenance work as required.

Respond to after hour calls.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Operating principles of water system treatment and distribution operations.

Methods, materials, and equipment used in the operation and maintenance of water system facilities.

SCADA systems.

Knowledge of:

Standards and procedures pertaining to maintaining an adequate potable and non-potable water supply.

Techniques and procedures for maintaining and performing repairs on electrical control systems, mechanical control systems, hydraulic control valves, pump control valves, and related instruments.

Training and communication techniques; and accepted safety practices.

Ability to:

Learn and receive advanced operational and technological developments in the water industry.

Maintain knowledge of the advancement of the distribution and treatment of water.

Identify water system maintenance and repair problems.

Work independently and exercise sound independent judgment.

Safely operate, repair and maintain water system facilities.

Keep accurate records of water system operations.

Demonstrate aptitude in practical mathematics.

Perform simple water quality tests.

Demonstrate aptitude in practical mathematics.

Demonstrate and understanding of basic water system hydraulics.

Demonstrate mechanical aptitude.

Understand and carry out oral and written instructions.

Give clear oral and written instructions.

Establish and maintain cooperative relationships with City staff and the public.

EXPERIENCE AND EDUCATION

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience in the operation, maintenance, and repair of water system facilities.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate

Possession of or ability to obtain and maintain a valid California Commercial Driver's License with Class A endorsements as assigned.

Possession of a Grade III Water Treatment Operator Certificate issued by the California Department of Health Services.

Approved by:

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City Manager

CITY OF MILPITAS
Revised: 9/8/91
Established: 6/85
EEOC: Office and Clerical
UNIT: Confidential
FLSA: Non-exempt
Physical: 1

WORDS PROCESSING OPERATOR I/II

DEFINITION

Under general supervision, performs high volume word processing in a production environment; produces a variety of routine and complex documents and reports including technical, financial and statistical materials from prerecorded dictation and hard copy using work processing and computer equipment.

DISTINGUISHING CHARACTERISTICS

Word Processing Operator I - This is the entry level class in the word processing series. Employees work under close supervision initially while learning the operation of the word processing equipment and City procedures, documents and formats. As experience is gained, incumbents work with more independence. This class is flexibly staffed with Word Processing Operator II and employees may advance to the II level upon demonstration of proficiency and after gaining the required experience, knowledge and skills.

Word Processing Operator II - This is the full journey level class in the series, and is distinguished from the I level by performance of the full range of duties assigned. Incumbents in the Word Processing Operator II class work independently and instruction or guidance is given only as new or unusual situations arise. Lead Word Processing Operator class is distinguished from the Word Processing Operator II class by performance of lead work and the more complex and administrative duties within the Center.
Word Processing Operators receive general supervision from the City Clerk and lead supervision from the Lead Word Processing Operator.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Transcribe a variety of correspondence, memoranda, forms, records, statistical and financial data, and general and technical reports from prerecorded dictation and hard copy, including confidential materials.

Prepare draft/finished copy of manuals and documents as assigned.

Determine proper grammar, spelling, paragraphing, form arrangement and spacing of material.

EXAMPLES OF DUTIES

Proofread typed work for typographical errors; edit and revise as required.

Print final documents and distribute material to proper division/department.

Maintain a daily record of work completed.

Assist in training new users and others as requested.

QUALIFICATIONS

Note: The level and scope of the knowledge and skills listed below are related to the job duties as defined under Distinguishing Characteristics.

Knowledge of:

English usage, grammar, spelling, vocabulary and punctuation.

Office methods and procedures, including filing systems, business correspondence and report writing.

Word processing systems.

Skill/Ability to:

Operate the City's word processing equipment including use of dictaphone.

Operate new equipment and learn new methods, and utilize new programs.

Follow written and oral instructions.

Work under pressure and tight deadlines.

Prepare a variety of finished copy formats.

Proofread typed material.

Type at a speed of 60 words per minute.

Other Requirements:

Specified positions may require possession of a valid California driver license.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Word Processing Operator I: One year of general clerical experience.

Word Processing Operator II: Two years of responsible clerical experience including one year of experience in operation of word processing equipment in a production setting.

Approved by:

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City Manager
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