



**BUDGET AND AUDIT COMMITTEE
SPECIAL MEETING AGENDA**

**Thursday, November 7, 2024
4:00 p.m.**

**City Hall, 1ST Floor Conference Room
6000 Heritage Trail, Clayton, CA 94517**

Committee Members

Kim Trupiano, Vice Mayor

Jeff Wan, Councilmember

- 1. Call to Order and Roll Call**
- 2. Public Comment on Non - Agenda Items**

Members of the public may address the Budget and Audit Committee on non-agendized items within the Committee's jurisdiction. To ensure an orderly meeting and an equal opportunity for everyone, each speaker is limited to three (3) minutes, enforced at the Committee's discretion. In accordance with State Law, no action may take place on any item not appearing on the posted agenda. The Committee may respond to statements made or questions asked or may at its discretion request Staff to report back at a future meeting concerning the matter.

Public comment and input on other agenda items will be allowed when each item is considered by the Committee.

- 3. Discussion of RFP's in the Public Purchase portal (Assistant City Manager)**
 - a. Investment Management and Advisory Services
 - b. On-Call Community Development and Code Enforcement Services
 - c. Finance and Human Resources Services
 - d. Utility, Transport and Search and Rescue Vehicle with Related Accessories, Equipment and Services

- 4. Adopt a Resolution Authorizing Revisions to the Full-Time Administrative Assistant Classification, the Addition of Full-Time Classifications for Senior Management, Analyst, Senior Planner and Recreation Coordinator, as well as a Part-Time Classification of Recreation Leader and the Related Specifications, Pay Ranges and Benefits and Deleting the Full-Time Community Development Director and Full-Time Assistant Planner from the Fiscal Year 2024-25 Annual Budget. (Assistant City Manager)**

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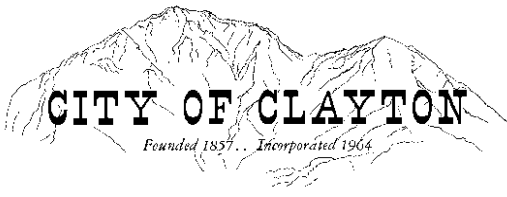
- 5. Future Topics**

- 6. Adjournment**

The next meeting of the Budget and Audit Committee is scheduled for December 11, 2024. Please visit www.claytonca.gov for updated agenda and meeting information.

Meeting Information and Access

- A complete packet of information containing staff reports and exhibits related to each public item is available for public review in City Hall located at 6000 Heritage Trail and on the City's website at www.claytonca.gov
- Agendas are posted at: 1) City Hall, 6000 Heritage Trail; 2) Library, 6125 Clayton Road; 3) Ohm's Bulletin Board, 1028 Diablo Street, Clayton; and 4) City Website at www.claytonca.gov
- Any writings or documents provided to a majority of the Budget and Audit Committee after distribution of the agenda packet and regarding any public item on this agenda will be made available for public inspection in the City Clerk's office located at 6000 Heritage Trail during normal business hours and is available for review on the City's website at www.claytonca.gov
- Public comment may be sent to the City Clerk at cityclerk@claytonca.gov by 3:00 p.m. on the day of the meeting. All e-mailed public comments will be forwarded to the entire Budget and Audit Committee and made part of the official meeting file.
- If you have a physical impairment requiring special accommodation to participate, please call the City Clerk's office at least 72 hours (about 3 days) before the meeting at (925) 673-7300.
- Each person attending the meeting who wishes to speak on an agendized or non-agendized matter (within the Committee's jurisdiction), shall have a set amount of time to speak as determined by the Committee.



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Budget and Audit Committee Agenda Item 4

STAFF REPORT

TO: Honorable Mayor and Councilmembers

FROM: Regina Rubier, Assistant City Manager

DATE: November 19, 2024

SUBJECT: Adopt a Resolution authorizing revisions to the full-time Administrative Assistant classification, the addition of full-time classifications for Senior Management, Analyst, Senior Planner and Recreation Coordinator, as well as a part-time classification of Recreation Leader and the related specifications, pay ranges and benefits and deleting the full-time Community Development Director and full-time Assistant Planner from the FY 2024-25 annual budget.

RECOMMENDATION

Adopt a Resolution authorizing:

1. Revisions to the full-time classification of Administrative Assistant to include the related job specification, benefit package and pay range with a low annual compensation of \$70,564 and a high annual compensation of \$85,771.
2. Adding a full-time classification of Senior Management Analyst to include the related job specification, benefit package and pay range with a low annual salary of \$123,691 and a high annual salary of \$150,347.
3. Adding a full-time classification of Senior Planner to include the related job specification and pay range with a low annual salary of \$113,138 and a high annual salary of \$137,519.
4. Adding a full-time classification of Recreation Coordinator to include the related job specification and pay range with a low annual salary of \$75,465 and a high annual salary of \$91,728.
5. Adding a part-time classification of Recreation Leader and the related job specification and pay range with a low hourly rate of \$16.53 and a high hourly rate of \$22.15.
6. Reallocating the full-time Community Development Director and Assistant Planner positions from the FY 2024-25 annual budget with a salary and benefit savings of a combined \$360,647.

PREVIOUS ACTION

On June 4, 2024, the City Council approved the FY 2024-25 budget, which allocated funds for two new positions: an Administrative Assistant and a part-time Recreation Leader. These roles were included in the approved positions and classifications for the fiscal year. During the budget planning process, it was noted that the new City Manager would later offer additional recommendations for the realignment of the City's administrative staff.

BACKGROUND

The City's Classification and Compensation Plan, publicly accessible Master Pay Schedule, and approved Position List provide job descriptions, classifications, pay ranges, and details on allocated positions for all City personnel. At the time, the FY 2024-25 budget was developed and approved, there were significant staffing vacancies, including the Recreation Leader and Administrative Assistant positions.

Following the restructuring efforts initiated by the previous interim City Manager, along with further analysis by the new City Manager, it has been determined that, in addition to the full-time Administrative Assistant and part-time Recreation Leader, the City requires a Senior Management Analyst and a Recreation Coordinator to better support its administrative needs.

Additionally, the City's use of a consultant for the Community Development Department has proven less effective than anticipated. To address this, it is recommended that the Community Development Department be restructured by eliminating the Community Development Director and Associate Planner roles and introducing a Senior Planner to enhance departmental efficiency and outcomes. Currently the contracted position is in the office on a limited schedule due to cost. By adding the Senior Planner position, the city will be able to address planning needs of the community on a full time basis.

DISCUSSION

The City currently has a temporary agency employee in the role of Administrative Assistant and are using consultants for the Senior Management Analyst and Senior Planner. The Recreation Coordinator position is currently being filled by the City Clerk and the Recreation Leader position is filled with over-time from the Maintenance staff.

Staff is preparing to recruit for the five positions. The Recreation Coordinator, the Recreation Leader will report to the Senior Management Analyst. The Administrative Assistant will report to the City Clerk., The Senior Management Analyst will report to the Assistant City Manager and the Senior Planner will report to the City Manager.

Since these roles have traditionally been staffed by temporary agencies or consultants, CalPERS has recently enacted a ruling that prohibits the City from employing annuitants in ongoing consulting capacities. Currently, there is no established pay range for these five positions on the City's publicly accessible pay schedule. Consequently, it is both

customary and essential to propose a salary recommendation for each role. This recommendation should align with industry standards and the City’s compensation framework, ensuring transparency and consistency across similar positions while fulfilling operational needs.

When making a salary recommendation, we first look to the regional labor market and the City’s comparable entities as previously established in the most recent negotiations with the Police Officers Association to find classifications that are most similar to Clayton’s classification. Then we look internally at parity throughout the City’s compensation plan.

Administrative Assistant

The market survey for Administrative Assistant (below) shows the average top annual wages for full-time Administrative Assistant position at \$87,305.00.

Administrative Assistant				
Agency	Class Title	Annual		
		Min		Max
Dublin	Sr. Office Assistant	75,005		93,746
East Bay RPD	Sr. Administrative Specialist	79,287		89,720
Hercules	Confidential Admin Specialist	73,112		93,326
Lafayette	Administrative Assitant	60,864		85,080
Martinez	Administrative Aide III	74,299		90,327
Moraga	Administrative Assistant	61,713		75,013
Oakley	Administrative Assistant	62,982		76,544
Orinda	Administrative Assistant	62,183		75,875
Piedmont	Administrative Assistant	75,132		91,368
Pinole	Administrative Assistant	74,148		90,128
Pittsburg	Administrative Specialist	73,668		89,544
Pleasant Hill	Administrative Specialist	70,968		91,896
San Ramon	Office Specialist	73,921		92,405
	Number of Matches		13	
	Median of Comparators		73,668	90,128
	Average of Comparators		70,560	87,305

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. The City has an Office Assistant classification in the salary schedule. However, the classification we found was for a combination position of Office Assistant/Code Enforcement. This classification is not similar enough to the Administrative Assistant to perform internal parity. Therefore, staff

recommends setting pay at the top annual market average of \$87,305 for full-time Administrative Assistant and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25. This results in a five step pay range as shown below.

A B C D E

70,560 74,746 78,933 83,119 87,305

Recreation Coordinator

The market survey for the Recreation Coordinator (below) shows the average top monthly wage for full-time Recreation Coordinator position at \$91,372.

Recreation Coordinator				
Agency	Class Title	Annual		
		Min		Max
Danville	Recreation Program Coordinator	66,624		91,260
East Bay RPD	Recreation Coordinator	83,304		94,283
Hercules	Recreation Coordinator	74,256		94,765
Martinez	Recreation Coordinator	73,956		93,139
Moraga	Recreation Coordinator	71,626		87,064
Oakley	Recreation Coordinator	69,659		84,677
Orinda	Recreation Coordinator	85,712		86,569
Pinole	Recreation Coordinator	72,800		88,483
Pittsburg	Recreation Coordinator	69,948		85,020
San Ramon	Recreation Coordinator	86,767		108,462
	Number of Matches	10		
	Median of Comparators	73,378		89,872
	Average of Comparators	75,465		91,372

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Recreation Coordinator as show below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25.

A B C D E

75,465 79,442 83,419 87,395 91,372

Senior Management Analyst

The market survey for the Senior Management Analyst (below) shows the average top monthly wage for full-time Management Analyst position at \$158,048.

Senior Management Analyst				
Agency	Class Title	Annual		
		Min		Max
Dublin	Sr. Management Analyst	132,321		165,404
East Bay RPD	Management Analyst	144,421		145,933
Martinez	Sr. Management Analyst	119,448		160,111
Pittsburg	Sr. Management Analyst	117,576		142,920
Pleasant Hill	Sr. Management Analyst	137,232		182,496
San Ramon	Sr. Administrative Analyst	121,148		151,414
	Number of Matches	6		
	Median of Comparators	126,734		155,763
	Average of Comparators	128,691		158,046

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Senior Management Analyst as show below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25.

A	B	C	D	E
128,691	136,030	143,369	150,708	158,046

Senior Planner

The market survey for Senior Planner (below) shows the average top monthly wage for full-time Senior Planner position at \$142,785.

Senior Planner				
Agency	Class Title	Annual		
		Min	Max	
East Bay RPD	Senior Planner	122,533	138,590	
Hercules	Senior Planner	104,649	133,578	
Lafayette	Senior Planner	106,548	148,944	
Martinez	Senior Planner	116,229	148,339	
Moraga	Senior Planner	109,448	133,031	
Oakley	Senior Planner	122,039	148,339	
Orinda	Senior Planner	117,276	140,744	
Piedmont	Senior Planner	103,560	125,880	
Pittsburg	Senior Planner	115,188	140,016	
Pleasant Hill	Senior Planner	106,548	152,556	
San Ramon	Senior Planner	120,497	160,622	
	Number of Matches	11		
	Median of Comparators	115,188	140,744	
	Average of Comparators	113,138	142,785	

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the full-time Senior Planner as show below and approved benefits package as stated in the “Terms and Conditions of Employment for the Undesignated Miscellaneous City Employees Unit Effective the Fiscal Years of 2023-24 and 2024-25.

A	B	C	D	E
113,138	120,550	127,962	135,374	142,785

Recreation Leader

The market survey for Recreation Leader (below) shows the average top hourly wage for part-time recreation leaders to be \$19.92.

Recreation Leader				
Agency	Class Title	Annual		
		Min		Max
Dublin	Recreation Leader	16.00		24.60
Hercules	Sr. Facility Attendant	16.00		16.00
Martinez	Recreation Leader III	20.50		22.00
Moraga	Facility Attendant	16.00		19.50
Oakley	Recreation Aide	16.25		19.77
Pinole	Recreation Leader	16.00		18.84
San Pablo	Recreation Leader	16.00		17.53
San Ramon	Recreation Leader II	17.60		21.12
	Number of Matches	8		
	Median of Comparators	16.00		19.64
	Average of Comparators	16.79		19.92

Once market average and mean are established, staff reviewed how the pay aligned with other similar classifications and class levels in the compensation plan. Because there are no similar classifications currently in use in the City, staff recommends setting pay at the market average for the part-time Recreation Leader as shown below.

A	B	C	D	E
16.79	17.58	18.36	19.14	19.92

FISCAL IMPACT

There is cost savings in year one of \$59,123 and in out years, these positions will be part of the City’s annual budget process. It is estimated for FY 2025-26, the additional cost is \$127,018. The Administrative Assistant and Recreation Leader wages and benefits were budgeted in FY 2024-25 for the full year. There are additional cost savings with the Community Development Director and the Assistant Planner, wages and benefits also being budgeted for the full year and positions remain vacant. However, the City is using consultants to staff these positions at a cost of approximately \$150,000 for this fiscal year. We anticipate, if the City Council approves the motion tonight, that the five positions will be staffed for the last six months of the fiscal year.

COST ANALYSIS FY 2024-25	Wages			Benefits			Total
	Budget	Est. Actual	Difference	Budget	Est. Actual	Difference	Difference
Administrative Assistant ¹	76,423	38,898	(37,525)	39,254	19,627	(19,627)	(57,152)
Senior Management Analyst	-	68,185	68,185	-	23,998	23,998	92,183
Recreation Coordinator	-	41,600	41,600	-	20,031	20,031	61,631
Recreation Leader ¹	40,579	9,628	(30,951)	-	315	315	(30,636)
Senior Planner	-	62,367	62,367	-	23,130	23,130	85,497
Assistant Planner	101,533	-	(101,533)	42,798	-	(42,798)	(144,331)
Community Dev Dir	170,879	-	(170,879)	45,437	-	(45,437)	(216,316)
Sub-Total	389,414	220,678	(168,736)	127,489	87,101	(40,387)	(209,123)
Consultant Costs for FY 2024-25							150,000
Total Net Salary Savings							(59,123)
(1) IN FY 2024-25 Budget							
COST ANALYSIS FY 2025-26	Wages			Benefits			Total
	Budget	Est. Actual	Difference	Budget	Est. Actual	Difference	Difference
Senior Management Analyst	143,188	143,188	-	47,996	47,996	-	-
Recreation Coordinator	87,360	87,360	-	40,062	40,062	-	-
Senior Planner	130,971	130,971	-	46,260	46,260	-	-
Assistant Planner	(104,579)	(104,579)	-	(42,798)	(42,798)	-	-
Community Dev Dir	(176,005)	(176,005)	-	(45,437)	(45,437)	-	-
Total	80,935	80,935	-	46,083	46,083	-	127,018

CEQA IMPACT

None.

Attachments:

1. Administrative Assistant Specifications
2. Recreation Coordinator Specifications
3. Senior Management Analyst Specifications
4. Senior Planner Specifications
5. Recreation Leader Specifications
6. Proposed Org. Chart



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: October 15, 2024

CLASS TITLE

ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision of the City Clerk, the Administrative Assistant performs a wide range of secretarial, advanced clerical and routine administrative and programmatic work of a general or specialized nature in support of assigned programs, division, department and functions. Relieves assigned staff of clearly defined and delegated administrative or technical details, sorts, logs and maintains a variety of records and files, provides information and assistance to other city staff and the public regarding assigned programs, policies and procedures. Maintenance of a calendar and scheduling appointments, meetings and travel. Responsibilities include assist with preparation and publication of Council agenda, attendance at City Council meetings as needed, assist with the preparation of official City Council minutes, and assisting in the conduct of City elections. Assists in the administration of the City-wide records and information management system.

CLASS CHARACTERISTICS

The incumbent performs a full range of office and administrative support duties as assigned; provides responsible and difficult clerical and secretarial duties of a general and specialized nature in support of the assigned department, division or program area. The person in this position receives only occasional instructions or assistance as new or if unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Incumbents are expected to use professional judgment and skill in the performance of assignments, which are subject to review by supervisors.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all of the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Incumbent performs duties as assigned including organize and coordinate work activities, sets priorities and meet critical deadlines, relieve supervisor of administrative work including investigating and answering complaints and providing assistance in resolving operational and administrative problems.

- Coordinates and participates in the preparation, distribution and publication of agendas and related materials for public meetings and hearings such as City Council/Successor Agency/Planning Commission meetings; ensures legal requirements are met for publication and posting of agenda and legal notices; attends all publicly noticed meetings as needed; prepares a summary of actions, and minutes.
- Demonstrate a full understanding of applicable policies, procedures and work methods associated with assigned duties. Performs a variety of office administrative tasks like ordering materials and supplies and monitoring supply budget, prepare purchase requisitions.
- Make appointments and maintain a calendar; maintain tickler file; schedules and arranges meetings and makes travel arrangements; organizes meetings by notifying participants, makes room arrangements, and prepares required informational materials.
- Compiles and maintains complex and extensive records, prepares reports, inputs, retrieves and references various computer data management systems, for example the records management program.
- Monitor office calls and refer callers to proper authority, sort and distribute mail, respond to visitors and provide information and assistance, research information related to city regulations and office policies, assist city staff in interpreting and applying city policies, procedures, codes and ordinances.
- Participate in special projects as assigned, assist in planning, coordinating, and implementing assigned programs and events. Assist other city staff, the public, outside groups and agencies by providing information related to specific program area of assignment.
- Accept payments for services, licenses, permits, fees and rentals; may explain billing procedures and other regulatory policies to customers.
- Compile, prepare, and enter data into a computer from various sources including accounting, statistical, and related documents; input corrections and updates, verifies data for accuracy and completeness.
- Prepares, posts and distributes agenda materials, draft reports, project management documents, resolutions, and ordinances.
- Review finished materials for thoroughness, accuracy, format, compliance with policies and procedures, and appropriate English usage; organize and maintains various administrative, reference and follow-up files.
- Operates a variety of office equipment including a computer, calculator, and copier machines.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.
- Perform other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Organization, operation, and services of the city and of outside agencies as necessary to assume assigned responsibilities.
- Functions and organization of municipal government.
- Applicable federal, state and local laws, codes and regulations including the Brown Act, California Public Records Act and Political Reform Act.
- Modern office administrative practices and procedures, modern office equipment including multi-line telephones, computers and applicable software applications such as word processing, spreadsheets, and databases
- Basic principles and practices of fiscal, statistical, and administrative research, record keeping and report preparation.
- Office safety practices
- Principles and practices of business letter writing and the standard format for typed materials.
- Principles and practices of sound business communication.
- English usage, spelling, grammar and punctuation.
- Customer service and public relations methods and techniques.

Ability to:

- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Perform a variety of responsible and difficult administrative duties and activities of a general and specialized nature in support of the assigned department, division or program area.
- Participate in researching compiling, analyzing, and interpreting data, and apply general and specific administrative and departmental policies and procedures.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Utilize public relations techniques in responding to inquiries and complaints.
- Use sound judgement in following and applying appropriate laws, regulations, policies and procedures.
- Independently prepare correspondence and memos from brief instructions.
- Communicate clearly and concisely, both orally and in writing, and understand and carry out oral and written directions.
- Respond tactfully, clearly and appropriately to inquiries from the public or other agencies.
- Plan and organize work to meet changing priorities and deadlines
- Establish and maintain a variety of files and records, perform routine mathematical calculations.
- Operate office equipment including computers and software applications such as word processing, excel and database applications.
- Maintain effective work relationships and demonstration of skills when dealing with the city staff and general public.

Education and Experience:

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

- Qualified candidates must possess a high school diploma or G.E.D equivalent, additional specialized general office and clerical training or college level course work in business administration or a related field is desirable.

And

- One (1) year of responsible clerical, secretarial and office administrative support experience which provides the knowledge, skills, and abilities described above.
- Experience in clerking for a local government agency is desirable.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Possession of, or ability to obtain, certification through the International Institute of Municipal Clerks as a Certified Municipal Clerk (CMC) is desirable.
- Possession of, or ability to obtain, a California Commission as a Notary Public is desirable.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employee is required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

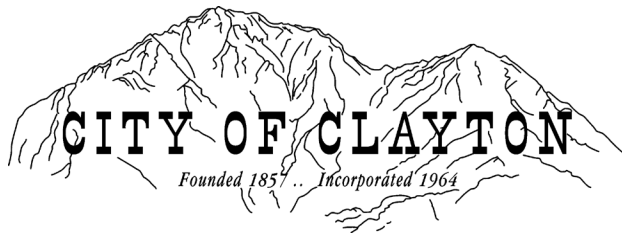
These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. There is extensive public contact and frequent interruptions. Incumbent may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: November 19, 2024

CLASS TITLE

RECREATION COORDINATOR

DEFINITION

Under general direction, the Recreation Coordinator plans, implements and coordinates all aspects of designated recreation programs and services. The incumbent is expected to perform routine and difficult staff work in recreation and take specific responsibility for the assigned recreation programs. The incumbent is responsible for maintaining program schedules and serves as a technical resource for assigned personnel and provides information and assistance to customers.

CLASS CHARACTERISTICS

The Recreation Coordinator provides coordination and exercises administrative and operational responsibilities of assigned area of responsibility. Incumbents in this class are responsible for inspecting, planning, scheduling, and implementing community services at the City's facilities and parks, in addition to coordinating sports field usage with various leagues and organized sport organizations.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Assists with seasonal programs and special events on holidays, such as the City's annual 4th of July parade and the Concerts in the Grove series, outside normal program times.
- Coordinates security for facility rentals, working closely with the Clayton Police Department.
- Coordination of all rentable facilities, including city parks and buildings.
- Coordination of rental process and management of the rental software and forms associated with facility rentals.
- Coordinates the use of sports fields by leagues and organized sports organizations and classes. Reserves, invoices and issues permits for fields.
- Plans, organizes, coordinates, implements, and evaluates the delivery of assigned recreation activities offered within the City, with particular emphasis on community events.

- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned services; identifies resource needs; researches, recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Records and monitors all financial transactions associated with the collection of fees.
- Coordinates the preparation and execution of contracts. Monitors contracts extension, revision, or close-out.
- Ensures a clean, safe and orderly program environment by monitoring the condition of the facilities and notifying management of required repairs or replacement of equipment and the cleaning of program areas.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analyses, revenues, expenditures, contract programs, accidents, and vandalism.
- Works with community groups and residents in the development and coordination of recreation programs.
- Creates and implements marketing plans for events and creates promotional materials.
- Serves as an informational resource for staff and the public, receives and evaluates complaints, resolving them when possible or referring to management if needed.
- Prepares information and reports related to events and facilities and appropriate budgets.
- Participates in the development and implementation of policies and procedures for providing assigned recreation services.
- Plans and conducts recreational activities appropriate to a variety of locations such as playgrounds, parks, community centers, school sites, and sports facilities.
- Records and monitors all financial transactions associated with the collection of fees.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
- Serves as liaison to various boards and commissions.
- Builds and maintains positive working relationships with co-workers, other City employees and the public using principles and practices of excellent customer service.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Standard evaluation methods. Basic methodology of organizing groups, events and services in a recreational setting.
- Applicable federal and state regulations including but not limited to California Occupational and Health Administration, (Cal/OSHA).
- Methods and techniques utilized in advertising and public information.

- Principles and practices of personnel management, budget development, administration and evaluation.
- Principles and procedures of record keeping and filing.
- Methods of design and implementation for appropriate programs to meet the recreational needs of Clayton.
- Principles and practices of recreation operations development, implementation, review, and evaluation.
- Principles and practices of basic public relations techniques.
- Techniques for dealing with individuals of various ages, socio-economic and ethnic groups and effectively representing the City when in contact with the public.
- Safety principles and practices including basic first aid and cardiopulmonary resuscitation (CPR) methods.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the phone.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern office practices, methods, and computer equipment and applications related to the work.

Ability to:

- Plan, oversee, coordinate, review and evaluate rental facilities, community events, recreation programming, as well as staff and volunteers.
- Understand community needs in recreational and community event areas and evaluate activities according to those needs.
- Respond to requests and inquiries from the public.
- Maintain program related records, statistics, and documents.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Act quickly and with composure during emergencies requiring first aid and calling 911 for assistance.
- Work independently, yet also know when to ask for help.
- Interpret and apply applicable Federal, State and local policies, laws and regulations.
- Maintain discipline, order and safety in a crowded and loud environment.
- Communicate in English clearly, concisely, and effectively, both verbally and in writing.
- Use computer applications to assist in performing duties, e.g., Microsoft Word, Excel, databases, and other presentation applications.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.

Education and Experience:

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

- A Bachelor's degree in Recreation Administration, Business Administration or related field.
- And
- Two (2) years of experience in a paid capacity of implementation of recreation programs, event planning and/or related field.

Licenses and Certifications:

- Possession of a Valid California Class C driver's license upon appointment.
- Ability to obtain valid certificates for Cardiopulmonary Resuscitation (CPR), First aid, and Automated External Defibrillator (AED) use Certificates must be obtained within one year of appointment and kept current for the duration of employment.

Special Requirements:

- Ability to travel to different sites and locations, work assigned schedules that include weekdays, weekend, evenings and holidays.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit, stand, walk, kneel, crouch, crawl, squat, stoop reach and lift weights of 30 lbs plus. While performing the duties of this class employee is required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. An employee is frequently required to walk and stand. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office environment and at indoor and outdoor recreational facilities, travel to different locations. Incumbent may be exposed to inclement weather conditions, work on various types of surfaces, including slippery or uneven surfaces. Incumbent may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
 FLSA Status: Exempt
 Date Revised: November 19, 2024

CLASS TITLE

SENIOR MANAGEMENT ANALYST

DEFINITION

Under general direction from the Assistant City Manager, the Senior Management Analyst performs a wide variety of complex and highly responsible professional-level duties involving programs, projects and the coordination/oversight of assigned programs including implementation of policies and procedures, development and administration of personnel budgets, recruitment and selection, classification, training, employee relations and the negotiation and administration of contracts. Conducts organizational and other complex studies and analysis, including policy development, strategic planning, legislative analysis, preparation of analytical studies of administrative and operational issues, coordination of activities of the City Manager's department with other departments, divisions, and outside agencies to enhance operational efficiency. Also provides liaison with the City Council and commissions.

CLASS CHARACTERISTICS

The incumbent performs complex assignments requiring a high level of independent judgment and provides expertise and advance technical support to the City Manager, Assistant City Manager and department heads in areas such as budget, personnel, policy development, and program management. Employees in this job class are subject experts in designated operations, programs, or departmental activities including research analysis and project management related to the implementation and administration of various programs and projects. The incumbent is required to be fully trained in procedures related to the assigned area of responsibility.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Performs a variety of technical and advanced professional-level research, administrative, operational, financial, and analytical duties in support of various projects and programs related to assigned area of responsibility; including but not limited to contract management, grants, request for proposals/qualifications and staff reports.

- Provides leadership and technical guidance as a recognized subject matter expert and advisor in assigned area of responsibility using initiative and resourcefulness in deviating from traditional methods or analyzing unique issues or problems without precedent and/or structure; researches trends and patterns to develop new standards, models, methods, criteria, or proposed new policies and procedures related to assigned area of responsibility; oversees quality assurance and quality control activities within area(s) of expertise.
- Plans, coordinates, and participates in the recruitment and selection process; prepares advertisements; conducts initial screening of applications; proctors or assts with applicant testing; schedules pre-employment examinations; participates in the interview process as requested by department directors; drafts interview questions with input from hiring department; obtains signed background release forms and submits background investigation forms for processing; discusses starting salary with hiring department; prepares and obtains signed offer letters and contacts candidate to make offer.
- Assists the Assistant City Manager in researching and assembling information for classification and compensation purposes; assists in the maintenance of classification and compensation plans; responds to salary and benefit surveys.
- Conducts new employee benefits orientations; oversees the preparation and processing of employee payroll and benefit forms and records; oversees the enrollment of employees into various benefit programs via the Human Resources Information System (HRIS) and various benefit carriers' websites; maintains confidential records; prepares COBRA notices for existing employees' status changes and terminating employees; troubleshoots problems and questions regarding benefits and provides assistance to employees when benefit problems arise.
- Processes Worker's Compensation and Short-term/Long-term Disability claims; responds to claimant complaints and provides claim related information; conducts follow-up with employee while off the job; participates in evaluation processes with regard to vocational rehabilitation; conducts training sessions with departments on proper claim process; prepares and distributes letters regarding protected leave.
- Analyzes alternatives and makes recommendations regarding such matters as organizational structure, administration, contract oversight, grants and statistical research.
- Assumes operational authority of areas of assigned responsibility including administrative operations; trains and supervises assigned support staff; maintains administrative, financial and human resources processes and records, monitors contracts and performs customer service functions.
- Negotiates, prepares, and monitors agreements and assists city staff with understanding and complying with city requirements. Monitors and ensures human resources practices are compliant with the city personnel rules and regulations.
- Assists the executive team in determining priorities, methods, standards and work sequences necessary to achieve objectives. Advises the executive team on labor contracts, employment law, applicable City ordinances and rules, policies and procedures, and employee performance management.
- Assists the Accounting, City Clerk, and Assistant City Manager roles during staff absences due to vacation, training, or extended leave.
- Conducts advanced benefit reviews, prepares Requests for Proposals for benefit providers and other program vendors, conducts cost benefit analyses, proposal evaluations, and prepares details for review by the Assistant City Manager.

- Participates in the development and implementation of immediate and long-term strategies, goals, objectives, plans, and programs; interprets and applies federal, state, and other legislation and regulations that apply to assigned functions.
- Conducts complex studies and surveys; collects, compiles and analyzes information; develops and evaluates options, prepares and presents recommendations for review by Assistant City Manager.
- Provides high-level administrative and analytical support to the City Manager and Assistant City Manager on special projects; conducts research and prepares reports and makes recommendations in relation to assigned projects.
- Participates in the strategic planning and establishment of assigned program objectives and performance evaluation program operations and activities related to effectiveness and compliance; implements improvements and modifications as necessary and adjusts overall goals and objectives in response to changing program directives and/or City needs and priorities.
- Maintains a positive working relationship with co-workers and the community utilizing accepted principles of effective customer service.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- The theory, principles, and practices of accounting, human resources and their application in the public sector.
- Manual and automated fiscal and human resources management systems.
- Principles, practices and methods of organizational analysis and public administration.
- Research techniques, project management and administration methods and procedures.
- Principles and practices of supervision, training, management consultation and program analysis.
- Principles and practices of budget development and implementation; operating policies and procedures and functions of assigned department, division or program areas; local, state, and federal laws, rules, regulations and codes relevant to assigned duties.
- Methods and techniques of effective technical report preparation and presentation.
- Current literature, research methods, and sources of information related to assigned area of work.
- Report preparation, research methods, statistical concepts and methods.
- Program development and administration; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Customer service and public relations methods and techniques.

- English usage, spelling, grammar, and punctuation.

Ability to:

- Understand the organization and operation of the city and of outside agencies as necessary to assume assigned responsibilities.
- Review and analyze reports, articles, studies and administrative activities and recommend an effective course of action.
- Independently apply the principles and practices of public administration as assigned, analyze systems and administrative and management practices and identify opportunities for improvement.
- Perform analytical research and prepare clear and concise technical, administrative, and financial reports, statements, and correspondence.
- Assist with preparation of large and complex budgets.
- Understand, interpret, and apply administrative policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and compile data, maintain accurate records and files.
- Negotiate contracts and demonstrate sound judgement.
- Respond to public inquiries in a courteous manner; provide information within area of assignment; resolve complaints in an efficient and timely manner.
- Communicate effectively with City staff, elected and appointed officials, and the public.
- Maintain effective work relationships and demonstration of skills when dealing with the city staff and the public.
- Establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Education and Experience:

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

- A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, or a related field that pertains to the scope of work.
A Master's degree is desirable.

And

- Four years of professional experience preferably in local government, administrative experience involving program research, analysis of comprehensive administrative concerns, development of policies and procedures and supervising an administrative activity including budget preparation responsibilities.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

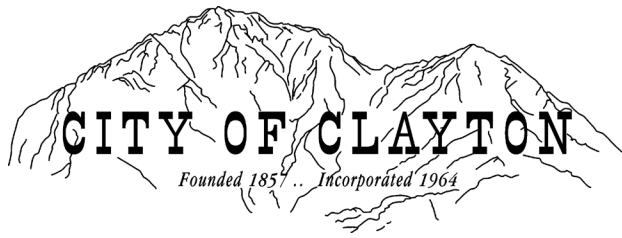
These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Exempt
Date Revised: November 19, 2024

CLASS TITLE

SENIOR PLANNER

DEFINITION

Under general direction, of the City Manager, the Senior Planner performs a wide variety of complex and highly responsible and varied professional, programmatic, administrative, and technical work in support of current and long-range planning programs and projects, assists and coordinates public policy development and implementation including serving as a project manager for complex and special projects. The position creates and updates long-range planning documents such as the General Plan and Zoning Ordinance; conducts initial studies and coordinates activities of consultants in the preparation of reports required by the California Environmental Quality Act. The Senior Planner will exercise considerable judgment and initiative when independent action is required.

CLASS CHARACTERISTICS

The incumbent serves as project manager for assigned major projects, which includes responsibility for conceiving planning projects, developing analysis and work methods, and may include reviewing the daily work of professional and technical staff. Performance of work requires the use of considerable independence, initiative, and discretion within established guidelines. Incumbents are expected to independently complete the most complex and difficult professional planning assignments and are responsible for all departmental functions and for developing, implementing, and interpreting public policy.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Coordinates and performs research and analyses pertaining to the General Plan, area plans, grant programs, related municipal ordinances and policy; prepares related reports and recommendations, and renders professional advice regarding planning issues.
- Serves as project manager for multiple complex current and long-range planning projects and special planning studies, including in-depth application and plan review, preparation

of legal notices, posting notices on sites, background research, preparing staff reports, attending public hearings and making presentations.

- Reviews various plans and applications for complex subdivision, housing and commercial developments; determines conformity with laws, regulations, policies and procedures; recommends approval or identifies problems and analyzes alternatives.
- Reviews and approves administrative discretionary current planning permits and California Environmental Quality Act (CEQA) related documents. Prepare staff studies and reports on more complex planning issues/applications.
- Prepares and updates various planning documents such as the City's General Plan, specific plans, ordinances, resolutions, codes, and related planning studies and reports.
- Attends, coordinates and participates in committee, staff, City Council, Redevelopment Agency Board and other public agency meetings and conferences. Makes presentations to groups such as the City Council, Redevelopment Agency Board, boards and commissions, citizen groups and other public agencies.
- Conducts plan check of building permit-level plan submittals associated with complex projects to verify compliance with project approvals and zoning requirements.
- Participates in General Plan amendments and updates, making recommendations regarding policy development.
- Prepares or supervises preparation of GIS maps, charts, diagrams and other documents for reports and public hearing notices.
- Provides work coordination and project direction for other planning personnel and contract consultants, prepares and manages consultant agreements and supervises consultant teams performing work for the City.
- Analyzes statistical data, such as long-range transportation, population characteristics, growth trends and other data.
- Provides front counter and phone support; provides information and assistance to developers, property owners, the public, other departments, and outside agencies regarding laws and regulations; investigates and answers the more complex questions from the public regarding planning and zoning; responds to complaints of zoning code violations.
- Maintains a positive working relationship with co-workers and the community utilizing accepted principles of effective customer service.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Principles and practices of research methods and statistical analysis.
- Site planning and architectural design principles.

- Applicable Federal, State and local laws, codes, and regulations including California Environmental Quality Act (CEQA). and California laws relating to subdivisions, annexations, zoning and land use,
- Federal, state and local laws, regulations and court decisions relating to city planning, land use, zoning and the environment.
- Working knowledge of the objectives, principles, procedures, standards, practices, and trends in the field of city planning, physical design, economic, environmental, and social concepts as well as project management techniques.
- Recent developments, current literature and sources of information related to planning, zoning, and environmental review.
- Statistical and research methods applied to the collection and analysis of data pertinent to planning.
- Methods and techniques of effective technical report preparation and presentation.
- Effectively represent the City in contacts with governmental agencies, community groups, and various agencies.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles of advanced mathematics and their application to planning work.
- Provide high level customer service when dealing with the public, vendors, contractors and City staff.

Ability to:

- Read interpret, apply, and explain technical written material and complex Federal, State, and local laws, regulations, ordinances, and City planning policies and procedures.
- Perform and coordinate activities, such as the collection, analysis, and preparation of reports and recommendations pertaining to complex issues.
- Ability to speak effectively before City Council, Planning Commission, public groups and other relevant stakeholders.
- Analyze projects and potential projects for consistency with planning regulations, general planning principles, and architectural quality.
- Analyze site design, terrain constraints, and land use compatibility and other urban services.
- Prepare concise reports, maps, charts and other graphic materials for effective presentations. Organize and conduct research studies.
- Engage in complex planning design and plan, organize, and coordinate complex planning activities.
- Prepare visual displays, such as maps, graphs, and illustrations.
- Communicate effectively, orally and in writing; to understand and carry out oral and written instructions.
- Maintain a variety of filing, record keeping and tracking systems.
- Provide high level customer service when dealing with the public, vendors, contractors and City staff.
- Organize and coordinate assigned activities with other departments and agencies respectively.

- Ability to read plans and specifications and make effective site visits.
- Perform varied and responsible assignments to interpret and explain planning and zoning programs to the public, identify and respond to issues and concerns of the public, City Council and other boards and commissions.
- Exercise sound independent judgment within established guidelines.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Represent the City effectively in meetings with commissions, community groups, governmental bodies, the media and the public.
- Establish and maintain effective working relationships with those contacted in the course of city planning work.

Education and Experience:

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

- A Bachelor's degree from an accredited college or university with major course work in urban or regional planning, architecture or a related field.
- A Master's degree is desirable,

And

- Four years of professional experience in city or regional planning. One year of supervisory experience is desirable.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Possession of American Institute of Certified Planners (AICP) Certificate is desirable.

Special Requirements:

- Ability to travel to different sites and locations.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit for prolonged periods of time, stand, walk, kneel, crouch, stoop and twist to lift, carry, push and/or pull light to moderate amounts of weight. While performing the duties of this class employees are required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter, or calculator and to verbally communicate to exchange information.

ENVIRONMENTAL AND WORKING CONDITIONS

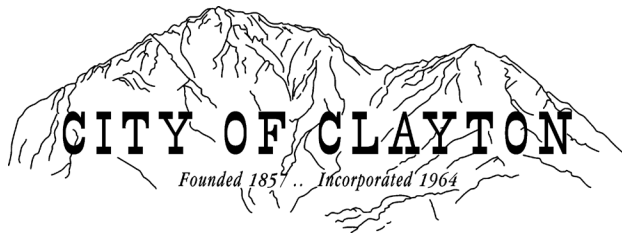
These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office setting with controlled temperature conditions and natural and fluorescent lighting at a desk and in front of a computer. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures. Occasional exposure to an outdoor field setting and travel from site to site. Incumbents may be required to work extended hours including evenings and weekends as needed

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)



City of Clayton Class Specification
FLSA Status: Non-Exempt
Date Revised: November 19, 2024

CLASS TITLE

RECREATION LEADER

DEFINITION

Under general direction of the City Clerk, the Recreation Leader performs a wide variety of support work related to recreational operations, events and activities, prepare buildings, fields, including set ups, take down and transport equipment for events. The person in this position provides routine administrative support which includes monitoring duties for rental of city facility and act as the City liaison during private events and activities for the community, assisting in the facilitation of events. The person in this position must have the ability to communicate effectively, tactfully, and both orally and in writing, as well as establish and maintain effective and cooperative working relationships with staff and the public. The Recreation Leader performs no supervision duties over other staff.

CLASS CHARACTERISTICS

The Recreation Leader helps to set the stage for some of the most important events within the city, coordinating with vendors and performing the full range of recreation support, ensures facilities are properly maintained as well as assisting in the facilitation of private events for those interested in utilizing the facilities at the city and parks. Incumbents are expected to work independently.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Class specifications are intended to present examples of the duties performed by employees in the classification. Any one position may not include all the duties listed, nor do the listed examples include all tasks that may be performed by positions in this class.

- Monitor facility security to include opening and closing the facility for scheduled functions and training activities and in accordance with policies and procedures.
- Open, secure, set up, take down, and clean areas before and after facility use, prepare areas for rentals and community events.
- Maintain a safe environment and conduct safety checks; administer first aid as required.
- Perform routine administrative duties including phone and counter reception and cash handling.
- Issue, receive and collect equipment and supplies.

- Must work well with the public and work well independently and as a collaborative member of a team.
- Monitor the operation and public activity during hours of operation and assist in the operation, set up, and breakdown of special events.
- Inspect assigned areas and equipment and report issues in a timely manner to appropriate higher-level staff.
- Interact with clients and the public, respond to questions, concerns, and complaints from patrons, determine the issue, resolve or refer to higher level staff.
- Ability to communicate effectively orally and in writing in English.
- Maintain facilities per city standards, will be required to work weekends, evenings, and holidays.
- Performs other duties as assigned.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

QUALIFICATIONS

The requirements listed below are representative of the minimum qualifications for entry into the classification and do not necessarily convey the qualifications of incumbents in the position.

Knowledge of:

- Proper care and use of recreation equipment, materials, and supplies.
- Organization and operation of the assigned area and related facilities.
- Principles and practices of custodial and facility operations.
- Cash handling, accounting and record keeping techniques.
- Provide high level customer service to both city personnel and the public
- Applicable federal and state regulations including but not limited to California Occupational and Health Administration, (Cal/OSHA).
- Safety Practices and equipment related to the work.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the phone.
- Modern office practices, methods, and computer equipment and applications related to the work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.

Ability to:

- Perform work as directed in an efficient, effective, safe, and timely manner.
- Coordinate and organize group activities, maintain respect and discipline, enforce rules and procedures.
- Interact with city staff, customers, and the public tactfully and effectively.
- Use, operate and maintain a variety of custodial, cleaning equipment and materials, maintain audio visual equipment, lighting and furnishings.

- Develop and distribute promotional and marketing information and assist the public with questions and problems that arise.
- Demonstrate good work ethic, including promptness, neat and clean appearance.
- Understand city policies and procedures related to assigned duties and agreements for use, learn daily operations, and make sound decisions, work under limited supervision.
- Ability to evaluate emergency situations and act decisively and effectively to resolve conflicts, administer first aid as needed.
- Use computer applications to assist in performing duties, e.g., Microsoft word, Excel, databases, and presentation applications.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Communicate in English clearly, concisely, and effectively, both verbally and in writing.

Education and Experience:

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

- High school diploma or G.E.D equivalent

And

- One (1) year of verifiable experience in working with the public in the areas of customer service, event set up, recreation, janitorial services or comparable experience which provides the knowledge, skills, and abilities described above.

Licenses and Certifications:

- Possession of a Valid California class C driver license upon appointment.
- Ability to obtain valid certificates for Cardiopulmonary Resuscitation (CPR). First aid, and Automated External Defibrillator (AED). Certificates must be obtained within one year of appointment and maintained for the duration of employment.

Special Requirements:

- Ability to travel to different sites and locations, work assigned schedules that include weekdays, weekend, evenings and holidays.

PHYSICAL DEMANDS

These physical demands may be performed with or without reasonable accommodation:

Ability to sit, stand, walk, kneel, crouch, crawl, squat, stoop reach and lift weights of 50 lbs plus. While performing the duties of this class employee is required to talk or hear in person and by telephone, use hands to finger, handle, feel or operate standard office equipment. An employee is frequently required to walk and stand. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

ENVIRONMENTAL AND WORKING CONDITIONS

These described work environment characteristics are representative of those an employee encounters while performing the essential functions of this job:

Work is performed in a standard office environment and at indoor and outdoor recreational facilities, travel to different locations. Incumbents may be exposed to inclement weather conditions work on various types of surfaces, including slippery or uneven surfaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing City policies and procedures.

ADDITIONAL REQUIREMENTS

Positions in this classification require the following pre-employment screening measures before an offer of employment can be made:

- Background screening (Livescan)

