

## **ATTACHMENT 1**

## ACCOUNTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, participates in performing professional accounting duties in the analysis, preparation, and maintenance of financial records and reports; performs payroll functions and reporting; provides lead support for accounts payable, business licenses, cash deposits, revenue accounting, and receivables; participates in accounting for special funds; maintains fixed asset records; performs difficult and detailed accounting analyses; contributes to the development of and monitors performance against the annual citywide budget; participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; and performs related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Finance Director. Provides training and is a back-up to technical and clerical staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Performs payroll processing functions and reporting; ensures all payroll, payroll taxes and insurances are paid timely.
- Participates in maintaining the City's general ledger and special funds, including setting up accounts and preparing and processing standard monthly and special journal entries; reviews entries for accuracy of account numbers and answering staff and department questions about appropriate accounts for charges of expenses; analyzes, verifies and reconciles accounts and records and processes adjusting entries; performs the reconciliation of City bank accounts and the resolution of discrepancies.
- Provides backup for accounts payable, business licenses, cash deposits, revenue accounting and receivables; reviews and approves all source documents to ensure accuracy of account numbers, authorizations, and adequate account balances; participates in the resolution of any accounting and operational problems, as necessary.
- Participates in the annual close of the City's financial records; reviews and analyzes relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; assists during the annual audit by the City's outside auditors.
- Assists in the preparation of all City required financial reports; prepares statements and schedules; participates in preparation of the State Controller's Reports.
- Assists in the development and preparation of all Citywide budgets, providing information, projecting budget expenditures, and performing financial analyses; publishes the approved budget and distributes to City Council, City Manager, Departments, and the general public.
- Participates in accounting for the City's special assessment bonds, including the preparation of all appropriate tax roll billings, monitoring of receipts and delinquencies, calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts.
- Provides support in maintaining and ensuring Citywide adherence to internal control procedures and accounting standards.
- Processes and maintains Citywide Developer deposits on a regular and timely basis; identifies and reports any negative balance conditions to the appropriate department for resolution; follows up and

reports on status of resolution efforts.

- Performs and maintains the accounting and financial reporting for the Citywide lighting and landscape, and all special districts.
- Performs and maintains inventory on all City fixed assets and the systems and reports connected with fixed assets.
- Provides information and assistance to departments on accounting and financial reporting issues.
- Assists in the resolution of computer and systems related problems.
- Prepares a variety of special financial reports as needed and performs research studies, account analysis and special projects as assigned my management.
- Processes citywide payroll; reconciles payroll benefits and processes payments; performs retirement reporting for PARS and CalPERS; performs various annual payroll reporting.
- Provides training to lower level staff.
- Maintains citywide purchasing cards and fleet fuel cards.
- Assists human resources in reconciling employee status details and monitoring compliance with personnel rules, regulations, and ACA reporting standards and maintaining employee records.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting.
- Internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies.
- City functions, including assessment and maintenance districts, grant-supported programs and capital improvement projects, and associated financial management and reporting issues.
- Principles and practices of information technology related to the processing of accounting and financial information.
- The operations, requirements and codes of the City's general ledger system.
- City personnel rules, policies and labor contract provisions.
- Principles and practices of the CalPERS reporting system.
- Payroll and labor laws and regulations.
- Principles and practices of effective supervision.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to**

- Act as lead to direct and coordinate the work of lower level staff.
- Analyze and make sound recommendations on complex financial data and operations.
- Understand, interpret, explain and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping.
- Understand and accurately use the City's Chart of Accounts system of accounting for special districts and funds and oversee the maintenance and reconciliation of all general ledger accounts.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.

- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Function appropriately during stressful situations.
- Complete assignments in an accurate and timely manner.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.
- Understand and interpret MOUs and personnel and CalPERS rules.
- Apply CalPERS rules to the payroll system.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 professional accounting experience including two years of administrative and lead responsibility. Some experience in a public agency or governmental entity is desirable.

**Education/Training**

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; perform data entry functions.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

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Date

Revised: July 2018  
Unit: Confidential/Unrepresented  
FLSA/Position: Non-Exempt

**ACCOUNTING TECHNICIAN I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, performs a variety of accounting duties including processing general ledger entries, accounts payable, and accounts receivable functions; assists in the preparation of a variety of financial reports; and performs a variety of duties relative to assigned areas of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory or management staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Performs a variety of accounting duties including but not limited to general ledger entries and processing accounts payable and receivable functions.
- Maintains accurate records and files regarding payroll deductions, leave balances, and other employee payroll and benefit information.
- Prepares and reconciles journal entries, reconciles bank accounts; prepares requests for payment of payroll deductions and employer related expenses; performs data entry functions; enters information into computer for all accounting activities.
- Performs accounts payable functions; receives and reviews invoices; compares invoices to purchase orders; ensures proper authorization and compliance with City policies and procedures, as well as Federal and State tax laws; prepares 1099 reporting.
- Processes accounts payable including insurance payments, City credit card payments, legal fees, various vendor accounts, contract vendors, petty cash transactions and assist with journal entry and reconciliation.
- Collects fees and other monies for City services; issues receipts; prepares and enters cash receipts in the general ledger; prepares deposits.
- Performs sales tax reconciliation to business license information.
- Processes utility tax payments.
- Provides assistance with the overall review and preparation of the City's budget.
- Provides assistance with payroll related requests for data for reports, insurance, and benefit costing.
- Responds to inquiries from staff and vendors in person and on the telephone.
- Performs a variety of clerical activities; acts as receptionist; receives, screens and directs calls; types various correspondence; maintains various files.
- Evaluates and recommends upgrades/enhancements to the City's financial systems.
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Basic auditing and financial reconciliation procedures and practices.
- Basic principles and practices of accounting, including accounts payable and receivable and payroll processing.

## **CITY OF HERCULES**

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Basic methods and techniques of general ledger reconciliation.
- Basic principles and procedures of financial record keeping and reporting.
- Basic mathematical principles.
- Applicable Federal, State and local laws, codes and regulations.

### **Ability to**

- Perform basic accounting functions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Prepare and reconcile journal entries.
- Prepare and reconcile various financial, accounting and payroll records.
- Assure confidentiality regarding payroll information.
- Prepare clear and concise fiscal reports.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 increasingly responsible accounting or bookkeeping public agency experience, preferably in a local government. Work history in a multi-tasking work environment with specific imposed deadlines and requests to provide information to various department managers and employees.

#### **Education/Training**

Equivalent to the completion of the twelfth grade supplemented by course level coursework in accounting, bookkeeping or a related field.

#### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must possess the necessary skills to reconcile billing and credit card accounts, and understand duties relevant to accounts payable and accounts receivable. Demonstrate the ability to prepare a variety of financial reports.

Willingness and ability to work scheduled and emergency overtime, travel locally to the bank, and attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; work with numerous interruptions when inquiries from managers and staff need answering within a timely fashion; multi-tasking and patience are critical attributes for the success on the job.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, lifting, bending, stooping, stretching or sitting for prolonged periods of time; requires the mental and/or physical ability to read fine print, work with computer monitors, and converse over the telephone and in person; perform data entry functions.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

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Date

Updated: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt



**ACCOUNTING TECHNICIAN II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, performs complex paraprofessional accounting work; performs a variety of accounting duties including processing of payroll, accounts receivable and accounts payable functions; creating general ledger entries, and assisting in the preparation of a variety of financial reports; creates and maintains records regarding municipal, state, and federal funds and performs a variety of duties relative to assigned area of responsibility.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory or management staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

**(Assigned to Accounts Payable and Receivable)**

- Performs a variety of accounting duties and reviews a variety of financial and account documents for completeness and accuracy; reconciles general ledger and bank accounts and prepares and reconciles journal entries; reconciles discrepancies and makes adjustments on accounts payable and accounts receivable accounts.
- Prepares requests for employer related expenses; performs data entry functions; enters information into computer for all accounting activities.
- Performs accounts payable functions when assigned as a primary duty or as back-up; processes insurance payments, City credit card payments, legal fees, various vendor accounts, contract vendors, petty cash transactions, and employee benefits reconciliation; receives and reviews invoices and compares invoices to purchase orders; ensures proper authorization and compliance with City policies and procedures and Federal and State tax and procurement laws; prepares 1099 and sales tax reports; confers with related departments when confirmation of information is needed.
- Performs accounts receivable functions when assigned as a primary duty or as back-up; tracks payments, mails invoices and statements, and posts revenues and receivables.
- Collects fees and other monies for City services; issues receipts; prepares and enters cash receipts in the general ledger and prepares bank deposits.
- Performs sales tax reconciliation to business license information.
- Processes utility tax payments when assigned.
- Assists with the overall review and preparation of the City's labor projections.
- Provides training on finance software modules used for invoicing and payment approvals regarding navigating modules, using systems efficiently and obtaining budget and account information and status of payables and receivables.
- Oversees, assists and reviews data entry completed by departments in the Budgeting module, Cash Receipts module, Accounts (Miscellaneous) Receivables module, and the Purchasing/Inventory module.
- Performs a variety of clerical activities including acting as receptionist, receiving, screening and directing calls, typing various correspondence and maintaining records and files.
- Evaluates and recommends upgrades/enhancements to the City's financial systems.
- Provides a friendly customer service atmosphere.

## **CITY OF HERCULES**

- Respond to inquiries from staff and vendors in person and on the telephone.
- Performs related duties as required.

### **(Assigned to Payroll)**

- Processes citywide payroll; reconciles payroll benefits and processes payments; performs retirement reporting for PARS and CalPERS; performs bi-weekly, monthly, quarterly and annual functions related to payroll processing.
- Sets up payroll controls; determine cost allocations and payroll taxes; prepares exception reports; monitors applicable tax laws and stays abreast on annual retirement contribution limits related to payroll processing.
- Coordinates various human resources activities including salary administration, compensation, labor relations, general benefits administration, and mandated reporting.
- Assists Human Resources in reconciling employee status details and monitoring compliance with personnel rules, regulations, and ACA reporting standards and maintaining employee records.
- Provides backup for accounts payable, business licenses, cash deposits, revenue accounting and receivables; reviews and approves all source documents to ensure accuracy of account numbers, authorizations, and adequate account balances; participates in the resolution of any accounting and operational problems, as necessary.
- Assists with the overall review and preparation of the City's labor projections.
- Performs a variety of clerical activities including acting as receptionist, receiving, screening and directing calls, typing various correspondence and maintaining records and files.
- Evaluates and recommends upgrades/enhancements to the City's financial systems.
- Provides a friendly customer service atmosphere.
- Respond to inquiries from staff and vendors in person and on the telephone.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Basic auditing and financial reconciliation procedures and practices.
- Principles and practices of accounting, including accounts payable and accounts receivable.
- Payroll and labor laws and regulations.
- Public Agency, federal, state and local governmental required reporting procedures.
- Methods and techniques of general ledger reconciliation.
- Principles and procedures of financial record keeping and reporting.
- Basic mathematical principles.
- Applicable Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to**

- Perform basic accounting functions.
- Prepare and reconcile journal entries.
- Prepare and reconcile various financial and accounting records.
- Understand and interpret MOUs and personnel and CalPERS rules.
- Apply CalPERS rules to the payroll system
- Prepare clear and concise fiscal reports.

## **CITY OF HERCULES**

- Understand and follow oral and written instructions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 accounting or bookkeeping public agency experience, preferably in a local government. Work history in a multi-tasking work environment with specific imposed deadlines and requests to provide information to various department managers and employees.

#### **Education/Training**

Equivalent to the completion of the twelfth grade supplemented by course level coursework in accounting, bookkeeping or a related field.

#### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must possess the necessary skills to reconcile billing and credit card accounts, and understand duties relevant to accounts payable and accounts receivable. Demonstrate the ability to prepare a variety of financial reports.

Willingness and ability to work scheduled and emergency overtime, travel locally to the bank, and attend evening and out-of-town meetings and seminars on occasion during work and non-work hours.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; work with numerous interruptions when inquiries from managers and staff need answering within a timely fashion; multi-tasking and patience are critical attributes for the success on the job.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, lifting, bending, stooping, stretching or sitting for prolonged periods of time; requires the mental and/or physical ability to read fine print, work with computer monitors, and converse over the telephone and in person; perform data entry functions.

## CITY OF HERCULES

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

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Supervisor Signature

\_\_\_\_\_  
Date

Updated: July 2018  
Unit: Unrepresented  
FLSA/Position: Non-Exempt

**ADMINISTRATIVE SECRETARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, performs a wide variety of complex administrative and secretarial duties in support of assigned department or department head; provides information and assistance to the public regarding departmental policies and procedures; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned department head.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Provides responsible and complex administrative and secretarial support to multiple departments.
- Receives and screens visitors and telephone calls; provides front counter assistance including providing information; responds to requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
- Researches, compiles, and summarizes a variety of informational materials for special reports and projects.
- Types and proofreads a wide variety of reports, letters, memoranda and statistical charts; types from rough drafts or verbal instruction; transcribes dictation; composes correspondence related to assigned responsibilities.
- Initiates brief correspondence for signature by appropriate management staff.
- Reviews finished materials for completeness, accuracy, format, and compliance with policies and procedures.
- Attends a variety of meetings; prepares and compiles agenda packets; takes and prepares minutes; disseminates information as appropriate.
- Receives, sorts, opens and distributes department mail; maintains logs of mail received for assigned department head.
- Maintains, develops and implements department filing systems and records; modifies systems as appropriate.
- Maintains and orders office supplies; prepares purchase orders; receives invoices and checks for accuracy; processes payments.
- Provides word processing support to assigned department; troubleshoots and trains users in word processing applications.
- Coordinates and compiles a variety of items and information for printing and distribution to department staff.
- Operates a variety of office equipment including copiers, facsimile machines and computers; inputs and retrieves data and text; organizes and maintains disk storage and filing.
- Maintains, reconciles and replenishes department petty cash funds; prepares deposit slips and financial reports.
- Receives fees for assigned department services; processes and maintains necessary permits.
- Provides significant desktop publishing assistance in the preparation of the City's newsletter; performs word processing, design and editing of the newsletter.
- Maintains a calendar of meetings for assigned department; notifies participants; makes travel arrangements if necessary; coordinates room arrangements and prepares required materials.

## **CITY OF HERCULES**

- Receives time cards and other personnel information; reviews information for accuracy and completeness; maintains confidentiality.
- Creates and updates various spreadsheets to maintain accurate accounting records of department budgets.
- Reviews, logs, and files contracts; follows up on required documents and compliance of insurance policies; distributes executed copies to the assigned department and contractor.
- Processes a variety of information in computer system and/or within websites.
- Records documents with the County.
- Provides various out of office assistance including to purchase and/or drop off materials.
- Reconciles assigned staff Cal Cards as necessary.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Business letter writing and basic report preparation techniques.
- Principles and procedures of record keeping and filing methods.
- Methods and techniques of desktop publishing.
- Practices used in minute taking and preparation.
- Correct English usage, including spelling, grammar and punctuation, and vocabulary.
- Basic mathematical principles.
- Pertinent Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Perform a variety of administrative and confidential support services.
- Type at a speed necessary for successful job performance.
- Transcribe dictation at a speed necessary for successful job performance.
- Prepare clear and concise reports.
- Interpret, explain and enforce department policies and procedure.
- Use initiative and independent judgment within established guidelines
- Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
- Provide word processing support to assigned department.
- Independently prepare correspondence and memoranda.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.

## CITY OF HERCULES

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

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and training 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 and secretarial experience.

#### **Education/Training**

Equivalent to the completion of the twelfth grade supplemented by specialized secretarial training.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

Regularly required to sit for long periods of time; intermittently stand, walk, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
FLSA: Non-Exempt  
Group: Part-Time / Non-union

**ADMINISTRATIVE SPECIALIST**  
***CONFIDENTIAL***

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, performs a variety of highly responsible, confidential and complex secretarial and administrative duties within a department; acts as a liaison between the City and outside agencies and the general public; attends meetings and prepares minutes and reports; and performs related duties as assigned. This classification is considered a confidential class and is not considered a supervisor or management position.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Department Director or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Provides responsible, complex and confidential secretarial administrative support to the Department; types and proofreads a wide variety of complex and confidential reports, letters, memoranda and statistical charts; prepares correspondence and types from rough draft or verbal instruction; takes and transcribes dictation; maintains confidential records.
- Conducts special projects as assigned, which are sensitive and/or of critical importance to top City management.
- Serves as the liaison between the City and outside organizations; provides information and assistance.
- Screens office and telephone callers; responds to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities; resolves citizen inquiries and complaints.
- Maintains daily calendar for Department Director; schedules and coordinates meetings, events and appointments; coordinates meetings for Department Director with department heads, management staff, sub committees, City Council and outside agencies.
- Analyzes and develops procedures related to departmental matters such as work simplification and methods of improvement.
- Maintains and updates the City database including lists, rolodexes, rosters and various scheduling information.
- Assists with the preparation of the annual budget; compiles and inputs budget data; submits budget recommendations for office supplies and equipment.
- Reviews, researches and summarizes a variety of fiscal, statistical and administrative information; prepares related reports and correspondence.
- Receives and prioritizes mail for department; routes mail; responds to correspondence as appropriate.
- Initiates brief correspondence independently for signature by appropriate management staff.
- Reviews finished materials for completeness, accuracy, format, compliance with policies and procedures.
- Maintains, develops and implements department filing systems and records; modifies systems as appropriate.



## **CITY OF HERCULES**

- Maintains and orders office supplies; prepares purchase orders; receives invoices and checks for accuracy; processes payments including credit card statements.
- Coordinates and compiles a variety of items and information for printing and distribution to department staff.
- Maintains a calendar of meetings for assigned department; notifies participants; makes travel arrangements if necessary; coordinates room arrangements and prepares required materials.
- Receives time cards and other personnel information; reviews information for accuracy and completeness; maintains confidentiality on personnel issues.
- Maintains, edits and updates the department's various social media pages and City Website.
- Performs live scans and serves as Custodian of Records.
- Processes background records checks.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Basic organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Business letter writing and report preparation techniques.
- Principles and procedures of filing and record keeping.
- Principles of supervision, training and performance evaluation.
- Correct English usage, spelling, grammar and punctuation.
- Rules and regulations governing public meetings.
- Pertinent Federal, State and local laws, codes, ordinances and regulations.
- Basic mathematical principles.
- Principles and practices of navigating and running social media pages.
- Principles and practices of running and editing a CMS system.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Interact with senior department leaders, mid-managers, staff members and the general public appropriately while fostering a positive and/or reliable and productive rapport and outcome.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Be punctual with daily attendance.
- Plan, organize and schedule office priorities.
- Work independently in the absence of supervision.
- Maintain confidential records and reports.
- Organize work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Interpret and apply City policies, procedures, laws and regulations relating to assigned activities.
- Independently perform the most difficult administrative support services.
- Understand the organization and operation of the City and of outside agencies as necessary to assume

assigned responsibilities.

- Independently prepare correspondence and memoranda.
- Take and transcribe dictation and type at a speed necessary for successful job performance.
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Work safely and follow recommended ergonomic recommendations.
- Work irregular hours as needed.
- Access a variety of reporting systems.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 involving the full range of duties including administrative, clerical, and office management.

#### **Education/Training**

Equivalent to the completion of the twelfth grade supplemented by two years of secretarial training or business course work. Completion of an Associate's degree with major course work in a related field is desirable.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; contact with the general public.

#### **Physical Conditions:**

Regularly required to sit for long periods of time; intermittently stand, walk, stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information; operate office equipment including computers.

## CITY OF HERCULES

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Unrepresented  
FLSA/Position: Non-Exempt

**ASSISTANT ENGINEER  
ASSOCIATE ENGINEER  
ASSOCIATE CIVIL ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision (Assistant Engineer), general supervision (Associate Engineer), or direction (Associate Civil Engineer), performs a variety of professional engineering tasks involving either public works improvements, development projects or capital improvement projects; examines and/or prepares plans and related specifications and reports; collaborates and confers with developers, contractors, other engineers and the general public; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

**Assistant Engineer**

This is the entry level class in the professional Engineer series performing responsible engineering duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Associate Engineer level and exercise less independent discretion and judgment in matters related to work procedures and methods. Initially, work may be supervised while in progress and fits an established structure or pattern. As experience is acquired, employees are expected to perform with increasing independence and responsibility. Advancement to the “Associate” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff. Since this class is typically used as a training class, employees may have only limited related work experience.

**Associate Engineer**

This is the full journey level class within the professional Engineer series. Employees within this class are distinguished from the Assistant Engineer by the performance of the full range of duties as assigned including complex design, plans review, management of projects and for reviewing private development projects for design conformance and accuracy. Incumbents perform complex professional engineering assignments requiring considerable knowledge of various aspects of civil engineering, design standards, regulations, construction and maintenance. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and may be filled by advancement from the Assistant level, or when filled from the outside, require prior experience. Advancement to the Associate Civil Engineer classification is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

**Associate Civil Engineer**

This is the advanced journey level class within the professional Engineer series. The Associate Civil Engineer is the first licensed engineer level responsible for performing the more complex and difficult engineering assignments including the more complex design and construction project management of large projects. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and may be expected to provide lead direction and

training to employees in lower level positions. Advancement to the Associate Civil Engineer classification is based on certification as a professional engineer.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision (Assistant Engineer), general supervision (Associate Engineer), or direction (Associate Civil Engineer) from the Public Works Director or designee. The Associate Civil Engineer class exercises lead direction and training to lower level staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Reviews construction plans and specifications for public works projects; ensures technical correctness; applies appropriate ordinances, codes, and regulations.
- Reviews legal descriptions and cost estimates; interprets plans and specifications for contractors; determines contractual compliance within engineering standards and specifications.
- Performs engineering design work including researching data and determining design criteria in accordance with required standards and codes; prepares calculations, sketches, plans, specifications and estimates.
- Assists in and manages capital improvement projects from design to completion; prepares designs, specifications and budget.
- Assists at the front counter; reviews applications and submittal; recommends modifications or approvals.
- Collaborates and confers with developers, engineers, architects and contractors; provides information on City policies and procedures related to engineering.
- Conducts engineering studies on assigned projects; performs civil engineering cost analyses; prepares and/or reviews the adequacy and accuracy of computations, preliminary layouts and design work from field and survey data.
- Responds to public inquiries; investigates citizen complaints relating to public works issues; provides higher level staff with recommendations for resolving issues and complaints.
- Prepares a variety of clear and concise engineering reports, legal descriptions, contracts and correspondence; administers construction contracts according to established guidelines.
- Ensures departmental compliance with the clean water program; attends regular meetings as required.
- Researches and implements computerized engineering applications.
- Administers grant funded projects.
- Oversees the Sewer Lateral program.
- Reviews and inspects encroachment permit requests.
- Perform related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Operations, services, and activities of a municipal engineering design and construction program.
- Principles and practices of civil engineering.
- Principles of mathematics as applied to engineering work.
- Engineering design principles and practices.
- Principles and practices of project management and construction administration in the public works industry.
- Pertinent Federal, State and local codes, laws and regulations.

- Terminology, methods, practices and techniques used in technical civil engineering and surveying report preparation.
- Recent developments, current literature and sources of information regarding civil engineering and land surveying.
- Technical report writing techniques.
- Mechanics and properties of materials.
- Methods and techniques of engineering plan review and analysis.
- Methods and techniques of conducting site and field investigation.
- Occupational hazards and standard safety procedures.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to**

- Develop, review and modify civil engineering plans, designs, and specifications.
- Learn terminology, methods, practices and techniques used in technical civil engineering report preparation.
- Learn to interpret and apply pertinent Federal, state and local laws, codes and regulations related to civil engineering.
- Learn to perform technical research and solve engineering problems.
- Maintain technical civil engineering records and prepare reports.
- Maintain mental capacity which allows the capability of making sound decisions and demonstration intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities
- Maintain effective audio-visual discrimination and perception needed for making observations, communication with other, reading, writing and operation assigned equipment.
- Lead project activities that achieve on-time deliverables, quality and desired results.
- Recognize priorities, dependencies and critical paths in project activities.
- Perform technical research and solve engineering problems.
- Coordinate and monitor the work of consultants and/or contractors performing engineer activities.
- Serve as the project manager on one or more projects.
- Perform engineering computations and calculations.
- Administer programs involving Federal, state and local grants.
- Safely and effectively operate engineering tools and equipment.
- Respond to questions and inquiries from a variety of sources regarding engineering and development projects.
- Coordinate activities with internal and external agencies and committees.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Meet the public in situations requiring diplomacy and tact.
- Deal constructively with conflict and develop effective resolutions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Assistant Engineer**

**Experience**

Two years of responsible civil engineering experience.

**Education/Training**

A Bachelor's degree from accredited college or university with major course work in civil engineering or a related field and includes some courses in land surveying.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of an Engineer-In-Training certificate is desirable.

**Associate Engineer**

**Experience**

Three years increasingly responsible professional civil engineering experience including two years of experience at a level comparable to an Assistant Engineer with the City of Hercules.

**Education/Training**

A Bachelor's degree from accredited college or university with major course work in civil engineering or a related field and includes some courses in land surveying.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of an Engineer-In-Training certificate.

**Associate Civil Engineer**

**Experience**

Three years increasingly responsible professional engineering experience including two years of experience comparable to an Assistant Engineer with the City of Hercules.

**Education/Training**

A Bachelor's degree from accredited college or university with major course work in civil engineering or a related field and includes some courses in land surveying.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a State of California Certificate of Registration as a Professional Engineer.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment and field environment; travel from site to site; occasional exposure to outside weather conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

**Physical Conditions:**

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; sit and work in front of a computer monitor for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movements in the performance of daily duties; lift, carry, push, and/or pull moderate to heavy amounts of weight; operate assigned equipment and vehicles; verbally communicate to exchange information.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt



## **CITY OF HERCULES**

### **CITY CLERK/ADMINISTRATIVE SERVICES DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under administrative direction, coordinates and supervises programs and services; assists in planning, organizing, and coordinating the activities of the City Clerk's function including municipal elections and the administration and enforcement of state and federal laws regarding election and campaign financing disclosure, preparation of City Council minutes, maintenance and indexing of official City records, Fair Political Practice Commission (FPPC), and conflicts of interest; serves as Project Manager for the City's information technology system, troubleshooting data processing and system problems and developing and implementing computerized systems for City departments; oversees the Community Outreach Division and the Hercules cable channel which provides information on City projects, programs and City related matters through the media, cable channel and the City website; provides reference assistance to City departments in areas of responsibility; and performs related duties as assigned. This position is appointed by the City Manager.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises supervision over management, supervisory, professional, technical and clerical staff. This position oversees the following divisions: City Clerk, Human Resources, Risk Management, Information Systems, and Cable.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, and coordinates the work of the City Clerk function; prepares and administers all Administrative Services budgets.
- Works closely with the City Manager, City Council, City departments, and other public and private entities in providing information and services.
- Analyzes and assists in the enforcement of regulations pertaining to public records, municipal elections, campaign financing, Fair Political Practice Commission rulings, and conflict of interests.
- Assists City Manager in the preparation of the City Council Agenda and directs its compilation and distribution.
- Serves as the local official for elections, local legislation, the Public Records Act, the Political Reform Act and the Brown Act.
- Attends City Council meetings and is responsible for the documentation, maintenance and dissemination of Council actions including minutes, ordinances, resolutions and contracts.
- Receives and processes initiative petitions; coordinates City-wide conflict of interest and campaign financing programs and handles campaign disclosure statements and statements of Economic Interest.
- Assists in planning, organizing, and coordinating the conduct of municipal elections in accordance with state and local election and campaign financing laws; tabulates and certifies the election results.
- Prepares a variety of reports and attests signature for City official documents, contracts, and memoranda for submission to the City Manager, City Council and other agencies.
- Assists the City Manager and Special Counsel in negotiations with employee organizations; administers memoranda of understanding after agreements are reached.
- Provides records reference information and document research to City staff and City Council; appears in court as required.

## **CITY OF HERCULES**

- Represents the City in meetings with representatives of governmental, business, professional and community agencies and the public.
- Directs and coordinates department and city-wide survey activities.
- Prepares technical requirements for requests for proposals (RFP) and directs the solicitation of proposals for contracted services/special projects in all divisions within the Administrative Services Department.
- Directs and oversees the maintenance of the City's website utilizing appropriate web software programs, including final approval of information/files posted to the site.
- Serves as Project Manager for the City's computer system; trains personnel in day-to-day operation activities; performs system operations; works with the Employee User Group on system direction and long-term planning.
- Directs and oversees a variety of network-related activities including software installation, security and network design activities.
- Oversees development of network use policies; monitors and assures proper working conditions of computer networks.
- Coordinates the automation and upgrading of the City's computer system, including the use of network technology and shared databases.
- Procures new or replacement hardware and software, major office equipment and telephone systems; negotiates and serves as liaison with equipment vendors and service personnel.
- Develops user procedures and instructions; instructs City staff in the use of hardware and software applications; conducts training programs.
- Develops and directs the administration of matters relating to marketing, public information and media communications programs.
- Writes press releases and provides responses to all media inquiries.
- Monitors and maintains current knowledge of developments related to City Clerk matters; evaluates their impact on City operations and recommends and implements policy and procedural improvements.
- Researches and compiles a variety of information for studies and reports; conducts special research projects in response to requests from the public.
- Serves as Public Information Officer in the Emergency Services Center during major emergency conditions.
- Provides operational and troubleshooting support for City data processing and computerized systems.
- Plans, directs and coordinates the Human Resources work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Directs and oversees the investigation of claims files against the City and prepares reports for insurance carriers and City Management.
- Directs the scheduling and presentation of employee health education seminars.
- Directs and oversees the City's safety committee and the administration of the Municipal Pooling Authority insurance programs.
- Develops, prepares and monitors all budgets for the City Clerk, Human Resources, Risk Management, Cable and Information Systems programs.
- Conducts personnel investigations, gathers and analyzes information, and prepares reports, recommendations, or correspondence in relation to the investigations.
- Serves as City Representative on the Municipal Pooling Authority on the Board of Directors as required.
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Principles and practices of administrative management, including records management and systems analysis and implementation.
- Ordinances and codes pertaining to records management, the conduct of municipal elections, City Council appeals and the Brown Act.
- Administrative principles and methods including goal setting, program development and implementation, budgeting, staffing, and work standards development.
- Business computer user applications including input/output concepts, information retrieval and systems maintenance and troubleshooting.
- Principles and practices of operational organizational analysis.
- Principles and methods of program development, implementation and promotion.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of purchasing.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of supervision including planning, assigning, monitoring, and evaluating the work of assigned staff.
- Effective public contact methods.
- Principles and application of municipal government information systems and telephone systems planning, and development methods.
- Methods of instruction in technical concepts and hardware and software usage.
- Principles and practices of human resources administration, including recruitment, selection, classification, compensation, training, benefits, workers' compensation, safety, employee relations and labor negotiations.
- Family Medical Leave benefits under the federal and state legislation, the administration of short and long disability, and pregnancy disability benefits.
- Workers' compensation claims and Citywide health and wellness programs.
- Classification and compensation plans and studies.
- Equal Employment Opportunity complaints including sexual harassment and other discrimination claims.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to**

- Prepare and organize Council agenda packets.
- Organize and maintain effective records management systems.
- Develop and administer departmental goals, objectives, policies, procedures, work standards and internal controls.
- Analyze hardware and software acquisition requirements and develop cost estimates and implementation strategies with City departments.
- Prepare clear, concise and complete general meeting minutes, documentation, and other reports and correspondence.
- Plan, organize, and coordinate effective municipal elections.
- Prepare and present organized and accurate oral reports.
- Exercise sound, independent judgment within general policy guidelines.
- Interpret and apply applicable Federal, state and local laws, policies, procedures and regulations.

## **CITY OF HERCULES**

- Select, supervise, train and evaluate assigned personnel
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 professional level experience in a designated field of expertise which has included direction of staff, records management, information systems, risk management, human resources and the interpretation of laws and ordinances including increasingly responsible financial or analytical experience. Experience in a public agency setting is highly desirable.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, information systems, computer science, human resources, risk management, public policy or a related field, or ten years of responsible on-the-job experience will be considered in lieu of the education requirement.

#### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a Notary Public Commission Certificate is desirable.

Possession of a Municipal Clerk and/or Master Municipal Clerk certificate is desirable.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; primarily works inside with occasional travel from site to site; exposure to computer screens; requires an open-door policy with many unscheduled meetings with staff or managers; low noise level; works alone and around or with others.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; use of computers and other office equipment; requires several hours of reviewing files, policies and other documents; requires working over 9-10 hour days, due to assignments or projects; moves and/or lifts light to moderate amounts of weight.

**CITY OF HERCULES**

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Executive  
FLSA/Position: Exempt/Confidential, At-Will

**CITY MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under policy direction of the City Council, assumes full responsibility for planning, administering, directing, overseeing, and evaluating the activities and operations of all City departments; provides policy guidance to and coordinates the activities of management staff; facilitates the development and implementation of long and short range plans, policies, goals, objectives, and programs to provide the City with technical and administrative direction in meeting and maintaining City services standards; ensures public services are delivered in an efficient and effective manner; provides highly complex administrative support to the City Council; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The City Manager has full responsibility for directing the activities of the City of Hercules and is accountable to the City Council for the overall performance of the City in carrying out the City's mission. This position is responsible for developing an organizational culture to ensure successful implementation of City programs and operations and for leading the City's senior management team. This position provides policy guidance, advice, and counsel to the City Council regarding strategic policy and problem solving and assumes responsibility for implementing policy decisions made by the City Council. A person appointed to the City Manager classification is an "at-will" employee.

**SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the City Council. Exercises direct supervision over executive management staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assumes full management responsibility for all City operations; assesses ongoing operational needs through department heads and determines best organizational structure to meet goals and objectives; develops, recommends, and administers policies and procedures.
- Directs the development and implementation of the City's goals, objectives, policies, and priorities.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through department heads, the work plan for the City; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.
- Assesses and monitors work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement and implements as appropriate; recommends organizational development plans to the City Council.
- Selects, motivates, and evaluates personnel; resolves personnel concerns and issues.
- Oversees the development and administration of the City budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary; keeps Council advised of financial conditions, program

progress, and present and future needs of the City.

- Explains, justifies, and defends City programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Represents the City to all departments and outside agencies; coordinates City activities with those of other cities, counties, and outside agencies and organizations.
- Provides staff assistance to the City Council; coordinates the preparation of the agenda for City Council meetings; prepares and presents staff reports and other necessary correspondence; provides advice and consultation to the City Council on the development and implementation of City programs and services.
- Represents the City Council to employees, community groups, individual members of the public, and other governmental agencies; responds to the most difficult and sensitive complaints and requests for information.
- Confers with department heads and managers concerning administrative and operational problems, work plans, and strategic plans; makes appropriate decisions or recommendations; oversees the preparation and implementation of long range plans for the City.
- Serves as a resource for City Council, department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources, and work teams necessary to support a positive and productive environment.
- Performs all duties as may be prescribed by City Council action; directs the preparation of plans and specifications for work that the City Council orders.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public administration.
- Responds to media inquiries, City Council concerns and issues, and community needs.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public administration and local government administration.
- Current social, political, and economic trends and operating characteristics/problems of municipal government.
- Principles and practices of program development and administration.
- Government, council, and local and state legislative processes.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, the private sector, and other levels of government.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to**

- Manage, direct, and provide effective leadership and coordinate the activities of a municipal

organization.

- Develop and administer sound City-wide goals, objectives, policies, work standards, internal controls, and methods for evaluating achievement and performance levels.
- Plan, organize, and direct the work of staff.
- Select, supervise, train, and evaluate staff.
- Delegate authority and responsibility.
- Negotiate and resolve complex issues.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representatives of other agencies and organizations.
- Effectively present information to top management, public groups, and/or boards of directors.
- Exercise sound, independent judgment within general policy guidelines.
- Work with and coordinate the activities of administrative officials while encouraging their development as administrators.
- Serve effectively as the administrative agent of the City Council.
- Represent the City Council to the general public and representatives of other agencies.
- Facilitate group participation and consensus building.
- Deal constructively with conflict and develop consensus.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 progressively responsible experience in municipal government including five years of management and administrative experience.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics, or a related field. A Master's degree is desirable.

#### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.



**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; primarily works inside with occasional travel from site to site; exposure to computer screens; requires an open-door policy with many unscheduled meetings with staff or managers; low noise level; works alone and around or with others.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; moves and/or lifts light to moderate amounts of weight; use of computers and other office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; hearing and speech to communicate in person, before groups and by telephone; continuously use overall vision including frequent reading and for close-up work; requires several hours of reviewing files, policies and other documents; requires working over 9-10 hour days, due to assignments or projects;

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit:  
FLSA/Position: Exempt

**COMMUNITY DEVELOPMENT DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DESCRIPTION**

Under general administrative direction, performs a variety of supervisory, administrative and technical work in the development, implementation and maintenance of advanced and current planning, environmental review and zoning enforcement; plans, organizes, supervises, directs, reviews and participates in the work of professional, technical and office support staff; coordinates activities with other City departments and divisions and outside agencies and organizations; develops and implements programs and procedures within the Community Development Department to include planning and building functions; makes recommendations to the City Council and Planning Commission on planning and building issues; provides information to developers and others on City codes and regulations relating to land use; acts as Secretary to the Planning Commission and Design Review Committee; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Community Development Director is a department head who exercises full responsibility for planning, organizing and directing the work activities of the Community Development Department staff. This class acts as liaison to the Planning Commission. Directly oversees functions of the Building and Safety Division and Code Compliance. This classification is distinguished from the next lower classifications by performance of overall management responsibilities of the Community Development Department.

**SUPERVISION RECEIVED AND EXERCISED**

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

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, organizes, directs and coordinates all Community Development Department activities including advance and current planning, zoning enforcement activities, prepares and administers the Department budget.
- Develops and implements procedures for the processing of work; analyzes proposed projects and prepares staff reports including recommendations on actions to be taken and related justification; confers with developers and citizens on proposed projects and gives direction and advice on how to gain compliance with City policies, codes and regulations.
- Selects, supervises and evaluates work of consultants and integrates consultants' work into the department work program.
- Reviews community growth patterns, trends in land use, community needs and other factors in originating recommendations for controlling and regulating community development.
- Serves as secretary and provides administrative support for the Planning Commission, and Design Review and Development Review Committees; makes presentations to the City Council and Planning Commission and other groups concerning planning projects; prepares or directs the preparation of detailed studies related to proposed developments; conducts general administrative projects concerning matters outside the scope of the planning function as needed.

## CITY OF HERCULES

- Coordinates planning activities with those of other City departments and outside agencies; addresses public complaints regarding land use and planning activities.
- Presents and justifies proposed plans, plan revisions, ordinances and other recommendations involving advance, current and transportation planning objectives; develops, implements and maintains a sound general plan; conducts comprehensive housing, transportation, environmental and land use planning; directs current planning activities including the City's development review process involving zoning, development applications, subdivisions, historic architectural preservation, environmental review, design review activities, transportation demand management; coordination of planning staff, and inter-jurisdictional coordination of transportation programs.
- Reviews, analyzes and develops projects and determines project priorities and scheduling; estimates personnel, resources and time required for project completion.
- Monitors complex projects as they proceed through the permit process and investigates complaints about current planning operations.
- Directs, reviews and evaluates the work of assigned staff; selects, evaluates and trains professional and support staff; recommends disciplinary actions as needed.
- Supervises professional work associated with the comprehensive general plan, area plans, historic architectural preservation ordinance, design review ordinance, and other applicable planning areas, environmental impact reports, capital improvements plans, transportation plans, and the Planning Commission and City Council.
- Makes decisions within specified limits regarding land use, transportation and zoning matters; provides staff and technical assistance to the Planning Commission and other boards and commissions; acts as a secretary to one or more of these boards or commissions.
- Prepares complete, accurate and concise written technical reports and correspondence; makes presentations before the City Council, commissions, committees, community groups, boards and governmental bodies.
- Stays informed of current trends in the planning and/or transportation fields including legislation, court rulings, and professional practices and techniques; evaluates impact upon City operations and recommends policy and procedural improvements.
- Meets with representatives, professionals, citizens, neighborhood groups and other organizations to encourage action or resolve problems related to the department's activities and projects.
- Evaluates Department staff arrangements, staffing levels, and work assignments and makes necessary recommendations to the City Manager; sets performance standards for Department staff and evaluates performance.
- Maintains contact with all persons affected or interested in the City's planning and development including developers, consultants, City advisory and policy-making bodies, and residents; communicates planning policies to influence acceptance by the City of given projects.
- Administers the City's planning activities and performs final review of major planning policy recommendations; applies modern urban planning concepts and principles in providing advice and assistance to City officials, City commissioners and staff.
- Interfaces with the City Manager regarding communications and meetings.
- Prepares, monitors, and administers the Department's comprehensive budget.
- Researches, analyzes and makes recommendations on legislation impacting planning matters at the local level.
- Coordinates and performs preliminary negotiations on lease contracts.
- Sets up project billing accounts for large projects to track and bill for large scale projects.
- Writes various requests for proposals for a variety of work scopes; reviews, rates, and ranks proposals; drafts award contracts, tracks and prepares appropriate billings and fee collection and oversees implementation within contract perimeters.
- Resolves differences in the field between developers and contract building staff.

- Coordinates code compliance activities across departments and formulates efficient ways to carry out duties.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Principles, practices, standards, information sources and trends in the fields of advance, current and/or transportation planning.
- Local, state and federal laws applicable to planning, zoning, subdivision, environmental review and transportation issues.
- Land use, physical design, demographics, environmental, social and economic concepts, and transportation, including public and private financing and capital improvements.
- Application, modification, and the interrelationships between ordinances, policies, standards, procedures and practices associated with the planning function.
- Statistical analysis techniques related to municipal planning.
- Local government organization and the functions and practices of a municipal planning unit.
- Methods and practices of community organization and citizen participation.
- Supervisory principles and practices, including budget, goals and objectives development and work planning and organization.
- Advanced modern theories, principles and practices of City planning.
- Advanced principles and practices of modern organization and management.
- Other City departments, particularly as their operations may relate to City planning.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to**

- Plan, organize, assign, review and evaluate the work of assigned staff.
- Perform and coordinate technical aspects of advance, current and/or transportation planning activities, such as the collection and analysis of data, preparation of reports and recommendations pertaining to complex issues.
- Interpret laws, policies, procedures, regulations, maps, specifications, site and building plans, graphs and statistical data.
- Analyze complex operational and administrative problems, evaluate alternatives and recommend and adopt effective courses of action.
- Develop and implement goals, objectives, policies, procedures, work standards and management controls, including applying project management techniques.
- Direct the preparation of visual displays, such as maps, graphs and statistical data.
- Prepare clear and concise reports, correspondence and other written materials and make effective oral and written presentations.
- Facilitate meetings with representatives, professionals, citizens and organizations to solve problems.
- Exercise sound, fair and consistent independent judgment within established guidelines.
- Provide technical assistance and staff leadership to various boards and commissions.
- Attend evening or weekend meetings as required.
- Plan, organize and direct the variety of activities found in a progressive city planning function.
- Conduct studies on proposed developments and determine whether they meet City requirements and are in accordance with City policies relating to community development and planning.

- Develop plans designed to maintain departmental efficiency and responsiveness.
- Deal effectively with representatives of the construction industry, developers, consultants and the general public.
- Understand, interpret and apply complex guidelines.
- Make generalizations, evaluations or decisions without immediate supervision.
- Set realistic goals or make plans independently of others and respond appropriately to changes in the work setting.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 administrative and supervisory experience in urban planning or a related field.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major course work in Urban Studies, City and Regional Planning, Environmental Planning, Public Administration or a related field. A Master's degree from an accredited college or university with major course work in a related field is desirable.

#### **Certificates / Licenses / Special Requirements**

Possession of a California Driver's License and a satisfactory driving record as determined by the City's policy. American Institute of Certified Planners (AICP) designation is desirable.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; occasional outdoor environment; exposure to computer screens.

#### **Physical Conditions:**

*Regularly required to sit for long periods of time; perform complex tasks; coordinate and analyze various reports and other data; requires precise attainment of set limits, tolerances or standards; regularly involves a high degree of concentration, especially in the consideration of technical and personnel problems and the origination of programs; frequently write, grasp, hold, and reach; frequently hear and talk in person and by phone; frequently make decisions and concentrate.*

**CITY OF HERCULES**

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

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Date

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Supervisor signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Executive  
FLSA/Position: Exempt/At-Will

**COMMUNITY DEVELOPMENT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction, performs paraprofessional and administrative duties requiring the application of specific program knowledge and administrative skills in support of assigned division, program, and/or function within the Community Development Department; provides permit-related information to internal and external customers; performs a variety of routine and technical tasks while issuing permits and reviewing permit applications; coordinates the permit and plan check process requiring a full understanding of all applicable policies, municipal codes, procedures and work methods associated with assigned duties; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Community Development Director.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Greets customers, schedules inspection appointments, and receives calls for information requests; directs callers and/or provides the correct information to customers.
- Reviews applications and documents for building permits; reviews plan submittals for accuracy and completeness.
- Distributes and routes fees to other divisions; monitors status files and record.
- Verifies contractors' licenses, City business licenses, worker's compensation insurance, and property ownership.
- Calculates permit fees; ensures all permit fees are paid or when deferred, that appropriate documentation is recorded.
- Interprets simple blueprints and building plans for processing and/or code compliance.
- Updates permit application status in response to inquiries from staff and/or public.
- Reviews applications for completeness so plans can be reviewed for accuracy and compliance with local, state and federal regulations and policies.
- Coordinates the daily inspection schedule; retrieves messages from the inspection message line and logs information into the computer; verifies that the inspection needed is the correct one and when necessary, researches the type of inspection required.
- Coordinates archiving of records.
- Prepares and issues bills, receipts, letters, statistical reports and other forms, and schedules inspections in compliance with standardized requirements; responds to public inquiries at the counter, by phone and in writing.
- Performs basic mathematical duties.
- Displays effective public contact techniques in person, by telephone and through written communications, including emails to staff and/or the public.
- Reviews nonstructural projects; signs, approves and issues building permits.
- Responds to questions regarding building code and construction and state law regulations.
- Coordinates construction plan activities with other departments and County.
- Receives and reviews invoices, codes all invoices and processes payments; prepares requisitions and purchase orders; assists in monitoring the department budget and expenses; monitors annual contracts

## **CITY OF HERCULES**

for the Community Development, Building, and Public Works departments and lighting landscape districts.

- Receives and processes applications and permits; coordinates with the County building division for all permits; receives and responds to questions and requests for information regarding zoning, code enforcement and to explain violations.
- Receives and investigates public complaints; researches and reviews municipal code, issues code violation letters and follows up as needed.
- Interprets City planning and zoning codes, policies and procedures related to property owners.
- Reviews business licenses for zoning compliance.
- Coordinates travel, meetings, conferences and training arrangements.
- Obtains property information, mailing lists, and aerials of specific project sites as needed.
- Provides direction to volunteers as necessary.
- Assists the Public Works Department and monitors the budget.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Basic plan check and building permit approval processes and procedures.
- Basic construction practices and concepts.
- Records management practices and what comprises a complete set of plans.
- Basic processes and procedures associated with construction permits.
- Building codes and construction terminology.
- Manual and automated filing and permit tracking systems and record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Work on several tasks simultaneously, plan and organize workload, and meet deadlines.
- Read and analyze simple plans and blueprints.
- Work independently within established policies and procedures.
- Work safely following safety rules, instructions and guides.
- Deal effectively with very often difficult people with firmness and tact
- Effectively take direction and give direction.
- Influence and relate to other people.
- Communicate and concentrate calmly in a multi-functional service counter with many diverse customer demands and requests.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 administrative experience involving extensive public contact and document processing in building permits. One year of experience in a public agency is desirable.

**Education/Training**

Equivalent to the completion of the twelfth grade supplemented by college-level course work in building code requirements. Completion of an Associate's degree is desirable.

**Certificates / Licenses / Special Requirements**

Possession of a Permit Technician certificate issued by the International Conference of Building Officials (ICBO).

Possession of a Plans Examiner certificate issued by the International Code Council (ICC).

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; occasionally fast-paced with exposure to customers waiting for service and others demanding service; noise level is moderately quiet and adjusts when several services are being performed by other staff.

**Physical Conditions:**

Regularly required to sit at a desk or in meetings for long periods of time; walking up and down on various surfaces; twist and reach for equipment surrounding a desk; perform simple grasping and fine manipulation; communicate extensively using telephones and computers in written form and in person; specific vision abilities including close vision and the ability to adjust focus; intermittently visit sites with inspectors or supervisors to gain additional knowledge generally requires walking up and down on various surfaces.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

**CITY OF HERCULES**

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Employee Signature

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Date

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Supervisor signature

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Date

Revised: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt

**FACILITY ATTENDANT  
(Part-Time, Seasonal Position)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision, assists in the coordination and implementation of Recreation and Community Service activities and/or programs; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from the Recreation Coordinator, Recreation Manager, or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists in the inventory of program and custodial supplies.
- Performs general maintenance and/or custodial duties including cleaning recreation facilities, maintaining park facilities, and documenting necessary repairs.
- Arranges tables and chairs at various recreation facilities for Parks and Recreation activities and/or programs.
- Answers a wide variety of questions from the general public regarding City functions and community activities.
- Operates standard office equipment such as copiers, computers and multi-line telephones.
- Attends regular staff meetings and training conferences.
- Ensures department personnel policies and procedures are followed and notifies supervisor any overt acts in violation of the department's policies.
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Basic principles and practices of Parks and Recreation activities.
- Correct English usage, including spelling and grammar.
- Safety practices and procedures related to Parks and Recreation programs and activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to**

- Work with different age levels.
- Follow oral and written instructions.
- Prepare written reports related to facility operations.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Work effectively within a public services organization.
- Administer first aid, CPR and/or artificial respiration.

- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Experience**

Experience working effectively with youth programs and in a recreational environment is desirable.

**Education/Training**

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate or ability to obtain within 30 days of hire.

Possession of a current Community CPR certificate or ability to obtain within 30 days of hire.

Must be at least sixteen years of age.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environments; occasional travel to perform marginal functions; exposure to computer screens and noise; exposure to heavy public contact.

**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, climb, reach, turn, bend, squat, stoop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties; lift, carry, push, and/or pull moderate to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate assigned equipment and vehicles; competency to write, spell and relay accurate information.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

**CITY OF HERCULES**

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Employee Signature

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Date

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Supervisor signature

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Date

Revised: July 2018  
Unit: Part-Time/Non-Union  
FLSA/Position: Non-Exempt

**FINANCE DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general administrative direction, supervises and participates in all general accounting and financial record keeping functions of the City; prepares a variety of complex accounting, statistical and narrative reports; maintains budget control records, including general ledger, budgetary records, accounts payable, accounts receivable and payroll; maintains an investment program; and performs related duties as assigned by the City Council or City Manager.

**SUPERVISION RECEIVED AND EXERCISED**

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

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs and coordinates, through subordinate level staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Exercises continuous and highly effective leadership in technical, organizational development and personnel matters.
- Effectively articulates city visions and mission and goals with team members, co-workers and customers; supports a clear, customer-focused vision.
- Builds effective relationships and ensures cooperation and coordination across teams; develops and meets challenging team goals.
- Assumes full management responsibility for all department services and activities including budget preparation, annual financial audits, supervision of accounting procedures and the design and implementation of automated financial accounting systems; recommends and administers policies and procedures.
- Assists Finance staff with day-to-day tasks as needed.
- Analyzes revenue-generating and cost-reducing proposals for capital and operating programs; prepares revenue projections and provides revenue management.
- Secures financing packages utilizing tax-exempt and taxable financing; manages the City's investment portfolio including daily investments and long-range investment policies; manages and monitors the City's complex debt structure.
- Monitors legislative developments related to finance and accounting matters; evaluates the impact on City operations.

## **CITY OF HERCULES**

- Directs the design and implementation of automated financial accounting systems; organizes and administers effective accounts receivables and payables reporting and collection procedures.
- Directs the collection of assessed taxes, fees and charges from City business, property owners and residents.
- Oversees and participates in the preparation, development and administration of the City-wide department, Capital Improvement and Redevelopment Agency budgets; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of municipal finance.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Represents the Finance Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Provides staff assistance to the City Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Operations, services and activities of a comprehensive financial management and accounting program.
- Principles and practices of municipal budget preparation and administration.
- Principles and practices of general, fund and governmental accounting.
- Methods and techniques of revenue analysis and interpretation.
- Operational characteristics of automated financial systems.
- Principles and procedures of financial record keeping and reporting.
- Principles and techniques of managing investments.
- Generally accepted accounting principles.
- Pertinent Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Manage and direct a comprehensive financial management program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.

## CITY OF HERCULES

- Evaluate financial data and recommend improvements.
- Develop and implement automated financial systems.
- Manage the City's investment portfolio including daily investments and long-range investments.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Maintain mental capacity, allowing the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

#### **Experience**

Six years of increasingly responsible financial management or governmental accounting experience including three years of management and administrative responsibility.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major course work in business administration, accounting, finance or a related field.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; frequent contact with the public and/or coworkers; occasionally works alone; frequently exposed to noise.

#### **Physical Conditions:**

Essential and marginal functions require frequent use of keyboards; frequently sit for long periods of time; occasionally bend or squat; frequently lift up to 10 pounds and occasionally lift up to 25 pounds; continuously use overall vision including frequent reading and for close-up work; occasionally use color and depth vision; frequently perform repetitive motion; frequently write, grasp, hold, and reach; frequently hear and talk in person and by phone; frequently make decisions and concentrate.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*



**CITY OF HERCULES**

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: July 2018  
Unit: Executive  
FLSA/Position: Exempt

## CITY OF HERCULES

### HUMAN RESOURCES ADMINISTRATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under general supervision, performs technical, detailed and confidential work in support of the City's human resources program, including recruitment, selection, employee orientation, classification, compensation, training, benefits administration, employee assistance program, workers' compensation, employee relations and labor negotiations; and performs related duties as assigned.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Clerk/Administrative Services Director or designee; works independently in a productive and efficient manner without direct supervision.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Coordinates the City's recruitment and selection process; prepares job announcements and advertisements; reviews and screens employment applications; determines and recommends appropriate pass points; arranges for appropriate selection devices, including written, oral and performance tests; provides timely notification to candidates at all steps of the selection process; participates in the interview process.
- Conducts new hire orientations for all full-time, part-time and temporary/seasonal employees; reviews and processes personnel action forms related to new hires, separations, compensation and employment status changes.
- Administers employee benefits programs including retirement, health, dental, vision, life and deferred compensation; acts as liaison with benefit providers to resolve coverage and claim issues on behalf of the employees; coordinates open enrollment activities; plans and oversees administrative work related to personnel action, mediating any disputes between employees and benefit providers.
- Coordinates requests for Family Medical Leave benefits under federal and state legislation; administers short and long term disability, and pregnancy disability benefits.
- Maintains and updates status of workers' compensation claims; monitors and updates employee return to work status, including work limitations; works with third-party administrators regarding payments and management of such claims; coordinates City wide health and wellness programs.
- Administers the Injury and Illness Prevention Program including all health and safety training activities and maintains training documentation in personnel files; provides staff support to city-wide Health and Safety Committee.
- Assists in the maintenance of classification and compensation plans; researches and assembles information for classification and compensation purposes; initiates and responds to salary and benefit surveys and classification studies.
- Maintains, updates, and manages Human Resources Information System (HRIS).
- Assists with and oversees activities relative to the administration of employee and labor relations, including labor negotiations, disciplinary actions and grievance procedures.
- Assists with Equal Employment Opportunity complaints including sexual harassment and other discrimination claims; conducts investigations, gathers and analyzes information and prepares reports, recommendations, or correspondence in relation to investigations.
- Manages the development, implementation and administration of practices, policies and procedures relating to various Human Resources program areas, including the City's personnel rules and policies; ensures rules and policies are up to date.
- Maintains and tracks annual employee performance evaluations.

## **CITY OF HERCULES**

- Serves as resource and provides information to the public, other agencies and City staff requiring use of judgment and interpretation of a variety of policies, rules and regulations.
- Maintains official and confidential City employee personnel records; works with discretion regarding a variety of highly confidential personnel matters.
- Provides administrative support to the City Manager or designee; composes, researches, and prepares letters, memoranda, and reports; processes invoices and monitors budget activity.
- Establishes positive working relationships with all City staff, elected officials, and the public.
- Participates in the administration of employee development, training and retention programs.
- Participates in the development and implementation of new systems for efficient and effective performance.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Principles and practices of human resources administration, including recruitment, selection, classification, compensation, training, benefits, workers' compensation, safety, employee relations and labor negotiations.
- Basic functions and structure of a municipal organization.
- Applicable federal, state and local laws, codes and regulations.
- Methods and techniques for basic report preparation and writing.
- Methods and techniques for record keeping.
- Correct business English, including spelling, grammar and punctuation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Organize and prioritize work coordinating several activities and meeting critical deadlines.
- Interpret, apply and explain a variety of rules, policies and procedures.
- Collect and analyze a variety of data.
- Use initiative and sound judgment within established guidelines.
- Maintain confidentiality of human resources information.
- Deal successfully with City personnel and the public, in person and over the telephone.
- Courteously respond to human resources related issues, concerns and needs.
- Understand and follow instructions.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 experience in human resources performing technical and analytical work. Experience in a public agency is desirable.

**Education/Training**

Completion of an Associate's degree with major course work in human resources management, public administration, business administration, or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: July 2018  
Unit: Unrepresented / Confidential  
FLSA/Position: Non-Exempt

**INFORMATION SYSTEMS ADMINISTRATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, serves as a technical expert and provides computer, peripheral, telephone and user support in a networked environment; analyzes and troubleshoots problems related to computer and telephone networks; performs research and analysis of current and potential information technology options for management, including installing, configuring and trouble-shooting computer hardware and software to meet specific departmental or City-wide needs; assists users and resolves system problems; ensures network computer applications are coordinated throughout the City and are being used to the fullest extent; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This classification exercises considerable latitude in the application of department policy, following general guidelines and professional and administrative standards in accomplishing assignments. This classification is responsible for the management, administration and operation of citywide systems.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Clerk/Administrative Services Director.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Administers and coordinates the implementation, operation, security and maintenance of city-wide computer systems ensuring consistency and compatibility with other specialized systems required by specific departments.
- Serves as the technical expert in the design, implementation and management of information technology and telecommunication systems; administers local and wide area network, wireless technology, IBM AS/400, electronic door programming, cable television, website management, Cisco Unity Voicemail and implementation of the Computer Replacement Program.
- Assists in researching potential hardware and software upgrades and the evaluation of developing technologies with the intent of fulfilling existing and future needs by considering budgetary and time constraints.
- Recommends hardware and software purchases while developing and maintaining lasting relationships with multiple vendors and business partners.
- Supports, maintains, adheres to and recommends revisions, when necessary, to the Information Technology Department policies and procedures.
- Sets up and maintains user security access and data files; monitors system configuration to ensure data integrity; installs, upgrades, and configures network printing, scanning, copying, directory structure, software, and anti-virus software.
- Installs new software releases, system upgrades, evaluates and installs patches, troubleshoots and resolves software related problems; installs, configures, troubleshoots, and maintains the City's Windows network system and Windows desktop systems.

## **CITY OF HERCULES**

- Responds to employee inquiries concerning system operation, problems, features, requests and diagnose system hardware, software and operator problems; provides technical support to employees for network infrastructure and internal desktop systems software and hardware.
- Coordinates the automation and upgrading of information systems among departments and monitors the use of network technology and shared dated sources.
- Establishes controls for equipment and software applications, their use and application to City programs.
- Assists with the preparation of the departmental budget and monitors expenditures.
- Trains new employees on technological equipment, including standard computer applications, telephones, and the use of electronically programmed keys.
- Attends technology classes and increases computer and programming knowledge for the benefit of the employee and the City business needs.
- Manages and maintains development of the City website, cable television and document imaging software and hardware; manages inventory and equipment; generates reports and restores files and folders as requested by City departments.
- Monitors day-to-day computer operations, including the functionality of systems, internet, email, and network traffic logging; ensures daily and weekly backup of information systems and databases.
- Locates, evaluates and contracts for maintenance services and directs the work of independent contractors and consultants.

### **Other Non-Essential Duties**

- Sets up wireless laptops and LCD projectors for council meetings, personnel testing, and varying presentations.
- Troubleshoots basic word processing, desktop publishing, and printing problems.
- Rotates backup tapes for the regularly scheduled nightly backup of servers and weekly backup of the file server.
- Assists in desktop publishing projects, specializing in graphic design techniques and the use of Adobe Photoshop and Microsoft Publisher.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Operating characteristics of computer systems and procedures.
- Principles and operations of management information systems and peripheral equipment including computers, networks, phones, internet, software and hardware applications, cabling, printers, plotters, routers, data lines and modems.
- Personal computer diagnostic hardware utilities and testing equipment.
- Principles and practices of record keeping.
- Principles and methods of training and instruction.
- State and federal laws and regulations concerning the operation of management information systems.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Understand, interpret, and effectively explain the full range of hardware and software applications to users.

## **CITY OF HERCULES**

- Identify, analyze, and resolve complex computer, telephone hardware, software, and network related problems and implement solutions.
- Install, configure and maintain management information technologies for the City including computers, networks, phones, voice mail, and internet.
- Observe and problem solve operational and technical deficiencies.
- Interpret and verbally explain technical concepts to less technical individuals.
- Manage multiple projects simultaneously and be sensitive to deadlines and changing priorities.
- Interpret, apply and explain laws, policies and regulations.
- Prepare effective and accurate reports, correspondence and other written materials.
- Represent the department and the City effectively with public and private organizations and the public.
- Work independently to analyze problems and implement solutions
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Work flexible and irregular hours if necessary.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 troubleshooting, diagnosing, repairing and installing personal computers, printers and peripherals. Experience with the configuration, implementation, administration and support of Windows Professional and Server environments, IBM AS/400, Cisco IP Telephone, Cisco Unity Voicemail, HTML and Adobe Photoshop.

#### **Education/Training**

A Bachelor's Degree from an accredited college or university with major course work in information technology, computer science, or a related field.

#### **Certificates / Licenses / Special Requirements**

Requires the use of personal or city vehicles and must maintain car insurance.

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; primarily works inside with occasional travel to other job sites; exposure to electrical, coaxial, network and telephony cabling; exposure to dirty/dusty workspaces.

**Physical Conditions:**

Regularly required to sit for long periods of time; intermittently stand, walk, bend, climb, kneel, crawl into small areas, stoop, and twist while working on computer equipment, peripherals, and ancillary equipment; frequently lift 50 pounds; perform simple grasping and fine manipulation; use telephones, write and use keyboards to communicate; discern wire colors and see small text and numbers on wiring and circuitry; regularly required to use various hand tools and testing equipment in repair, adjustment and problem identification of personal computers and related equipment; read and interpret complex data, information and documents; analyze and solve problems; concentrate with various interruptions and various noise levels; interact with City management, other governmental officials, contractors, vendors, employees and the public; works irregular hours and is on-call including during emergencies.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

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Date

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Supervisor signature

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Date

Revised: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt



**INFORMATION SYSTEMS SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, performs installations, configurations, troubleshooting and maintenance of hardware, software, peripheral, and related communication equipment; performs a variety of system administration duties for the Police Department; performs and coordinates technical and engineering functions relating to the production and operations of audio/visual programs; performs pre-production and post-production duties; receives and responds to requests for assistance from users; researches, analyzes, and provides solutions to information systems problems; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This classification receives general supervision from the City Clerk/Administrative Services Director. Incumbents facilitate cable broadcasts, video and audio recording, cable and IT hardware and software installation, user support duties and acting as general production support. Incumbents are expected to have a high degree of technical expertise and to exercise considerable independence, judgment and discretion while providing service to the community and coordinating work processes.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the City Clerk/Administrative Services Director.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists with the administration, coordination and implementation of the operations, security and maintenance of assigned department's computer systems ensuring consistency and compatibility with other specialized systems required by specific departments.
- Performs a variety of system administration duties for the Police Department; creates and maintains hardware and software assets, computer hardware, mobile and portable radios and vehicle maintenance inventory; oversees inventory, maintenance and upkeep of digital mobile/portable radios.
- Performs production duties including technical directing, creating and producing electronic graphics, setting up cameras and operating cameras and audio equipment.
- Sets up, operates and maintains studio, control room and field production equipment.
- Develops and enters programming schedules into the automated playback system.
- Maintains videotape library control systems.
- Compiles and verifies necessary information to prepare announcements for the cable channels.
- Collects and enters new and updated alphanumeric messages for City's cable channel.
- Duplicates tapes and tapes in response to specific requests and for playback on the cable channels.
- Oversees the operation and maintenance of a variety of video equipment.
- Performs post-production duties of editing, dubbing and duplicating tapes.
- Assists in research of potential hardware and software upgrades and the evaluation of developing technologies with the intent of fulfilling existing and future needs by considering budgetary and time constraints.

## **CITY OF HERCULES**

- Installs new software releases and system upgrades; evaluates and installs patches; troubleshoots and resolves software related problems.
- Monitors day-to-day computer operations, including functionality of systems, internet, email, and network traffic logging; ensures daily and weekly backup of information systems and databases.
- Sets up meeting agenda access on Council laptops/tablets.
- Trains contracted audio/video operator personnel in the setup and operation of the City's audio/video broadcast equipment.
- Performs user training and technical support of existing and newly hired personnel in the operation and use of all Police Department computer related hardware/software assets.
- Creates, maintains and adds content for assigned social media pages.
- Configures, sets up and maintains network, video and computer related hardware assets for the City Emergency Operations Center (EOC) and EOC Van.
- Configures and sets up Body Worn Cameras and associated network and hardware related assets.
- Designs and lays out video surveillance cameras; installs and configures related hardware and software components; troubleshoots user reported surveillance camera issues.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Principles and operations of management information systems and peripheral equipment including computers, networks, phones, internet, software and hardware applications, cabling, printers, plotters, routers, data lines and modems.
- Operating procedures, maintenance and various types of video production equipment and audio-visual equipment.
- Principles of the operation of automated playback systems and alphanumeric display systems.
- State and federal laws and regulations concerning the operation of cable systems.
- New and emerging audio/video related technologies.
- Principles of HD/SDI video, digital video, and digital audio/mixing technology, Video over IP (NDI) technology, Video Master Controller hardware/software, Video messaging and video archiving, and Third-party video software.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Using tape and tape editing techniques.
- Setting up, operating and maintaining video production equipment, including cameras, electronic graphics and audio.
- Directing multi-camera and single-camera productions.
- Interpreting, applying and explaining laws policies and regulations.
- Preparing effective and accurate reports, correspondence and other written materials.
- Representing the department and the City effectively with public and private organizations and the public.
- Install, configure and maintain management information technologies for the City including computers, networks, phones, voice mail, and internet.
- Observe and problem solve operational and technical deficiencies.
- Interpret and verbally explain technical concepts to less technical individuals.

## **CITY OF HERCULES**

- Manage multiple projects simultaneously and be sensitive to deadlines and changing priorities.
- Work flexible and irregular hours if necessary.
- Multitask and maintain focus during live broadcasts and recording sessions.
- Troubleshoot equipment/system anomalies during live broadcasts.
- Research, become knowledgeable and train users in the use of newly developed software system and applications.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 performing technical audio/visual work supplemented by one year of experience in troubleshooting, diagnosing, repairing and installing personal computers, printers and peripherals. Experience working with Windows and PCs is desirable.

#### **Education/Training**

Completion of an Associate's degree with major course work in information technology, computer science or a related field. Recent training, such as academic courses and/or certification programs relevant to this classification.

#### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; exposure to electrical, coaxial, network and telephony cabling; exposure to dirty/dusty workspaces.

#### **Physical Conditions:**

Regularly required to sit for long periods of time; intermittently stand, walk, bend, climb, kneel and twist while working on computer equipment, peripherals, and ancillary equipment; perform simple grasping and fine manipulation; use telephones, write and use keyboards to communicate; discern wire colors and see small text and numbers on wiring and circuitry; routinely move equipment weighing up to 30 pounds; regularly required to use various hand tools and testing equipment in repair, adjustment and problem identification of personal computers and related equipment; read and interpret complex data, information and documents; analyze and solve problems; interact with City management, other governmental officials,

## CITY OF HERCULES

contractors, vendors, employees and the public; may be required to work evenings, weekends, holiday hours and overtime.

*Note: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt

**LIFEGUARD/SWIM INSTRUCTOR I  
LIFEGUARD/SWIM INSTRUCTOR II  
(Part-Time, Seasonal Position)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision (Lifeguard/Swim Instructor I) or general supervision (Lifeguard/Swim Instructor II), supervises patrons at the Hercules Swim Center facility and enforces all policies, procedures, and safety regulations related to operations of the facility; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

**Lifeguard/Swim Instructor I**

Lifeguard/Swim Instructor I is the entry level class in the Lifeguard/Swim Instructor series. This class is distinguished from the Lifeguard/Swim Instructor II by the performance of the more routine tasks and duties assigned to positions within the series.

**Lifeguard/Swim Instructor II**

Lifeguard/Swim Instructor II is the journey level class in the Lifeguard/Swim Instructor series. This class is distinguished from the Lifeguard/Swim Instructor I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the Lifeguard/Swim Instructor I level.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision (Lifeguard/Swim Instructor I) or general supervision (Lifeguard/Swim Instructor II) from the Senior Lifeguard and/or Recreation Coordinator or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Supervises the conduct/behavior of patrons and spectators.
- Provides instruction on the proper use of equipment and/or pool areas and maintains a safe aquatic environment.
- Initiates rescues of persons in distress including first aid and resuscitation.
- Assists in preparing and maintaining maintenance, attendance, chemical balance records, accident/incident reports, and operational logs.
- Assists in the enforcement of department safety and operational policies.
- Assists in organizing, supervising, and evaluating swim instructional classes and specialty aquatic programs.
- Assists in presenting and promoting special events associated with the aquatics program.
- Assists in purchasing aquatic equipment and supplies by making recommendations/suggestions.
- Assists with light maintenance of pool/locker areas in accordance with State Health and Safety Codes.

- Monitors office and locker room areas.
- Completes reports related to the operations of the swim facility including accident and incident reports as necessary.
- Conducts pH and chlorine tests and records in logs.
- Maintains good public relations by working cooperatively with the public and employees.
- Cleans the facility as needed.
- Explains and interprets facility operations and safety policies, procedures, and regulations to the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- The use and care of lifesaving equipment and basic tools used at a public swimming facility.
- Aquatic lifesaving methods and procedures.
- First aid and resuscitation measures, as well as emergency services options.
- Standard safety rules and regulations related to public aquatic activities, operations and maintenance of a pool facility.

### **Ability to**

- Demonstrate leadership capabilities.
- Engage in physical activity.
- Follow oral and written instructions.
- Perform swimming strokes according to American Red Cross standards.
- Demonstrate lifesaving and emergency first aid skills.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.
- Prepare reports related to facility operations.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Firmly but tactfully enforce rules and regulations.
- React quickly and calmly in emergencies; rescue swimmers in distress.
- Demonstrates good customer service skills.
- Learn to manage and/or add chemicals.
- Read gauges and chemical tests.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

### **Lifeguard/Swim Instructor I**

#### **Experience**

One year of experience as a volunteer, lifeguard, or swim instructor at an organized aquatic facility

assisting with public swim sessions and/or lesson instruction is desirable.

**Education/Training**

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

**Certificates / Licenses / Special Requirements**

Possession of a current standard First Aid certificate.

Possession of a current Basic Life Support for the Professional Rescuer certificate.

Possession of a current Lifeguard Training certificate.

Possession of a Water Safety Instructor certificate prior to providing instruction.

Possession of a Title 22 First Aid certificate as stated by state law.

Must be at least fifteen years of age.

**Lifeguard/Swim Instructor II**

**Experience**

One year or 200 hours of work experience as a volunteer, lifeguard, or swim instructor at an organized aquatic facility assisting with public swim sessions and/or lesson instruction.

**Education/Training**

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

**Certificates / Licenses / Special Requirements**

Possession of a current standard First Aid certificate.

Possession of a current Basic Life Support for the Professional Rescuer certificate.

Possession of a current Lifeguard Training certificate.

Possession of a Water Safety Instructor certificate prior to providing instruction.

Possession of a Title 22 First Aid certificate as stated by state law.

Must be at least seventeen years of age.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor recreational facilities; exposure to noise; exposure to heavy public contact; exposure to slippery and/or uneven surfaces; work with or in water.

**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; bodily movement sufficient to frequently sit, stand, walk, run, jump, climb, swim, dive, reach, turn, bend, squat, stoop, kneel, push and pull; hearing and speaking ability

## CITY OF HERCULES

sufficient to communicate in person, by all forms of communication devices, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to identify signs of swimmer distress; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate various assigned equipment, tools and testers; competency to write, spell and relay accurate information on incident and accident reports; perform lifting and carrying of persons and/or items of moderate to heavy amounts of weight, and work outdoors in the sun for prolonged periods of time.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Part-Time / Non-Union  
FLSA/Position: Non-Exempt



## **CITY OF HERCULES**

### **MAINTENANCE WORKER I MAINTENANCE WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under supervision (Maintenance Worker I) or general supervision (Maintenance Worker II), performs a variety of unskilled, semi-skilled and/or skilled maintenance activities on City streets, parks and related facilities; performs maintenance and construction work; operates a variety of maintenance and repair tools and equipment; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

##### **Maintenance Worker I**

This is the entry level class in the Maintenance Worker series performing a full array of duties that are usually more routine, less complex tasks while learning City policies and procedures. The series includes a wide variety of maintenance, construction and repair duties. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Maintenance Worker II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Incumbents perform routine functions and assignments within an established procedural framework where there are minimal consequences of error. As experience is acquired, employees are expected to perform with increasing independence and responsibility. Employees may have only limited or no direct related work experience.

##### **Maintenance Worker II**

This is the full journey level class within the Maintenance Worker series. Employees within this class are expected to work independently performing a full scope of assigned duties. Incumbents perform a full range of maintenance and construction tasks, including operation of various maintenance machines and equipment. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level, or when filled from outside, with prior experience. Employees within this class may be expected to perform Maintenance Worker I duties from time to time.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision (Maintenance Worker I) and general supervision (Maintenance Worker II), from the Public Works Superintendent or designee. The Maintenance Worker II class may act as project lead on occasion.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Operates maintenance equipment and power tools including dump trucks, backhoes, trenchers, torches and welding equipment; maintains hand tools and assigned equipment; performs preventative maintenance.

## **CITY OF HERCULES**

- Maintains parks, parkways, athletic fields and medians; picks up garbage and debris; prunes trees and shrubs; cleans and weeds flowerbeds.
- Performs maintenance on park facilities; cleans and maintains restrooms and water fountains; performs maintenance and repairs on playground equipment.
- Utilizes proper safety precautions related to all work performed.
- Performs pool maintenance functions; ensures proper pool operation; checks for chlorine leaks and filtration malfunctions.
- Inspects and maintains assigned City building and facilities; ensures proper lighting of facilities; performs general custodial duties; restocks janitorial supplies.
- Coordinates and participates in the Contra Costa County Sheriff's Office Work Alternative Program; transports program participants to assigned locations; oversees work of program participants.
- Installs, repairs and replaces City sign posts and signs; fabricates signs using squeeze roller applications.
- Responds to law enforcement and fire protection emergencies on a 24-hour basis; assists law enforcement and fire protection staff as required.
- Performs street intersection striping.
- Performs general pothole repairs on City streets.
- Prepares surfaces for sidewalk replacement including breaking up and removing paved surfaces, digging, shoveling, hauling and unloading materials, and mixing cement.
- Inspects and performs maintenance on the Refugio Valley Creek and other riparian right of ways.
- Inspects and performs maintenance on City earthen swales and concrete ditches.
- Cleans storm drains, culverts, drain ditches and catch basins; repairs or installs pipes for drains and catch basins.
- Constructs and repairs storm conduits, curbs, drains, gutters and drainage facilities.
- Monitors Street Sweeping Contract to ensure work and frequency complies with the City NPDES Permit.
- Supports the Fire District on all hazardous material spills control call outs.
- Inspects and maintains all storm drain outfalls within the City for all hazardous material flows.
- Performs building maintenance, including diagnostic and minor carpentry, plumbing, electrical and welding repairs in City owned buildings.
- Responds to questions and concerns from the general public; provides information as appropriate and resolves public service complaints.
- Performs daily lift station maintenance including emergency call outs.
- Installs, repairs, and maintains street lights.
- Performs carpentry related projects; creates wooden signs and repairs cabinets.
- Performs related duties as required.

### **QUALIFICATIONS – MAINTENANCE WORKER I**

#### **Knowledge of**

- Basic principles and practices of general maintenance and repair related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in area of work assigned.
- Construction methods, materials and terminology.
- Basic safety precautions and practices necessary in working with hand tools, light equipment and vehicles.

## **CITY OF HERCULES**

### **Ability to**

- Learn to perform a variety of maintenance and repair work in area of work assigned.
- Perform variety of unskilled and semi-skilled carpentry work on City buildings and structures.
- Perform basic installation and repairs on walls, windows and doors.
- Perform minor electrical repair work.
- Perform minor plumbing maintenance work.
- Learn occupation hazards and standard safety practices.
- Properly place cones, barricades and warning devices and direct traffic at job sites at City functions as necessary.
- Participates in general painting work, using brushes, rollers and spray equipment.
- Empty park trash containers, clean walkways, restrooms and other park facilities.
- Pick up litter, trash, debris and load trimmings on trucks.
- Operate a variety of equipment and tools in a safe and effective manner.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Read and interpret maps, manuals and specifications.
- Maintain mental capacity that allows for effective interaction and communications with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Learn occupation hazards and standard safety practices.
- Follow safety rules and wear protective gear including head gear, ear plugs, hard hats, protective clothing and any required gear that is expected as an essential protective gear for general functioning of daily duties.
- Perform activities with a schedule, maintain regular attendance and be punctual within specified tolerances.
- Work well with co-workers or peers without exhibiting extreme responses.
- Participate in work activities requiring negotiating, instructing, supervising, persuading or speaking.
- Respond appropriately to criticism from supervisor.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **QUALIFICATIONS – MAINTENANCE WORKER II**

#### **Knowledge of**

- Advanced principles and practices of general maintenance and repairs related to the area of work assigned.
- Operational characteristics of mechanical equipment and tools used in area of work assigned.
- Occupational hazards and standard safety practices.

#### **Ability to**

- Perform all requirements of Maintenance Worker I
- Work independently in the absence of supervision.
- Perform a variety of advanced maintenance and skilled repair work in area of work assigned.
- Perform variety of semi-skilled and skilled, rough and finished carpentry work and plastering, on City buildings and structures.
- Perform installation and repairs/ replacements on walls, windows and doors.
- Build articles of wood such as platforms or podiums.

## **CITY OF HERCULES**

- Perform minor electrical repair work relating to electrical equipment and all apparatus related to heating, air conditioning and electrical systems.
- Perform minor plumbing maintenance work inspecting, repairing and connecting pumps, plumbing fixtures.
- Maintain and repair street lights.
- Perform a variety of lift station maintenance and sewer collection duties.
- Builds forms, mixes, pours and finishes concrete.
- Performs building cleaning work, including scrubbing, mopping, sealing and waxing of floors; including cleaning and disinfecting of bathrooms.
- Independently maintain ground facilities and buildings assigned to parks.
- Plant, transplant, remove, fertilize and trim trees.
- Operate a variety of vehicular stationary mechanical equipment in a safe and effective manner, including gang mowers, edgers, tractors, loaders, rototiller, chain saws, and other park related maintenance equipment.
- Perform a variety of semi-skilled duties in street maintenance construction, including removing and replacing road materials; preparing surfaces for paving, breaking and shoveling asphalt.
- Operate light to moderately heavy power and maintenance construction equipment, including loaders, rollers, and backhoes; may operate motor graders, dozers and other heavy equipment, including cleaning tools and servicing equipment.
- Operate a variety of trucks including loading and unloading.
- Operate a variety of air tools, including jackhammers, welders, grinders and related tools.
- Perform duties including backfilling of trenches and excavating.
- Perform heavy manual labor.
- Understand and follow oral and written instructions.
- Maintain mental capacity that allows for effective interaction and communications with others.
- Maintain physical abilities appropriate to the performance of assigned duties and responsibilities.
- Maintain assigned areas without close day-to-day supervision.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

#### **Maintenance Worker I**

##### **Experience**

Six months of experience as a laborer in construction, maintenance or landscape work.

##### **Education/Training**

Equivalent to the completion of the twelfth grade.

##### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

**Maintenance Worker II**

**Experience**

Three years of experience in construction and maintenance of streets and public facilities.

**Education/Training**

Equivalent to the completion of the twelfth grade.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy. Possession of a valid Class B California Driver's License may be required in some instances.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor environment; travel from site to site; exposure to heavy vehicle traffic conditions; exposure to all weather conditions including wet, cold, hot and dry; may require the use of chemicals, exposing employees to fumes, dust and air contaminants; exposure to excessive noise.

**Physical Conditions:**

Essential and marginal functions require sitting, standing, walking on level and slippery surfaces; reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily duties; requires near and far vision when inspecting work and operating assigned equipment; use color and depth vision; frequently lift, carry, push and/or pull tools, equipment and supplies of moderate to heavy weights; perform substantial heavy physical labor; may require climbing ladders; use of power and noise producing tools and equipment; hear and talk in person and by phone; may require driving motorized vehicles and heavy equipment; may be required to respond to after hour emergency call outs, work weekends, and alternative shift schedules.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

## CITY OF HERCULES

Please initial and acknowledge that you will adhere to safety rules, interpersonal skills request and protective gear requirement and understand the duties expected of you as an employee in your current position.

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt

**OFFICE ASSISTANT I  
OFFICE ASSISTANT II  
(Assigned to the Parks and Recreation Department)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision (Office Assistant I) or general supervision (Office Assistant II), provides a variety of routine and customer service duties within the Parks and Recreation Department including registering participants in programs and classes, providing information, and collecting payments for child care, day camps, facility rentals and special events; and performs related duties as assigned. Employees may be assigned to one or more areas including Swim Center, Child Care, or Teen Center. Promotion from an Office Assistant I to an Office Assistant II will depend on the needs of a particular position and an evaluation by the manager.

**DISTINGUISHING CHARACTERISTICS**

**Office Assistant I**

The Office Assistant I is the entry level class in the Office Assistant series. This class is distinguished from the Office Assistant II by the performance of the more routine tasks and duties assigned to positions within the series. This class can be used as a training class.

**Office Assistant II**

The Office Assistant II is the journey level class in the Office Assistant series. This class is distinguished from the Office Assistant I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the Office Assistant I level.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision (Office Assistant I) or general supervision (Office Assistant II) from the Recreation Manager and/or Recreation Coordinator or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Collects and processes payments for all programs; collects and processes child care and other payments; enters data into RecTrac.
- Answers telephone inquiries as related to Recreation and Community Services.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures department personnel policies and procedures are followed.
- Provides assistance in scheduling facility rentals, meetings, and classes.
- Enters, edits and retrieves data and prepares reports, following established formats; establishes and maintains files.

## **CITY OF HERCULES**

- Types correspondence, reports, forms and specialized documents related to the functions of the department.
- Proofreads and checks typed and other materials for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Attends regular staff meetings.
- Performs and/or assists in administering minor first aid to patrons as needed.
- Assists in monitoring and supervising the activities of patrons of all ages in the Community Center.
- Provides recommendations for improvement to office and program operations.
- Operates standard office equipment such as copiers, calculators, typewriters and multi-line telephones.
- Creates program attendance rosters; updates attendance rosters weekly with to add or remove participants; runs weekly rosters.
- Assists in all aspects of registration including but not limited to billing, payments, and other financial matters as they arise during registration; reviews program registration packets; requests any missing forms from program participants.
- Creates emergency binders; charts for any allergy and medical concerns; handles subsidized accounts; completes immunization records based on health information; reviews shot records; submits immunization reports to the Contra Costa Health Services.
- Performs custodial duties as needed, including sweeping, mopping, vacuuming, and trash removal.
- Provides breaks to other staff and assists with assigned activities as necessary.
- Ensures staff, children and site are safe at all times.
- Meets and greets visitors; gives tours for potential registrations as necessary.
- Collects mail daily and drops off payments as needed.
- Maintains and orders supplies as necessary.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Filing, indexing and cross-referencing methods.
- Correct English usage, including spelling, grammar and punctuation.
- Policies and procedures related to the department to which assigned.
- Basic business data processing principles.
- Basic record keeping principles and practices.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Provide quality customer service.
- Perform accurate, detailed clerical work.
- Compose routine correspondence from brief instructions.
- Organize and maintain accurate records and files.
- Make accurate arithmetic calculations.
- Use initiative and sound independent judgment within established guidelines.
- Operating centralized telephone equipment.
- Prioritize work and coordinate several activities.



## **CITY OF HERCULES**

- Understand and carry out oral and written instructions.
- Work well with children and families in an appropriate manner.
- Respect and resolve concerns and issues shared by children and/or parents.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

#### **Office Assistant I**

##### **Experience**

Limited or no directly related work experience. Some clerical experience is desirable. Some clerical experience or working at Child Care sites is desirable.

##### **Education/Training**

Equivalent to the completion of the twelfth grade.

##### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate.

Possession of a current Community CPR certificate.

Must be at least eighteen years of age.

NOTE: Candidates possessing the necessary skills and abilities may be given up to three months from time of appointment to obtain the above certificates, but must possess a valid California Drivers' License.

#### **Office Assistant II**

##### **Experience**

Two years of clerical experience or working at Child Care sites comparable to an Office Assistant I with the City of Hercules.

##### **Education/Training**

Equivalent to the completion of the twelfth grade.

##### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate.  
Possession of a current Community CPR certificate.  
Must be at least eighteen years of age.

NOTE: Candidates possessing the necessary skills and abilities may be given up to three months from time of appointment to obtain the above certificates, but must possess a valid California Driver's License.

**WORK ENVIRONMENT**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit:  
FLSA/Position: Non-Exempt

**PARKS AND RECREATION DIRECTOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the Parks and Recreation Department, including childcare, day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and community events; coordinates activities and programs with other divisions, outside agencies and the general public; provides highly responsible and complex staff assistance to the City Manager; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the City Manager or designee. Exercises direct supervision over full-time, part-time and seasonal staff, contractors and volunteers.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assumes full management responsibility for all Parks and Recreation Department services and activities including all functions within the department.
- Manages the development and implementation of Parks and Recreation Department goals, objectives, policies, and priorities for each service area.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate level staff, the Parks and Recreation Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Directs and oversees the interpretation, amendment, and enforcement of codes and ordinances.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Selects, trains, motivates, and evaluates assigned personnel; provides and coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditure and implements budgetary adjustments as appropriate and necessary.
- Serves as staff liaison to the Community and Library Services Commission.
- Explains, justifies and defends Department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Represents the Parks and Recreation Department to other city departments, elected officials, outside agencies, and organizations.
- Provides staff assistance to the City Manager and City Council; participates on a variety of committees; prepares and presents staff reports and other necessary correspondence.
- Provides staff support to assigned boards and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation and community services.

- Oversees citizen participation and front counter activities; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Oversees various Parks and Recreation programs including Adopt-A-Park, Adopt-A-Trail, Heritage Garden Plaque, and California Recycle.
- Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Operations, services and activities of a comprehensive municipal parks and recreation program.
- Principles and practices of aquatics, facility management, facility rental, parks management, before and after school child care programs, activities and programs for youth and seniors and general recreation programs and classes.
- Principles and practices of program development and administration.
- Marketing theories, principles and practices and their application to recreation and community services.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of customer service.
- Principles of most sports programs or activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to**

- Manage and direct the operations, services, and activities of a comprehensive parks and recreation program.
- Plan, organize, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Analyze problems and identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Interpret and explain City and Department policies and procedures.
- Organize and prioritize work coordinating several activities and meeting critical deadlines.
- Adapt to many situations with or without notice.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Experience**

Six years of increasingly responsible planning and management experience in aquatics, recreation and parks including three years of management and administrative responsibility.

**Education/Training**

A Bachelor's degree from an accredited college or university with major course work in recreation, physical education, business administration or a related field.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must receive fingerprint and background clearance.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor recreational facilities and office environment; work at a centralized public counter; exposure to computer screens and noise; exposure to heavy public contact.

**Physical Conditions:**

Essential and marginal functions require mobility to work in a standard office setting, inspect City parks and recreation areas, operate a motor vehicle and visit various City and meeting sites; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and by telephone; analyze and solve problems; interact with City management, other governmental officials, contractors, vendors, employees and the public. Ability to work irregular hours to attend meetings or events or work long hours.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

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Date

**CITY OF HERCULES**

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Supervisor signature

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Date

Revised: July 2018  
Unit: Executive  
FLSA/Position: Exempt

**POLICE SUPPORT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, performs a variety of general, technical and complex clerical tasks associated with law enforcement support services; maintains confidential and highly sensitive records as related to police activities; secures and maintains crime evidence and "chain of evidence"; coordinates repairs and maintenance of police vehicles and equipment; and performs related duties as assigned.

Incumbents selected for this position go through an extensive background process that includes the following:

1. Completion of the State of California Personal History Statement for Public Safety Dispatchers.
2. Polygraph Test.
3. Reference Check and Verification of Employment.
4. Live Scan Fingerprinting.
5. Pre-Employment Physical, Drug Screen and TB Test.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Administrative Police Sergeant, although work is performed independently.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Types, records, and files a wide variety of police records, reports, and materials including bookings, warrants, citations, traffic reports, abandoned vehicle reports, animal control reports, criminal and non-criminal reports and statistical reports.
- Performs a variety of tasks related to crime scene investigations and property and evidence control; collects, analyzes, evaluates and preserves evidence; logs evidence into records system; checks items in and out for court and investigations; determines when to dispose of evidence and prepare appropriate documentation; maintains and updates knowledge of evidence handling requirements.
- Prepares, approves and releases records requests, records checks, insurance verifications and record clearance letters to officers and the general public accordingly.
- Assists the general public at front counter; screens office visitors and telephone callers; responds to citizen inquiries and complaints; provides information within area of assignment.
- Performs computer duties including entering reports, citations and other data into the police computer system; performs information searches and retrieval of data for reports and other police related files; distributes data to appropriate officers or agencies.
- Acts as liaison with the court and other offices requiring the transmission of documents and the coordination of criminal filings and court appearances; provides testimony in court regarding evidence and other police matters; maintains records and tracks such actions.
- Researches and assembles information from a variety of sources for the preparation of periodic and special reports or the completion of forms; uses spreadsheets and makes statistical calculations.
- Prepares correspondence, reports, forms, receipts, brochures and specialized documents from drafts, notes, brief instructions, corrected copy or prior materials.

## **CITY OF HERCULES**

- Establishes and maintains office files, following an established filing system; compiles information from such files; purges files as required.
- Operates standard office equipment, including job related computer hardware and software applications for data entry, facsimile equipment and multi-line telephones; operates a two-way radio or other department specific equipment as needed.
- Collects fees for fingerprinting, vehicle releases, vehicle repossessions, report requests and special events requiring reserve officer training.
- Shares supervisory responsibilities of Police Department volunteers and trains for support as needed.
- Acts as the False Alarm Program Administrator.
- Monitors training needs and makes recommendations.
- Attends meetings as needed.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Record keeping and filing principles and practices.
- Standard business arithmetic and basic statistical techniques.
- Techniques for dealing effectively with the public and city staff in person and over the telephone.
- Functions, principles and practices of law enforcement agencies, including records disbursement is desirable.
- Applicable laws and regulations and statutes is desirable.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Establish and maintain self-control in dealing with hostile individuals.
- File alphabetically, numerically, and chronologically.
- Understand and carry out oral and written directions.
- Perform basic business math related to accounting for large sums of money.
- Maintain physical and mental capacities appropriate for the performance of assigned duties and responsibilities.
- Testify in court or civil proceedings about policy, procedures, or records on file.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES:**

*Any combination of experience and education/training 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 full-time, non-sworn clerical experience in a law enforcement agency at a level equivalent to the class of records clerk. Experience in a law enforcement setting is desirable.

**Education/Training**

Equivalent to the completion of the twelfth grade. Completion of an Associate's degree with major course work in criminal justice, law enforcement or a related field is desirable.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Completion of a current POST Records course or ability to complete one within six months of hire.

Completion of the California Law Enforcement Telecommunications System training or ability to complete within fourteen days of hire.

Possession of a current standard First Aid certificate supplemented by completion of an AED course, or ability to obtain/complete within six months of employment.

Possession of a current Community CPR certificate or ability to obtain within six months of employment.

Possession of a Public Records Act course certificate or ability to obtain within six months of employment.

Possession of an Earthquake certificate from the California Specialized Training Institute is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; exposure to potentially hostile environments; exposure to potential hazardous substances and or human or animal bodily fluids; some travel to and from local sites.

**Physical Conditions:**

Regularly required to sit for long periods of time; intermittently stand, walk, stoop, kneel, crouch, reach, grasp, write, climb, balance, lift evidence for storage and inventory, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed material and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports; operate office equipment including computers.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

**CITY OF HERCULES**

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt

**PUBLIC WORKS DIRECTOR/CITY ENGINEER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general administrative direction, plans, directs, manages and oversees the activities and operations of the Public Works Department including engineering services and inspections, building, street, sewer, and parks maintenance activities and contract administration; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the City Manager; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

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

**ESSENTIAL FUNCTION STATEMENTS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assumes full management responsibility for all department services and activities including engineering services and inspections, building, street, parks and sewer maintenance activities and contract administration; recommends and administers policies and procedures.
- Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs and coordinates, through subordinate level staff, the Public Works Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems.
- Exercises continuous and highly effective leadership in technical, organizational development and personnel matters.
- Effectively articulates city visions and mission and goals with team members, co-workers and customers; supports a clear, customer-focused vision.
- Builds effective relationships and ensures cooperation and coordination across teams; develops and meets challenging team goals.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
- Prepares a variety of engineering reports, legal descriptions, contracts and correspondence.
- Develops and coordinates the formulation of long-range planning, including financial and Capital Improvement Plans.
- Administers and coordinates engineering design, contract administration, surveying, inspection, property management and construction of public and private projects.
- Supervises, administers and coordinates departmental contracted services.
- Oversees various City maintenance activities including those for City parks, streets, buildings, sewers and wastewater collection systems.
- Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

## **CITY OF HERCULES**

- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Explains, justifies and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues.
- Represents the Public Works Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations
- Provides staff assistance to the City Manager; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of engineering and public works administration.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Operations, services and activities of a comprehensive public works and engineering program.
- Principles and practices of civil engineering.
- Methods, techniques, materials and equipment utilized in public works construction projects.
- Principles and practices of program development and administration.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Manage and direct a comprehensive public works and engineering program.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns and needs.
- Plan, organize, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Develop and coordinate the formulation of long-range planning, including financial and Capital Improvement Plans.
- Administer and coordinate engineering design, surveying and inspection.
- Supervise, administer and coordinate departmental contracted service.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply applicable Federal, State and local policies, laws and regulations,
- Maintain mental capacity, allowing the capability of making sound decisions and demonstrating intellectual capabilities.

## **CITY OF HERCULES**

- Maintain effective audio-visual discrimination and perception needed for making observations. Communication with others, reading, writing and operating assigned equipment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

#### **Experience**

Six years of increasingly responsible civil engineering experience including three years of management and administrative responsibility.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field.

#### **Certificates / Licenses / Special Requirements**

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

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment and field environment; travel from site to site; exposure to computer screens; frequent contact with the public and/or coworkers.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining a physical condition necessary for sitting, standing and walking for prolonged periods of time; sit and work in front of a computer monitor for prolonged periods of time; intermittently stoop, kneel, crouch, reach, grasp, write, and perform repetitive hand movements in the performance of daily duties; perform complex tasks; hear and talk in person and by phone; coordinate and analyze various reports and other data.

**CITY OF HERCULES**

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Executive  
FLSA/Position: Exempt

**PUBLIC WORKS SUPERINTENDANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under administrative direction, manages the Public Works Department divisions; supervises, evaluates and participates in the work of personnel responsible for operation of the divisions; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include payroll and budget; serves as a technical resource for assigned work personnel; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Public Works Superintendent is the management level position responsible for oversight of divisions, programs and operations within the department. This classification is distinguished from the next lower classification of Public Works Supervisor by the responsibility for management of multiple divisions, programs and operations.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Public Works or designee. Exercises direct supervision over professional, technical, field and clerical staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, coordinates, prioritizes, monitors and participates in the work of personnel responsible for the supervision of the Maintenance division.
- Performs the more difficult and complex maintenance duties of the work unit including obtaining and reviewing bids, securing grants, overseeing the irrigation systems and managing pesticide/herbicide applications.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments; develops schedules and methods for performing assigned duties; maintains appropriate work records and documents which may include timesheets and work orders; prepares monthly productivity reports; prepares memos, letters, statistical and/or analytical reports on operations as necessary; prepares and submits the division budget for inclusion in the Public Works department budget; monitors budget expenditures.
- Participates in the selection and training of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates discipline procedures as appropriate; recruits, hires and manages supplemental labor crews; assigns work to assigned staff and personnel; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance to applicable rules, policies and procedures.
- Assists with new development designs; reads and interprets engineering plans; solicits bids from contractors and makes recommendations for new construction; monitors contractors and projects.
- Maintains inventory control; solicits bids and prepares specs for purchasing of supplies, equipment and materials; prepares and manages materials and labor for city festivals and special events
- Participates in organizational and community group meetings as needed; responds to questions and inquiries; deploys emergency response crews; investigates and resolves complaints.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Performs building and public works inspections as necessary.
- Serves as project manager and project lead on maintenance and operations related projects.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Practices, techniques and materials used in maintenance, electrical, construction, mechanics, and repair of street, park, building, pool, sewer and water distribution facilities.
- Practices and procedures used in weed abatement.
- Safety requirements for the operation of trucks and other equipment.
- Basic principles of mathematics.
- Principles and practices of budget administration.
- Methods and techniques of supervision, training and motivation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Operational characteristics of standard maintenance equipment.
- Methods and techniques for record keeping.
- Occupational hazards and standard safety procedures.
- Principles and practices of building and public works inspections.
- Principles and practices of sanitary sewer collection systems.
- Principles and practices of the State Clean Water Program.
- Principles and practices of solid waste management.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to**

- Manage and direct the operations and activities of Public Works operations.
- Select, manage and supervise subordinate staff.
- Analyze a complex issue and develop and implement an appropriate response.
- Prepare and administer division budgets.
- Analyze and evaluate new and existing service delivery methods and standard operating procedures.
- Read and interpret engineering plans and specifications and interpret them to others.
- Perform maintenance, repair and installation of asphalt, signs, concrete and storm drains.
- Ensure that safety principles are observed and practiced.
- Prepare reports and maintain records.
- Courteously respond to community issues, concerns and needs.
- Work a flexible schedule including evenings and weekends.
- Perform activities with a schedule, maintain regular attendance and be punctual within specified tolerances.
- Follow safety rules and wear protective gear including head gear, ear plugs, hard hats, protective clothing and any required gear that is expected as an essential protective gear for general functioning of daily duties.
- Work well with co-workers or peers without exhibiting extreme responses.
- Participate in work activities requiring negotiating, instructing, supervising, persuading or speaking.
- Respond appropriately to criticism from supervisor.



- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 a major aspect of construction, maintenance and improvement of streets, street traffic control, water and sewer lines and parks supplemented by two years of supervisor and administrative experience.

**Education/Training**

Equivalent to the completion of the twelfth grade supplemented by some college level course work or specialized training in a related field.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy. Possession of a valid Class B California Driver's License may be required in some instances.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment and field environment; travel from site to site; exposure to heavy vehicle traffic conditions; exposure to all weather conditions including wet, cold, hot and dry; may require the use of chemicals, exposing employees to fumes, dust and air contaminants; exposure to excessive noise.

**Physical Conditions:**

Essential and marginal functions require sitting, standing, walking on level and slippery surfaces; reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movements in the performance of daily duties; requires near and far vision when inspecting work and operating assigned equipment; use color and depth vision; frequently lift, carry, push, and/or pull tools, equipment and supplies weighing 51-75 pounds and occasionally 50 pounds; perform substantial heavy physical labor; may require climbing ladders; use of power and noise producing tools and equipment; hear and talk in person and by phone; may require driving motorized vehicles and heavy equipment; may be required to respond to after hour emergency call outs, work weekends, and alternative shift schedules; interact with City management, contractors, vendors, employees and the public.

## CITY OF HERCULES

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

Please initial and acknowledge that you will adhere to safety rules, interpersonal skills request and protective gear requirement and understand the duties expected of you as an employee in your current position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Mid-Management  
FLSA/Position: Exempt

**RECREATION AIDE  
(Part-Time, Regular Position)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision, assists in the supervision of children in the child care program; demonstrates leadership skills, effective communication and interpersonal skills in working with parents and supervisors; demonstrates a clear understanding of child care problem solving techniques when dealing with any discipline situation involving children; reads and understands all policies and procedures; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Leader III, Recreation Coordinator, and/or the Recreation Manager.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists with lesson plan preparation and project planning.
- Works with children to implement assigned classroom projects.
- Ensures children are in a safe environment at all times.
- Anticipates problems among the children and prevents harmful situations before they occur or escalate.
- Calls parents for various reasons, such as children being sick or absent, throughout the day.
- Prepares daily snacks, including set-up.
- Maintains and submits necessary attendance records and accident and incidents reports.
- Assists with cleaning duties including washing dishes, vacuuming, trash disposal, and sweeping.
- Makes efficient use of available materials and supplies.
- Attends monthly staff meetings.
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Basic principles and practices of a child care program.
- Correct English usage, including spelling and grammar.
- Safety principles and practices related to child care programs and activities.

**Ability to**

- Exercise flexibility regarding working with varying personalities, age groups and work schedules.
- Lead and interact with large groups of children on a daily basis with various activities such as organized games, art projects, homework, and outdoor play.
- Be a positive role model for children and exercise good appearance, attitude, speech, and body

language.

- Acknowledge children when an issue arises and respect the concerns that are shared.
- Exercise good listening and communication skills.
- Assist program staff and stay calm during emergencies.
- Assist with daily chores, including mopping spills, sweeping, vacuuming, carrying out the trash, and washing dishes and tables as needed.
- Wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Meet daily schedules and shifts in a timely manner, as required.
- Work year around schedules for seasonal camps and in-service days.
- Follow oral and written instructions.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Work effectively within a public services organization.
- Administer first aid, CPR and/or artificial respiration.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

#### **Experience**

Experience working in a recreation program is desirable.

#### **Education/Training**

Equivalent to the completion of the tenth grade.

#### **Certificates / Licenses / Special Requirements**

Possession, or ability to obtain, current Pediatric First Aid and Infant/Child/Adult CPR certificates.  
Must be at least sixteen years of age.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Indoor and outdoor environments; exposure to noise; exposure to heavy public contact.

#### **Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, reach, turn, bend, squat, stoop, hop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties and in interactions with children in their daily play; interact with children through sports, physical education, swimming, aerobics, dance and other activities; lift, carry, push, and/or pull moderate

## CITY OF HERCULES

to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; competency to write, spell and relay accurate information on behavior, discipline, and incident and accident reports, as needed.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit:  
FLSA/Position: Non-Exempt

**RECREATION COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, plans, implements and coordinates all aspects of the designated programs and services; actively works to promote the City's programs and services in a quality manner that conveys the City's goals of providing responsive, cost-effective and innovative government services; and performs related duties as assigned.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap or change depending on the operational needs of the department and staffing levels.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Parks and Recreation Director or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Plans, implements and coordinates all aspects of the designated programs and services.
- Assists in providing recreation programs and services, including coordinating, implementing and scheduling programs and services for various age groups and interests.
- Coordinates day-to-day operations, schedules and activities for the designated programs and services.
- Serves as an information resource for staff and the general public; receives and evaluates complaints, resolving when possible or referring to the Parks and Recreation Director if needed.
- Develops effective marketing strategies to promote all Parks and Recreation programs and services.
- Prepares a variety of reports and professional business letters, proofreads for accuracy, completeness and compliance with City policies, correct grammar, punctuation and spelling.
- Assists in all aspects of hiring part-time staff including but not limited to recruiting, selecting, training and supervising part-time employees.
- Assists with the planning and supervision of City-wide events, which may include occasional evening and weekend hours.
- Maintains good public relations by working cooperatively and professionally with City employees and the general public.
- Observes, researches and recommends new program ideas and fundraising opportunities.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of Parks and Recreation programs and services.
- Assists with the preparation of grant proposals.
- Provides administrative and customer service support duties in the main office as needed.
- Assists in the preparation of the department's budget.
- Performs related duties as required.

**When Assigned to the Facility Rentals, Sports & Teen Program**

- Represents and interprets facility rental operations, sports and teen programs, schedules, policies and safety regulations to the public and city staff.

## **CITY OF HERCULES**

- Oversees the health, welfare, safety and supervision of all children enrolled in the designated programs; ensures a staff member is present with the children at all times.
- Oversees volunteer staff, including selecting, training and coordinating schedules.
- Maintains necessary health and emergency records; prepares work orders, incident, accident and monthly reports of the designated program; handles communications in the event of an accident, sickness or other emergency.
- Assists with seasonal programs and special events on holidays, such as day camps, outside the normal program time.
- Assists with updating the City's website, promoting the Parks and Recreation Departments programs and services.
- Coordinates security for facility rentals, working closely with the Hercules Police Department and security agency.
- Ensures enforcement of department safety regulations and operational policies and procedures.
- Assists with a variety of office operations as needed including the preparation of brochures.
- Assists with all aspects of assigned programs including but not limited to driving city vehicles, transporting participants, maintenance of fleet, custodial duties, and other duties necessary to the performance of the job.
- Oversees contractor activities including recruiting, creating contractual agreements and processing payments.
- Perform related duties as required.

### **When Assigned to Aquatics, Senior Center & Recreation Classes**

- Monitors the enforcement of pool rules and regulations for the safety and convenience of the public.
- Plans and develops program schedules to benefit adults, children and families who wish to participate in a variety of aquatic recreational activities.
- Attends a variety of meetings.
- Prepares work orders, and incident, accident and monthly reports of the designated program.
- Prepares website news releases, reports, posters and brochures to publicize the Parks and Recreation Department programs and services.
- Oversees the design, editing and publication of the Parks and Recreation Department Activity Guide brochure.
- Oversees main office operations and daily financial reconciliation.
- Assists in the selection of recreation class instructors and in the development and monitoring of instructor contracts.
- Assists in the selection of main office clerical staff and senior center.
- Oversees and trains staff on pool mechanical operations, saturation index testing, chemical dosages, and troubleshooting.
- Plans and conducts Lifeguard, CPR/AED, First-Aid, and/or Title 22 First-Aid certification training for staff.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Operations, services, and activities of recreation programs.
- Principles of lead supervision and training.
- Principles and practices of budget preparation and administration.

- Principles and practices of conflict management.
- Principles and practices of writing grant proposals.
- Pertinent federal, state and local laws, codes and regulations pertaining to working with youth.
- Principles and practices of leadership and supervision.
- Cash management and financial record keeping.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

*When Assigned to the Facility Rentals, Sports & Teen Program*

- Safety practices and procedures related to after school programs and activities.
- Sports programs such as, basketball, softball, flag football, volleyball and soccer.
- Facilities, scheduling, oversight, management and general maintenance.

*When Assigned to Aquatics, Senior Center and Recreation Classes*

- Aquatic lifesaving methods and procedures.
- First aid and resuscitation measures, as well as emergency services options.
- Standard safety rules and regulations related to public aquatic activities, operations and maintenance of a pool facility.
- Trends and community needs related to recreation classes.
- Principles and practices of commercial pool operations.

**Ability to**

- Lead, organize, and review the work of staff.
- Follow oral and written instructions.
- Maintain accurate records in accordance with program guidelines.
- Interpret and apply applicable federal, state and local policies, laws and regulations.
- Administer first aid, CPR and/or artificial respiration.
- Maintain discipline, order and safety in a crowded and loud environment.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*When Assigned to Aquatics, Senior Center and Recreation Classes*

- Oversee and monitor compliance with federal, state and local regulations and policies, and general safety practices related to pools and aquatic activities.
- Certify aquatics staff in Lifeguarding, CPR/AED, First-Aid, and Title 22 First-Aid.
- Firmly but tactfully enforce rules and regulations.
- React quickly and calmly in emergencies; rescue swimmers in distress.



**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**All Recreation Coordinator Positions**

**Education/Training**

A Bachelor's degree from an accredited college or university with major course work in recreation administration, physical education, educational programs or a related field.

**Certificates / Licenses / Special Requirements**

Possession of a current standard First Aid certificate or ability to obtain within 30 days of hire.

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

**When Assigned to the Facility Rentals, Sports & Teen Program**

**Experience**

Three years of leadership experience working in sports and youth programs and facility management or a related field, including two years of experience in a public sector recreation program.

**When Assigned to Aquatics, Senior Center & Recreation Classes**

**Experience**

Three years of leadership experience working in recreation and development of aquatics programs, including two years in a public sector recreation program. Experience working with senior citizens is desirable. Recent paid experience performing aquatics instruction, lifeguarding, or other pool-related work is desirable.

**Certificates / Licenses / Special Requirements**

Possession of a valid and current Lifeguard Training certificate.

Possession of an Instructor Level certificate.

Possession of a CPR/AED for the Professional Rescuer certificate.

Possession of a Title 22 First Aid certificate.

Possession of a Water Safety Instructor certificate.

Note: If incumbents do not possess required certificates, they must be obtained within 30 days of hire. Must maintain all required certifications thereafter as a condition of continued employment.

Possession of a Pool Operator certification (CPO) is desirable.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor recreational facilities and office environment; exposure to computer screens and noise; exposure to heavy public contact.

**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, swim, dive, reach, turn, bend, squat, stoop, kneel, push and pull; hearing and speaking ability sufficient to communicate in person, by telephone, PA system and radio, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to identify signs of swimmer distress; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; competency to write, spell and relay accurate information on incident and accident reports; strength and endurance to safely swim 500 yards, perform lifting and carrying of items and/or persons up to 50 pounds, and work outdoors in the sun for prolonged periods of time.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Teamsters Full-Time  
Position: Non-Exempt

**RECREATION LEADER I  
RECREATION LEADER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under supervision (Recreation Leader I) or general supervision (Recreation Leader II), supervises clients in their program and/or children in the childcare program; participates in all activities with the children; demonstrates leadership skills, is a positive role model, has a genuine interest in working with clients, the public, children, parents, and supervisors and has effective communication, interpersonal and customer service skills; demonstrates organization and creativity with class projects; demonstrates a clear understanding of child care problem solving techniques in dealing with any discipline situation involving the children; reads, understands, and adheres to all policies and procedures in the staff handbook; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

**Recreation Leader I**

Recreation Leader I is the entry level class in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the performance of the more routine tasks and duties assigned to positions within the series.

**Recreation Leader II**

Recreation Leader II is the journey level class in the Recreation Leader series. This class is distinguished from the Recreation Leader I by the performance of the full range of duties assigned. Employees at this level receive moderate instruction or assistance and are aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the Recreation Leader I level.

**SUPERVISION RECEIVED AND EXERCISED**

Receives supervision (Recreation Leader I) or general supervision (Recreation Leader II) from the Recreation Manager, Recreation Coordinator, Recreation Leader III, or designee. The Recreation Leader II class may exercise supervision over lower level staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Operates standard office equipment such as copiers, computers, calculators, typewriters and multi-line telephones.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in monitoring and supervising the activities of patrons of all ages at various sites.

## **CITY OF HERCULES**

- Prepares incident, accident, and monthly reports for various sites.
- Assists with city-wide events.
- Attends regular staff meetings.
- Provides marketing support for areas of responsibility including production of seasonal Parks and Recreation Department Activity Guide brochures.
- Performs related duties as required.

### **When Assigned to the Children's Program or Teen Center**

- Ensures children are in a safe environment at all times; ensures age appropriate materials are being used.
- Plans and implements projects and activities with children.
- Anticipates problems among children and prevents harmful situations before they occur or escalate.
- Calls parents for various reasons, such as children being sick or absent, throughout the day.
- Communicates information to parents through signs, notes, or in person.
- Supervises, directs and assists lower level staff with classroom activity assignments and cleaning duties including washing dishes, vacuuming, trash disposal, sweeping, mopping, and cleaning bathrooms.
- Attends all local, off site field trips.
- Participates in aquatic activities with children at the Community/Swim Center as needed.
- Ensures proper health, welfare, safety and supervision of all children enrolled in assigned programs; remains on site at assigned location(s); resolves various behavioral problems as they arise.
- Tutors and assists children with homework as needed.
- Drives City vehicles with children to designated sites.
- Maintains and submits necessary attendance records and accident and incident reports.
- Makes efficient use of available materials and supplies.
- Performs related duties as required.

### **When Assigned to the Senior Center**

- Prepares for daily activities; provides daily sign-in logs.
- Makes daily deposits of donations.
- Coordinates the lunch program including setting up tables and chairs and maintaining daily records; coordinates with county nutrition volunteers.
- Picks up food donations from local grocery stores.
- Performs light custodial duties associated with maintaining the facility.
- Plans and directs monthly birthday celebrations.
- Plans, coordinates, and schedules trips.
- Performs related duties as required.

### **When Assigned to the Community Center**

- Registers participants for classes, programs and facility rentals, and tracks payments.
- Makes needed changes to households.
- Assists in collecting and processing payments for all recreation programs.
- Provides assistance in scheduling facility rentals, meetings and classes.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Operations, services, and activities of recreation programs, including child care programs.
- Correct English usage, including spelling and grammar.
- Safety principles and practices related to child care programs and activities.
- City policies and procedures.
- Principles and practices of child development.
- Methods and techniques of classroom management.
- Working with children with special needs and teens with behavior issues.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent Federal, State and local laws, codes and regulations.

**Ability to**

- Prepare adequate lesson plans in advance of the scheduled activity.
- Handle all disciplinary or inappropriate behavior situations.
- Work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Ask questions and takes interest in learning more.
- Take direction in a positive way.
- Respond to children/teens/seniors in an appropriate manner.
- Exercise flexibility regarding working with varying personalities, age groups and work schedules.
- Acknowledge individuals when an issue arises and respect the concerns that are shared.
- Assess situations and prevent issues before they occur.
- Exercise good communication and customer service skills.
- Be a positive role model for staff and children and exercise good appearance, attitude, speech and body language.
- Remain calm during emergencies.
- Lead and interact with large groups of children/teens/seniors on a daily basis with various activities such as organized games, art projects, homework, and outdoor play.
- Demonstrate problem solving skills.
- Perform daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.
- Wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Stay current with trends of assigned recreation programs.
- Improvise and multi-task.
- Administer first aid, CPR and/or artificial respiration.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Recreation Leader I**

**Experience**

Six months of experience working in a recreation program. Experience in working effectively with children and/or youth programs and in a recreational environment is desirable.

**Education/Training**

Equivalent to the completion of the twelfth grade supplemented by completion of twelve units in early childhood education, child development, recreation, elementary education, or a related field. Or, completion of six units in early childhood education, child development, recreation, elementary education, or a related field and enrolled in three qualifying units per semester until twelve units are completed.

**Certificates / Licenses / Special Requirements**

Possession, or ability to obtain, current Pediatric First Aid and Infant/Child/Adult CPR certificates. Must be at least eighteen years of age.

**Recreation Leader II**

**Experience**

Two years of experience working in a recreation program. Experience in working effectively with children and/or youth programs and in a recreational environment is desirable.

**Education/Training**

Equivalent to the completion of the twelfth grade supplemented by completion of twelve units in early childhood education, child development, recreation, elementary education, or a related field. Or, completion of six units in early childhood education, child development, recreation, elementary education, or a related field and enrolled in three qualifying units per semester until twelve units are completed.

**Certificates / Licenses / Special Requirements**

Possession, or ability to obtain, current Pediatric First Aid and Infant/Child/Adult CPR certificates. Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy may be required for some positions. Must be at least eighteen years of age.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor recreational facilities and office environment; occasional travel from site to site; exposure to computer screens and noise; exposure to heavy public contact.

**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, reach, turn, bend, squat, stoop, hop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties and in interactions with children in their daily play; interact with children through sports, physical education, swimming, aerobics, dance and other activities; lift, carry, push, and/or pull moderate to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to read and produce printed material and information displayed on a computer screen; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate a vehicle; competency to write, spell and relay accurate information on behavior, discipline, and incident and accident reports, as needed; may occasionally work evenings and weekend hours to attend events.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit:  
FLSA/Position: Non-Exempt

### RECREATION LEADER III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under direction, oversees a recreation program or service or serves as a site administrator over a childcare program; supervises all clients in their program and/or all children in the childcare program; assists in the coordination of assigned activities with outside agencies, other divisions and with the public; provides highly responsible and complex staff assistance to their supervisor; oversees and participates in all activities of assigned program; demonstrates leadership skills, is a positive role model, has a genuine interest in working with clients, children and the public, and has effective communication, interpersonal and customer service skills; demonstrates organization and creativity with class projects; demonstrates a clear understanding of child care problem solving techniques in dealing with any discipline situation involving the children; reads, understands, and adheres to all policies and procedures in the staff handbook; assists in providing highly responsible and complex staff assistance to the Recreation Coordinator or Recreation Manager; and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The Recreation Leader III is the advanced journey level class in the Recreation Leader series. This class is distinguished from the Recreation Leader II by the responsibility for overseeing a recreation program or service or serving as a site administrator over a childcare program.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Recreation Coordinator, Recreation Manager or designee. Exercises supervision over the performance of various part-time staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Oversees a recreation program or service or serves as a site administrator over a childcare program; supervises all clients in their program and/or all children within the childcare program for assigned site.
- Leads and trains lower level and new staff.
- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Provides high responsible and complex staff assistance to the Recreation Coordinator, Recreation Manager or designee.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures department personnel policies and procedures are followed.
- Operates standard office equipment such as copiers, computers, calculators, typewriters and multi-line telephones.
- Types and proofreads outgoing correspondence for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in monitoring and supervising the activities of patrons of all ages at various sites.
- Prepares incident, accident, and monthly reports for various sites.
- Assists with city-wide events.



- Attends regular staff meetings.
- Provides marketing support for areas of responsibility including production of seasonal Parks and Recreation Department Activity Guide brochures.
- Performs related duties as required.

**When Assigned to Children's Programs or Teen Center**

- Supervises and ensures children are in a safe environment at all times.
- Plans and implements projects with children.
- Anticipates problems among children and prevents harmful situations before they occur or escalate.
- Calls parents for various reasons, such as children being sick or absent, throughout the day.
- Communicates information to parents through signs, notes, or in person.
- Supervises, directs and assists lower level staff with classroom activity assignments and cleaning duties including washing dishes, vacuuming, trash disposal, and sweeping.
- Attends all local, off site field trips.
- Participates in aquatic activities with children at the Community/Swim Center as needed.
- Ensures proper health, welfare, safety and supervision of all children enrolled in assigned programs; remains on site at assigned location(s); monitors the daily work routines of children program staff; resolves various behavioral problems as they arise.
- Oversees the department's facility rentals operation and part-time staff assigned to this function as assigned.
- Provides supervisory oversight, reviews and evaluates the work of lower level staff.
- Serves as lead staff member for office operations, recreation classes, department marketing functions and daily financial reconciliation as assigned.
- Stays abreast of pertinent policies, codes of conduct, and safety and health standards.
- Creates program registration forms for pertinent programs.
- Plans and hosts City events.
- Works with government sub-care programs; creates forms and reviews contracts with social workers.
- Maintains and submits necessary attendance records and accident and incident reports.
- Makes efficient use of available materials and supplies.
- Assists in conducting monthly staff meetings.
- Attends all local, off site field trips.
- Fills in as contact person for the State Licensing Agency as needed.
- Performs related duties as required.

**When Assigned to the Senior Center**

- Opens the Senior Center and prepares for daily activities; provides daily sign-in logs; coordinates classes and activities with instructors.
- Coordinates day-to-day operations schedules and activities; coordinates, supervises, and schedules volunteers to run daily programs.
- Makes daily deposits of donations.
- Coordinates the lunch program including setting up tables and chairs and maintaining daily records; coordinates with county nutrition volunteers.
- Picks up food donations from local grocery stores.
- Performs light custodial duties associated with maintaining the facility.
- Prepares check requests and shops for program equipment and supplies.
- Plans and directs monthly birthday celebrations.
- Plans, coordinates, and schedules trips.

- Holds monthly program planning meetings.
- Prepares and submits reports to the County including reports pertaining to the nutrition program.
- Maintains records regarding liability waiver forms.
- Plans and hosts large fundraising events for senior programs.
- Develops marketing strategies to promote classes, events, or recruit volunteers; partners with non-profit groups and outside organizations.
- Assists with the planning and supervision of city-wide events.
- Assists the main office with all aspects of programs and services.
- Promotes programs and events through various sources such as social media, flyers and brochures.
- Performs related duties as required.

**When Assigned to the Community Center**

- Registers participants for classes, programs and facility rentals, and tracks payments; opens and sets up for recreation classes; monitors the day-to-day operations of recreation classes and communicates with recreation class instructors.
- Makes needed changes to households.
- Collects and processes payments for all recreation programs.
- Provides assistance in scheduling facility rentals, meetings and classes.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Receives non-sufficient funds and past due notices from the Finance Department; coordinates with the program to notify patrons of balance; communicates and provides pertinent information to Finance.
- Serves as lead over operations of the main registration office; provides technical assistance to staff as needed.
- Performs daily department financial reconciliation and prepares deposit slips.
- Provides administrative and customer service support as needed.
- Participates in the recruitment and selection of instructors and classes.
- Assists in providing recreation programs; coordinates, implements, and schedules programs for various age groups and interests.
- Maintains and updates information for recreation classes and activity codes and maintains the front lobby keeping track of program informational flyers.
- Opens and closes the front office; counts money for accuracy and enters money earned from the previous day into RecTrac as needed; prepares money pouches for front office staff to use on a daily basis.
- Promotes programs and events through various sources such as social media, flyers and brochures; designs, creates, and edits the tri-annual activity guide.
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Operations, services, and activities of recreation programs, including child care programs.
- Principles of lead supervision and training.
- Principles and practices of conflict management.
- All State of California Licensing Regulations.
- Correct English usage, including spelling and grammar.
- Safety principles and practices related to child care programs and activities.

- Pertinent Federal, State and local laws, codes and regulations.
- City policies and procedures.
- Facilities, scheduling, oversight, management and general maintenance.
- Principles and practices of cash management, recordkeeping and organization.
- Principles and practices of monitoring and tracking fees and payments.
- Principles and practices of child development.
- Principles and practices of government subsidized care programs.
- Methods and techniques of classroom management.
- Working with children with special needs and teens with behavior issues.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to**

- Oversee a recreation program or service or serve as a site administrator over a childcare program.
- Lead, organize, and review the work of staff.
- Prepare adequate lesson plans in advance of the scheduled activity.
- Handle all disciplinary or inappropriate behavior situations and be organized.
- Work cooperatively and communicate with the public and employees in an enthusiastic and constructive manner.
- Respond to children/teens/seniors in an appropriate manner.
- Ask questions and takes interest in learning more.
- Take direction in a positive way.
- Acknowledge individuals when an issue arises and respect the concerns that are shared.
- Be a positive role model for staff and children and exercise good appearance, attitude, speech, and body language.
- Assist program staff and remain calm during emergencies.
- Enthusiastically lead and interact with large groups of children/teens/seniors on a daily basis with various activities such as organized games, art projects, homework, and outdoor play.
- Read and understand all policies and procedure in the staff handbook.
- Exercise excellent communication and customer service skills.
- Demonstrate problem solving skills.
- Exercise flexibility regarding working with varying personalities, age groups and work schedules.
- Understand and adhere to City policies and procedures.
- Assist with daily chores, including mopping spills, sweeping, vacuuming, carry out the trash, wash dishes and tables as needed.
- Wear proper attire which includes uniform, badge, comfortable shoes (no flip flops or open-toe sandals) at all times.
- Perform community outreach and host City events.
- Assist with budget preparation and administration.
- Prioritize and handle multiple tasks.
- Schedule and coordinate volunteers.
- Work with government sub-care programs and go over contracts with social workers.
- Manage and maintain structure in a classroom.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 working in recreation programs. Experience in working effectively with children and/or youth programs is desirable.

### **Education/Training**

Equivalent to the completion of the twelfth grade.

### **Certificates / Licenses / Special Requirements**

Possession of current First Aid and Infant/Child/Adult CPR certificates.

Completion of 15 hours of Health and Safety Training.

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Must be at least eighteen years of age.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Indoor and outdoor recreational facilities and office environment; occasional travel from site to site; exposure to computer screens and noise; exposure to heavy public contact.

### **Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; frequently sit, stand, walk, run, jump, climb, reach, turn, bend, squat, stoop, hop, kneel, crouch, crawl, grasp, push, pull and make repetitive hand movements in the performance of daily duties and in interactions with children in their daily play; interact with children through sports, physical education, swimming, aerobics, dance and other activities; lift, carry, push, and/or pull moderate to heavy amounts of weight; hearing and speaking ability sufficient to communicate in person, by telephone, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to read and produce printed material and information displayed on a computer screen; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate a vehicle; competency to write, spell and relay accurate information on behavior, discipline, and incident and accident reports, as needed; may occasionally work evenings and weekend hours to attend events.

**CITY OF HERCULES**

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit:  
FLSA/Position: Non-Exempt

**RECREATION MANAGER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under administrative direction, supervises assigned recreation program activities including childcare, day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and/or community events; coordinates assigned activities/programs with other divisions, outside agencies, and the general public; provides highly responsible and complex staff assistance to the Parks and Recreation Director; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Parks and Recreation Director or designee. Exercises direct supervision over full-time, part-time and seasonal staff, contractors and volunteers.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards where applicable for the assigned program; interprets and complies with all applicable federal and state regulations.
- Monitors, directs and/or performs day-to-day operations of the assigned program to ensure policies and procedures are being followed, goals and objectives are met, and services and projects are being accomplished efficiently and effectively; takes corrective action as necessary and where subordinates are present, may relieve them of the most difficult, sensitive or controversial projects within the program.
- Develops and monitors the program's budget; oversees the financial well-being of the program by analyzing cost effectiveness and exercising cost controls; prepares, submits and justifies budget enhancement requests to the Director.
- Plans, organizes, administers, reviews and evaluates the work of subordinate staff where present, through supervisors and lead workers.
- Provides for the selection, training, professional development and work evaluation of subordinate staff and makes recommendations on hiring, termination, promotion and discipline as required.
- Monitors and stays abreast of technological, legal and operational changes that affect the activities and work processes of the program; makes recommendations and develops and carries out improvements to the program to meet changing mission parameters and requirements.
- Confers with and represents the program and the department in meetings with other City departments and divisions; serves as the City representative with a variety of public, business and community groups and organizations; fosters collaborative working relationships to the benefit of the program and the department.
- Prioritizes and allocates available program resources; reviews and evaluates program and service delivery; makes recommendations and executes changes in operations to ensure maximum effective service provision; assists in developing new program function elements, including researching, compiling and analyzing supporting data.

- Performs complex administrative duties requiring oversight, attention to detail and analysis; performs strategic planning and financial analysis, including assisting in the preparation of specialized programs and project budgets to include staffing and operational needs.
- Provides staff support to commissions, committees and task forces as needed.
- Negotiates, develops, monitors and administers a variety of contracts and agreements.
- Develops systems and maintains records that provide for the proper evaluation, control and documentation of assigned activities; prepares a variety of written correspondence, reports, procedures, directives and other materials.
- May act for the Director as assigned.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of**

- Operational characteristics, services and activities of municipal recreation programs.
- Methods and techniques of recreation program development and administration.
- Marketing theories, principles and practices and their application to recreation and community services.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles and practices of customer service.
- Principles of most programs or activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

### **Ability to**

- Plan, supervise, direct and coordinate the work of assigned staff and delegate authority and responsibility.
- Select, supervise, train and evaluate staff.
- Interpret and explain City and Department policies and procedures.
- Lead and monitor project activities that achieve on-time deliverables, quality and desired results.
- Recognize priorities, dependencies and critical paths in project activities.
- Develop and meet challenging team goals.
- Prepare clear and concise reports, correspondence and other written materials.
- Operate and maintain computerized registration systems such as RecTrac.
- Maintain mental capacity, which allows capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
- Respond to participant inquiries and complaints.
- Elicit community and organizational support for recreation programs.
- Understand and follow oral and written instructions.
- Develop, interpret, apply and explain applicable Federal, State and local policies, laws and regulations.
- Develop program activities, goals and objectives.
- Create program evaluation tools and evaluate the effectiveness of the program.
- Apply theories, principles and procedures in the area of assignment.

- Manage multiple tasks with competing deadlines.
- Exercise flexibility and adapt to change.
- Provide leadership and motivate staff.
- Effectively present to individuals and groups.
- Handle difficult and sensitive situations, using sound, independent judgment within general policy and legal guidelines.
- Adhere to and enforce work standards and safety practices.
- Communicate new ideas and make recommendations to improve programs.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 recent responsible recreation program coordination experience supplemented by some administrative and/or lead supervisory experience in assigned recreation program activities including childcare/day camp programs, preschool programs, teen services, sports activities/leagues, senior citizen services, aquatic programs, recreation classes, facility rentals, and/or community events.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major course work in recreation, business administration or a related field. Three years of lead supervisory experience in any of the described program areas may be substituted for the degree requirement.

#### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current First Aid certificate.

Possession of a current CPR certificate.

Possession of the Director Qualified Certificate including meeting all of the State Licensing requirements is desirable.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.



**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and over the telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports; analyze and solve problems.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Mid-Management  
FLSA/Position: Exempt

**RECREATION SPECIALIST  
(Part-Time, Regular Position)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, assists in the coordination and implementation of Recreation and Community Service activities and/or programs; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Parks and Recreation Director or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Answers inquiries, provides information and assists customers at the counter and by telephone.
- Collects and processes payments for all programs; collects and processes child care and other payments; enters data into Rec Trac.
- Answers telephone inquiries as related to Recreation and Community Services.
- Ensures customers receive complete information about programs and activities and any applicable policies and regulations.
- Ensures department personnel policies and procedures are followed.
- Provides assistance in scheduling facility rentals, meetings, and classes.
- Enters, edits and retrieves data and prepares reports, following established formats.
- Types correspondence, reports, forms and specialized documents related to the functions of the department.
- Proofreads and checks typed and other material for accuracy, completeness, correct English usage, grammar, punctuation, and spelling.
- Assists in the preparation of class instructor payments, facility reservation confirmations and other routine office activities as needed.
- Attends regular staff meetings.
- Performs and/or assists in administering minor first-aid to patrons as necessary.
- Assists in monitoring and supervising the activities of patrons of all ages in the Community Center.
- Provides recommendations for improvement to office and program operations.
- Operates standard office equipment such as copiers, calculators, typewriters and multi-line telephones.
- Perform other related duties as assigned.

**QUALIFICATIONS**

**Knowledge of**

- Correct English usage, including spelling and grammar.
- Basic mathematical skills.
- Basic business data processing.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to**

- Follow oral and written instructions.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Demonstrate leadership capabilities.
- Evaluate emergency situations and act decisively and effectively to resolve situations.
- Oversee, review, and prepare reports related to facility operations.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 customer service and/or an office setting including prior experience in handling money or cashiering and experience in an office or public facility providing counter and telephone customer service.

**Education/Training**

Equivalent to the completion of the twelfth grade.

**Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate.

Possession of a current Community CPR certificate.

Must be at least eighteen (18) years of age.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

## CITY OF HERCULES

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

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Date

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Supervisor signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit:  
FLSA/Position: Non-Exempt

**SENIOR ACCOUNTANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction, performs professional accounting duties in the analysis, preparation, and maintenance of financial records and reports; provides lead support for payroll, accounts payable, business licenses, cash deposits, revenue accounting, and receivables; participates in accounting for special funds; maintains fixed asset records; performs difficult and detailed accounting analyses; responsibilities may include direct or indirect supervision of lower level professional, technical, and clerical personnel; contributes to the development of and monitors performance against the annual citywide budget; participates in developing, implementing and evaluating plans, work processes, systems and procedures to achieve annual goals, objectives and work standards; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Finance Director. Provides training and is a back-up to technical and clerical staff.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Supervises directly or indirectly professional and clerical staff engaged in activities such as accounts payable and accounts receivable, investments, cash receipts, revenue, collections, business licensing, and payroll.
- Participates in maintaining the City's general ledger and special funds, including setting up accounts, reviewing general ledger accounts monthly, preparing and processing standard monthly and special journal entries, reviewing entries for accuracy of account numbers and answering staff and department questions about appropriate accounts for charges of expenses; analyzes, verifies and reconciles accounts and records and processes adjusting entries; performs the reconciliation of City bank accounts and the resolution of discrepancies; performs annual reporting.
- Analyzes and reconciles expenditure and revenue accounts, identifies overspending of accounts and notifies department heads; processes transfers of expenditures and appropriations, including schedules of balance sheets, investments, cash balances, fund balances, revenue, expenditure and statistical reports.
- Provides backup for accounts payable, business licenses, cash deposits, revenue accounting and receivables; reviews and approves all source documents to ensure accuracy of account numbers, authorizations, and adequate account balances; participates in the resolution of any accounting and operational problems, as necessary.
- Accurately processes payroll and ensures all payroll, payroll taxes and insurances are paid timely.
- Participates in the monthly and annual close of the City's financial records; prepares, reviews and analyzes relevant spreadsheets and the accuracy and appropriateness of adjusting and closing entries; assists during the annual audit by the City's outside auditors.
- Assists in the preparation of all City required financial reports; prepares statements and schedules; participates in preparation of the State Controller's Reports, Successor Agency to former Redevelopment Agency Reports, Statement of Indebtedness Reports, Street Reports, and the Housing and Community Development Reports.
- Assists in the development and preparation of all citywide budgets, providing information, projecting

## **CITY OF HERCULES**

budget expenditures, and performing financial analyses; publishes the approved budget and distributes to City Council, City Manager, Departments, and the general public.

- Participates in accounting for the City's special assessment bonds and other bonds, including the preparation of all appropriate tax roll billings, monitoring of receipts and delinquencies, calculation of amortization, accruals for payment of principal, interest and supporting fees and the reconciliation of accounts.
- Provides support in maintaining and ensuring citywide adherence to internal control procedures and accounting standards; may perform internal control auditing of departmental revenue collections and petty cash funds.
- Processes and maintains Citywide Developer deposits on a regular and timely basis; identifies and reports any negative balance conditions to the appropriate department for resolution; follows up and reports on status of resolution efforts.
- Performs and maintains the accounting and financial reporting for the citywide lighting and landscape, and all special districts.
- Performs and maintains inventory on all City fixed assets and the systems and reports connected with fixed assets.
- Provides information and assistance to departments on accounting and financial reporting issues.
- Maintains all grants for the City.
- Assists in the resolution of computer and systems related problems including those related to the City's financial system software.
- Prepares a variety of special financial reports as needed and performs research studies, account analysis and special projects as assigned by management.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of cost accounting.
- Internal control and audit principles and practices.
- Laws and regulations relating to the financial administration of public agencies, redevelopment agencies, and electric utility agencies.
- City functions, including assessment and maintenance districts, grant-supported programs and capital improvement projects, bond issuance, and associated financial management and reporting issues.
- Principles and practices of information technology related to the processing of accounting and financial information.
- The operations, requirements and codes of the City's general ledger system.
- City personnel rules, policies and labor contract provisions.
- Principles and practices of effective supervision.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Act as lead to direct and coordinate the work of lower level staff while at the same time be a team player and work collaboratively with other members of the Department.
- Analyze and make sound recommendations on complex financial data and operations.

## **CITY OF HERCULES**

- Understand, interpret, explain and apply City, State, and Federal laws regulating City financial accounting, reporting and recordkeeping.
- Understand and accurately use the City's Chart of Accounts system of accounting for special districts and funds and oversee the maintenance and reconciliation of all general ledger accounts.
- Develop and implement financial procedures and controls.
- Perform complicated mathematical calculations and analyses.
- Prepare clear, concise and comprehensive financial statements, reports and written materials.
- Exercise sound independent judgment within general policy guidelines.
- Function appropriately during stressful situations.
- Complete assignments in an accurate and timely manner.
- Plan and evaluate financial procedures and systems and make sound recommendations for improvement.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 accounting experience including two years of administrative and lead responsibility. Supervisory experience is desirable. One to two years in a public agency or working as an auditor for governmental entities is desirable. Proficiency with payroll and Naviline financial software is desirable.

#### **Education/Training**

A Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; stoop, kneel, crouch, reach, grasp, write, and perform repetitive motions, such as taking cash, replenishing supplies, using a computer and a telephone; hearing and speaking ability sufficient to carry on a conversation with another individual or group of individuals in person and by telephone; visual ability sufficient to read and produce printed materials and information displayed on a computer screen; competency to write, spell and relay accurate information on incident and accident reports.

## CITY OF HERCULES

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit: Mid-Management  
FLSA/Position: Exempt



**SENIOR CLERK**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, initiates, coordinates, and executes administrative support to the City Clerk's Office with primary duties as the City Hall Senior Clerk/Receptionist; supports the Finance Department, processing business licenses; provides administrative clerk support to the Community Development and Public Works Department, accepting permit payments; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

This is a full journey level class. Employees within this class perform the full range of duties as assigned, having a wide degree of autonomy. Employees receive occasional instruction or assistance as new or unusual situations arise. Employees in this class must be fully competent of applicable operating procedures and policies of the work units for which they support. Positions in this class are normally assigned special assignments. Employees in this class possess supervisory or lead worker experience and have worked at a minimum, four years as a principal, senior or managing office clerk, secretary or special project clerical and understand account billing support. Employees receive immediate supervision from mid-level management and may receive supervision from higher-level executive management or other staff when special circumstances are warranted.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Clerk/Administrative Services Director.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Meets and greets visitors to assess visitor's needs for information and/or assistance; answers and screens telephone calls in a professional and timely manner; takes accurate messages with a high degree of professionalism and courtesy; arranges conference calls.
- Serves as the point person for City services directory; ensures regular and consistent attendance to maintain continuity of community relations, completion of assigned projects, and general service to the public and its employees.
- Exercises considerable judgment and discretion in handling requests for appointments and telephone calls.
- Assists the City Clerk with council agendas or other assigned and related documents.
- Maintains records and processes forms, including purchase requisitions, accounts receivables, utility payments, supply orders, other ledger records specific to the unit assigned, and other items specific to the organizational unit.
- Orders supplies for copy/fax machines; calls for repairs and service and keeps logs to indicate servicing on equipment.
- Proactively establishes and maintains a highly organized filing system; maintains office files including filing correspondence and other records with direction from the City Clerk/Administrative Services Director or designee; researches and compiles information from files.
- Distributes daily internal/external mail and overnight packages; sends and distributes faxes.

## **CITY OF HERCULES**

- Composes, types, and distributes professional correspondence and memoranda, e-mails and faxes, using individual initiative and as assigned.
- Prepare and proofread a variety of correspondences, letters, forms, documents, resolutions, agreements, contracts and letters from rough drafts and verbal instruction.

### **Other Essential Duties**

- Receives fees and issues receipts for purchases of various City documents and business licenses.
- Prepares a variety of reports for assigned department, including monthly billing, overdue statements and statistical information.
- Operates a variety of office equipment including a copier, typewriter, calculator and computer; performs data entry duties.
- Coordinates calendars and schedules conference and meeting rooms.
- Orders and maintains supplies; coordinates equipment maintenance.
- Manages the office petty cash fund and reimbursement procedures as assigned.
- Assists in the development and implementation of department systems and procedures as needed.
- Assists with special projects as assigned.
- Communicates issues that may impact efficiency and recommends solutions.
- Checks the job hotline; keeps the job board stocked with flyers and applications.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of**

- Correct use of oral and written English and proper grammar, spelling, punctuation, and composition, as well as good vocabulary.
- Standard business document formats.
- Filing, indexing and cross-referencing methods.
- City Business License procedures and fee schedules.
- Applicable ordinances and policies to achieve job duty success.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

#### **Ability to**

- Work and solve problems with minimal supervision.
- Understand and carry out oral and written instructions.
- Deal tactfully and courteously with the public in person and by telephone.
- Effectively and sensitively relate to the public and City staff.
- Possess flexibility and work with people with diverse backgrounds.
- Operate multiple phone lines.
- Provide basic business license information to the public.
- Maintain confidentiality of records and communications.
- Demonstrate excellent verbal and written communication skills.
- Demonstrate a high level of professionalism in dealing with confidential and sensitive issues.
- Type and enter data at a speed necessary for successful job performance.
- Demonstrate strong organizational, problem-solving, and analytical skills.
- Manage priorities and workflow.

- Accurately complete detailed reports.
- Coordinate multiple tasks simultaneously.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

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

**Experience**

Six years of progressively responsible office administrative or secretarial experience in dealing with the public, directing the work of others and/or working in a public agency or public counter setting including one year of experience providing secretarial and office administrative assistance to management-level staff.

**Education/Training**

Equivalent to the completion of the twelfth grade supplemented by business or professional course work or college level course work in a related field. Completion of an Associate's degree is desirable and may be substituted for two years of experience as listed above.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens; contact with the general public; visible exposure to the public and staff with low and limited office privacy at a public counter; exposure to customers that may be upset regarding various issues.

**Physical Conditions:**

Essential and marginal functions require sitting, walking, or standing for prolonged periods of time to attend assigned tasks; requires good listening skills and redirection; requires early morning set-up to be prepared for the first public customers; requires manual dexterity to work telephone and office equipment; ability to lift 5-10 pounds frequently and 10-20 pounds occasionally; bend, kneel, twist, reach, pull, and grab regularly during the course of the day.

*Note: Accommodations may be made for some of the essential functions / requirements listed for*

**CITY OF HERCULES**

*qualified individuals who require and request such accommodation, due to a qualified disability.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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Supervisor signature

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Date

Revised: July 2018  
Unit: Teamsters Full-Time  
FLSA/Position: Non-Exempt

**SENIOR LIFEGUARD**  
**(Part-Time, Seasonal Position)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under direction, supervises the operations of the Hercules Swim Center facility during assigned work shifts; ensures implementation of all policies and procedures related to management and operation of the facility and programs; and performs related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Recreation Coordinator or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Assists with recruiting, trainings, meetings, attendance, scheduling, supervising, disciplining, and evaluating part-time staff and volunteers.
- Supervises the conduct and behavior of patrons.
- Supervises and assigns staff during assigned work shifts.
- Ensures enforcement of department safety regulations and operational policies.
- Evaluates emergency situations and acts decisively and effectively to resolve situations.
- Assists with maintenance, daily chemical balance records, accident/incident reports, operational logs and other related items.
- Assists in organizing, supervising, and evaluating swim instructional classes and specialty aquatic programs.
- Assists in purchasing aquatic equipment and supplies by making recommendations and suggestions.
- Assists in presenting and promoting special events associated with the aquatics program.
- Conducts pH and chlorine tests; records results in logs.
- Serves as a swim instructor and lifeguard as needed.
- Represents and interprets facility operations, schedules, policies, and regulations to the public.
- Attends all necessary conferences, trainings and informational meetings.
- Maintains good public relations by working cooperatively with the public and employees.
- Ensures equipment is stocked and ready for use.
- Performs related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- The use and care of lifesaving equipment and basic tools used at a public swimming facility.
- The pool facility operations including scheduling, cash management, maintenance, hazard identification, and program development.
- Aquatic lifesaving methods and procedures.
- First aid and resuscitation measures, as well as emergency services options.
- Standard safety rules and regulations related to public aquatic activities, operations and maintenance of

a pool facility.

- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to**

- Demonstrate leadership capabilities.
- Engage in physical activity including swimming 300 yards continuously, retrieving 10 pound diving bricks from a depth of 13 feet, and treading water for two minutes without the use of hands.
- Follow oral and written instructions.
- Oversee, review, and prepare reports related to facility operations.
- Perform swimming strokes according to American Red Cross standards.
- Demonstrate lifesaving and emergency first aid skills.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Supervise lifeguards and swim instructors.
- Explain and interpret safety regulations and operational policies clearly to the public.
- Learn to manage and/or add chemicals.
- Read gauges and chemical tests.
- Assist and resolve issues in the absence of supervision.
- Firmly but tactfully enforce rules and regulations.
- React quickly and calmly in emergencies; rescue swimmers in distress.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EXPERIENCE AND EDUCATION/TRAINING GUIDELINES**

*Any combination of experience and education/training 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 as a lifeguard or swim instructor at an organized aquatic facility assisting with pool management. Some supervisory experience is desirable.

**Education/Training**

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent. Some college level course work or specialized training in a related field is desirable.

**Certificates / Licenses / Special Requirements**

Possession of a current standard First Aid certificate.  
Possession of a current Basic Life Support for the Professional Rescuer certificate.  
Possession of a current Lifeguard Training certificate.  
Possession of a Water Safety Instructor certificate prior to providing instruction.  
Possession of a Title 22 First Aid certificate as stated by state law.

Must be at least sixteen years of age.

**WORKING CONDITIONS**

**Environmental Conditions:**

Indoor and outdoor recreational facilities and office environment; exposure to computer screens and noise; exposure to heavy public contact; exposure to slippery and/or uneven surfaces; work with or in water.

**Physical Conditions:**

Essential and marginal functions require the ability to walk, stand, or sit for prolonged periods of time in an indoor and outdoor environment; bodily movement sufficient to frequently sit, stand, walk, run, jump, climb, swim, dive, reach, turn, bend, squat, stoop, kneel, push and pull; hearing and speaking ability sufficient to communicate in person, by telephone and radio, and to speak loudly in a noisy setting; visual ability sufficient to clearly distinguish objects and persons at a distance and to identify signs of swimmer distress; ability to raise arms above shoulder height; manual dexterity sufficient to grasp objects, use fine manipulation, write and operate office machines and equipment; operate various assigned equipment, tools and testers; competency to write, spell and relay accurate information on incident and accident reports; perform lifting and carrying of persons and/or items of moderate to heavy amounts of weight, and work outdoors in the sun for prolonged periods of time.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

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Date

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Supervisor Signature

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Date

Revised: July 2018

Unit:

FLSA/Position: Non-Exempt

**SPORTS COACH/REFEREE  
(Part-Time, Year Around)**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, assists in the coordination and implementation of Recreation and Community Service activities and/or programs; teaches the basic fundamentals of basketball to children of all ages, while also teaching good sportsmanship; keeps score and operates a score clock; and performs referee and other related duties as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Recreation Manager or designee.

**ESSENTIAL FUNCTIONS** - *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

- Teaches basic offense skills, the concept of fouls, and shooting and dribbling techniques.
- Teaches good sportsmanship to youth.
- Conducts practices with team; organizes and conducts weekly scrimmages.
- Attends regular staff meetings and coaching and official clinics
- Ensures department personnel policies and procedures are followed and notifies supervisor of any overt acts in violation of the department's policies.
- Performs and/or assists in administering minor first-aid to patrons as necessary.
- Completes incident and accident reports as required.
- Monitors team on game day; keeps score; operates score clock.
- Officiates basketball games.
- Operates standard office equipment such as copy machines, typewriters and multi-line telephones.
- Performs other related duties as required.

**QUALIFICATIONS**

**Knowledge of**

- Basic knowledge of Parks and Recreation activities.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

**Ability to**

- Work with different age levels.
- Follow oral and written instructions.
- Prepare written reports related to facility operations.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.
- Work cooperatively with the public and employees in an enthusiastic and constructive manner.
- Work effectively within a public services organization.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.



- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND TRAINING REQUIRED**

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

#### **Experience**

Experience working effectively with youth programs and in a recreational environment is desirable. Knowledge and skills in the sport of basketball and football is desirable.

#### **Education/Training**

Equivalent to the completion of the twelfth grade or currently enrolled in an educational institute working towards a high school diploma or G.E.D. equivalent.

#### **Certificates / Licenses / Special Requirements**

Possession of a valid California Driver's License and a satisfactory driving record as determined by the City's policy.

Possession of a current standard First Aid certificate or ability to obtain within 30 days of hire.

Possession of a current Community CPR certificate or ability to obtain within 30 days of hire.

Must be at least eighteen years of age.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Indoor and outdoor environments; exposure to heavy public contact; occasionally the coach or referee is exposed to: angry parents or participants and upset or sad team members due to the nature and dynamics of team and individual sports and activities.

#### **Physical Conditions:**

Essential or marginal functions require the ability to participate in physical activities with participants and community groups that the coach or referee is assigned to officiate or monitor; stoop, bend, jump, run, move and/or lift 10-30 pounds; run and stand for periods of time longer than 45 minutes; possess the mental capability and maturity to deal with the various group sports.

*Note: Accommodations may be made for some of the essential functions / requirements listed for qualified individuals who require and request such accommodation, due to a qualified disability.*

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Employee Signature

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Date

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Supervisor signature

\_\_\_\_\_  
Date

Revised: July 2018  
Unit:  
FLSA/Position: Non-Exempt