

EXHIBIT 2 JOB CLASSIFICATIONS

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT

DEFINITION

Under administrative direction, performs the most difficult professional work related to current and/or long range planning, economic development, or redevelopment; supervises the work of others involved in related planning activities; acts as project manager; performs related duties as required.

CLASS CHARACTERISTICS

The Assistant Planning & Community Development Director classification is distinguished from the Senior Planner classification by its increased responsibility for providing technical expertise, supervising the work of others, managing projects, and performing the most difficult planning work. This position reports directly to the Department Head and assists in managing the operations of the Planning and Community Development Department.

EXAMPLES OF DUTIES

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

1. Conducts the most complex assignments, or directs the work of others involved in the preparation and review of current or long range planning projects; ensures that planning activities are conducted in accordance with federal and state law, City ordinances, rules, and regulations.
2. Supervises or directs major projects and programs; prepares or coordinates the preparation of project reports and recommendations; reviews and edits report drafts; leads or participates in oral presentations.
3. Assigns and reviews permit applications; schedules items for public hearings and Planning Commission; conducts inspections prior to project review, during construction and upon finalization of project to ensure conformance with City requirements.
4. Assists in the interpretation of planning policies and local ordinances; may draft policy statements and ordinances according to general instructions; provides technical assistance to the Director of Planning and Community Development, other City personnel, and the public regarding current or long range planning issues.

ASSISTANT DIRECTOR OF COMMUNITY DEVELOPMENT, continued

5. Coordinates the conduct of environmental impact studies, including the preparation of requests for proposal; coordinates project review by other agencies; evaluates conclusions of environmental impact reports and prepares recommendations. Able to read and interpret plans.
6. Plans and organizes work, and may alter work methods and schedules to meet operational needs and ensure achievement of work objectives.
7. Assists in employee selection, training, and evaluation; assists in the preparation and administration of the department budget.
8. As a designated representative of the department, or in the absence of the Director, attends conferences, meetings, or other public functions; may provide information or participate in discussions regarding department activities.
9. Performs related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college curriculum with major work in planning, architecture, landscape architecture, environmental design, or a related field; and four years of progressively responsible experience in current or long range planning. A master's degree in planning, architecture, landscape architecture, environmental design, or a related field is desirable and may substitute for one year of experience.

Knowledge, Skills, and Abilities

Extensive knowledge of the principles, practices, and techniques of planning; related state and federal laws, ordinances, rules and regulations. Considerable knowledge of environmental impact report administration. Working knowledge of the methods and techniques of supervision. Ability to plan, organize, and coordinate planning activities; prepare and present reports; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships; supervise assigned staff; maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities; maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

DIRECTOR OF FINANCE

DEFINITION

Under general direction, to plan, direct, manage and oversee the activities and operations of the Finance Department including preparation and administration of the City's annual budget; administration of the City's accounting, revenue collection, payroll, fund disbursement and procurement functions, and financial reporting; assist the City Treasurer with investment of City funds; administer information technology operations; and to provide responsible support to the City Manager, performs general duties as required.

CLASS CHARACTERISTICS

The Director of Finance is responsible for managing the City's accounting, auditing, budget, payroll, information technology operations and purchasing functions. The Director of Finance works closely with the City Treasurer and the City Manager in coordinating the management of City funds.

EXAMPLES OF DUTIES

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

1. Provides leadership, program development, administration and coordination of the finance operations and services.
2. Develops and implements fiscal policies, controls, and systems relating to budget preparation and monitoring, accounting, financial reporting and auditing, in accordance with generally accepted accounting principles.

Conducts internal audits, advises departments on control processes; selects the independent auditor; develops or provides information necessary to audit financial records.

3. Assist City departments in the preparation of budget requests and proposed budgets; Prepares preliminary and final budget documents; directs budget control and administration.
4. Ensures City compliance with laws and regulations governing the administration of the City's financial affairs.
5. Assists the City in the development and implementation of programs for revenue enhancement.
6. Advises and otherwise provides assistance to the City Manager, the City Treasurer, the City Council, other citizen committees, City personnel and the public regarding issues related to City financial services.

DIRECTOR OF FINANCE, continued

7. Directs the City's information systems and the provision of related services, anticipates City-wide information and computing needs and provides for appropriate technology and services.
8. Develops comprehensive plans to satisfy future needs for financial services; conducts studies; prepares and presents reports regarding assessment of services requirements; and recommends improvement in financial management programs.
9. Selects finance employees; plans, organizes and assigns work; develops and establishes work methods and standards; conducts or designs finance staff training and development; reviews and evaluates finance employees performance.
10. May represent the City in relations with the community, advisory committees, professional organizations, other finance departments, and local, county, state and federal agencies; attends public hearings and leads or participates in discussions regarding City financial programs.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four year college curriculum, or equivalent, in public administration, finance, accounting, or a related field; and two years increasingly responsible experience in municipal government finance, including at least one year as a supervisor in municipal finance.

Knowledge, Skills and Abilities

Thorough knowledge of municipal accounting and finance administrative principles, procedures, systems, reports and practices; management and organization theories, principles, practices and methods; the laws and regulations which govern municipal finance administration; sources of revenue to fund municipal services, municipal budgeting processes; principles of supervision; skill in the analysis of financial issues as they relate to municipal services, the development of programs to fund municipal services; develop comprehensive plans to satisfy future needs for financial services; prepare and present reports to the City Manager, City Council and others as required; deal constructively with conflict and develop effective resolution; communicate effectively both orally and in writing; establish and maintain cooperative working relationships; effectively supervise assigned staff.

FACILITIES/OPERATIONS SUPERVISOR II

DEFINITION

The position is under general supervision of the Assistant City Manager. The Facilities/Operations Supervisor is responsible for planning, managing and evaluating professional maintenance and up-keep of the Library and Civic Center, Recreation Center, Historic Reyes Adobe Site and City vehicles. The position will also coordinate work efforts with all other departments.

EXAMPLES OF DUTIES

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

1. Assigns, coordinates and supervises the work of personnel engaged in the care and maintenance of Library/Civic Center and other facilities.
2. Supervises and may need to personally perform the more difficult work involved in the maintenance, repair and minor construction of facilities including structures, grounds, skilled carpentry, painting and repair of equipment, irrigation systems, and buildings.
3. Supervises and coordinates City contractors as it relates to the maintenance and improvement of City facilities.
4. Inspects and maintains City vehicles
5. Assist in park facilities maintenance, playgrounds, and other public facilities to insure proper care and maintenance. Removes graffiti within City limits as necessary.
6. Coordinates with Recreation staff for any and all improvements and maintenance to Recreation Center.
7. Project management, special events assistance, graffiti removal, and assistance with Public Works related issues.
8. Perform general maintenance upkeep of City buildings as required.
9. Maintain appropriate work records and documents, which may include: timesheets, work orders, prepare statistical and/or analytical reports, prepares requisitions supplies and materials.
10. Assist with the development of an Educational/Government (EG) channel and the maintenance thereof.

FACILITIES/OPERATIONS SUPERVISOR II, continued

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education, experience and/or technical training that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a high school diploma, or G.E.D. equivalent, with related field supervision of a construction crew.

Knowledge, Skills, and Abilities

Operations of a Civic Center maintenance program; construction principles and practices, building codes, landscape maintenance, tree trimming and basic facilities repair; methods, materials, tools and equipment used in the maintenance, repair and construction of park and recreational facilities and equipment; principles and practices of program/budget development and administration; applicable Federal, State and local laws, codes and regulations; occupational hazards and standard safety practices and equipment.

Ability to plan and organize work; learn, interpret, apply and explain related laws, ordinances, policies and procedures; prepare and present reports; read and interpret plans; communicate effectively both orally and in writing; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Licenses/Certificates

Requires a valid California driver's license at the time of appointment and throughout, the period of employment.

Physical Tasks and Environmental Conditions

Office/field environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions, work at heights on scaffolding and ladders; work on uneven surfaces; inspect in confined spaces; and work around heavy construction equipment.

PUBLIC WORKS INSPECTOR II

DEFINITION

The position is under general supervision of the City Engineer. The Public Works Inspector II is responsible for inspection of improvements within the public right-of-way that include streets, striping, sidewalks, curb/gutter, storm drains, and sewer facilities. This position is also required to plan, manage and evaluate professional maintenance requirements and up-keep of City parks, street medians, and other landscaped facilities.

EXAMPLES OF DUTIES

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

1. Assigns, coordinates and supervises the work of personnel engaged in the care and maintenance of park and street planting areas and inspection of public right-of-way improvements.
2. Supervises and may need to personally perform the more difficult work involved in the maintenance, repair and minor construction of park and recreation facilities including walkways, restrooms, painting and repairing playground equipment, irrigation system, and buildings.
3. Inspects and coordinates improvements within the City's right-of-way, including City capital improvement projects and private development of street, storm drain, sewer, and related infrastructure. Inspects and provides direction to contractors on all encroachment permits.
4. Inspects park facilities, playgrounds, and other public facilities to insure proper care and maintenance.
5. Reads and interprets landscape and public work plans and oversees the installation of irrigation, plant material, and street improvements in accordance with the plans and specifications.
6. Supervises the maintenance of the irrigation systems and coordinates the City's tree trimming and graffiti abatement programs.
7. Directs and supervises the preparation, application and required reporting. Maintains appropriate work records and documents, which may include: timesheets, work orders, playground safety inspections, prepares statistical and/or analytical reports, prepares requisitions supplies and materials.
8. Performs general maintenance upkeep of City buildings as required.

PUBLIC WORKS INSPECTOR II, continued

9. Keeps records and prepares reports.
10. Supervises contract labor and any assigned City personnel.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include a high school diploma, or G.E.D. equivalent, with three years of related field supervision of a landscaping crew and/or inspection experience of street improvements.

Knowledge, Skills, and Abilities

Operations of a City wide landscape maintenance program; principles and practices of landscaping, landscape maintenance, tree trimming and basic facilities repair; methods, materials, tools and equipment used in the maintenance, repair and construction of park and recreational facilities and equipment; methods and techniques for the eradication of plant pests and diseases; principles and practices of program/budget development and administration; applicable Federal, State and local laws, codes and regulations; occupational hazards and standard safety practices and equipment.

Ability to plan and organize work; learn, interpret, apply and explain related laws, ordinances, policies and procedures; prepare and present reports; read and interpret plans; communicate effectively both orally and in writing; meet the public in situations requiring diplomacy and tact; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Licenses/Certificates

Requires a valid California driver's license at the time of appointment and throughout, the period of employment. Possession or ability to obtain a California Qualified Pesticide Applicator Certificate and/or a Pesticide Advisor's License within 12 months of employment. Possession of or the ability to obtain NPSI (National Playground Safety Inspector) certification within 12 months of employment.

Physical Tasks and Environmental Conditions

Office/field environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions, work at heights on scaffolding and ladders; work on uneven surfaces; inspect in confined spaces; and work around heavy construction equipment.

SENIOR BUILDING INSPECTOR

DEFINITION

Under general direction of the Building Official, supervises and coordinates building inspection activities and operations. Performs on-site inspection of residential, commercial and industrial construction projects in the City to ensure compliance with federal, state and city codes, ordinances, regulations, approved plans, calculations specifications and conditions. Coordinates and performs investigations and special inspections. Assists at Building and Safety counter. Assists in providing training for staff. Provides assistance to the Building Official, and assumes responsibilities of the Building Official in his absence.

EXAMPLES OF DUTIES

Supervise, direct, and coordinate the work of staff; prepare and present training for staff; resolve building inspection related problems with staff and the general public; understand and utilize computer permit software; adapt to changing technologies and learn functionality of new equipment and systems; make presentations; communicate in a clear and concise manner, both written and verbally; establish and maintain effective working relationships with those contacted in the course of work. Inspect buildings and structures to ensure code compliance. Maintain current knowledge of pertinent Federal, State and local laws, codes and regulations relating to building inspection. Interpret and explain building inspection ordinances and regulations. Analyze and compile technical and statistical information; respond to difficult and sensitive public inquiries; develop and update informational handouts.

QUALIFICATIONS / GUIDELINES

Education and/or Experience

Requires 4 years of progressively responsible experience in one or more of the building trades; a high school diploma, or G.E.D. equivalent; successful completion of acceptable course work in building technology with a degree in building technology is highly desirable. Four years of responsible building inspection experience including one year of administrative and/or lead supervisory responsibility.

Knowledge of:

Operational characteristics, services and activities of a municipal building and safety department; building, plumbing, mechanical, and electrical codes; modern and complex principles and practices of construction plan checking; methods, practices and techniques of building inspection; principles of supervision and training; and pertinent federal, state and local laws, codes and regulations. Considerable knowledge of building tools and materials; methods of building construction and standards of practices and accepted safety methods. Principles, practices and techniques of effective, positive customer service.

SENIOR BUILDING INSPECTOR, continued

CERTIFICATION

ICC certification as a Building, Electrical, Plumbing and Mechanical Inspector required. ICC certification as a Plans Examiner and Building Official is highly desirable.

LICENSES

Requires a valid California driver's license at the time of appointment and throughout, the period of employment

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Office/field environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions, work at heights on scaffolding and ladders; work on uneven surfaces; inspect in confined spaces; and work around heavy construction equipment.

SENIOR PLANNER

DEFINITION

Under supervision by the Director of Planning and Community Development, performs the more difficult professional current or advance planning work; directs the activities of lower level planning staff; performs related duties as required.

CLASS CHARACTERISTICS

The Senior Planner classification is the advanced level in the professional planner series. It is a single-position class, distinguished from the Assistant and Associate Planner classifications by its responsibility for directing staff activities, and the more difficult planning assignments.

EXAMPLES OF DUTIES

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

1. Conducts complex assignments involving current or advance planning projects, including environmental impact studies; confers with applicants and agency representatives to identify issues; evaluates data and proposes methods to resolve conflicting issues of plan implementation, zoning requirements, and environmental issues; provides liaison to, and coordinates consultant reviews; prepares staff reports and supplemental materials for presentation.
2. Serves as project manager for major assignments and programs, including specific plans, major development projects and special advance planning programs; prepares and presents project reports including related recommendations; directs or performs block grant administration.
3. Directs the activities of lower level planning and code enforcement staff; assigns and schedules work in accordance with general instructions; conducts training and orientation as required; ensures that work is performed in accordance with established standards, policies, and procedures. Coordinates the work of city consultants.
4. Attends Planning Commission, Architectural Review Panel, City Council and other meetings as needed.
5. Contributes to the review and revision of local ordinances; conducts research; coordinates interdepartmental review; schedules public hearings and participates in the discussion of proposed changes.
6. Responds to inquiries, both orally and in writing; interprets planning policies, state laws and local ordinances, or explains procedures; advises the Director, other City personnel, and the public regarding current or advance planning issues.

SENIOR PLANNER, continued

7. Coordinates the review, monitor and revision of the General Plan. Coordinates the City's affordable housing program.
8. Coordinates regional planning programs including the annexation process. Participates in the City's redevelopment program activities.
9. Depending upon assignment, schedules and participates in or conducts community meetings; provides information and responds to questions regarding planning matters; advises the Director of meeting results.
10. As a designated representative of the department, attends conferences, meetings, or other public functions; may provide information or participate in discussions regarding planning activities.
11. Assists the Director with the annual budgetary process.
12. Serves as Director of Planning and Community Development in his absence.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for satisfactory job performance. Example combinations include completion of a four-year college curriculum with major work in urban planning, or a related field; and at least three years of progressively responsible experience with a minimum of one (1) year supervisory experience in current and advance planning which preferably included experience in development review, block grant administration, environmental impact review, architectural review, specific plans, housing and development agreements. A master's degree in planning, public administration, or a related field is desirable.

Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of planning, related state and federal laws, ordinances, rules and regulations. Ability to plan, organize, and coordinate planning activities; direct the work of others involved in planning activities; prepare and present reports, prepare maps, charts, and other supplemental materials; communicate effectively both orally and in writing; deal constructively with conflict and develop effective resolutions; establish and maintain cooperative working relationships.

Special Requirements

Possession of or ability to obtain a valid Class C California driver's license, and a satisfactory driving record.