



Agenda Item A.3
CONSENT CALENDAR
Meeting Date: January 20, 2009

TO: Mayor and Councilmembers

FROM: Daniel Singer, City Manager

CONTACT: Michelle Greene, Administrative Services Director

SUBJECT: Amendment to the City of Goleta Salary Schedule and Classification Plan: Public Information Officer

RECOMMENDATION:

Adopt resolution No. 09-__ entitled "A Resolution of the City Council of the City of Goleta, California Amending the Revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 to Include the Classification Specification and Salary Range for the Public Information Officer Position."

BACKGROUND:

Within the Analyst Series of the City's current Classification Plan is the position of Management Analyst. The intended role of the Management Analyst classification is to provide complex analytical and administrative support to mid-managers and department directors. While the analyst may function within an area of expertise, such as human resources or redevelopment, this position must possess strong generalist skills and a thorough understanding of municipal operations. The analyst is depended upon to conduct studies, financial and statistical analyses and produce findings, reports and recommendations. At this time, there are five Management Analysts assigned to various departments within the City.

Early on in the establishment of the City's staffing structure, a Management Analyst was assigned to the City Manager's Department. The inclusion of this position in that department was critical in those early days as it provided much-needed support to the City Manager and the Assistant City Manager in the establishment of the initial policies and procedures that guide the entire organization.

Over time the City's internal structure has evolved and analysts have been added in other departments. As a result, the role of the analyst in the City Manager's Department has shifted. In recent years much of the focus of that department has been to establish Goleta's presence in the region, to expand the City's communication with the public and to promote the services and programs that Goleta offers. Increasingly, the analyst in

this department has been called upon to act as an information conduit for the City, and not to function as much in the traditional analyst role.

DISCUSSION:

In light of this shift in focus, it has become clear that the City Manager's office has been using its Management Analyst in more of a traditional Public Information Officer (PIO) capacity. Clearly the demand for such a position is well established and continues to grow as Goleta continues to be on the forefront of critical issues. Though no such position was ever incorporated in the City's Classification Plan in the past, it is needed at this time. Therefore, it is recommended that the City Council approve the inclusion of such a position in the City's Classification Plan.

A Classification Specification for this position was devised by staff and has been included in Attachment 1 for your review. Staff has worked closely with the City Manager in developing a specification that reflects the current and future communication needs of his department. The proposed specification is also comparable to those of a few surrounding agencies. It is recommended that the salary range for the position be the same as that of the Management Analyst position in the revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-2009.

If the PIO specification is approved by Council, staff further recommends that the current Management Analyst in the City Manager's Department be re-classified to this new position. This re-classification would more accurately reflect the duties and responsibilities currently being undertaken by the current, but more importantly, would clearly portray the role this person fills in communicating with the public, the media, surrounding agencies and stakeholders.

Since the proposed PIO position was not incorporated in the revised Salary Schedule and Classification Plan for the current fiscal year, it must now be added by resolution (Attachment 1). Adoption of the attached resolution will formally include this amendment to the Salary Schedule and Classification Plan for FY 2008-09.

GOLETA STRATEGIC PLAN:

Adoption of the proposed resolution and Classification Specification is consistent with the goal in the Goleta Strategic Plan entitled "Build, Retain and Support Highly Qualified Staff," and is a further step in achieving this goal.

ALTERNATIVES:

The City Council could choose to:

1. Not approve the proposed PIO classification specification and associated re-classification of the Management Analyst in the City Manager's Department;
or,

2. Defer approval of the position and the amendment to Salary Schedule and Class Plan; or,
3. Direct staff to make modifications to the Classification Specification and/or salary range and bring this item back for approval at a later time.

FISCAL IMPACTS:

Since the salary range for the PIO position is proposed to be the same as Management Analyst, and since the current analyst is proposed to be re-classified to the PIO position, no changes to the amended City of Goleta budget for FY 2008-09 are needed at this time.

The salary range for the PIO position will be reviewed with future compensation studies to “benchmark” it with both the Management Analyst position and similar positions in other jurisdictions. Therefore it is possible that at some point in the future staff may recommend an adjustment to the PIO range, however, this would not occur during the current fiscal year.

Submitted By:

Approved By:

Michelle A. Greene
Administrative Services Director

Daniel Singer
City Manager

ATTACHMENTS:

1. Resolution Amending the City of Goleta Salary Schedule and Classification Plan.

Attachment 1

Resolution Amending the City of Goleta Salary Schedule and Classification
Plan

RESOLUTION NO. 08-__

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GOLETA, CALIFORNIA AMENDING THE REVISED CITY OF GOLETA SALARY SCHEDULE AND CLASSIFICATION PLAN FOR FISCAL YEAR 2008-09 TO INCLUDE THE CLASSIFICATION SPECIFICATION AND SALARY RANGE FOR THE PUBLIC INFORMATION OFFICER POSITION

WHEREAS, Section 2.1 of the City of Goleta Personnel Rules specifies that the Personnel Officer shall recommend and maintain a classification/compensation plan for all positions in the City service; and

WHEREAS, the City Manager/RDA Executive Director submitted recommended amendments to both the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09 and the Redevelopment Agency Operating Budget for Fiscal Year 2008-09 which included changes to personnel classifications and compensation ranges; and

WHEREAS, on June 3, 2008, the City Council adopted said recommended amendments to the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09; and

WHEREAS, on July 15, 2008, and again on October 7, 2008, the City Council adopted amendments to the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 which pertained to the amendments made to the City of Goleta Operating and CIP Budget for Fiscal Year 2008-09; and

WHEREAS, the City Council of the City of Goleta has approved of the creation of a Public Information Officer position in the City Manager's Department and now seeks its inclusion in the City of Goleta Salary Schedule and Classification Plan; and

WHEREAS, in order for the Public Information Officer position to be formally incorporated into the revised City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09, the Plan must be amended by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GOLETA AS FOLLOWS:

SECTION 1.

A third revision to the City of Goleta Salary Schedule and Classification Plan for Fiscal Year 2008-09 included herein as Exhibit A is hereby approved and adopted.

SECTION 2.

The Classification Specification for the Public Information Officer position included herein as Exhibit B is hereby approved and adopted.

SECTION 3.

The City Clerk shall certify to the adoption of the resolution.

PASSED, APPROVED, AND ADOPTED this 20th day of January, 2009.

ROGER S. ACEVES, MAYOR

ATTEST:

APPROVED AS TO FORM:

DEBORAH CONSTANTINO
CITY CLERK

TIM W. GILES
CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF SANTA BARBARA)
CITY OF GOLETA) ss.

I, DEBORAH CONSTANTINO, City Clerk of the City of Goleta, California, DO HEREBY CERTIFY that the foregoing Resolution No. 09-__ was duly adopted by the City Council of the City of Goleta at a regular meeting held on the 20th day of January, 2009, by the following vote of the Council:

AYES:

NOES:

ABSENT:

(SEAL)

DEBORAH CONSTANTINO
CITY CLERK

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY./FLSA	STEP					
				A	B	C	D	E	
110	Office Specialist	61	M - NE	HOURLY	17.49	18.36	19.28	20.24	21.25
111	City Hall Receptionist	61	M - NE	BI-WEEKLY	1,399	1,469	1,542	1,619	1,700
MONTHLY				3,031	3,182	3,341	3,509	3,684	
ANNUAL				36,370	38,188	40,098	42,103	44,208	
120	Senior Office Specialist	66	M - NE	HOURLY	18.38	19.30	20.26	21.27	22.34
BI-WEEKLY				1,470	1,544	1,621	1,702	1,787	
MONTHLY				3,185	3,345	3,512	3,688	3,872	
ANNUAL				38,225	40,136	42,143	44,250	46,463	
115	Maintenance Worker II	69	M - NE	HOURLY	18.93	19.88	20.88	21.92	23.01
BI-WEEKLY				1,515	1,590	1,670	1,754	1,841	
MONTHLY				3,282	3,446	3,618	3,799	3,989	
ANNUAL				39,383	41,353	43,420	45,591	47,871	
125	Lead Maintenance Worker	79	M - NE	HOURLY	20.92	21.96	23.06	24.21	25.42
BI-WEEKLY				1,673	1,757	1,845	1,937	2,034	
MONTHLY				3,625	3,807	3,997	4,197	4,407	
ANNUAL				43,504	45,679	47,963	50,361	52,879	
133	Accounting Specialist	87	C - NE	HOURLY	22.65	23.78	24.97	26.22	27.53
BI-WEEKLY				1,812	1,902	1,998	2,097	2,202	
MONTHLY				3,926	4,122	4,328	4,544	4,772	
ANNUAL				47,108	49,464	51,937	54,534	57,260	
139	Public Works Supervisor	93	M - NE	HOURLY	24.04	25.24	26.51	27.83	29.22
BI-WEEKLY				1,923	2,019	2,120	2,226	2,338	
MONTHLY				4,167	4,376	4,594	4,824	5,065	
ANNUAL				50,006	52,507	55,132	57,889	60,783	
145	Senior Accounting Specialist	99	C - NE	HOURLY	25.52	26.80	28.14	29.54	31.02
BI-WEEKLY				2,042	2,144	2,251	2,363	2,482	
MONTHLY				4,424	4,645	4,877	5,121	5,377	
ANNUAL				53,083	55,737	58,524	61,450	64,522	
157	Administrative Assistant	101	M - NE	HOURLY	26.03	27.34	28.70	30.14	31.64
BI-WEEKLY				2,083	2,187	2,296	2,411	2,532	
MONTHLY				4,512	4,738	4,975	5,224	5,485	
ANNUAL				54,150	56,857	59,700	62,685	65,819	
158	Senior Engineering Technician	103	M - NE	HOURLY	26.56	27.88	29.28	30.74	32.28
BI-WEEKLY				2,125	2,231	2,342	2,459	2,582	
MONTHLY				4,603	4,833	5,075	5,329	5,595	
ANNUAL				55,238	58,000	60,900	63,945	67,142	
160	Accountant	104	C - NE	HOURLY	26.82	28.16	29.57	31.05	32.60
161	Code Compliance Officer	104	M - NE	BI-WEEKLY	2,146	2,253	2,366	2,484	2,608
MONTHLY				4,649	4,882	5,126	5,382	5,651	
ANNUAL				55,791	58,580	61,509	64,585	67,814	
166	Assistant Planner	111	M - NE	HOURLY	28.76	30.20	31.70	33.29	34.95
167	Building Inspector	111	M - NE	BI-WEEKLY	2,301	2,416	2,536	2,663	2,796
168	Public Works Inspector	111	M - NE	MONTHLY	4,985	5,234	5,496	5,770	6,059
169	Permit Technician	111	M - NE	ANNUAL	59,815	62,806	65,946	69,243	72,706
170	Planning Technician	111	M - NE						
171	Deputy City Clerk	115	C - E	HOURLY	29.92	31.42	32.99	34.64	36.37
172	Executive Assistant	115	C - E	BI-WEEKLY	2,394	2,514	2,639	2,771	2,910
173	Legal Office Assistant	115	C - NE	MONTHLY	5,187	5,446	5,719	6,005	6,305
ANNUAL				62,244	65,356	68,624	72,055	75,658	

Categories of Employment

C = Confidential
M = Miscellaneous
T/P = Technical/Professional
MM = Mid-Management
EM = Executive Management

Fair Labor Standards Act Classification

NE = Non Exempt from overtime
E = Exempt from overtime

**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

EXHIBIT A

CLASS CODE	CLASSIFICATION TITLE	RANGE NO.	EMPLOYMENT CATGY./FLSA		STEP A	STEP B	STEP C	STEP D	STEP E
174	Senior Accountant	118	C - NE	HOURLY	30.83	32.37	33.99	35.69	37.48
175	Assistant Engineer	118	T/P -NE	BI-WEEKLY	2,467	2,590	2,719	2,855	2,998
				MONTHLY	5,344	5,611	5,892	6,187	6,496
				ANNUAL	64,130	67,336	70,703	74,238	77,950
176	Associate Planner	121	T/P -NE	HOURLY	31.77	33.35	35.02	36.77	38.61
177	Management Analyst	121	C - E	BI-WEEKLY	2,541	2,668	2,802	2,942	3,089
178	Senior Building Inspector	121	T/P -NE	MONTHLY	5,506	5,781	6,070	6,374	6,693
179	Public Information Officer	121	C - E	ANNUAL	66,073	69,377	72,845	76,488	80,312
180	Public Works Superintendent	123	M/M - E	HOURLY	32.40	34.02	35.73	37.51	39.39
				BI-WEEKLY	2,592	2,722	2,858	3,001	3,151
				MONTHLY	5,617	5,898	6,192	6,502	6,827
				ANNUAL	67,401	70,771	74,310	78,025	81,926
187	Senior Management Analyst	131	C - E	HOURLY	35.09	36.84	38.69	40.62	42.65
				BI-WEEKLY	2,807	2,947	3,095	3,250	3,412
				MONTHLY	6,082	6,386	6,706	7,041	7,393
				ANNUAL	72,986	76,635	80,467	84,490	88,715
193	Associate Civil Engineer	134	T/P -NE	HOURLY	36.15	37.96	39.86	41.85	43.94
194	Project Manager	134	T/P - E	BI-WEEKLY	2,892	3,037	3,189	3,348	3,515
				MONTHLY	6,266	6,580	6,909	7,254	7,617
				ANNUAL	75,197	78,957	82,905	87,050	91,403
205	Senior Planner	136	M/M - E	HOURLY	36.88	38.72	40.66	42.69	44.83
206	Accounting Manager	136	M/M - E	BI-WEEKLY	2,950	3,098	3,253	3,415	3,586
207	Redevelopment Project Manager	136	M/M - E	MONTHLY	6,392	6,712	7,048	7,400	7,770
				ANNUAL	76,709	80,544	84,571	88,800	93,240
211	Senior Project Manager	139	M/M - E	HOURLY	38.00	39.90	41.89	43.99	46.19
				BI-WEEKLY	3,040	3,192	3,351	3,519	3,695
				MONTHLY	6,586	6,915	7,261	7,624	8,005
				ANNUAL	79,033	82,985	87,134	91,491	96,065
218	Public Works Manager	151	M/M - E	HOURLY	42.82	44.96	47.20	49.56	52.04
219	Building and Safety Manager	151	M/M - E	BI-WEEKLY	3,425	3,597	3,776	3,965	4,163
				MONTHLY	7,421	7,792	8,182	8,591	9,021
				ANNUAL	89,056	93,509	98,185	103,094	108,249
224	Finance Manager	157	M/M - E	HOURLY	45.45	47.72	50.11	52.61	55.24
				BI-WEEKLY	3,636	3,818	4,009	4,209	4,420
				MONTHLY	7,878	8,272	8,685	9,120	9,576
				ANNUAL	94,535	99,262	104,225	109,436	114,908
227	Planning Manager	158	M/M - E	HOURLY	48.09	50.50	52.92	55.57	58.45
228	Building & Neigh. Services Mgr	158	M/M - E	BI-WEEKLY	3,847	4,040	4,234	4,445	4,676
				MONTHLY	8,336	8,753	9,173	9,631	10,132
				ANNUAL	100,029	105,030	110,074	115,577	121,585
229	Principal Civil Engineer	159	M/M - E	HOURLY	48.57	51.00	53.55	56.23	59.04
230	CIP Manager	159	M/M - E	BI-WEEKLY	3,886	4,080	4,284	4,498	4,723
				MONTHLY	8,419	8,840	9,282	9,746	10,233
				ANNUAL	101,029	106,080	111,384	116,954	122,801
240	General Plan Manager	172	M/M - E	HOURLY	55.27	58.04	60.94	63.99	67.19
				BI-WEEKLY	4,422	4,643	4,875	5,119	5,375
				MONTHLY	9,581	10,060	10,563	11,091	11,646
				ANNUAL	114,970	120,718	126,754	133,092	139,746

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**CITY OF GOLETA, CALIFORNIA
SALARY SCHEDULE FY 2008-09**

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				STEP A	STEP B	STEP C	STEP D	STEP E	
320	City Clerk	317	EM - E	HOURLY	48.57	51.00	53.55	56.22	59.03
				BI-WEEKLY	3,885	4,080	4,284	4,498	4,723
				MONTHLY	8,418	8,839	9,281	9,745	10,232
				ANNUAL	101,020	106,071	111,374	116,943	122,790
340	RDA and Neigh. Ser. Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Finance Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Administrative Services Director	340	EM - E	HOURLY	61.06	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
340	Community Services Director	340	EM - E	HOURLY	61.056747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
360	Planning & Environ Services Dir.	340	EM - E	HOURLY	61.056747	64.11	67.32	70.68	74.21
				BI-WEEKLY	4,885	5,129	5,385	5,654	5,937
				MONTHLY	10,583	11,112	11,668	12,251	12,864
				ANNUAL	126,998	133,348	140,015	147,016	154,367
380	Asst City Manager/Admin Serv Dir.	343	EM - E	HOURLY	62.91	66.05	69.35	72.82	76.46
				BI-WEEKLY	5,033	5,284	5,548	5,826	6,117
				MONTHLY	10,904	11,449	12,021	12,623	13,254
				ANNUAL	130,846	137,389	144,258	151,471	159,044

Categories of Employment

C = Confidential
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MM = Mid-Management
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Fair Labor Standards Act Classification

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CITY OF GOLETA, CALIFORNIA PUBLIC INFORMATION OFFICER

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

DEFINITION

Under general direction, develops and implements City-wide public information programs and campaigns related to the City's strategic goals, including marketing, outreach, and/or customer service activities; may act as a City spokesperson; may supervise staff; and performs related duties as required.

CLASS CHARACTERISTICS

The Public Information Officer is an advanced journey-level, professional class. Incumbents develop, administer, and coordinate all public information activities for the City. Incumbents act with considerable independence and are distinguished by their responsibility for collecting and analyzing market research data, developing program recommendations, designing marketing and public information campaigns, providing professional marketing advice to executive staff, and acting as a City spokesperson. Incumbents in the Public Information Officer class work under supervision of the City Manager and are primarily responsible for the preparation and dissemination of program or project information to the community through a variety of media.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for positions in this classification. Incumbents may not perform all listed job functions, nor are all listed duties necessarily performed by everyone in this class depending upon business need and changing business practices:

1. Plans and directs the development and implementation of media programs or campaigns designed to keep the public informed of City services, accomplishments, or programs; studies City mandates, objectives, and policies in order to promote the City's services, mission, and goals; and designs, procures, and distributes promotional items to convey the City's or program's goals, message, presence, image, and/or effectiveness.
2. Establishes research methodologies and designs formats for data gathering, such as surveys, opinion polls, or questionnaires; collects and analyzes data to measure public opinion and determine whether customers' needs and expectations are being met; translates complex numerical/statistical data into non-technical, written text; prepares reports and graphic illustrations of findings; makes recommendations to management to establish new or modify existing programs or services; and prepares related grant applications.
3. Prepares and distributes fact sheets, news releases, and public information announcements to media representatives and others; selects promotional media to most efficiently and effectively reach target market; and purchases advertising space and time in various media;
4. May act as City spokesperson, including participation in television, radio, and print interviews.
5. Designs, writes, edits, and produces public information materials such as display advertising, brochures, flyers, direct mail materials, newsletters, City bulletin boards,

information kiosks and videos; develops and designs content for the City Website and the City's Government Access Channel; and prepares and edits in-house materials and publications.

6. Plans and conducts event marketing activities and press conferences; represents the City at public and business gatherings; and hosts exhibits, workshops, and informational exchange forums.
7. Develops and conducts community outreach campaigns, including establishing partnerships with local government and non-profit agencies to educate the public about the existence and availability of City services; makes presentations to government bodies, schools, employer groups, and community organizations; and represents the City on local boards, commissions, and committees as needed.
8. Stays informed about and analyzes the impact of all current and pending legislation which effects or could effect the City's operations. Prepares memos and/or staff reports summarizing said legislative activity.
9. Administers the City Alert public notification system and acts as a City liaison to the County of Santa Barbara, the State Office of Emergency Services, the City's Emergency Operations Center Public Information Officer, and other pertinent agencies as needed.
10. May interview, select, and train interns; assign and review work and evaluate staff performance.
11. Conducts or directs assigned projects or program activities; performs research and analysis; prepares and presents reports of findings and recommendations as to appropriate action.

QUALIFICATIONS GUIDELINES

Education, Experience and Training

Education:

- Graduation from an accredited college or university with a Bachelor's degree in marketing, communications, public affairs, political science, public administration, business administration, or a related field.

Experience:

- Two years of responsible experience developing and conducting public information or marketing campaigns, preferably within a local government environment.

Knowledge and Abilities

Knowledge of:

- Principles and practices of marketing business services, including advertising, graphic design, and establishing brands;
- Media production, communication, and dissemination techniques via written, oral, and visual media;
- Principles and practices of public relations, including client-media relations; customer service standards and techniques, including needs assessment techniques, quality service standards, and customer satisfaction evaluation techniques;

- English grammar, spelling, punctuation, and syntax;
- Statistics and research methods;
- Pertinent Federal, State and local laws, codes and regulations;
- Modern office practices and machinery, including computers and computer software including Microsoft Word and Excel; and
- Safe driving principles and practices.

Ability to:

- Communicate effectively, both orally and in writing;
- Make presentations to large and small groups;
- Work effectively with a variety of individuals and groups;
- Gather and analyze data, draw conclusions, and make recommendations;
- Work independently;
- Prepare written correspondence and reports;
- Compile and prepare statistical reports;
- Maintain confidentiality of information when needed;
- Effectively handle political and sensitive issues;
- Represent the City accurately to the media;
- Evaluate and recommend improvements in operations, procedures, policies, or methods;
- Plan, organize, and execute assignments with minimal supervision and direction;
- Establish and maintain professional and cooperative working relationships with those contacted in the course of work; and
- Use a computer and utilize software applications such as word processing, spreadsheets, database management, and graphics presentations as required by the duties of the assignment.

Special Requirements

- Possession of a valid Class "C" California driver's license and a satisfactory driving record.

PHYSICAL AND MENTAL DEMANDS/WORKING CONDITIONS

The physical and mental demands herein 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 these essential job functions.

- Mental function: Includes reading, writing, mathematical computations, operating a computer, problem solving, managing multiple projects, calmly handling complaints and

problems from irate citizens or contractors, and decision making under stressful conditions.

- **Productivity:** Incumbents must perform work in an efficient, effective and timely manner with minimal direction.
- **Mobility:** Incumbents require sufficient mobility to work in an office setting and operate office equipment. Incumbents may be required to perform light lifting and carrying, file documents in various locations and heights, and sit, stand, walk, remain seated, and work at a video display terminal for prolonged periods of time.
- **Vision:** Vision sufficient to read small print, computer screens, and printed documents, and to operate assigned equipment.
- **Hearing:** Incumbents are required to hear in the normal audio range with or without correction.
- **Environment:** Normal office setting with some travel to attend meetings. Incumbents may be exposed to noise and/or dust.
- **Other factors:** Incumbents will be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings and to use a personal vehicle in the course of employment.

Date Adopted: January 20, 2009

Date Revised: