



MEMORANDUM

Date: January 20, 2013
To: City Council, Council Study Session
Through: Todd Cutts, City Manager *TC*
From: Anh Hoang, Human Resources Director *A*
Re: **Proposed Changes to the Classification-Compensation Plan for Non-Represented Positions**

City Ordinance allows the City Manager, with written justification, *"to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives within the City's defined commitments."* The SeaTac City Council has also given policy direction that non-represented employees shall be paid at the 50% level of the market.

In accordance with City policies and procedures, staff is submitting to the Council for ratification the following recommendations for adjustments of non-represented classification and/or compensation:

1. Job audit for Paralegal in the City Attorney's Office;
2. Job audit for Development Review Manager in the Community and Economic Development Department;
3. Job audit for the Parks and Recreation Director in the Parks and Recreation Department; and
4. Salary survey for Assistant Fire Chief in the Fire Department.

The packets containing information, justification and staff recommendation of changes relating to these requests are attached for Council's review. These requests will also be presented by H.R. staff during the February 26, 2013 Council Study Session for Council's consideration and ratification of the recommended changes.

If you have any questions regarding this matter, please feel free to contact me.



MEMORANDUM

Date: January 4, 2013
To: Todd Cutts, City Manager^{TC}
Council Study Session
From: Anh Hoang, Human Resources Director *AH*
CC: Tracy Mott, Paralegal 1
Re: **Paralegal 1 Job Audit Result**

Attached, please find information and documentation regarding a job audit request and Human Resources' recommendation for the Paralegal 1 position. Per the attached justification, I am recommending the following changes as a result of this job audit:

1. I am recommending that the single incumbent position of Paralegal 1 retain its classification title of Paralegal 1, while incorporating the recent changes in duties and responsibilities into its job description.
2. The Paralegal 1 classification is currently at a salary range 44. Per the attached salary survey information, this position is 5.6% below market average of the City's comparable jurisdictions. Placing the Paralegal 1 classification in the City's salary schedule at salary range 46 would put this position approximately 0.6% below the market average for the maximum of the salary range.
3. It is recommended that the above salary adjustment be effective August 26, 2012, which is thirty (30) days after the HR Department's receipt of the job audit request per the Employee Handbook.

I have discussed the above recommendations with Todd Cutts, City Manager, who has given a verbal approval of the salary adjustment recommendation, allowing for this issue to be presented to the Council Study Session on January 22, 2013 for ratification. The above recommendation has the following impact on the incumbent's salary:

<u>Employee Name</u>	<u>Current Sal Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Proposed Salary Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Effective Date</u>
Tracy Mott	44 F	\$4,972	46 F	\$5,224	8/26/12

This salary adjustment is equivalent to \$252 per month, or approximately 5%, wage increase for the employee.



To: Tracy Mott, Paralegal 1

CC: Anh Hoang, Human Resources Director
Mary Mirante-Bartolo, City Attorney
Todd Cutts, City Manager

From: Stephanie Johnson, Senior Human Resources Analyst

Subject: Results of Job Audit

Date: December 7, 2012

Thank you for your patience in waiting to hear the results of your job audit request.

The purpose of a job audit is to review the current job description or class specification of record because an employee believes their position has had a substantial and permanent change in job duties or level of responsibility.

Human Resources reviews your position to determine if there has been a significant change in the tasks assigned to the position and the autonomy of those tasks to warrant a change in classification. We also review your position to determine if the position is appropriately placed in the City classification plan.

Summary of facts:

The Paralegal 1 job description was created in 2006 as a result of a job audit.

As a Paralegal 1, you provide a variety of paralegal and complex clerical, technical, and support duties to the Associate City Attorney/Prosecuting Attorney.

The Paralegal 1 classification is assigned to criminal law. The Paralegal 2 classification is distinguished from Paralegal 1 by its primary responsibility for all complex civil litigation duties. The Paralegal 2 assists the City Attorney in all technical, clerical, and administrative duties having department-wide impact.

In our meeting October 8, 2012, you stated that certain types of criminal cases have been pushed to the lower court (including SeaTac's court of limited jurisdiction) which has generated additional workload for you. You also provided a copy of a Legal Department memo which outlines updated Municipal Court policies as they relate to stipulated order of continuances, 8:51AM calendars, and petitions for civil protection orders which has also generated additional workload for you.

You stated that you are now responsible for assisting with providing case management for felony cases referred to municipal court. This includes researching crime elements, drafting complaints, contacting potential witnesses, and reviewing criminal case dockets for Defendant non-compliance.

You stated that due to new work being assigned to the Department, you are now responsible for coordinating civilian witnesses and Police Officers for appearances in court for all criminal cases and civil infractions.

You stated that whereas the Judicial Support Specialists in the Municipal Court used to oversee treatment conditions, you are now drafting motions and having the court set cases for review.

You stated that you are now responsible for monitoring requests for restitution information from crime victims. You stated that you have always sent out a restitution letter, but what has changed is the City Prosecutor's proactive approach to seeking restitution. You provided an example where the City received \$14,000 in restitution. You were responsible for getting estimates for repairs and working with the affected departments, including finding invoices from Finance as part of the case preparation.

You stated that new work has been assigned to the department and you are now responsible for obtaining from the Police and filing with the court a National Criminal Information Center (NCIC) and protection order history for all domestic violence cases. In order to request the NCIC, a background and fingerprinting check is newly required for clearance.

You stated that you are now required to use a variety of databases to conduct your work including SECTOR, Westlaw, JIS, DISCIS, SCOMIS, FORS, JABS and DOL.

You provided samples of work for inclusion in my audit which included a criminal complaint for an attempted forgery, a sample certificate of address search and a copy of a City's motion to set review hearing.

I met with your supervisor, Senior Assistant City Attorney Mark Johnsen and City Attorney Mary Mirante Bartolo on October 25, 2012. They stated that they have assigned you additional complex work assignments including witness coordination, interpretation for gross misdemeanor cases which have been pushed to the lower courts, and restitution. They opined that your newly assigned work requires a great deal of independent thinking and review. They stated that volume of cases is expected to continue into the foreseeable future.

I have made changes to your job description which you and your supervisors provided input to on November 27, 2012.

Findings:

I do find that complexity of tasks/assignments has increased and the level of responsibility assigned to the position has also increased.

As a part of the job audit process, I surveyed our ten comparable cities (Bonney Lake, Burien, Bothell, Edmonds, Issaquah, Lynnwood, Marysville, Puyallup, Tukwila and

University Place). I found that the work you are performing is recognized in three of the ten comparable jurisdictions.

Based on finding good position matches and reviewing their corresponding salaries, I found that your position is paid 5.6% below market value.

Recommendation:

I am not recommending a title or classification change from Paralegal 1. I believe it is an appropriate classification in the City for your work on criminal law. I am not recommending a reclassification to Paralegal 2 by its emphasis on complex civil litigation duties. What I am recommending is that your newly assigned complex duties be added to your existing classification. As the revised job description was used to conduct the salary survey for your position, and as a result of that survey, I am recommending a pay grade change from your current range of 44 to 46 retroactive to August 26, 2012 (30 days following receipt of your job audit).

Effect On Your Position:

Your position is currently placed in pay grade 44, step F and your current 2012 pay is \$4,972 per month. If your job audit recommendation is approved by the City Manager and ratified by the City Council, your position will be moved to pay grade 46 retroactive to August 26, 2012. In reclassifications, employees are placed at the step in the new range that provides a minimum five percent (5%) increase over their current salary, not to exceed the maximum of the new pay range. Therefore, you are placed in step F at a rate of \$5,224 per month on the 2012 pay plan. Your performance review date will change to August 26.

Job Audit Review Procedures:

The Human Resources Department has given the City Manager a heads up regarding your job audit recommendation. You will be provided ten (10) working days from the receipt of this job audit recommendation memo to submit a statement of your agreement, disagreement, and/or additional information you wish to be considered by the City Manager to the HR Department.

The HR Department will then send this recommendation and related documentation, your statement(s), and any further explanation from HR to the City Manager for consideration.

Job Audit Approval Procedures:

After reviewing all the job audit information from HR, including additional comments/information from the employee and/or employee's management, the City Manager will render a decision.

1. If the City Manager denies the job audit, the decision is final.
2. If the City Manager approves the job audit, the job audit will be forwarded to a Council Study session for Council ratification of the City Manager's decision.
 - a. If the City Council denies the job audit, the decision is final.

- b. If the City Council ratifies the City Manager's approval of the job audit, it will be implemented per the Employee Handbook - See page 12.1 – RECLASSIFICATION/PAY ADJUSTMENT, which is paraphrased in the "Effect On Your Position" section above.

Attachments:

Job Description Update

2012 Salary Survey

Job Descriptions – Comparable Matches

CITY OF SEATAC

CLASS TITLE: PARALEGAL 1

Salary Range: Under Review44A

FLSA: Non-Exempt

Union: Non-represented

BASIC FUNCTION:

Under the supervision of the Senior Assistant City Attorney, plan, coordinate and perform complex legal office operations to assure timely and efficient work output; perform technical clerical and administrative duties; prepare, maintain and generate a wide variety of technical legal forms and documents for the criminal division of the City Attorney's Office while maintaining confidentiality of department operations and information.

REPRESENTATIVE DUTIES:

1. Provide a variety of paralegal and complex clerical, technical, and support duties to the Associate City Attorney/Prosecuting Attorney. Assist with providing case management for felony cases referred to municipal court. Research crime elements, draft complaints, and contact potential witnesses. Assist with follow-up from police or through a subpoena duces tecum for cases with factual and evidentiary issues that warrant potential felony filing. Draft motions for prosecutor review to set non-compliant cases for review as appropriate. E
2. Serve as a liaison between the Prosecutor and the public, police, courts, defense counsel and other City departments and employees; reply to citizens by providing answers to questions and information regarding legal and court procedures. Coordinate civilian witnesses and Police Officers for appearances in court for all criminal cases and civil infractions. E
3. Assist in the prosecution of criminal court cases; review, prepare, and maintain case files for daily court calendars, investigate cases, obtain information and evidence for use in court; prepare and maintain case log; provide case maintenance support. Transfer, download and print all arraignment, pretrial, motion, review and contested court calendars along with the corresponding court dockets, defendant case history and driving abstracts. E
4. Review cases for accuracy of charges, completion of police reports and to determine proper filing to comply with court requirements; update case files with information received from Judicial Information Systems (JIS) applications; obtain from police and file with the court a National Criminal Information Center (NCIC) and protection order history for all domestic violence cases; provide file maintenance program to assure timely follow-up on cases with defendants, attorneys and the court system. E
5. Provide legal research and obtain information to assist attorneys including working new criminal law legislation; organize materials necessary for attorney implementation. Perform address searches using appropriate databases for all defendants failing to appear at arraignment; draft Certificate of Address Search using information obtained. E

6. Prepare legal documents and gather evidence relevant to code enforcement, civil infractions and criminal court proceedings including, but not limited to, complaints, motions, legal pleadings, demand for discovery, subpoenas, subpoena duces tecum, declarations, jury instructions, and proof of service. E
7. Provide discovery to attorneys, public defender and defendants in accordance with legal requirements; confer with animal control staff, code enforcement officers, police department personnel, animal control staff and others regarding cases pending or in process regarding appearances for court hearings and for follow-up on police reports as directed. E
8. Review and transcribe specific court hearings; maintain and update the Criminal Paralegal Procedure Manual. E
9. Communicate by telephone, electronic means, or personally with City staff, the public, and outside organizations to assist in the coordination and completion of department activities and to provide City employees with various legal documents, reference materials, codes, laws and regulations as appropriate.
- 9.10. Contact crime victims and obtain all necessary documents for purpose of restitution. Draft motions to set restitution hearings for prosecutor review and signature. E
- 10.11. Attend meetings, seminars, conferences and training as appropriate; maintain a current understanding of court rules, statutes and case law; represent department as required. E
- 11.12. Operate business and office machines including typewriter, copiers, FAX machine, and transcription equipment. E
- 12.13. Provide assistance to legal interns and others in the office regarding research and work assignments; assist with special projects including but not limited to rules for appeal of decisions of courts of limited jurisdiction and public disclosure requests as assigned. E
- 13.14. Perform related duties as assigned.

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E denotes an essential function of the job

KNOWLEDGE AND SKILLS AND ABILITIES:
KNOWLEDGE OF:

- Organization, principals, functions and activities of a legal department and municipal government.
- Legal office and secretarial procedures and requirements.
- Prosecutorial, police, and court activities, functions, policies and procedures
- Applicable local, State and federal laws, codes, regulations, ordinances, policies and procedures.
- Principles, practices, and procedures of criminal law including court procedures and rules.
- Legal and regulatory procedures.
- Document formatting in accordance with court rule or established practice.

- The Washington State retention and storage guidelines.
- Legal research methodology.
- Criminal law functions of the legal office and municipal court.

SKILL IN:

- Preparation of legal documents and correspondence.
- Drafting or preparing legal documents, including correspondence, memos, and court documents.
- Performing legal research and analysis.
- Effectively using computer software, including word processing, graphics, spreadsheet, and Judicial Information Systems applications.
- Reading, interpreting, and applying laws, codes and regulations.
- Maintaining complex interrelated files and records.
- ~~Working independently and under deadlines.~~

ABILITY TO:

- Work independently and under deadlines.
- Communicate effectively both orally and in writing using tact, patience and courtesy.
- Plan, organize, prioritize and schedule work.
- Meet schedules and time lines.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Read, interpret, explain and apply rules, regulations, policies and procedures.

REQUIRED EDUCATION AND EXPERIENCE:

- Graduation from high school or equivalent. Associates degree in secretarial or legal administrative arts or a related field is preferred.
- Two (2) years of increasingly responsible legal assistant/paralegal experience is required. Municipal legal department or private law firm with the State of Washington is preferred.
- Knowledge of judicial information system databases preferred. This includes but is not limited to SECTOR, Westlaw, JIS, DISCIS, SCOMIS, FORS, JABS and DOL.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Paralegal certification preferred.
- Must pass a criminal background check and fingerprinting process to obtain National Criminal Information Center searches.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed in an office environment with extensive time spent at a desktop computer. Occasional attendance at evening meetings may be required.

PHYSICAL ABILITIES:

Sitting and standing for extended periods of time; dexterity of hands and fingers to operate a

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computer keyboard; seeing to read a variety of materials; hearing and speaking to exchange information.

HAZARDS:

None other than standard hazards involved in working in an office position and driving a vehicle to meetings.

Developed: 07/06 M. Mirante Bartolo/S. Johnson
Updated: 11/12 M. Mirante Bartolo/S. Johnson

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City of SeaTac Salary Survey

2012

Position: Paralegal 1

Confidential

City	Salary Range		Comments
	Low	High	
Bonney Lake			No Match - Prosecuting Attorney does her own paperwork
Bothell	\$ 4,119	\$ 5,237	Legal Assistant
Burien			No Match - Contract for prosecution
Edmonds			No Match - Contract w/Zachor and Thomas
Issaquah			No Match - Do not have in house counsel
Lynnwood			No Match - Contract w/Zachor and Thomas
Marysville	\$ 4,244	\$ 5,688	Police/Legal Confidential Administrative Assistant
Puyallup	\$ 3,754	\$ 4,880	Legal Assistant
Tukwila			No Match - Contract w/Kenyon Disen
University Place			No Match - Criminal contracted to Lakewood
Average	\$4,039	\$ 5,268	
SEATAC	\$3,884	\$4,972	SeaTac Range 44
% SeaTac below market	-3.8%	-5.6%	



City of Bothell™

CITY OF BOTHELL
 Established Date: Jan 1, 2010
 Revision Date: Apr 11, 2011

Legal Assistant

Class Code:
3035

Bargaining Unit: AFSCME, Local 3845

SALARY RANGE

\$23.76 - \$30.21 Hourly
 \$4,119.00 - \$5,237.00 Monthly
 \$49,428.00 - \$62,844.00 Annually

POSITION DESCRIPTION:

Under general supervision, provides a variety of skilled legal administration functions in support of attorneys in the City Legal Department; manages case files and calendars, and prepares legal and technical documents for assigned attorneys.

EXAMPLES OF ESSENTIAL DUTIES:

- Coordinates and performs a variety of professional legal administration duties, and provides case management and litigation support to City Legal Department attorneys; provides information and assistance to participants in the justice system within the scope of designated authority.
- Coordinates and revises court calendars and provides courtroom case support functions as needed; tracks deadlines and processing requirements and advises attorneys of legal timetables and deadlines.
- Creates, updates, maintains, and retrieves case files; logs in and reviews all incoming files from the Court; manages responses to court case discovery demands according to legal deadlines; provides notifications and case information to victims and witnesses within scope of authority.
- Drafts, prepares, files, and maintains various types of legal documents including summons, subpoenas, motions, orders, charging documents, docket notices, and jury instructions.
- Establishes, maintains and updates complex files and case files for criminal and civil cases; manages case files, tracks legal documents, and routes to defendants, attorneys and courts for processing; maintains, tracks, and updates legal information.
- Accesses statewide Judicial Information System database and conducts background checks on new cases; collects and assembles defendant histories; requests certified criminal driving records and driver's licenses for cases as required.
- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.
- Maintains and enforces absolute confidentiality of work-related issues, client records and City information; monitors staff compliance to security procedures and privacy laws, policies and guidelines; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Associate's Degree in Legal Assistant or Paralegal studies, or a related field; AND one year of legal administrative experience in Washington State; OR an equivalent combination of education, training and experience.

Knowledge of:

- City policies and procedures.
- Federal and state laws, regulations, codes and written directives.
- Washington State Courts operations, functions, procedures, rules and policies.
- Washington State Administrative Office of the Courts' Judicial Information System computer codes.

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- Principles and protocols for the management of official documents and court records.
- Legal system and law enforcement agency procedures and terminology.
- Principles of record keeping, case files and records management.

Skill in:

- Coordinating and performing a variety of skilled legal administrative functions.
- Providing legal administrative support to public sector attorneys and prosecutors.
- Drafting, preparing, filing, and distributing various types of legal documents.
- Working independently, and prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the general public and others seeking information about department functions and activities.
- Operating a personal computer utilizing specialized software, and entering information into a computer system with speed and accuracy.
- Establishing and maintaining cooperative working relationships with co-workers and local agencies.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Washington State Driver's License may be required. Operator certification for the Washington State Patrol ACCESS (A Centralized Computer Enforcement Service System), and additional technical certifications may be required.

ADDITIONAL INFORMATION:**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is performed in a standard office environment.

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**City of Marysville
Job Description**

Job Title: Police/Legal Confidential Administrative Assistant
Department/Division: Multiple departments
Reports To: Varies depending on department
FLSA Status: non-exempt
Union Status: non-union
Approval/Revision Date: September 2008

POSITION SUMMARY

This position provides complex and confidential administrative and secretarial support to managers and supervisors in assigned department. The nature of the work performed by this class is highly confidential and follows established procedures and general directions; incumbents operate independently and apply established guidelines and alternatives to make routine judgments and decisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned as needed.

1. Acts as department liaison when dealing with the public and other agencies, inquiring as to manner and urgency of business; answers questions and handles general problems as appropriate exercising discretion as to information released to various parties.
2. Composes and/or takes dictation, transcribes, types, reviews, and proofreads a variety of correspondence, memoranda, reports, contracts, legal documents, meeting minutes, and other documents.
3. Prepares department's accounts payable and receivable for processing by the Finance Department.
4. Compiles and assembles information into reports for presentation to appointed and elected officials.
5. Coordinates arrangements for meetings, including reserving space, contacting participants, preparing agendas, taking minutes, and handling follow-up procedures.
6. Plans, organizes, maintains comprehensive and confidential departmental records and information systems.

In addition to the essential duties listed above, this position also performs the following essential duties specific to the department/division assigned.

When assigned to the Police Department:

1. Processes training requests and makes travel arrangements as needed.
2. Provides support during pre-employment background investigations, including transcribing notes from preliminary interviews, preparing applicant files for review, arranging pre-employment polygraph, physical examinations and psychological screenings, and preparing and updating employee orientation manuals.
3. Processes, updates, and maintains a variety of confidential records pertaining to internal investigations, review boards, and personnel files; processes and transfers confidential and administrative records to archives; removes and destroys records according to legal retention requirements.

When assigned to the Legal Department:

1. Provides customer service on the telephone or in-person to City staff, retained attorneys, prosecutors, public defenders, and the general public.
2. Prepares calendars for the city Prosecutor; monitors legal deadlines.
3. Prepares and maintains case files; examines legal documents to assure that necessary legal steps and points have been covered and that deadlines are met.
4. Coordinates arrangements for witness appearances at trials and hearings; schedules interviews with victims, witnesses and police officers.

KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Modern business office practices.

When assigned to the Police Department:

- Basic law enforcement functions, operations, and practices.
- Laws pertaining to police records management.

When assigned to the Legal Department:

- Criminal law terminology; legal forms and documents and their processing.
- Criminal court procedures and rules.
- Laws pertaining to legal records management and retention.

Ability to:

- Type 60 wpm.
- Take and transcribe minutes at various public meetings.
- Organize and maintain comprehensive and confidential departmental records.
- Operate basic office machines such as fax, postage, and copy machines.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, and database software applications.
- Operate specialized software applications that support the law enforcement function.
- Provide excellent customer service, in sometimes stressful situations, to internal and external customers.
- Communicate effectively, orally and in writing.
- Maintain confidentiality of business, personnel and/or legal records, and other information.
- Perform several tasks simultaneously while maintaining accuracy of information and meeting deadlines.

QUALIFICATIONS

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

Experience:

When assigned to the Police Department:

Minimum two years experience as an executive level administrative assistant. Experience in a law enforcement environment is desirable.

When assigned to the Legal Department:

Minimum two years legal office experience at a level which provides sufficient training and knowledge to perform administrative and technical duties. Experience in a criminal law office is desirable.

Education and Training:

High school diploma or GED is required. Associate of Arts degree with legal, administration or secretarial science coursework is preferred.

Licenses or Certificates:

- Possession of, or ability to possess within three months of hire date, a Notary Public license.
- Possession of, or ability to possess within six months of hire date, a Washington State Driver's License is desirable.

Other:

- Must be able to successfully pass an extensive background check.

When assigned to the Police Department:

- Must be able to successfully pass a polygraph exam.
- Must be at least eighteen years of age.
- Must not have been convicted of a felony offense.

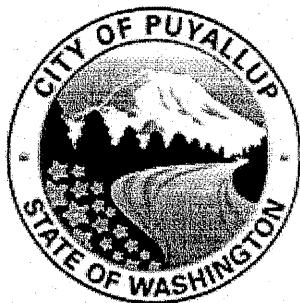
PHYSICAL DEMANDS / WORKING CONDITIONS

The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position works in an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.



Legal Assistant

Class Code:
106

Bargaining Unit: NON-REPRESENTED

CITY OF PUYALLUP
Established Date: Nov 30, 1991
Revision Date: Feb 27, 2012

SALARY RANGE

\$21.66 - \$28.15 Hourly
\$3,754.00 - \$4,880.00 Monthly
\$45,048.00 - \$58,560.00 Annually

DEFINITION:

The employee in this classification is qualified through education, training and work experience to perform a variety of complex, confidential, legal assistant duties in the office of the City Attorney. The employee performs projects that require considerable professional administrative skills and attention to detail. The employee performs in a capacity that involves the execution of specific legal work requiring extensive knowledge of legal concepts that, absent such assistant, the City Attorney, or prosecution staff, would perform the tasks. Work is performed in an office setting, but project assignments could involve any of the City's work sites and/or community settings. Position requires independent judgment and a high degree of discretion to coordinate all activities of a major program or project. Employee confidentiality is essential to the position.

ESSENTIAL FUNCTIONS:

Duties vary by position assignment with incumbents generally performing a combination of several of the following duties:

- Maintains and updates law library, performs legal research and assists City staff in researching questions;
- Interviews callers, exercising considerable judgment and applying experience and expertise in making decisions; provides information including legal information, but not advice in accordance with established procedures and policies;
- Screens and routes department incoming correspondence indicating action required;
- Composes and types a variety of legal letters, reports, and memoranda including material of a confidential nature; maintains a variety of confidential information, complex files and records; transcribes machine dictation;
- Acts as office manager; supervises, trains and evaluates work performance of department clerical staff;
- Monitors work flow, prioritizing and assigning work as necessary;
- Uses computer, associated software programs, and other office equipment as required;
- Maintains budget and books to provide accurate information on department accounts;
- Coordinates meetings and travel arrangements.

In addition to the above, the duties listed below are also considered essential for positions in the following assignments:

Civil:

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- Relieves the City Attorney and Assistant City Attorney of administrative tasks.
- Composes and drafts ordinances and resolutions, municipal and superior court pleadings, agreements and contracts.

Criminal:

- Provides administrative support to assist City prosecution in preparation for court appearances to prosecute Municipal Court cases.
- Reviews citations and creates case files, drafts amended complaints and reviews case reports.
- Prepares jury instructions and subpoenas and handles routine discovery requests.
- Provides City prosecution with required documents and case files.
- Maintains calendar system for open criminal cases including appeals.

Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Knowledge varies by position assignment with incumbents generally requiring knowledge of the following:

- Legal terminology, forms and publications;
- Washington State court rules and deadlines;
- Legal law office management principles and procedures;
- Principles of municipal law and public administration;
- Supervision and training of clerical employees;
- Legal research and legal writing;
- Business English, math and letter composition;

In addition to the above, knowledge of the subsequent areas are required for the positions in the following assignments:

- *Civil:* Real property procedures including foreclosures and liens.
- *Criminal:* Municipal Court operations and basic municipal criminal codes. Activities, functions, and policies and procedures of prosecution, police, and municipal court. Legal forms and pre-trial/trial procedural requests.

Ability to:

- Interpret legal documents, policies, ordinances and Municipal Code;
- Perform legal research;
- Maintain confidentiality of sensitive and confidential materials;
- Work independently from general instructions;
- Work effectively and courteously with City employees, officials, the public and personnel from other agencies;
- Understand and follow oral and written instructions of a complex nature;
- Plan, organize, use problem solving and decision making skills;
- Manage administrative duties in a timely manner while maintaining accuracy and attention to detail;
- Maintain knowledge of court and office policies and procedures.

Education and Experience:

Bachelor's degree in related field, or Certification of Completion from a Legal Assistant program from an American Bar Association accredited school, and two years of legal assistant experience; or six years of increasingly responsible legal assistant experience.

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PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

Constant use of sight, hearing, and speech abilities to perform essential functions and communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas; standing may be extended at times while working at the front counter. Occasional lifting/carrying up to 30-pound file boxes, documents, etc. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Occasional driving, climbing step stools, ladders and stairs. Works indoors in an office environment with low noise levels.

SUPERVISION:

Work is performed under the general direction of the City Attorney. The Legal Assistant is responsible for the supervision of clerical help.

SPECIAL QUALIFICATIONS:

- Working knowledge of computer office skills on IBM/PC systems; MSWord preferred; data base management system experience preferred. Working knowledge of CD LAW legal research desirable.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State Driver's License.

(17)



MEMORANDUM

Date: January 17, 2013

To: Todd Cutts, City Manager ^{TC}
Council Study Session

From: Anh Hoang, Human Resources Director ^{AH}

CC: Ali Shasti, Development Review Manager
Gary Schenk, Interim Community & Economic Development Director

Re: **Development Review Manager Job Audit Result**

Attached, please find information and documentation regarding a job audit request and Human Resources' recommendation for the Development Review Manager position. Per the attached justification, I am recommending the following changes as a result of this job audit:

1. I am recommending that the single incumbent position of Development Review Manager be reclassified to Engineering Review Manager, and to incorporate the recent changes in duties and responsibilities into this position's job description.
2. The Development Review Manager classification is currently at a salary range 64. Per the attached salary survey information, the revised Engineering Review Manager position is 4.9% below market average of the City's comparable jurisdictions. Placing the Engineering Review Manager classification in the City's salary schedule at salary range 66 would put this position approximately 0.1% above the market average for the maximum of the salary range.
3. It is recommended that the above salary adjustment be effective June 16, 2012, which is thirty (30) days after the HR Department's receipt of the job audit request in accordance with the Employee Handbook.

I have discussed the above recommendations with Todd Cutts, City Manager, who has given a verbal approval of the salary adjustment recommendation, allowing for this issue to be presented to the Council Study Session on January 22, 2013 for ratification. The above recommendation has the following impact on the incumbent's salary:

<u>Employee Name</u>	<u>Current Sal Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Proposed Salary Range/Step</u>	<u>2012 Salary/Mo</u>	<u>Effective Date</u>
Ali Shasti	64/C	\$7,026	66/C	\$7,382	06/16/12

This salary adjustment is equivalent to \$356 per month, or approximately 5%, wage increase for the employee.

With the approval of City Manager and the City Council, the above salary adjustment will be provided to the Human Resources and Finance departments to make the necessary budget and payroll adjustments.

Please sign below to indicate your approval to implement the above recommendation and apply the salary adjustment to the employee's pay as proposed. Please feel free to contact me directly if you have questions or need additional information.

Approved as recommended:

Todd Cutts
City Manager

Date

Ratified:

Tony Anderson
Mayor

Date



To: Ali Shasti, Development Review Manager

CC: Anh Hoang, Human Resources Director
Gary Schenk, Interim Community & Economic Development Director
Todd Cutts, City Manager

From: Stephanie Johnson, Senior Human Resources Analyst

Subject: Results of Job Audit

Date: December 7, 2012

Thank you for your patience in waiting to hear the results of your job audit request.

The purpose of a job audit is to review the current job description or class specification of record because an employee believes their position has had a substantial and permanent change in job duties or level of responsibility.

Human Resources reviews your position to determine if there has been a significant change in the tasks assigned to the position and the autonomy of those tasks to warrant a change in classification. We also review your position to determine if the position is appropriately placed in the City classification plan.

Summary of facts:

The Development Review Manager job description was created in 2009. You were hired into the position June 1, 2011.

As Development Review Manager, you are a professional Engineer responsible to perform senior professional level work on a variety of utility, private commercial and residential development and other public agency projects. You are responsible for managing the City's development review process to ensure compliance with City Public Works and Engineering standards. You supervise two Senior Engineering Technicians. Your work requires extensive coordination with City staff, including the Public Works Inspectors and outside developers, engineers, architects, and contractors.

In our meeting of August 2, 2012, you stated that the position was originally created to report to the City Engineer under Public Works, and serve as one of five professional engineers in the department. However, during reorganization into a Community & Economic Development Department in April 2011, significant complexity of tasks/assignments increased for the position including the level of responsibility assigned because the position is the only professional engineer in the Community & Economic Development Department and a considerable amount of independence with little direction from the Community & Economic Development Director is required.

①
The Hospitality City

During reorganization, Engineering Review was made its own division within the Community & Economic Development Department. Therefore, you stated you are now responsible for management of administrative functions including preparation of the division budget and assuring proper fee collection to produce anticipated revenues to the City budget.

On June 26, 2012 the City Council passed the Sound Transit Development Agreement to continue light rail service to a new station at S. 200th Street. You are the City's engineering staff member who has been assigned to manage this large 4-5 year project. You will be responsible for carrying out the Development Agreement with Sound Transit and working with both Sound Transit and SeaTac staff to ensure the City's interests are protected. The management of this project attributes to the continued development of the City. As such, you will need to supervise additional staff assigned to the project. At this time, the City Council has approved the filling of a Civil Engineer 2, a Senior Planner and an Administrative Assistant 2. This may change to two Civil Engineer 2's and a Senior Planner in the near future after a re-evaluation of staffing needs with the City Council.

You stated that your time is divided amongst both commercial and residential development, site plan approvals, coordinating with inspectors, ongoing projects, Sound Transit, and franchise utility within the City right-of-way. You provided an example of your weekly project list to me for inclusion in my job audit consideration.

I met with your supervisor, Interim Community & Economic Development Director Gary Schenk on August 23, 2012. He stated that he has assigned you to independently manage the Engineering Review division. He stated that the complexity of your assignments has greatly increased with the new work for Sound Transit Light Rail and Guideway extension project. Since you are the only professional engineer in the department, your work cannot be absorbed elsewhere and is anticipated to continue for complex assignments.

Based on our interview and information from your job audit paperwork, the most significant changes in your job has been additional duties assigned to the division such as Sound Transit's light rail and guideway extension project, budget development and supervision of additional staff.

I have made changes to your job description which you provided input to on November 21, 2012.

Findings and Recommendation:

I do find that complexity of tasks/assignments has increased as a result of your responsibility to manage the overall Sound Transit project development agreement and the level of responsibility assigned to the position has also increased as a result of the development agreement with Sound Transit and additional supervision of staff.

I did not find that the complexity of tasks/assignments has increased for duties and responsibilities other than the Sound Transit project and its related staffing increases.

The position was reviewed in 2010 and 2011 as a result of the Community & Economic Development reorganization for impacts to the position when it was transferred from the Public Works Department, Engineering division to the Community & Economic Development Department, Engineering division. Those impacts were taken into consideration when the salary range was determined in 2011 prior to your recruitment.

The Sound Transit project has an expected duration of 4-5 years. Typically project related work with additional complexity of tasks/assignments would warrant acting or out of class pay. However, I do not find that acting or out of class pay for a duration of 4-5 years is appropriate in this circumstance.

I am recommending a temporary reclassification with the understanding that when the Sound Transit project is completed, a review of the position and its placement in the City's compensation plan will need to be determined.

As a part of the job audit process, I surveyed our ten comparable cities (Bonney Lake, Burien, Bothell, Edmonds, Issaquah, Lynnwood, Marysville, Puyallup, Tukwila and University Place). I found that the work you are performing is recognized in five of the ten comparable jurisdictions.

Based on finding good position matches and reviewing their corresponding salaries, I found that your position is paid 4.9% below market value.

I am recommending a pay grade change from your current range of 64 to 66 retroactive to June 16, 2012 (30 days following receipt of your job audit).

I am further recommending a title change to Engineering Review Manager.

I am recommending the position be reviewed when the Sound Transit project is complete to determine if it is appropriately placed in the City's compensation plan.

Effect On Your Position:

Your position is currently placed in pay grade 64, step C and your current 2012 pay is \$7,026 per month. If your job audit recommendation is approved by the City Manager and ratified by the City Council, your position will be moved to pay grade 66 retroactive to June 16, 2012. You are placed at the step in the new range that provides a minimum five percent (5%) increase over your current salary. Therefore, you are placed in step C at a rate of \$7,382 per month on the 2012 pay plan. Your performance and pay review date will change to June 16. You will be eligible to move to step D in range 66 on June 16, 2013 following a successful performance review.

Job Audit Review Procedures:

The Human Resources Department has given the City Manager a heads up regarding your job audit recommendation. You will be provided ten (10) working days from the receipt of this job audit recommendation memo to submit a statement of your agreement, disagreement, and/or additional information you wish to be considered by the City Manager to the HR Department.

The HR Department will then send this recommendation and related documentation, your statement(s), and any further explanation from HR to the City Manager for consideration.

Job Audit Approval Procedures:

After reviewing all the job audit information from HR, including additional comments/information from the employee and/or employee's management, the City Manager will render a decision.

1. If the City Manager denies the job audit, the decision is final.
2. If the City Manager approves the job audit, the job audit will be forwarded to a Council Study session for Council ratification of the City Manager's decision.
 - a. If the City Council denies the job audit, the decision is final.
 - b. If the City Council ratifies the City Manager's approval of the job audit, it will be implemented per the Employee Handbook - See page 12.1 – RECLASSIFICATION/PAY ADJUSTMENT, which is paraphrased in the "Effect On Your Position" section above.

Attachments:

Job Description Update

2012 Salary Survey

Job Descriptions – Comparable Matches

CITY OF SEATAC

CLASS TITLE: ~~DEVELOPMENT REVIEW~~
ENGINEERING REVIEW MANAGER

Salary Range: Under
Review64

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the supervision of the Community & Economic Development Director, perform senior professional level work on a variety of utility, private commercial and residential development and other public agency projects; manage the City's Engineering development review process to ensure compliance with City Public Works and Engineering standards; oversee plans review and permitting approval of development projects and other activities related to the City's rights-of-way and grading and drainage codes. Perform various office and field duties as required. The work requires extensive coordination with the City staff and outside developers, engineers, architects, and contractors. The position may provides direct supervision to professional Engineers and Engineering Technicians.

REPRESENTATIVE DUTIES:

1. Supervise and evaluate the performance of assigned staff. Provide technical direction and provide or coordinate training for staff. Assist with interviewing and employee selection procedures; recommend promotions; work with employees to correct deficiencies; and recommend disciplinary action as appropriate. Plan, direct, coordinate and review work plans for staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems. E
2. Review and comment on complex private development plansprojects. Manage the review and processing of civil engineering construction plans and associated permits for compliance with City, State, and federal development regulations and standards. Coordinate development reviews with staff in other City Departments. Comment on plans and specify any corrections needed prior to plan approval. Prepare and delivers presentations to City staff, the City Council and other agencies and organizations as needed for assigned projects. E
3. Manage the issuance of permits for private development projects. Establish permit fees and obtain necessary bonds and insurance from private developers. Manage the inspection of permitted private development projects to ensure compliance with applicable standards, codes and regulations. Review development agreements prior to the issuance of a permit and recommend stipulations to those agreements. E
4. Manage the inspection of private development projects, including commercial and single and multi-family residential. Resolve conflicts related to plans,

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Development Review Manager

specifications, materials, costs, and schedules. Coordinate with construction contractors and, provide assistance to private development project managers. Give work direction to the City, inspection staff, and coordinate with other the City Engineer Departments and Divisions. Interpret construction standards and regulations. E

5. Review and comment on traffic related issues such as traffic studies and reports, intersection improvements and signalization, turn lanes and GAP Analysis. Manage review and approval of noise variances, various lane closures and maintenance of traffic plans within the City. E

6. Manage review and permit approval of all above and below ground construction activities, temporary or permanent, within the City Right-of-Way (ROW) proposed by the utility companies and franchisees. Responsible for approval of all temporary ROW Use permits for non-construction activities. E

7. Provide administrative functions including budget preparation and implementation; review and recommend approval of budget expenditure requests; provide updates of division activity to the Director; prepare division budget line item expenditures based on division staffing levels and estimated cost of operation; assure proper fee collection to produce anticipated revenues for inclusion in the City budget. Monitor expenditures and maintain related financial records. E

5-8. Fulfill runoff control requirements of the City's National Pollutant Discharge Elimination System permit. Compute complex technical design calculations and review technical information reports relating to surface water management for all development projects within the City. Review plans for storm drainage conveyance, water detention, water quality, and flow control facilities for conformance with City, State, and Federal development regulations and standards. Provide information to the public, contractors, and developers regarding surface water management issues. E

6-9. Manage the permitting of work activity related to environmental clean up efforts. Approve haul routes and haul permits for the removal of such hazardous materials as asbestos, underground storage tanks, contaminated soils, and the transporting of any other hazardous materials within the City limits. E

7-10. Review proposed platting actions for accuracy and recommend necessary covenants. Review applications for rezoning submitted by developers and make recommendations to the Planning Department. E

8-11. Contribute to maintaining a high level of customer service to visitors. Ensure that responses to inquires from the public are prompt, accurate, and courteous. Monitor the time required for the issuance of permits and implement improvements to the permitting process. E

9-12. Represent the City on various committees and forums involving ground water protection, regional storm drainage issues, and other issues as assigned. E

10-13. Perform related duties as assigned.

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E denotes an essential function of the job

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

- Advanced principles, practices, methods, and techniques of civil engineering.
- Applicable Federal, State, and Local laws, codes, regulations, policies, and procedures governing development and construction.
- Modern engineering methods as applied to the review of designs for construction of private development projects.
- Principles of leadership and supervision of personnel and project teams.
- Computer software including AutoCAD, GIS, word processing, spreadsheet and data base applications.

SKILL IN:

- Permitting and monitoring commercial development projects, single and multi-family residential projects, subdivisions and short plats.
- Developing, coordinating and maintaining documentation standards and practices, reporting and tracking procedures and administrative activities.
- Interpreting and applying a variety of regulations, codes, and standards.
- Conducting field evaluations to review systems under construction.
- Supervising, evaluating, motivating, training and directing the work of others.
- Maintaining accurate records and preparing reports.

ABILITY TO:

- Work independently with little direction.
- Maintain effective working relationships with contractors, engineers, architects, City staff, and the public.
- Communicate effectively both orally and in writing.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor's Degree in Civil Engineering or related field.
- A minimum of five (5) years of progressively responsible public works engineering experience required.
- A minimum of two (2) years supervisory experience is preferred.
- A combination of experience and training that provides the candidate with the knowledge and skills to perform the job will be considered.

LICENSES AND OTHER REQUIREMENTS:

- Professional Engineer (PE) License. If licensed in another State, must obtain a Washington State PE license within six (6) months.
- Valid Washington State driver's license. Candidates must submit a three (3) year driving record abstract prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed primarily in an office setting with extensive work at a desktop computer. Occasionally works outdoors in all weather conditions to make field inspections at project sites. Some travel to attend professional meetings is expected.

PHYSICAL ABILITIES:

Sitting and operating a desktop computer for extended periods of time; walking over rough or uneven surfaces; dexterity of hands and fingers to operate a computer keyboard; seeing to read blueprints, diagrams, maps and work in progress; hearing and speaking to exchange information; lifting and carrying objects weighing up to twenty five (25) pounds; driving a vehicle to conduct work.

HAZARDS:

Hazards include exposure to loud noise, working around moving traffic and/or heavy construction equipment, and working and/or driving a vehicle in adverse weather conditions.

Developed: 01/09 S. Sanderson/S. Johnson
Updated: 10/10 S. Johnson
÷ _____ 01/11 A. Hoang
_____ 11/12 S. Johnson/G. Schenk

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City of SeaTac Salary Survey

2012

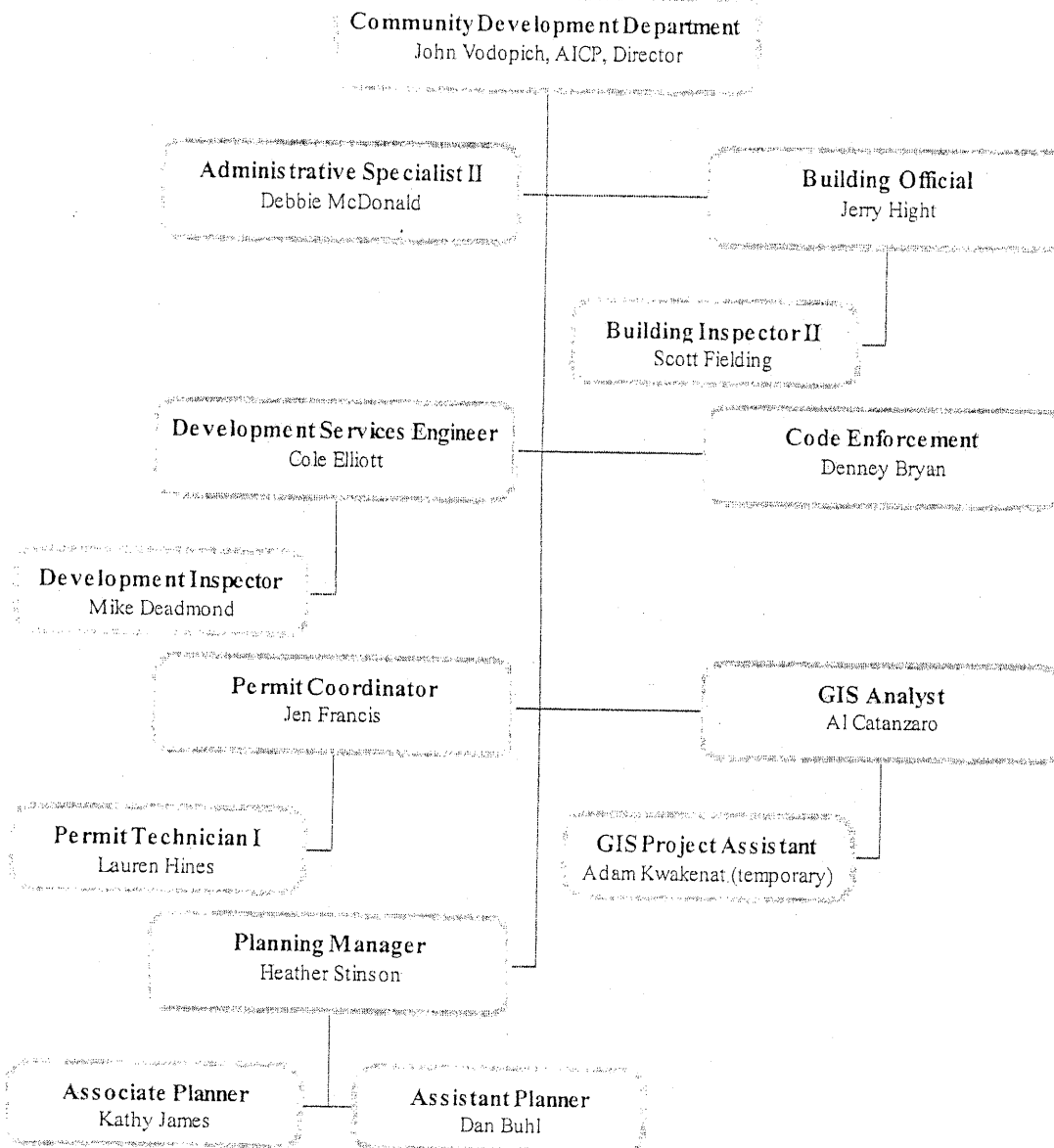
Position: Development Review Manager

Confidential

City	Salary Range		Comments
	Low	High	
Bonney Lake	\$ 6,199	\$ 7,672	Development Services Engineer
Bothell			No Match - Utility Manager oversees Development Review
Burien			No Match - CE2 - Development Review Eng not supervisory
Edmonds			No Match
Issaquah	\$ 7,378	\$ 8,968	Engineering Manager
Lynnwood	\$ 6,447	\$ 8,157	Development Services Supervisor
Marysville	\$ 6,927	\$ 9,052	Engineering Services Manager
Puyallup	\$ 6,917	\$ 8,991	Engineering Services Manager
Tukwila			No Match
University Place			No Match
Average	\$6,774	\$ 8,568	
SEATAC	\$6,365	\$8,148	SeaTac Range 64
% SeaTac below market	-6.0%	-4.9%	

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Community Development Department



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**CITY OF BONNEY LAKE
POSITION DESCRIPTION**

Class Title: Development Review Engineer
Department: Community Development
Division: Development Review
Date: December 17, 2009

Job Code Number:
Grade Number: 18
Union: N/A
Location: City Hall Annex

GENERAL PURPOSE

Performs a variety administrative, technical, engineering, and supervisory, work in the review and inspection of land development proposals in the City.

SUPERVISION RECEIVED

Works under the direction of the Community Development Director.

SUPERVISION EXERCISED

Exercises general supervision over technical staff and construction inspection employees and assigned support staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL

Reviews and approves complex civil engineering construction and private development engineering plans and documents for conformance to City design and construction standards, codes and ordinances; performs overall supervision and review of detailed and complex engineering calculations, plans, specifications, and required submittals for private development projects, such as street, water distribution, sewer collection, and storm drainage system.

Evaluates design of erosion control, storm drainage, streets, sidewalk and other infrastructure needed for development.

Manages and supervises development review and construction inspection operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, coaches and evaluates assigned staff; reviews progress and directs changes as needed.

Provides complex technical, administrative, and other support to the Community Development Director as needed.

Conducts inspections of work-in-progress and ensures projects are completed in compliance with applicable codes, regulations and standards.

Responds to questions and inquiries from the public and other agencies regarding street and drainage issues, public works standards and permits. Recommends changes to City public works standards as they apply to private development.

Evaluates storm, road, drainage, and other utilities as well as general site work for private construction projects and work performed in City right-of-way for compliance with applicable City codes, ordinances and regulations; reviews and/or prepares street and sewer construction cost estimates.

Coordinates with the Engineering Division on permit applications for work within City rights-of-way as they apply to development proposals.

Calculates traffic impact and land use fees and administers the traffic impact fee system of the City.

Conducts pre-construction conferences and explains permit conditions and requirements.

Plans, directs, coordinates and reviews the work plan for staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

Develops agendas, organizes meetings, prepares staff reports, communicates official plans, policies and procedures to staff and the general public; makes private and public presentations to supervisors, boards, commissions, civic groups and the general public.

Coordinates assigned engineering projects with outside contractors, government agencies and organizations and the public, and provides assistance to internal City staff.

Meets with citizens, developers, contractors, other agencies, and City departments. Responds to questions and complaints from the public concerning drainage, private construction, and other related issues.

PERIPHERAL DUTIES

Attends and participates in professional group meetings.

Serves on various employee or other committees as assigned.

Provides backup construction inspection work as needed.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited college or university with a four year degree in civil engineering, construction management, or a related field.
- B. Eight (8) years of increasingly responsible civil engineering work, with four (4) years development services related experience, preferable in a municipal setting; or
- C. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- A. Thorough knowledge of principle and practices of civil engineering; knowledge of principles and practices of project management, methods and techniques used in engineering plan review; knowledge of standard specification compliance methods, the development community and contractor construction methods; knowledge of federal, state, and local codes, laws and regulations; knowledge of supervision, training, and performance management; working knowledge of the principles and practices of land development; considerable knowledge of infrastructure inspection principles and practices.
- B. Skill in operation and of the listed tools and equipment; and
- C. Ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with employees, elected officials, other departments and the public; ability to understand and review development and construction plans; ability to prioritize workloads to meet deadlines; ability to communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public; ability to lead the division while following direction from the Community Development Director; ability to translate technical data into policy issues and plans; ability to identify and respond to community issues, concerns, and needs, ability to interpret and explain complex legal and administrative information to people lacking technical knowledge; ability to analyze problems, identify solutions, and project consequences; ability to provide customer service and sensitivity to the public process.
- D. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles of excellent customer service as practiced in both the private and public sectors. This value requires the ability to effectively meet and deal with developers, applicants, and the public.

SPECIAL REQUIREMENTS

Valid Washington State Driver's License and driving record acceptable to City's insurance authority.

PREFERED QUALIFICATIONS

Professional Engineering license is preferred.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, data base, and GIS software applications; plotter, motor vehicle; calculator; phone; copy and fax machine; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is periodically required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee performs in both field and office settings. The employee may be required to walk rough terrain and climb inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors.

Employee may be exposed to noise from basic office machine operation and construction sites. The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
Human Resources

Approval: _____
City Administrator/Mayor

Effective Date: December 17, 2009

Revision History: Newly created position
12/09

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

ENGINEERING MANAGER

SUMMARY:

Positions in this classification take responsibility for planning and implementing a variety of projects and programs involving such areas as major development and major capital projects related to transportation and utilities. These positions provide broad-based advice on operational issues; research, prepare and present justifications on major expenditures; and monitor the operating budget and specialized funds. Incumbents possess significant decision-making authority in the areas of personnel, budgetary, contract and general office administration. Positions in this classification are considered technical experts regarding the operation and maintenance of infrastructure systems. Incumbents interact with other jurisdictions and agencies, functioning as representatives of the City. Positions in this classification assist with the development of regional strategies and programs related to the area of assignment.

SCOPE:

Reports to: Public Works Engineering Director

Supervises: Engineers and technical engineering staff.

Exercise considerable independent judgment in planning and coordinating engineering programs and projects. Independently manages operations within broad department and City goals and objectives.

WORK ENVIRONMENT:

The work is performed primarily in an office setting, requiring extended periods of sitting. The work may require making trips to construction sites and must be able to travel over uneven terrain to inspect construction work.

ESSENTIAL FUNCTIONS:

- Manages a variety of programs and projects related to major development and major capital improvements in transportation and utilities.
- Plans, organizes, coordinates, assigns and evaluates the work of assigned staff. Hires, disciplines, and makes decisions regarding termination of staff. Provides training and input to staff concerning issues relating to career development.
- Develops a master yearly schedule based upon budget approval for functional area.
- Researches and estimates the costs of large and small budgetary items; justifies budgetary categories and expenditures.

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- Directs and controls supplies and resources and ensures completion of scheduled work within time and budget restraints.
- Forecasts and plans for future needs in area of responsibility.
- Manages consultant contracts; assures fulfillment of contractual obligations; renegotiates terms and conditions as needed; coordinates work with other governmental and private agencies.

OTHER JOB DUTIES:

- Responds to sensitive and difficult inquiries from the public, the mayor and the City Council regarding programs and projects.
- Ensures adequate record keeping.
- Collaborates with other City staff members and jurisdictions in goal and policy development.
- Observes or monitors sensitive or difficult projects and programs.
- Provides expertise on technical, personnel budgetary, contractual and miscellaneous administrative issues related to area of assignment.

QUALIFICATIONS:

Education and Experience:

Bachelor's degree in civil engineering or related field and six years progressively Responsible professional engineering experience, including supervisory and project management; or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the job.

Licensing and Certification:

Valid Washington State Driver's License with a driving record free from serious or frequent violations.

Valid Professional Engineer's license or project management certification.

Knowledge, Skills, and Abilities:

- Thorough knowledge of civil engineering principles, practices, and techniques as they relate to area of assignment.
- Thorough knowledge of laws and regulatory standards related to area of assignment.
- Considerable knowledge of modern principles and practices of supervision, organization and coordination.

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- Ability to plan, organize and oversee assigned work programs, including monitoring work schedules, legal requirements, and progress reviews.
- Ability to develop and recommend policies, procedures and budgets to meet division objectives and overall goals of the Department.
- Ability to plan, organize, coordinate, assign, and evaluate the work of assigned staff.
- Ability to communicate effectively both orally and in writing with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to establish and maintain effective working relations with City staff, elected officials, outside agencies and the community.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to manage multiple tasks, determine priorities and evaluate resources.

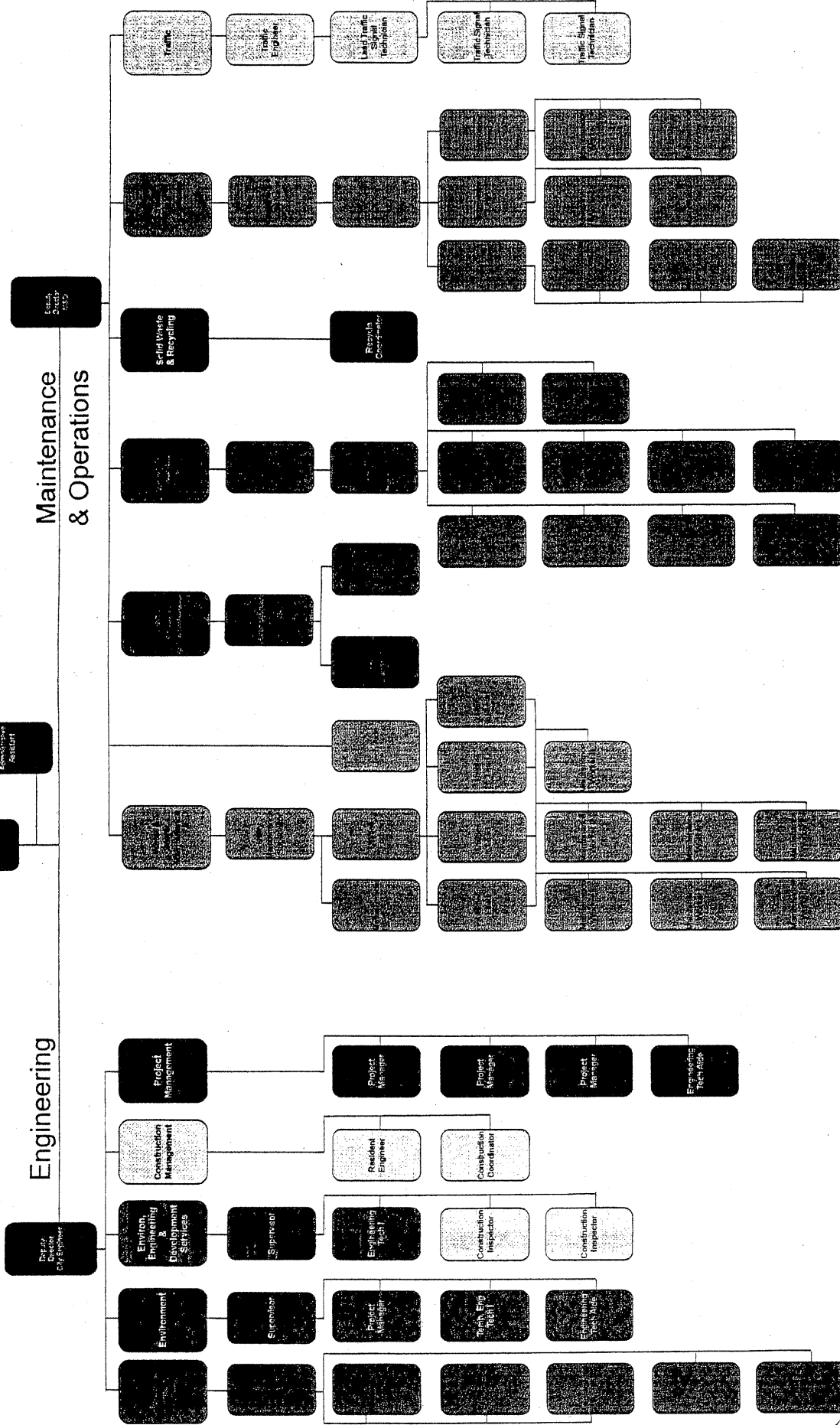
The statements contained herein reflect general details as necessary to describe the level Of knowledge, responsibility and skill typically required by positions within a classification, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: January 1998
EEO CATEGORY: Professional
STATUS: Exempt
CLASS CODE: 13247

17

City of Lynnwood

Public Works Department



Public Works Limited Term and Seasonal Employees



Development Services Supervisor - Private, Storm Water and/or Capital

Class Code:
DEV SERVICES
SPRVSR

Bargaining Unit: General Salary Ordinance

CITY OF LYNNWOOD
Revision Date: Dec 6, 2010

SALARY RANGE

\$37.05 - \$46.88 Hourly

SUMMARY:

The position of Development Services Supervisor- Private, Storm Water and/or Capital is located in the Public Works Department. Basic responsibility is for project and program management, engineering, and contract administration matters within the scope of the Public Works Department and requires technical, administrative, and supervisory activity involving a variety of field, office, or related types of assignments. Work of this position requires a high degree of independent judgment and action in planning projects, resolving technical problems, and administering projects within the framework of established policies. Supervision of professional and technical personnel is required.

JOB LOCATION AND EQUIPMENT UTILIZED:

Work is performed in both an office and outdoor environment. Outdoor work areas may include, but are not limited to, construction sites, environmentally sensitive areas and in and around public and private property. Equipment utilized includes standard office equipment, measurement devices, surveying tools, including personal computer with associated software and peripherals, safety tools and equipment, and city vehicles.

ESSENTIAL FUNCTIONS:

Includes but is not limited to such essential functions as listed below:

- Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of assigned responsibilities.

- Conduct applicant job interviews. Select, orient and train new employees. Assure the availability of adequate equipment and facilities.
- Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established City policy.
- Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodologies and associated schedules.
- Development of policies and guidelines, administration, record keeping, reporting for Public Works.
- Perform review of engineering plans and reports.
- Monitor, track, and report on the status of development
- Identify strategies for improvements in the plan review processes.
- Oversee, administer and enforce City Public Works programs and municipal code.
- Draft, administer, and negotiate on-call contracts and serve as project engineer.
- Review traffic control plans for Right-of-Way permits.
- Oversee and supervise staff in the reporting of streetlight outages, issuance of Public Works permits, the water supply cross connection program, engineering plan review, inspection of contractor work, preparation of applications and administration of grant funding programs and the fats, oil and grease program.
- Compose letters, issue notice and orders of violations and document code violations.
- Prepare documentation for the acquisition of property associated with public works projects.
- Develop and draft ordinances, resolutions, contracts, public agency agreements related to public works projects and programs for City Council approval.
- Participate as a member on City Committees.
- Assist in the litigation aspects related to public works projects and/or programs.
- Coordinate and supervise payment to engineering consultants/contractors and public agencies.
- Ensure that all engineering and construction activities comply with applicable laws and regulations.
- Supervise, review the work of, and provide guidance to consultants producing comprehensive plans, CFP, TIP, Grants studies or designs and/or related public works documents.
- Prepare and make reports and/or presentations to the City Council, commissions, community groups, public agencies and the public.
- Assist property owners, businesses, and contractors to assure their compliance with applicable regulations and ordinances through site visits, permitting processes, and enforcement.

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- Review capital and/or private development plans and permits.
- Respond to complaints and concerns and provide technical assistance to the public, developers, contractors, engineers, public agencies and businesses.
- Serve as the City's representative to various technical groups and associations, coordinate with other departments and agencies and represent the City's interests in interagency coordination.
- Maintain regular attendance.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of modern design and construction methods and materials.
- Knowledge of the theory, principles, regulations, and practices of design and field activities of public works projects.
- Skill in effective and tactful communication and public relations to provide in person, writing and on the telephone.
- Ability to administer projects and programs.
- Ability to meet schedules and deadlines.
- Ability to work independently with minimal supervision
- Ability to plan, direct, coordinate and supervise the work of subordinates.
- Ability to organize and conduct analytical studies and surveys to substantiate plans, findings and recommendations relating to public facilities.
- Ability to establish and maintain effective working relationships within the department, with public and private officials and with the public.
- Ability to adjust work schedules and hours as required.

REQUIRED PHYSICAL TRAITS:

- Manual dexterity to utilize a computer and standard office equipment.
- Ability to reach, walk and move about on uneven surfaces.
- Visual acuity to read and compose written and numerical materials and other documentation.
- Hearing and speaking ability to communicate effectively and provide information with others in person or on the telephone.
- Ability to sit or stand for extended periods of time; ability to view a computer monitor for extended periods of time.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Civil Engineering or related discipline plus three (3) years related experience required; Professional Engineer license in the State of Washington or ability to obtain one within six months or demonstrated

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equivalent experience; valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.

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**City of Marysville
Job Description**

Job Title: Engineering Services Manager – Land Development
Department/Division: Community Development / Engineering Services- Land Development
Reports To: department director
FLSA Status: exempt
Union Status: management
Approval/Revision Date: November 2006

POSITION SUMMARY:

This position manages the operations of the Engineering Services--Land Development division, including supervising the division's employees, coordinating assigned activities with other departments and outside agencies, and providing highly responsible and technically complex staff assistance to the department director. The work performed requires a high level of technical proficiency in both civil engineering and land use administration as well as management, supervisory, and administrative skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned as needed.

1. Manage services and activities of the Engineering Services Land Development Division including preliminary engineering review for private development projects, construction plan review, and construction inspection to ensure compliance with city regulations, design standards, policies and procedures.
2. Monitor and assist the plan review and permit issuance process; investigate and resolve complaints and inquiries.
3. Supervise planning and engineering staff, including assigning tasks, reviewing employees' work processes and products, counseling employees, giving performance evaluations, and recommending disciplinary action.
4. Develop and manages the division's budget.
5. Develop short- and long-range plans for the division, including developing, recommending, and implementing new land development review systems, policies and procedures.
6. Develop recommendations or coordinate updates with affected departments on policies, plans and engineering standards pertaining to land development.
7. Oversee and authorize engineering approvals of road, water, sewer, and storm water engineering plans for land development applications.
8. Review transportation studies and analyzes concurrency issues and impacts associated with proposed developments, including identifying and recommending mitigation for development impacts, and communicating and coordinating with property owners, citizens, city departments, and other agencies.
9. Review developer extension plans for city utilities and streets in accordance with city standards, requirements, and accepted engineering/construction practices.
10. Oversee the preparation and tracking of water and sewer connection applications and answers questions concerning fees to the public and the developers.
11. Oversee the maintenance and calculation of the city's fee recovery programs for water and sewer.

12. Respond to inquiries or complaints from internal and external customers regarding engineering design and development standards, development permits and construction, subdivisions, variances and other land use regulations.
13. Represent the city at public meetings before the planning commission, hearing examiner, and/or the city council and public meetings on land development issues and applications; participates in technical review committees; and may represent the city on inter-agency committees dealing with land development issues.
14. Prepare a variety of written documents, such as correspondence, memoranda, city council agenda bills, and technical reports.

KNOWLEDGE, SKILLS AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles, practices and techniques of land use planning and development.
- Principles, practices and techniques of engineering related to land development and construction.
- Federal, state, and local laws, design standards, and technical manuals related to land use planning, land development and construction.
- Principles and practices of management and supervision.
- Principles and practices of municipal budgeting.
- Functions and operations of equipment used to perform essential duties.
- Safety regulations, standards, guidelines, and practices regarding assigned equipment and duties.

Ability to:

- Apply advanced land use planning and civil engineering skills to the review of land development applications, engineering plans, and construction plans.
- Read, interpret and apply engineering plans, specifications, contracts and other construction documents, and drafting procedures related to program area.
- Use a variety of modeling programs, such as transportation or surface water drainage, to perform engineering calculations and related analyses.
- Plan, organize and supervise the work of subordinate employees, including training them, assigning and evaluating their work, and providing job performance feedback.
- Critically analyze current policies, practices, and procedures, and recommend and implement changes as needed.
- Critically analyze and resolve or recommend action to management about complex issues or problems.
- Communicate effectively, orally and in writing, including the ability to listen effectively and to explain complex issues and applicable legal requirements, policies, and procedures to internal and external customers.
- Operate IBM-compatible personal computer, including word processing, spreadsheet, and database software applications.
- Operate specialized software applications related to program area.

QUALIFICATIONS:

Experience:

Five years related professional experience, including two years of supervisory experience, is required.

Education and Training:

Bachelor of Science degree in civil engineering or a related engineering specialty, or a combination of education and experience that provides equivalent knowledge is required.

Licenses or Certificates:

- Professional Engineer license is required.
- Must possess, or have the ability to possess within six months of hire date, a Washington State driver's license.

PHYSICAL DEMANDS / WORKING CONDITIONS:

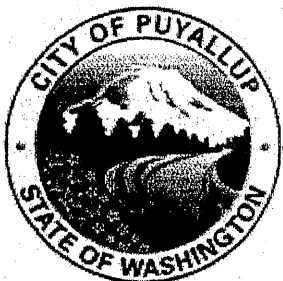
The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; kneel, bend, or climb and to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee occasionally lifts and/or moves up to 25 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed mostly in an office environment with some time spent at construction sites. At construction sites, the employee may be exposed to physical hazards such as moving traffic and heavy construction equipment. Indoors, the noise level is usually low; outdoors, the noise level may be moderate to loud.

Attendance at some evening meetings is required.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change.



Engineering Services Manager

Class Code:
330

Bargaining Unit: NON-REPRESENTED

CITY OF PUYALLUP
Established Date: Aug 1, 2008
Revision Date: Nov 3, 2011

SALARY RANGE

\$39.91 - \$51.87 Hourly
\$6,917.00 - \$8,991.00 Monthly
\$83,004.00 - \$107,892.00 Annually

DEFINITION:

This is supervisory, professional and administrative work in directing the Engineering Division of the Development Services Department. The position is responsible for planning, organizing, directing, coordinating, and evaluating the work of the division. Work performance is reviewed for the quality and quantity of the results produced by personnel in the division. Frequent and considerable contact is maintained with engineering consultants, contractors, county, state and federal agency representatives, City Council members, division personnel, and the public. Work is performed primarily in an office setting with occasional visits to construction sites in the field.

ESSENTIAL FUNCTIONS:

- Oversees the delivery of local engineering services including development review, transportation, and drainage;
- Serves as manager for the Engineering Division; represents engineering issues to the City Council;
- Reviews private development plans and specifications including short plats, subdivisions, and legal descriptions;
- Responds to citizen complaints relating to engineering activities; recommends modifications to projects as necessary;
- Selects, trains, motivates, and evaluates project engineering personnel;
- Provides or coordinates staff training;
- Works with employees to correct deficiencies;
- Implements discipline and termination procedures;
- Oversees and participates in the development and administration of the annual budget;
- Participates in the forecast of funds needed for staffing, equipment, materials and supplies;
- Monitors and approves expenditures;
- Implements adjustments;
- Updates existing and establishes new street construction standards, codes, and regulations;
- Serves as staff on a variety of boards, commissions and committees;
- Prepares and presents staff reports and other necessary correspondence;
- Provides responsible staff assistance to the Development Services Director;
- Attends and participates in professional group meetings;
- Stays abreast of new trends and innovations in the field of engineering;

Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- The principles and practices of civil engineering as applied to private development projects;
- Modern methods and techniques used in the design, construction and inspection of private development projects; and
- Laws, regulatory codes and professional standards applicable to design and construction of private development projects.

Ability to:

- Plan, implement successfully and evaluate effectively division policies and procedures;
- Supervise efficiently the plan review and inspection of private development projects;
- Use current computer technology and recommend technical upgrades for use by staff;
- Communicate effectively, orally and in writing;
- Gather and analyze data and develop clear, concise and comprehensive reports, correspondence and other written materials;
- Present technical material in a clear and concise manner to various groups;
- Plan, direct and evaluate the work of subordinates;
- Create and meet schedules, time lines and work independently with little direction;
- Operate a motor vehicle;
- Work on multiple, concurrent tasks, with frequent interruptions;
- Effectively work in a team environment, contribute openly, respectfully disagree, understand the ideas of others, listen well and work for consensus; and
- Establish and maintain effective working relationships with the Director, City officials, City Manager, representatives of federal and state agencies, subordinates, consulting engineers, contractors and the public.

Education and Experience:

- Six (6) years of supervisory professional level civil engineering work experience of a municipal nature and graduation from a college or university with a Bachelor's degree in Civil Engineering; or substituting graduate level course work or training in Civil Engineering or Engineering Management, or 10 plus years of Engineering Plan review experience with 3 of those years as a supervisor or project manager; or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

Constant use of sight, hearing, and speech abilities necessary to perform essential functions and to communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas. Occasional lifting/carrying up to 25-pound documents, materials, file boxes, etc. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Occasionally required to negotiate uneven terrain on field site visits. Requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. Works primarily indoors in a climate-controlled office environment with low noise levels, with occasional field site visits and public meetings, including evening meetings.

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SUPERVISION:

Work is performed under the general direction of the Development Services Director, but requires a high degree of initiative, independent judgment and professional expertise. Work is reviewed through periodic consultation with the administrator. This position exercises direct supervision over professional and technical staff.

SPECIAL QUALIFICATIONS:

- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.

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MEMORANDUM

Date: February 20, 2013

To: Todd Cutts, City Manager ^{Tc}
Council Study Session

From: Anh Hoang, Human Resources Director ^{AH}

CC: Kit Ledbetter, Parks & Recreation Director

Re: **Job Audit – Parks & Recreation Director**

Council Ordinance allows the City Manager, with written justification, “...to adjust non-represented employee classification and compensation, subject to ratification by the Administration and Finance Committee, when necessary in order to carry out sound personnel management and to accomplish objectives within the City’s defined commitments.” The SeaTac City Council has also directed that salary ranges for non-represented (NR) employees be set at the 50% level, which is the market average. In addition, the Employee Handbook, Page 12.1, states, “Occasionally, an employee will assume higher level duties over a period of years, even though he/she remains in the same position. If the department director concurs, the employee may submit a request for a reclassification of his/her position.” This process is generally known as a job audit.

The H.R. Department received a job audit request for the position of Parks and Recreation Director on February 29, 2012. In conducting the job audit, the H.R. Department documented changes and revised the job description to capture significant changes in duties, responsibilities and qualification requirements of the position. When the changes are found to be significant, the H.R. Department conducts a salary survey to determine the appropriate allocation of the position in the City’s classification and compensation plan.

H.R.’s job audit analysis and recommendation are summarized as follows:

1. The most significant change to the duties and responsibilities of this position is the re-assignment of the Facilities Division under the Parks and Recreation Director’s supervision.
2. A salary survey of the City’s 2012 comparable jurisdictions revealed that SeaTac’s Parks and Recreation Director position, currently allocated at NR salary range 77, is approximately 4.2% below the market average, using the maximum of the pay range as the comparison point.
3. If the Parks & Recreation Director classification were to be reallocated to NR salary range 79, it would result in this position being approximately 0.8% above

the market average, again, using the maximum of the salary range as the comparison point.

Per Council's policy direction, the job audit analysis and the attached salary survey, I am recommending that the single incumbent position of Parks & Recreation Director retain its classification title of Parks & Recreation Director, while incorporating the recent changes in duties, responsibilities and requirements into its job description. I am also recommending that the position be reallocated to NR salary range 79 effective March 29, 2012, which is thirty (30) days after the H.R. Department's receipt of the job audit request. This effective date is in compliance with the Employee Handbook.

The above recommendations have the following fiscal impact:

<u>Number of Employees</u>	<u>Current Sal 2012 Range/Step</u>	<u>Salary/Mo</u>	<u>Proposed Salary 2012 Range/Step</u>	<u>Salary/Mo</u>	<u>Effective Date</u>
One in P&R Dept	77F	\$11,232	79F	\$11,801	3/29/12

The above adjustment is a 5.1%, or \$569 per month base wage, increase for the one employee. The fiscal impact will be absorbed within the Parks and Recreation Department's current budget. With approval of the City Manager and ratification by the City Council, the above salary adjustment will be provided to the Human Resources and Finance departments to make the necessary budget and payroll adjustments.

Please sign below to indicate your approval to implement the above recommendations. Please feel free to contact me directly if you have questions or need additional information.

Approved as recommended:

Todd Cutts Date
City Manager

Ratified:

Tony Anderson Date
Mayor

City of SeaTac Salary Survey 2012

Position: Parks & Recreation Director

Confidential

City	Salary Range		Comments
	Low	High	
Bonney Lake			No Match
Burien			No Match
Bothell			No Match
Edmonds	\$ 8,631	\$ 12,946	Parks & Recreation and Cultral Services Director
Issaquah	\$ 9,417	\$ 12,018	Parks & Recreation Director
Lynnwood	\$ 9,525	\$ 12,051	Parks/Recreation/Cultural Arts Director
Marysville	\$ 8,606	\$ 11,637	Parks/Recreation Director - no job description available
Puyallup	\$ 8,275	\$ 10,758	Parks and Recreation Director
Tukwila	\$ 8,306	\$ 10,801	Parks/Recreation Director - frozen at '09 rate
University Place			No Match
Average	\$ 8,793	\$ 11,702	
SEATAC (Range 77)	\$8,774	\$11,232	Parks & Recreation Director
\$ Differential	(\$19)	(\$470)	
% Differential	-0.2%	-4.2%	

①

CITY OF EDMONDS

CLASS TITLE: DIRECTOR-PARKS AND RECREATION & CULTURAL SERVICES

BASIC FUNCTION:

Under the direction of the Mayor, plan, organize and manage the diverse activities of the Parks Recreation & Cultural Services department; serve as community liaison and participate as a member of various boards and committees; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

Plan, organize, control and direct a variety of programs, projects and activities related to the diverse activities of the Parks, Recreation & Cultural Services department, including: arts, cultural activities, recreation, parks, cemetery, economic development and social community programs. *E*

Serve as public administrator for the department, including daily operations, budget management, organizing volunteers, overseeing public policy, contracts, negotiations and other administrative duties. *E*

Oversee the Parks, Recreation & Open Space Comprehensive Plan, the Community Cultural Plan, and the Streetscape Plan updates; work closely with the Economic Development department to promote cultural tourism; seek funding for an manage capital projects that create a sense of place and enhance the aesthetics of the public right of way through public art or streetscape design. *E*

Oversee recreation programming that promotes community involvement and participation including a wide variety of activities and events such as swim and safety classes, day camps, preschool, gymnastics, athletics, arts and crafts, etc. *E*

Maintain approximately 275 acres of park land consisting of 62 park sites ranging from regional parts, community parks, one outdoor seasonal swimming pool, neighborhood parks, beautification areas, natural open spaces, the Edmonds Memorial Cemetery and Columbarium. *E*

Maintain waterfront parks and walkways including Brackett's Landing Underwater Park, the Fishing Pier, Olympic Beach, Marina Beach and dog park areas. *E*

Maintain the flower program. *E*

Communicate with the public on a variety of programs, issues and events including concerned citizens, community and school contacts, neighborhood issues and cultural and economic agendas; resolve issues or concerns as needed. *E*

(2)

REVISED 1.10

Supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*

Participate in long-range planning involving local comprehensive, State and County plans and others and assigned. *E*

Oversee land acquisitions and management, including negotiations, contracts and agreements. *E*

Serve on a variety of boards and commissions, including focus groups and special community ad hoc groups; serve as community liaison with the City Council and other government agencies. *E*

Secure, administer and implement outside funding through State, local, County and federal grant funds; supplement the existing City funds for community-based programs. *E*

Communicate with local, State and federal government agencies regarding legislation for protecting and preserving community programs and public land acquisitions. *E*

Oversee the preparation and maintenance of a variety of reports, records and files related to assigned activities; prepare and maintain records and reports related to budgets, plans, progress, personnel and related activities. *E*

Operate a computer and other office equipment as assigned; drive a vehicle to various sites. *E*

Attend and conduct a variety of meetings as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Federal legislation, City codes and land use issues.
- Land acquisition processes applicable to park lands and facilities.
- Policies and objectives of assigned programs and activities.
- Applicable laws, rules and regulations related to assigned activities.
- Budget preparation and control.
- Grant writing techniques and process.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping techniques.

ABILITY TO:

- Plan, organize and manage a variety of programs, projects and activities related to the diverse activities of the Parks and Recreation Division.

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- Serve as community liaison and participate as a member of various boards and committees.
- Supervise and evaluate the performance of assigned staff.
- Prepare, submit and administer grant proposals.
- Communicate effectively both orally and in writing.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer and assigned office equipment.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Plan and organize work.
- Prepare comprehensive narrative and statistical reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in public administration or related field and five years of increasingly responsible experience in major Municipal Park and recreational settings, including a minimum of two years' supervisory experience. A professional engineering license (PE) and/or Masters in Public Administration (MPA) is preferable.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington driver's license.
- Must be able to pass a background check.

WORKING CONDITIONS:

ENVIRONMENT:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting, standing and walking for extended periods of time.

HAZARDS:

- Contact with dissatisfied or abusive individuals.

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CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

PARKS AND RECREATION DIRECTOR

SUMMARY:

The position in this class is charged with the responsibility of managing and directing the Parks and Recreation programs for the City and the surrounding service area. As such the incumbent plans, organizes, directs and evaluates the City's Parks and Recreation Department, which responds to specific citizen groups with a variety of programs and activities. Included in this array of services are short- and long-range park planning activities, purchase, construction and maintenance of public buildings, park facilities and grounds, and the provision of recreation programs for all ages and skill levels. The Parks and Recreation Department manages programs in coordination with the Issaquah School District, the King County Parks Department, the State Department of Parks and the State Department of Natural Resources. The Director determines the parks and recreation needs of the community and then implements plans and programs to respond to those needs. This position interacts with local and area based citizen groups, elected officials, the Park Board as well as coordination with the County and the State for the provision of services that extend beyond the City limits into surrounding unincorporated area. The Director must be capable of managing competing political interests in the provision of services, programs and facilities as well as creating a vision for the Parks and Recreation Department and communicating that vision to staff, elected officials and the community at large.

SCOPE:

Reports to: Mayor and City Administrator

Supervises: Park and Recreation Managers
Indirectly supervises the entire department staff.

Independently manages operations within broad department and City goals and objectives. Has broad latitude for independent actions and decisions. Works closely with other City departments to maintain harmonious relationship throughout the organization and to ensure efforts are directed toward common City goals.

WORK ENVIRONMENT:

Work is primarily performed in an office setting.

ESSENTIAL FUNCTIONS:

- Manages assigned operations to achieve goals within budgeted funds and available personnel; plans and organizes workloads and staff assignments; reviews progress, and directs changes as needed.

- Directs a comprehensive municipal park and recreation program for the community and for the Issaquah School District. Coordinates department's functions with various cities and agencies. Reviews and evaluates current programs and facilities, events, and activities to assure that the public's needs are being met. Recommends and implements changes as appropriate to improve services/facilities.
- Oversees the conduct of short- and long-range planning of public buildings, parks and facility design and needs, recreational service activity programming and budgets, feasibility studies, master and comprehensive plans as required by the City Council. Coordinates department programs with other City departments and government agencies.
- Arranges for proper development, maintenance and operation of the areas and facilities under the control of the Department. Determines the season during which they are to be open and recommends new improvements or extensions of the public building recreation system; develop recreation programs.
- Assures the financial well being of the department by performing cost control activities and monitoring all fiscal operations of the department. Prepares annual budget and justifies budget requests and amendments. Assures the efficient and economical use of departmental funds, personnel, materials, facilities and time. Develops and implements policies, procedures and standards for efficient and effective operation and maintenance of department operations. Assures compliance with established policies and procedures.
- Assures delivery of efficient and quality department operations by providing planning leadership and direction, and developing short and long range plans and designs; gathers, interprets and prepares data for studies, reports and recommendations; coordinates department programs with other City departments and governmental agencies. Drafts new or amends City ordinances as applicable for consideration by the City Council.
- Ensures the hiring of a staff capable of delivering services to maintain department operations by providing managerial leadership and supervision to subordinates. Recommends selection of staff provides training and evaluates performance. Offers technical assistance to staff on more complex problems. Oversees departmental personnel practices, reviews and approves disciplinary decisions of subordinate managers. Provides staff development in areas of functional specialization.
- Directs the submittal of grant applications to state and federal funding agencies and private foundations; administers application of these funds. Coordinates City bond elections for public building and park facilities.
- Ensures maintenance of accurate and complete records of department activities and services, personnel and property; prepares regular reports as requested by the Park Advisory Board and Arts Commission of the City Council.
- Assures the proper, safe and timely maintenance of City buildings and park facilities, equipment, etc.
- Coordinates construction management of public buildings and park facilities with architects, engineers, prime/subcontractors and City Development Review process.

- Develops and maintains master facility plan to identify both existing and potential sites for public buildings, parks, natural areas, bikeways and paths that will be set aside for future development.

OTHER JOB DUTIES:

- Provides for citizen satisfaction with parks and recreation programs, construction and public facilities maintenance by investigating and resolving complaints and appearing before interested groups. Maintains close contact with news media, special interest groups and the general public.
- Directs and manages small department construction jobs utilizing City staff.
- Provides advice and counsel to Mayor and implements Mayor's directives.
- Makes presentations to City Council, Commissions and citizen groups; as directed. Serves as staff to Council Committees; works with other departments on matters of mutual concern and to accomplish department objectives.
- Communicates City programs and policies to department staff.
- Contributes to effective City operations by performing other related duties as assigned.

QUALIFICATIONS:

Education and Training:

Bachelor's degree in parks and recreation management or related field and five years of experience in parks and recreation management; Master's degree in related field is desirable; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Licensing and Certification:

None.

Knowledge, Skills, and Abilities:

- Extensive knowledge of modern parks, land use and recreation planning concepts.
- Extensive knowledge of maintenance, construction and use of public buildings and park facilities.
- Thorough knowledge of comprehensive community recreation programs, park grounds, and cemetery operations.
- Considerable knowledge of effective managerial methods and practices, work organization and coordination.
- Ability to analyze and evaluate operations, and develop and implement corrective action to resolve problems.
- Ability to select, plan, organize, coordinate, assign and evaluate the work of departmental staff.

- Ability to communicate effectively, both orally and in writing.
- Ability to prepare and direct preparation of comprehensive reports, budgets, departmental materials and correspondence.
- Ability to establish and maintain effective working relationships with elected officials, other employees and the general public.
- Ability to develop and monitor work procedures and budget guidelines.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: January 1998
EEO CATEGORY Officials and Administrators
STATUS Exempt
CLASS CODE: 11179

CITY OF LYNNWOOD

JOB DESCRIPTION

Title: Director – Parks, Recreation, and Cultural Arts Final: 1/02
Lynnwood Status: Exempt - EE
Reports To: Mayor
GSO: 626

Summary

Plan, organize, direct and control all activities of the Parks, Recreation, and Cultural Arts Department. Responsible for the development, administration, promotion and operation of the City recreation program and park system including grounds, facilities and structures; 18 hole municipal golf course; street right-of-way landscaping; and, capital facilities planning and development. Assure that all employees are properly trained and supervised. Assure the effective and efficient utilization of Department personnel, funds, equipment, facilities and time.

Job Location and Equipment Utilized

Work is normally performed in an office environment. Equipment utilized includes standard office equipment including personal computer with associated software and peripherals. Visit to ongoing construction projects and department sites is required.

Essential Job Functions

Includes but is not limited to such essential functions as listed below:

- ◆ Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of functional responsibilities.
- ◆ Conduct applicant job interviews. Select, orient and train new employees. Assure the availability of adequate staff equipment and facilities.
- ◆ Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established City policy.
- ◆ Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodologies and associated schedules.
- ◆ Manage department staff in planning, organization and implementation of a balanced public recreation program to include activities in Aquatics, Athletics, Cultural Arts, Special Interests and Special Events and management of all Recreation facilities.

- ◆ Coordinate additional programs and facility development with public and/or private agencies in an effort to provide a balanced recreation program with adequate facilities provided at a reasonable cost.
- ◆ Coordinate departmental planning and operational matters with other City departments to insure the recreational needs and desires of the community are accomplished in a consistent and efficient manner within budget limitations.
- ◆ Develop with staff and program participants a stimulus for a constructive and creative approach to the recreational activities and facilities that are provided by the City.
- ◆ Manage department staff in the City's maintenance and operation of park and recreational facilities.
- ◆ Manage department staff in the operation and maintenance of an 18 hole municipal golf course and professional golf shop.
- ◆ Develop a Capital Facilities Plan with short-range and long range projects. Pursue various funding sources for financing approved projects.
- ◆ Develop and establish operating standards and formulate policies and procedures for the efficient and effective operation of the Department and its facilities. Assure compliance with established City and departmental policies.
- ◆ Prepare and administer the annual budget and approve all expenditures.
- ◆ Provide for citizen satisfaction of parks and recreation programs and services by investigating and resolving complaints and appearing before interested groups. Maintains contact with news media, special interest groups and the general public.
- ◆ Represent management of the Park and Recreation Department in collective bargaining negotiations and administration of the Agreement in conjunction with the Executive Department.
- ◆ Serve as department head and direct staff assistant to the Mayor.
- ◆ Hire and retain consultants to prepare park master plans, cost estimates, feasibility studies, comprehensive plans and plans and specifications for park and recreation projects. Negotiate contracts for various services and supervise the work.
- ◆ Serve as a member of the Environmental Review Committee.
- ◆ Assure the timely preparation of the Park and Recreation Board agenda and meeting minutes and assist the Board in their review of acquisition and development projects and other related department activities.
- ◆ Respond to requests from the City Council and obtain their approval for appropriate park and recreation items.

Required Knowledge, Skills and Abilities

- ◆ Knowledge of principles required for the development, operation, supervision, promotion and administration of a balanced and responsive community parks, recreation program, and cultural arts including a municipal golf course, buildings, facilities, grounds and programs.
- ◆ Ability to plan, schedule and review the work and performance of subordinates in a manner conducive to proficient performance and high morale.
- ◆ Ability to lead others, ability to analyze data and make recommendations; planning and organizing, adaptability/flexibility, time management and fiscal management. Ability to manage multiple priorities.
- ◆ Knowledge of current recreational trends and practices.
- ◆ Ability to effectively lead and motivate department staff in the development and operation of a comprehensive municipal park and recreation program.
- ◆ Ability to effectively communicate both orally and in writing.

Required Physical Traits

- ◆ Manual dexterity and visual acuity to operate a personal computer and other standard office equipment.
- ◆ Ability to utilize telephone system.
- ◆ Visual acuity to observe the quality of in process program events and activities.
- ◆ Ability to speak and hear to exchange information.
- ◆ Ability to sit or stand for extended periods of time.
- ◆ Ability to walk and climb stairs in order to conduct facility inspections.

Qualifications

Bachelor's degree in Parks and Recreation with a Master's degree preferred plus seven years directly related experience; a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

EMPLOYEE
ACKNOWLEDGMENT _____ DATE

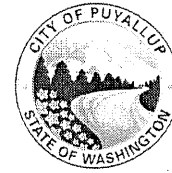
SUPERVISOR APPROVAL _____ DATE

DEPARTMENT APPROVAL _____ DATE

HUMAN RESOURCES APPROVAL _____ DATE

EXECUTIVE APPROVAL _____ DATE

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PARKS AND RECREATION DIRECTOR

DEFINITION

This is managerial work as the administrator of the Parks & Recreation Department, which includes Parks Maintenance and Development, Recreation, Activity Center, the Pavilion, and The Facilities Division. Employees in this position are responsible for the effective and efficient accomplishment of the department's program objectives in response to the community's needs. Responsibilities include long-range planning, providing managerial assistance to division managers in short-range planning of programs and coordinating departmental program objectives, prioritizing the division programs of the department through the budget process; assisting division managers with the preparation, implementation and evaluation of program objectives and evaluating division program accomplishments. Normal attention to detail is required to prevent errors. Considerable and frequent contact is maintained with the City Manager, City officials, other City department directors/managers, representatives of state, federal and local governments, citizen committees and boards, consultants and the public. This position ensures the effective and efficient utilization of department personnel, funds, equipment, facilities and time. Work is performed primarily in an office setting and requires frequent evening meetings in the community.

SUPERVISION

This position reports directly to the City Manager and serves as a member of the City Manager's executive team. Incumbent receives general administrative direction from the City Manager. Work is reviewed and evaluated by the City Manager through periodic consultation and assessment of compliance with policy and departmental accomplishments. Initiative and judgment are used in providing advice and policy recommendations to the City Manager and City Council. Incumbent exercises considerable independence and has full responsibility for departmental operations. Manages supervisory, professional, technical, clerical staff, and operations directly and indirectly.

ESSENTIAL FUNCTIONS

- Manages the department operations, including setting overall direction, goals and objectives, and priorities for the department, based on the needs of the community;
- Prepares and ensures fiscal responsibility of the department budget; controls and monitors expenses within the budget;
- Participates in, and provides leadership to, City-wide long-range, strategic planning activities in coordination with the City Manager;
- Supervises staff and delegates responsibility and appropriate authority to staff; monitors daily work activities to assure the timely and accurate completion of functional responsibilities;

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- Participates with employees in developing division program objectives;
- Evaluates program accomplishments of division managers;
- Provides assistance to division managers in the preparation or implementation of division program objectives;
- Develops or approves the development of department policies and procedures and directs the implementation;
- Prepares and conducts oral and written employee performance evaluations; recognizes superior job performance; administers corrective and/or disciplinary actions for undesirable performance consistent with established City policy; receives and investigates complaints, taking action as necessary;
- Ensures appropriate training and development of department staff;
- Conducts or directs the selection, orientation, and training of new employees;
- Confers with the City Manager on matters concerning major departmental activities and furnishes technical advice on department programs;
- Reviews manpower, equipment and capital improvement requests from division managers;
- Meets with Council, committees, citizen groups, commissions and the public on department matters;
- Performs liaison work with other cities, counties, regional, state and federal agencies in funding and department matters;
- Responds to inquiries from citizens, staffs the Parks, Recreation and Senior Advisory Board meetings and serves as general staff liaison to this Board; and
- Performs other duties as assigned.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Constant use of sight, hearing, and speech abilities to perform essential functions and communicate with others. Constant fine finger manipulation and use of hands and arms in reaching/handling/fingering/grasping while operating office equipment and computers, preparing written documentation, handling paperwork, etc. Frequent sitting, may be extended at times, while doing desk activities. Frequent bending/twisting at waist/knees/neck while working at desk, worktable, or moving from sitting to standing position. Frequent standing in combination with walking (short distances) throughout work shift in office areas. Occasional lifting/carrying up to 30-pound documents, file boxes. Occasional pushing/pulling force up to 10 pounds opening doors, drawers, and moving materials. Occasional climbing on stairs. Communicates verbally with City staff, outside agencies and the public in one-on-one settings, group settings and over the telephone. Works primarily indoors in an office environment with low noise levels, with occasional travel from site to site for attendance at meetings, including some evening meetings.

QUALIFICATIONS

Knowledge of:

- Management principles and practices, including program planning and budgeting;

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- Managerial aspects of senior programs, public recreation programs, parks maintenance programs and park planning and development;
- Recreational programming and its impact on the community;
- The organization and management of municipal government;
- Modern principles of leadership and motivation; and
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Plan for future needs of the community, develop department program statements, assist subordinates in the development of program objectives;
- Interpret and apply City policies, procedures, law and regulations relating to management activities;
- Effectively administer management principles, practices, and methods;
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to various situations;
- Complete work and projects in a thorough and timely manner;
- Show initiative in performing job duties;
- Effectively train, supervise, and evaluate department personnel (directly or indirectly);
- Plan, assign, and direct the work of professional, technical, and clerical subordinates in a manner conducive to effective work performance and positive morale;
- Demonstrate leadership, team building, time management and organizational skills;
- Apply judgment and discretion in resolving problems and interpreting policies;
- Operate a personal computer with associated software and peripherals;
- Communicate effectively both verbally and in writing and possess active listening skills;
- Maintain confidentiality of information;
- Work evenings and occasional weekends to attend meetings and planning sessions;
- Establish and maintain positive, effective working relationships with those contacted in the performance of work; and
- Maintain regular, reliable and punctual attendance.

Education and Experience

Graduation from a college or university with a Bachelor's degree in Parks and Recreation Administration, Recreation Programming/Management, Public Administration, Planning and Community Affairs or a related field; and four years of progressively responsible supervisory and administrative experience equivalent to an assistant director, or substituting graduate level course work or training in the appropriate field for up to one year of the experience; or a combination of education, experience, and training that indicates the ability to successfully perform the essential functions of the position listed above.

SPECIAL QUALIFICATIONS

Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.

Class Code	136
EEO Category	Officials and Administrators
Union	Non-represented
FLSA Status	Exempt
Adopted	9/25/1993
Last Revised	1/16/2011

The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

The physical demands described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CITY OF TUKWILA CLASSIFICATION DESCRIPTION

BAND	GRADE	SUBGRADE
E	8	3

This position is not responsible for work performed by another banded at the same level.

CLASS CODE	FLSA	DATE UPDATED
	Exempt	2-28-08
CLASSIFICATION TITLE Department Head	JOB TITLES Administrative Services Director Finance Director Parks and Recreation Director Community Development Director Information Technology Director	
CLASSIFICATION TITLE OF IMMEDIATE SUPERVISOR Mayor City Administrator		
CLASSIFICATION SUMMARY Under the administrative direction of the Mayor and City Administrator, performs a variety of managerial, professional and administrative work in planning, directing, organizing and coordinating the overall activities of the department.		

TASK NO.	ESSENTIAL DUTIES	FREQUENCY	BAND/ GRADE
1.	Establishes goals and objectives for the department to ensure compliance with the policy directives of the Mayor and City Council and all applicable local, state or federal laws, rules, and regulations.	Daily 20%	E8
2.	Develops, interprets and implements plans, policies and procedures to accomplish departmental goals and objectives.	Daily 20%	E8

	ESSENTIAL DUTIES	FREQUENCY	BAND/ GRADE
3.	Supervises the activities of department personnel to include scheduling, assignment and review of work; providing assistance; administering discipline; evaluating performance and making hiring, termination, and pay change recommendations.	Daily 15%	D7
4.	Provides professional, technical and advisory assistance to other departments on issues related to the department assigned.	Daily 15%	E8
5.	Prepares and submits reports regarding department activities.	Weekly 10%	E8
6.	Maintains reasonable, predictable, and regular attendance during the standard work week.	Daily 5%	E8
7.	Develops, recommends and monitors the department budget including the incorporation of individual division budgets by reviewing past expenditure, analyzing future needs and making determinations regarding the necessary resources to accomplish departmental goals. Approves expenditures to ensure compliance with budgetary guidelines.	Weekly 5%	E8
8.	Represents the department at City Council, commission, and other meetings to present the department's plans and accomplishments and to discuss the development and implementation of programs, policies, etc.	Weekly 5%	E8
9.	Serves as a liaison to civic and special interest groups, local service organizations and other municipal agencies to coordinate activities and to arrange the use of City services and/or resources. Responds to citizen concerns and issues and determines appropriate resolutions to maintain positive community/customer relations for the department and City.	Weekly 5%	E8
10.	Develops and implements plans, policies and procedures to ensure smooth and continued business operations of their department in the event of an emergency.		E8

MINIMUM QUALIFICATIONS

Bachelor's degree in a related field and five years of related experience including two years of supervisory responsibility or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. A valid State of Washington driver's license is also required. Master's degree or professional certification is preferred, if applicable.

KNOWLEDGE:

Knowledge of:

- Principles, procedures, and practices related to the field;
- Municipal organization and department operations;
- Fiscal and budget management principles, practices and procedures; and
- Applicable codes, laws, ordinances, and departmental rules and regulations.

SKILLS

Demonstrated skill in

- Exercising sound judgment in evaluating situations and making decisions;
- Establishing and maintaining effective working relationships with City personnel, outside agencies, and the general public;
- Guiding, directing, and motivating employees;
- Communicating effectively, both orally and in writing; and
- Effectively delegating duties and responsibilities.

PHYSICAL ACTIVITY/REQUIREMENTS:

To perform the essential functions of the class, incumbents must be able to perform the physical activities listed on the Physical Checklist.

This class consists of primarily sedentary work. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CITY OF SEATAC

**CLASS TITLE: PARKS & RECREATION
DIRECTOR**

Salary Range: ~~77~~Under
Review

FLSA: Exempt

Union: Non-Represented

BASIC FUNCTION:

Under the direction of the City Manager, plan, organize and direct the activities and operations of the City's Parks and Recreation Department, including the divisions of recreation, parks maintenance, and facilities., ~~maintenance and development of the City's Parks and Recreation programs, services and facilities;~~ sSupervise and evaluate the performance of assigned personnelstaff.

REPRESENTATIVE DUTIES:

1. Plan, organize and direct the activities, services, operations, budget and policy formulation and administration ~~maintenance and development of the City's Parks, Recreation and Reereation programs, services and f~~Facilities divisions. Oversee the development, implementation, accomplishment and reporting of the department's long and short term goals and objectives. *E*
2. Plan and oversee parks, and recreation and facilities activities related to the acquisition, design, construction and maintenance of park and recreational facilities and City facilities; plan and coordinate a diversified and comprehensive recreation, cultural arts and athletic activities program which meet community needs. *E*
3. Provide technical expertise, information and assistance to the City Manager, commissions, committees and other groups regarding assigned functions; assist as needed in the formulation and development of administrative policies, procedures and programs; advise the City Manager of unusual ~~trends or problems~~ and recommend appropriate corrective action. *E*
4. Plan, organize and implement space needs studies and long- and short-range programs and activities designed to develop assigned facilities and services; formulate plans for capital improvements and administer work plans and budgets for approved projects; inspect parks, ~~and recreation and City~~ facilities for short- and long-range maintenance. *E*
5. Establish department goals, objectives and priorities; set goals and performance criteria

Parks and Recreation Director

for sections within the department; monitor and measure attainment of objectives, goals and priorities and implement corrective actions in project phases and objectives as necessary. *E*

6. Communicate and meet with City officials and administrators, public and private organizations, agencies, citizens and contractors regarding parks, ~~and recreation~~ and City facilities, operations, activities and programs; resolve issues and conflicts and exchange information. *E*

7. Prepare or direct the preparation of a variety of narrative and statistical reports, records and files related to departmental operations, activities, budgets, contracts, grants, insurance claims, committees and departmental goals and objectives. *E*

8. Direct the preparation of the agenda for regular and special meetings; represent the City and deliver oral presentations as needed; serve on various committees as required. *E*

9. Administer contracts for compliance according to established guidelines; assure that contracted services are provided efficiently and effectively. *E*

10. Supervise and evaluate the performance of assigned staff; interview and select employees and recommend promotions, transfers, reassignments, pay increases, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates. *E*

11. Direct the preparation of annual preliminary budget recommendations for the department; analyze and review budgetary and financial data; develop purchasing and budgetary policies and guidelines for the department subject to City guidelines; control and authorize expenditures in accordance with established limitations. *E*

12. Analyze community needs and demographics and develop appropriate programs, facilities and services; organize and allocate departmental resources to provide optimum services in a timely and efficient manner. *E*

13. Prepare and write grant applications, reports, policies and procedures; develop, implement and enforce the comprehensive Parks and Recreation Plans. *E*

14. Communicate with the City Attorney's office on claims, lawsuits, property acquisitions and other issues requiring legal council and assistance. *E*

15. Enforce a variety of policies, regulations and procedures regarding the operation and use of parks and recreation facilities; assure compliance with established City and departmental policies. *E*

Parks and Recreation Director

16. Perform related duties as assigned.

E denotes an essential function of the job.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Community needs, resources and issues related to parks and recreation operations.

Modern principles and practices related to the planning and administration of a comprehensive municipal parks, and recreation and facilities system.

~~Community needs, resources and issues related to parks and recreation operations.~~

Modern principles and practices related to the maintenance and renovation of parks and all City buildings and facilities.

Laws, codes, regulations and City policies governing the operation and use of parks and recreation facilities.

Principles and practices of administration, supervision and training.

Grant application development and completion, funding sources and related legislation.

City and governmental purchasing policies, procedures and requirements.

Applicable laws, codes, regulations, policies and procedures.

Budget planning, development and control.

Local governmental organization, operations, policies and objectives.

SKILL IN:

Communicating effectively both orally and in writing.

Preparing and delivering oral presentations.

Administering contracts for services provided by outside firms.

Preparing, submitting and administering grant applications.

Supervising and evaluating the performance of assigned staff.

Reading, interpreting, applying and explaining codes, rules, regulations, policies and procedures.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Preparing comprehensive narrative and statistical reports.

Directing the maintenance of a variety of records and files related to parks, recreation and facilities operations, activities and budgets.

~~Grant application development and completion, funding sources and related legislation.~~

~~City and governmental purchasing policies, procedures and requirements.~~

~~Budget planning, development and control.~~

~~Principles and practices of administration, supervision and training.~~

~~Applicable laws, codes, regulations, policies and procedures.~~

Parks and Recreation Director

~~Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Local governmental organization, operations, policies and objectives.
Laws, codes, regulations and City policies governing the operation and use of parks and recreation facilities.~~

ABILITY TO:

~~Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Establish and maintain cooperative and effective working relationships with others.
Use tact, patience and courtesy.
Plan, organize and direct the operation, maintenance and development of the City's comprehensive Parks and Recreation programs, services and facilities.
Develop and implement a variety of recreation programs and services which meet community needs.
Assist the City Manager and provide technical expertise regarding parks and recreation facilities, services, programs and operations.
Plan, develop and administer an annual operating budget and long range Capital Improvement Programs.
Research, evaluate and determine present and future City space and facilities maintenance needs and parks and recreation service delivery system needs.
Prepare, submit and administer grant applications.
Communicate effectively both orally and in writing.
Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of records and files related to parks and recreation operations, activities and budgets.
Supervise and evaluate the performance of assigned staff.
Prepare and deliver oral presentations.
Administer contracts for services provided by outside firms.~~

REQUIRED EDUCATION AND EXPERIENCE:

~~Any combination equivalent to: b) Bachelor's degree in Parks and Recreation Management, Leisure Services, Public Administration or other related field,
, and f) Five (5) years parks and recreation management experience.
A combination of education, training and experience that provides the candidate with the knowledge skills and abilities to perform the job will be considered.~~

Parks and Recreation Director

LICENSES AND OTHER REQUIREMENTS:

Valid WA State driver's license with driving record acceptable to the City's driver's record policy and practices. A three (3) year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

HOURS:

As an executive level position, the incumbent is often required to attend meetings outside of normal working hours, during evenings and on weekends.

ENVIRONMENT:

Work is performed in an Office environment with extensive time spent at a desktop computer. Some travel and attendance at evening meetings is required. ; subject to driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and prepare a variety of documentation; ; sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

HAZARDS:

May occasionally oversee the work of maintenance or facilities personnel which could include exposure to fumes from chemicals, paints and equipment operations, working around passing traffic, and working in adverse weather conditions.

Developed: 06/96

Updated: 06/12 S. Johnson

June 1996

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MEMORANDUM

Date: February 20, 2013

To: Todd Cutts, City Manager *TC*
City Council

From: Anh Hoang, Human Resources Director *AH*

Re: **Salary Survey – Assistant Fire Chief**

Council Ordinance directs that salary ranges for non-represented (NR) employees be set at the 50% level, which is the market average. In addition, the Employee Handbook, Page 12.1, states that the Human Resources Department may review the pay range of a NR job classification at the request of the department director and City Manager. Such a salary review request was received by the H.R. Department on September 20, 2012 for the position of Fire Assistant Chief (A/C). In response, the H.R. Department conducted a market salary survey of this position, the result of which is attached for your information.

- The Fire A/C classification is currently allocated in salary range 71 of the NR salary schedule.
- According to the attached salary survey, using the maximum of the salary ranges, SeaTac's Fire A/C position is paid approximately 9.2% below the average of the City's 2012 comparable jurisdictions.
- Reallocating the Fire A/C classification to salary range 74 of the NR salary schedule would place this position approximately 1.3% below the market average.

Per Council direction and the attached survey result, I am recommending that the Fire A/C job classification be adjusted from the current NR salary range 71 to NR salary range 74 effective October 20, 2012, which is thirty (30) days following the H.R. Department's receipt of the salary survey request.

This salary adjustment recommendation has the following fiscal impact:

<u>Number of Employees</u>	<u>Current Sal Range/Step</u>	<u>NR 2012 Salary/Mo</u>	<u>Proposed Salary Range/Step</u>	<u>NR 2012 Salary/Mo</u>	<u>Effective Date</u>
One in Fire Dept	71F	\$9,685	74F	\$10,430	10/20/12

The above adjustment is a 7.7%, or \$745 per month base wage, increase for the one employee. The fiscal impact will be absorbed within the Fire Department's current budget. With approval of the City Manager and ratification by the City Council, the

adjustment will be provided to the Human Resources and Finance departments to make the necessary budget and payroll adjustments.

Please sign below to indicate your approval to implement the above recommendation. Please feel free to contact me directly if you have questions or need additional information.

Approved as recommended:

Todd Cutts Date
City Manager

Ratified:

Tony Anderson Date
Mayor

City of SeaTac Salary Survey

2012
Position: Assistant Fire Chief

Confidential

City - Non Rep Comps	2012 Salary Range		Comments	Fire Service Population
	Low	High		
Bonney Lake			No Match - East Pierce Fire & Rescue Deputy Chief	83,500
Burien			No Match - King County Fire District 2	40,000
Bothell	\$ 8,679	\$ 11,035	Deputy Fire Chief	34,000
Edmonds			No Match - Snohomish Fire District 1 Assistant Chief of Operations	195,000
Issaquah			No Match - Eastside Fire & Rescue Deputy Chief	120,862
Lynnwood	\$ 8,594	\$ 10,873	Asst Fire Chief - Ops, Fire Prev, Med Svcs	35,900
Marysville			No Match - Snohomish Fire District 12 Assistant Fire Chief	61,000
Puyallup			No Match - Central Pierce Fire & Rescue Deputy Chief	198,110
Tukwila	\$ 7,702	\$ 9,807	Assistant Fire Chief	19,080
University Place			No Match - Pierce Fire District 3 - West Pierce Fire & Rescue - Assistant Chiefs - Operations, Training/EMS/Fleet, Prevention/Facilities and Communications/IT	92,223
Average	\$ 8,325	\$ 10,572		
SEATAC (Range 71)	\$7,566	\$9,685	Assistant Fire Chief	27,210
\$ Differential	(\$759)	(\$887)		
% Differential	-10.0%	-9.2%		
Recommended Salary	\$8,148	\$10,430	Recommended Range 74	
% SeaTac above market	-2.13%	-1.34%	Recommended Range 74	

①



Deputy Fire Chief

Class Code:
14015

City of Bothell™

Bargaining Unit: Non-Represented

CITY OF BOTHELL
Established Date: Mar 16, 2010
Revision Date: Apr 13, 2011

SALARY RANGE

\$51.93 - \$66.02 Hourly
\$9,001.00 - \$11,443.00 Monthly
\$108,012.00 - \$137,316.00 Annually

POSITION DESCRIPTION:

Under general supervision, manages daily operations of assigned divisions in the Bothell Fire & EMS (BF&EMS) Department, and provides management oversight of Battalion Chiefs, including operations, training, emergency preparedness, fire prevention and investigation and support services; assures Department's compliance with state and Federal laws and City policies and procedures; and provides administrative and management support to the Fire Chief.

EXAMPLES OF ESSENTIAL DUTIES:

- Manages daily operations of the Bothell Fire & EMS Department (BF&EMS); provides management oversight of Battalion Chiefs, including station operations, fire suppression, emergency medical services, training, emergency preparedness, fire prevention and investigation and support services; directs coordinated responses to stabilize and control emergency incidents; coordinates emergency/disaster team planning and training.
- Coordinates the planning, management, and evaluation of the Department operating plans; meets with staff to discuss and resolve priorities, workload and technical issues; plans, prioritizes and assigns tasks and projects; instructs and trains staff, monitors work, develops staff skills, and evaluates performance; analyzes workload trends and implements staffing and assignment adjustments.
- Evaluates BF&EMS operations and identifies opportunities for improving service delivery methods, priorities, policies and procedures; reviews trends in firefighting and emergency services, and develops recommendations; investigates and resolves difficult and sensitive citizen inquiries and complaints.
- Develops plans to meet Department goals and objectives; identifies and forecasts financial, operational and human resource needs; prioritizes programs and special projects; assists with budget development and management; monitors and approves expenditures.
- Maintains Department discipline, and assures compliance to City policies, Standard Operating Procedures (SOP), and state and Federal laws, regulations and mandates; provides administrative and management support to the Fire Chief; evaluates and coordinates the resolution of labor relations and community relations issues.
- Manages the inspection and enforcement of fire and safety code compliance to protect the lives and property of the City residents. Establishes and enforces minimum requirements for providing life safety and property protection from hazards of fire, explosion, dangerous conditions and environmental releases in new and existing buildings, structures and premises.
- Reviews staff work to assure compliance to BF&EMS policies and SOP; investigates and resolves operational inquiries and complaints; coordinates the evaluation of equipment and apparatus, and develops recommendations for upgrades and replacements.
- Manages coordination with Federal, state and local emergency services organizations, City departments, and outside organizations; reviews and approves operational, financial and statistical reports and prepares special research reports.
- Manages critical incidents and investigations, including arson, bom threats, suspicious fire and hazardous material incidents; responds to major emergency services incidents and takes command when appropriate. Manages coordination with other agencies for enforcement activities, investigation of crime scenes and cleanup of environmental spills and hazards. Maintains the

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integrity, professionalism, values and goals of the Fire Department by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.

- Supports the relationship between the City of Bothell and the constituent population by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; enthusiastically promotes the City goals and priorities in compliance with all policies and procedures.
- Maintains absolute confidentiality of work-related issues, client records and City information; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Associate's Degree in Fire Administration or related field; AND seven years of management-level fire department experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- City policies and procedures.
- City, county, state and Federal laws and regulations governing fire safety.
- Federal, state and local building codes and engineering standards.
- Methods and techniques of inspecting a variety of buildings.
- Principles and practices of modern fire investigation and prevention.
- Fire Department rules, regulations, policies and procedures.
- National Fire Protection Association (NFPA) training and safety standards.
- Current trends and strategies for deployment of personnel and equipment in emergency situations and for general community protection.
- Principles and practices of modern fire suppression and emergency medical services.
- Procedures and equipment used in fire prevention, fire suppression, emergency medical response, and property conservation.
- Techniques and practices for effective and efficient management of allocated resources, including personnel administration, labor law, accounting and budgeting.
- Duties, powers, authorities and limitations of a municipal Fire Chief.
- Local community issues and regional community resources available to citizens.
- City geography, traffic patterns, and the location of all streets, landmarks and buildings.

Skill in:

- Analyzing Fire issues, evaluating alternatives, and recommending solutions based on findings.
- Assuming incident command responsibilities, and coordinating firefighting, rescue, and emergency medical services under complex emergency conditions.
- Recognizing the construction, contents and occupancy of buildings and other emergency incident scenes in order to apply appropriate firefighting, rescue and emergency medical techniques.
- Establishing and maintaining cooperative working relationships with City employees, elected officials, other emergency service agencies and the general public.
- Using initiative and independent judgment within established procedural guidelines.
- Supervising and leading staff, and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating a personal computer utilizing a variety of business software.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Washington State Driver's License and CPR/First Aid training are required.

ADDITIONAL INFORMATION:

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed in a standard office environment, with occasional on-scene response to emergency situations. Must maintain a level of physical fitness to meet Department standards.

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CITY OF LYNNWOOD

JOB DESCRIPTION

Title: Assistant Fire Chief - Operations
Lynnwood Status: E (exempt)
Reports To: Fire Chief
GSO: 26

Final: 8/97

Summary

Plan, organize, direct and manage the operational firefighting companies in the timely and efficient delivery of fire protection, suppression and emergency medical services. As required, serve as Incident Commander at fire grounds, accident scenes and other emergencies involving the protection of life and property. Work is performed with considerable latitude for independent judgment, actions and decisions commensurate with delegated authority and demonstrated ability. Responsible for applying a thorough and full scope knowledge of modern firefighting training methods and techniques in fire suppression, emergency medical life support and hazardous materials management to a wide variety of operational situations.

Job Location and Equipment Utilized

Work is performed in an office environment and out-of-doors at fire, emergency and disaster under dirty, uncomfortable and hazardous conditions and in all types of weather conditions. Equipment utilized includes personal computer, hand and power operated tools, automobiles, emergency vehicle(s) and a variety of fire department apparatus and specialized equipment.

Essential Job Functions

Includes but is not limited to such essential functions as listed below:

- ◆ In the absence of the Fire Chief and as assigned, assume all functions of the Chief.
- ◆ Delegate responsibility and appropriate authority to assigned staff. Monitor daily work activities to assure the timely and accurate completion of functional responsibilities.
- ◆ Conduct applicant job interviews. Select, orient and train new employees. Assure the availability of adequate staff equipment and facilities.
- ◆ Prepare and conduct oral and written employee performance evaluations. Recognize superior job performance. Effect correction in undesirable trends in performance consistent with established City policy.
- ◆ Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodologies and associated schedules.
- ◆ Assure the timely response for all calls for service.
- ◆ Assure that proper employee work assignments are accomplished. Approve or disapprove proposed employee work schedules, requests for time off, proposed

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resolution of employee grievances and other personnel and operational issues as they may arise from time to time.

- ◆ Serve as Incident Commander at all major fire ground scenes, emergency accident situations and other emergency incidents as necessary.
- ◆ Develop, schedule and implement preventative maintenance programs for all department apparatus, equipment and vehicles utilizing Department personnel or, as authorized, by outside vendors as necessary to minimize potential "out of service" conditions.
- ◆ Direct and coordinate the modification and/or repair of department apparatus, equipment and vehicles within the scope of available time, qualified employees, tools, equipment and facilities or, as authorized, contract out such modification and/or repairs to outside vendors.
- ◆ Assure the maintenance of complete permanent computerized records pertaining to all functional areas of responsibility including but not limited to personnel training records; vehicle preventative maintenance, modification and repair; citizen inquiries and complaints; and, other information in accordance with Department policies and procedures and contemporary fire service standards.
- ◆ Assist the Fire Chief with administrative functions such as special research projects. Participate as a member of the Fire Department Management Team.
- ◆ As assigned, represent the Fire Department in local gatherings and professional groups.
- ◆ As authorized, serve as departmental information officer with the print and non-print media. Prepare and issue information releases associated with major Fire Department service activities and fire/emergency incidents.

Required Knowledge, Skills and Abilities

- ◆ Knowledge of Lynnwood Municipal Codes; Lynnwood Standards for Fire Protection; applicable sections of the Revised Code of Washington, Washington Administrative Code; and, National Fire Protection Association (NFPA) Standards.
- ◆ Knowledge of principles, practices and procedures of contemporary firefighting, fire ground and emergency scene management, fire prevention, fire administration, hazardous materials management, emergency medical services and training.
- ◆ Knowledge of the geography of the areas served and of public and private facilities, installations and locations requiring pre-fire/disaster knowledge or special fire suppression strategies techniques and/or equipment.
- ◆ Ability to analyze complex fire service problems and to think, act quickly, calmly and effectively under emergency and other stress situations.

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- ◆ Ability to plan, direct and evaluate the work performance of assigned employees in a manner conducive to proficient individual and team performance and high morale.
- ◆ Ability to establish and maintain effective working relationships with elected officials, Supervisor, other employees and the general public.
- ◆ Ability to prepare comprehensive reports, budgets, departmental correspondence, print and video training materials and programs.
- ◆ Ability to develop and implement training plans and programs; operational drills, and, apparatus, vehicle, equipment, facility preventative maintenance, modification and repair programs.
- ◆ Ability to communicate effectively both orally and in writing to groups and individuals..
- ◆ Knowledge of personal computer with associated software and peripherals.

Required Physical Traits

- ◆ Ability to meet the medical standards as required by LEOFF.
- ◆ Ability to perform the required physical activities at fire emergency and disaster scenes.
- ◆ Ability to tolerate exposure to chemicals, smoke, fumes, odors or gases, work on ladders or scaffolding; work in fire-induced weakened structural conditions, and, contact with dissatisfied or abusive individuals during arson interrogations.
- ◆ Manual dexterity and visual acuity to operate a personal computer.

Qualifications

Bachelor's degree in Fire Science, Fire Command and Administration, Public Administration or related field plus ten (10) years fire service line experience with at least five (5) of those years at or above the company officer level or an equivalent combination of related education and experience; possess Washington State certification as an instructor in Fire Science and completion of Incident Command course at the National Fire Academy at the time of appointment or obtain within one year; a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

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Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

EMPLOYEE
ACKNOWLEDGMENT _____ DATE _____

SUPERVISOR APPROVAL _____ DATE _____

DEPARTMENT APPROVAL _____ DATE _____

HUMAN RESOURCES APPROVAL _____ DATE _____

EXECUTIVE APPROVAL _____ DATE _____

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CITY OF TUKWILA
CLASSIFICATION DESCRIPTION

BAND	GRADE	SUBGRADE
D	7	2

This position is responsible for work performed by another banded at the same level.

FLSA	APPROVAL	DATE UPDATED
Exempt	<i>[Signature]</i>	10/1/02
CLASSIFICATION TITLE	JOB/TITLES	
Department Manager	Assistant Police Chief Assistant Fire Chief	
CLASSIFICATION TITLE OF IMMEDIATE SUPERVISOR		
Department Director		
CLASSIFICATION SUMMARY		
Under the general direction of a Department Director, performs a variety of administrative and managerial work that include planning, coordinating and directing the activities of a major division and representative duties as assigned by the immediate supervisor.		

TASK NO.	ESSENTIAL DUTIES	FREQUENCY	BAND/ GRADE
1	Plans, coordinates, directs and evaluates the operations of a major division and implements the policies, procedures, programs and directives of the Department Director.	Daily 40%	D6
2.	Assists in the preparation and presentation of the department's annual budget, implements assigned budgeted work plans and allocates resources.	Daily 10%	D6
3.	Manages and directs the administration of department programs as assigned.	Weekly 10%	D6

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	ESSENTIAL DUTIES	FREQUENCY	BAND/ GRADE
4.	Conducts research and recommends and establishes policies, procedures and programs for the department to which assigned.	Monthly 10%	D6
5.	Provides direction, counseling, training and performance evaluation and recommends discipline for subordinate employees.	Daily 5%	D7
6.	Prepares and submits reports regarding department and/or major division activities.	Daily 5%	D6
7.	Represents the department at meetings, commissions and committees and other specific functions as assigned.	Weekly 5%	D6
8.	Assists the Department Director in the development and implementation of department goals, objectives and long-range plans.	Monthly 5%	D6
9.	Serves as Acting Department Director in the Department Director's absence.	Quarterly 5%	D6
10.	Assumes field supervision responsibilities when warranted.	Quarterly 5%	D7

MINIMUM QUALIFICATIONS

For the Assistant Police Chief, graduation from a four year college or university with a degree in Police Science, Law Enforcement, Criminal Justice Administration, Public Administration or a closely related field; and six years public law enforcement experience, three years which must have been as a supervisor; or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential elements of the job such as those listed above. A valid State of Washington driver's license is required. A current Washington BLET certificate, Washington First Level Supervision certificate, Washington Mid-Management certificate, or their equivalent, are also required. Must pass a general physical examination.

For the Assistant Fire Chief, graduation from a four year college or university with a degree in Fire Science, Public Administration or closely related field; and five years paid firefighter experience; or an equivalent combination of education and experience to provided sufficient evidence of the successful performance of the essential elements of the job such as those listed above. Additional experience may

substitute for the required education on a year-for-year basis. Two years of firefighter experience must have been as a Lieutenant or equivalent. A valid State of Washington driver's license is required. Must pass a general physical examination.

KNOWLEDGE:

Knowledge of:

- Modern principles, procedures, techniques and equipment related to the field assigned;
- General municipal operations and structure;
- English usage, spelling, grammar and punctuation;
- Budgeting principles and processes;
- Applicable laws, ordinances, and departmental rules and regulations; and
- Administrative methods and procedures.

SKILLS

Demonstrated skill in

- Exercising sound judgment in evaluating situations and making decisions;
- Operating personal computers and utilizing computer applications and software;
- Ensuring compliance with and following standard safety practices and procedures common to the field assigned;
- Establishing and maintaining effective working relationships with subordinates, peers, and supervisors;
- Developing and implementing programs, policies, and procedures to achieve specific goals and objectives;
- Working effectively on several projects concurrently;
- Working independently with little supervision;
- Enduring periodic, moderate physical activity;
- Working in disagreeable elements such as heat, cold, dampness, fumes or noise;
- Guiding, directing and motivating employees; and
- Communicating effectively, both orally and in writing.

PHYSICAL ACTIVITY/REQUIREMENTS:

To perform the essential functions of the class, incumbents must be able to perform the physical activities listed on the Physical Checklist.

ADOPTED BY THE TUKWILA CIVIL SERVICE COMMISSION

Chairperson *Anna M. Bernhard*

Date *11-12-2002*

CITY OF SEATAC

CLASS TITLE: ASSISTANT FIRE CHIEF

Salary Range: 71A

FLSA: Exempt

Union: Non-Represented

Covered by Civil Service

BASIC FUNCTION:

Under the direction of the Fire Chief, assist in the overall planning, organization, direction and evaluation of the Fire Department. Supervise and coordinate the activities of assigned personnel.

REPRESENTATIVE DUTIES:

1. Attend and participate in fire management team meetings and make recommendations to the Fire Chief on related issues, overall operations and changes impacting the Department.. *E*
2. Utilize a team management approach within the Division; establish goals and objectives, set priorities, coordinate activities and develop long-range and contingency plans; establish performance standards. *E*
3. Assist in interviews, testing and selection of Department personnel assigned to the division; maintain discipline and morale; evaluate personnel and overall performance. *E*
4. Assure the operational effectiveness of the fire stations and vehicles. *E*
5. Respond to emergencies as needed. Take command of incident scenes as necessary. *E*
6. Develop, implement and evaluate standards for Fire Fighter training, working closely with the Training Officer. *E*
7. Represent the Department on technical and political committees throughout the State with other governmental and private sector agencies; attend and participate in community and public service activities as directed by the Fire Chief. *E*
8. Participate in negotiations with employee groups. *E*
9. Prepare and maintain a variety of Department records and reports such as annual reports, master plan, status, activity reports and budget preparation. *E*
10. Maintain current knowledge of fire fighting operations, incident management systems, and leadership and management techniques; provide current information to City personnel as needed. *E*
11. Prepare and maintain disaster plan in accordance with State guidelines. *E*
12. Perform related duties as assigned.

E denotes an essential function of the job

KNOWLEDGE AND SKILLS:

KNOWLEDGE OF:

- Modern principles and practices of effective management.
- Administrative, managerial and leadership skills.
- Disaster preparedness planning.
- Development of long-range and contingency plans.
- Fire Department organization, policies, rules and regulations.
- Municipal, State and federal fire-related laws, ordinances and codes.
- Principles and practices of modern firefighting and fire prevention.
- Record keeping techniques.
- Maintenance, repair, purchase and operation of a variety of fire suppression equipment and apparatus.
- Fire suppression strategies, tactics and procedures.
- Oral and written communication techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of training and providing work direction.
- City organization, operations, policies and objectives.

SKILL IN:

- Written communications including preparing detailed reports, analysis and recommendations to the Fire Chief and to City management.
- Oral communication to work effectively with Fire Department staff, other City employees and the public. Makes presentations to City management, City Council, and to community groups.
- Supervision to effectively coordinate the activities of assigned personnel.
- Developing, implementing and evaluating the goals and objectives of the Division.
- Assisting with the preparation and management of the Fire Department's budget.
- Enforcing Federal, State and City fire codes, laws and ordinances.
- Physically participating in fire suppression and emergency activities as needed.
- Reading, interpreting, applying and explaining rules, regulations, policies and procedures.
- Establishing and maintaining cooperative and effective working relationships with department staff, other City employees, other fire departments and the public.
- Determining appropriate action within clearly defined guidelines.
- Meeting schedules and time lines.
- Preparing and presenting ideas and reports clearly.

REQUIRED EDUCATION AND EXPERIENCE:

- A minimum of three (3) years experience at the level of Battalion Chief or equivalent position in another organization.
- An Associates (2yr.) degree in Fire Science or related field is desired.
Note: Beginning January 1, 2008 an AA degree in Fire Science or related field shall be required. Bachelor's degree preferred.
- Fire prevention experience preferred.

LICENSES AND OTHER REQUIREMENTS:

- Valid Washington State driver's license with good driving record. A three year driving record abstract must be submitted prior to hire.

- Must be able to perform the duties of Fire Fighter including participate in fire suppression and emergency activities as needed.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed primarily in an office environment with extensive work at a personal computer. Drives a City vehicle to conduct work. Responds to emergency scenes as needed. This position involves evening and weekend work and is subject to emergency call out.

PHYSICAL ABILITIES:

Performs the duties of a Fire Fighter as needed including participating in fire suppression and emergency activities. Climbing, standing for extended periods of time, reaching overhead, above the shoulders and horizontally, kneeling or crouching, bending at the waist, dexterity of hands and fingers to operate testing and other equipment, hearing and speaking to exchange information, seeing to monitor employee performance and perform suppression/prevention duties.

HAZARDS:

Exposure to chemicals; smoke, fumes, odors or gases; working on ladders or scaffolding; working in fire-induced weakened structure conditions; contact with dissatisfied or abusive individuals during arson interrogations.

Developed: 9/93
Revised: 9/05 Chief Meyer
S. Mahaffey