



**Board of Directors  
Administration and Finance Committee  
Parks Conference Room  
1030 St. Andrews Drive, El Dorado Hills**

**Thursday, July 27, 2017  
1:00 pm  
AGENDA**

Allan Priest, President  
Wayne Lowery, Director

Estab: May 21, 1962

*Mission Statement*

*"Enhance the quality of life for El Dorado Hills Residents through innovative, responsible leadership and by providing superior services and facilities."*

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**Call to Order**

- Pledge of Allegiance
- Roll Call
- Adoption of Agenda<sup>1</sup>

**Board of Directors' Comments & Future Agenda Items**

**Public Comment**

**Presentations and Announcements**

1. Human Resources: Recruitments Update (Verbal) (K. Loewen/K. Jackson)

**Receive and File**

None

**General Business**

2. Review and Discuss Nexus Study Report (K. Loewen/K. Jackson)

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<sup>1</sup>**Adoption of Agenda:** This agenda may be amended up to 24 hours prior to the meeting being held. An AGENDA in FINAL FORM is located in the kiosk in front of the District Office as well as each of the El Dorado Hills Fire Stations. Additionally, a copy of the FINAL AGENDA is available on the District's website at [www.edhcsd.org](http://www.edhcsd.org). Support material is available for public inspection at the receptionist counter in the District Office. Sessions of the Board of Directors may be recorded and members of the audience are asked to step to the microphone and give their name and address before addressing the Board. For anyone having difficulty hearing, listening assistance headphones are available from the Board clerk.

3. Review and Discuss Updated Job Descriptions (K. Loewen/K. Jackson)
4. Review and Approval of General Manager's Cal Card Credit Card Statement

**Adjournment**



**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**

**AGENDA REPORT**

**To:** Board of Directors Administration and Finance Committee

**From:** Kevin A. Loewen, General Manager

**Prepared By:** Katrina L. Jackson, Director of Administration and Finance  
Nathan Perez & Chris Hnatiuk, David Taussig and Associates

**Meeting Date:** July 27, 2017

**Report Date:** July 20, 2017

**Subject:** **2017 Nexus Study Update**

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**Recommended Action:** Review and forward to the full Board of Directors with support.

**Background:** The El Dorado Hills Community Services District (the “District”) has engaged David Taussig & Associates, Inc. (“DTA”) to update the District’s Parks and Recreation Development Impact Fee. As required by law, a Development Impact Fee Justification Study (the “Study”) was completed and is now being presented to District Board. The proposed fees have been updated since DTA’s February 22, 2017 presentation to the Administration and Finance Committee. The Board is requested to adopt the Study, and to consider an Ordinance/Resolution to adjust the impact fees based upon the Study.

These new fees will ensure a fair fee assessment per development type while also reflecting the current cost of parkland acquisition and construction for:

- Single Family Dwelling Units
- Multi-family Dwelling Units

Assembly Bill 1600 (AB 1600), also known as the Mitigation Fee Act, requires that all public agencies satisfy certain requirements when establishing, increasing, or imposing a fee as a condition of approval of a development project. Specifically, the public agency must:

1. Identify the purpose of the fee.
2. Identify the use to which the fee is to be put.

**El Dorado Hills Community Services District**  
**RE: 2017 Nexus Study Update**  
**Date: July 27, 2017**

3. Determine how there is a reasonable relationship (or nexus) between:
  - a. The fee's use and the type of development project on which the fee is imposed,
  - b. The need for the public facility and the type of development project on which the fee is imposed.
  - c. The amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.

The most recent impact fee study was conducted in 2007. Typically, a District would review and update the fee impact study every five (5) years. This ensures the District is recovering its costs attributed to constructing new infrastructure to support new development. The periodic update also ensures the development community is also paying its pro rata share of the impacts to the parks and recreation system.

**Discussion:** On November 10, 2016, District Board approved a Professional Services Agreement with David Taussig & Associates, Inc. (DTA) to update the District's Development Impact Fee Program. The scope of work included:

- Review of all previous El Dorado Hills Community Services District Development Impact Studies
- Meeting with the District to discuss existing and future projects
- Developing population and dwelling unit projections
- Compiling capital needs and Levels of Service
- Developing methodology for calculating new fee amounts
- Determining recommended Fee Levels
- Analysis of proposed fees compared to other surrounding Cities/Districts
- Assisting the District in preparation of the implementing Ordinance

To date, DTA has reviewed the existing District study, and completed the Development Impact Fee Justification Study (the "Study").

<b>Fees Per Unit</b>			
	<b>Park Fees</b>	<b>Admin. (3%)</b>	<b>Total Fees</b>
Single Family Residential	\$12,369	\$371	\$12,740
Multi-Family Residential	\$8,164	\$245	\$8,408

Fees for recreational and park facilities have been calculated utilizing the "Standards-Based Approach." This methodology utilizes a facility "standard" established for future development, against which facilities costs are determined based on "units of demand" or a "level of service" from a development. This approach establishes a generic unit cost for capacity, which is then applied to each land use type per unit of demand. This standard is

**El Dorado Hills Community Services District**  
**RE: 2017 Nexus Study Update**  
**Date: July 27, 2017**

not based on the cost of a specific existing or future facility, but rather on the cost of providing a certain standard of service, such as the 6.40 acres of park and recreational facilities per 1,000 residents, which is the current level of service for the District. Using both the level of service and cost assumptions from the District’s Master Plan (June 2016), DTA calculated development impact fees of \$12,740 and \$8,408 for Single Family and Multi-Family units, respectively.

The updated Nexus Study results in an approximately \$3,000 increase for Single Family Dwelling Units from the current park fee (\$9,806) adopted by the Board in May of 2007. The current ordinance, however, does not provide for an automatic annual inflationary increase. If the current Single-Family fee had been escalated by the Consumer Price Index for the past ten (10) years, the fee would have increased to \$12,485, generally in line with the proposed fee update (\$12,740). Please see the table below for demonstration of the 2007 park fee escalation.

<b>EDHCSD Park Impact Fee Escalated</b>		
<b>Fiscal Year</b>	<b>CPI Change</b>	<b>Impact Fee</b>
2007	0.0%	\$9,806
2008	3.3%	\$10,127
2009	3.1%	\$10,442
2010	0.7%	\$10,518
2011	1.4%	\$10,662
2012	2.6%	\$10,940
2013	2.7%	\$11,233
2014	2.2%	\$11,485
2015	2.8%	\$11,811
2016	2.6%	\$12,120
2017	3.0%	\$12,485

DTA and the District have been in regular contact with the Building Industry Association (BIA) since the start of the Justification Study update. On Tuesday January 10, 2017, DTA spoke with Katie Donahue-Duran, Legislative Advocate of the North State Building Industry Association (NSBIA), to discuss first steps and outline the fee study schedule. On April 19, DTA met with the BIA to present the first draft of the Nexus Study. DTA took into consideration some of the recommendations expressed by the BIA, and updated the Nexus Study accordingly. On May 2, 2017, DTA circulated updated fees to the BIA and a new Nexus Study shortly after. On June 15, 2017, DTA and the District reviewed the

**El Dorado Hills Community Services District**  
**RE: 2017 Nexus Study Update**  
**Date: July 27, 2017**

documentation provided by the Serrano Development Group. On June 29, 2017, DTA distributed the Nexus Study to several additional representatives of the BIA and other local builders; work-group conference calls and emails followed.

DTA also examined the impact fees as a percentage (%) of new construction, and found the proposed fees (\$12,740) to fall at about 1.79 % of new home prices within the El Dorado Hills Area. The average percentage of impact fees as a percentage (%) of new construction for cities and districts within the Sacramento Region was about 1.95%, leaving the District's proposed fee below average. Please see Appendix A attached.

**Fiscal Impact:** The District will realize an increase in Park Impact fees which are used to build new Parks in the District. This revenue source will not support ongoing maintenance costs.

**Attachments:**

- A. Proposed El Dorado Hills Community Services District, Development Impact Fee Program, Development Impact Fee Justification Study

**Master Plan Strategic Recommendations:**

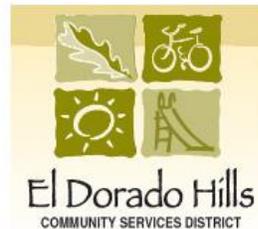
- E.11 Develop and adhere to a long-term capital spending plan that results in a balanced budget.

**El Dorado Hills Community Services District**  
**RE: 2017 Nexus Study Update**  
**Date: July 27, 2017**

## **Appendix A**

**PARK AND RECREATION  
DEVELOPMENT IMPACT FEE  
JUSTIFICATION STUDY**

**EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT**



MAY 18, 2017

***Prepared by:***

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TABLE OF CONTENTS

SECTION	PAGE
EXECUTIVE SUMMARY.....	1
SECTION I. INTRODUCTION .....	3
SECTION II. LEGAL REQUIREMENTS TO JUSTIFY DEVELOPMENT IMPACT FEES.....	4
SECTION III. DEMOGRAPHICS .....	8
SECTION IV. METHODOLOGY USED TO CALCULATE FEE.....	10
SECTION VI. SUMMARY OF FEE.....	13

APPENDICES

APPENDIX A: FEE DERIVATION WORKSHEETS

DRAFT

In order to adequately plan for new residential development and identify the public park and recreation facilities and costs associated with mitigating the direct and cumulative impacts of new development, David Taussig & Associates, Inc. (“DTA”) was retained by the El Dorado Hills Community Services District (the “District”) to prepare an AB 1600 Fee Justification Study (the “Fee Study”) for park and recreation improvements. The Fee Study is intended to comply with Section 66000 *et seq.* of the Government Code, which was enacted by the State of California in 1987, by identifying additional public facilities required by new residential development (“Future Facilities”) and determining the level of fees that may be imposed to pay the costs of the Future Facilities (“Park Fees”). Fee amounts have been determined that will finance park and recreation facilities at the standard established in the District’s Master Plan, or approximately 6.40 acres of improved park and recreation land and facilities for every 1,000 new residents. The Future Park Facilities and estimated land acquisition and associated construction costs per residential dwelling unit are identified in Section IV of the Fee Study. A description of the methodology used to calculate the fees is included in Section IV. All new residential development may be required to pay its "fair share" of the cost of the new infrastructure through the development fee program.

#### **ORGANIZATION OF THE REPORT**

Section I of this report introduces the Fee Study including a brief description of the District, and background information on development fee financing. Section II provides an overview of the legal requirements for implementing and imposing the fee amounts identified in the Fee Study. Section III includes a discussion of projected new residential development and demand variables such as future population, extrapolated through buildout in 2035. Projections of future development are based on data provided by the District’s Master Plan and data provided by the Sacramento Area Council of Governments. Section IV includes a description of the Future Facilities needed to serve new residential development that are eligible for funding by the impact fees, including estimated costs, net costs to the District, and costs attributable to new residential development. Section IV discusses the findings required under the Mitigation Fee Act and requirements necessary to be satisfied when establishing, increasing, or imposing a fee as a condition of new development, and satisfies the nexus requirements for each facility included as part of this study. Section IV also contains the description of the methodology used to determine the fees for all facility types. Finally, Section V includes a summary of the proposed fees justified by this Fee Study. Appendix A includes the calculations used to determine the various fee levels.

#### **IMPACT FEE SUMMARY**

The total fee amounts required to finance new residential development’s share of the costs of facilities are summarized in Table ES-1 below. Fees within this Fee Study reflect the maximum fee levels that may be imposed on new residential development.

**TABLE ES-1**  
**DEVELOPMENT IMPACT FEE SUMMARY**

Fees Per Unit			
	Park Fees	Admin. (3%)	Total Fees
Single Family Residential	\$12,369	\$371	\$12,740
Multi-Family Residential	\$8,164	\$245	\$8,408

\*Numbers may not sum due to rounding.

**EXEMPTIONS**

California Government Code permits fee exemptions for affordable housing and senior housing at the discretion of local jurisdictions. Such fee exemptions are a policy matter that should be based on the consideration of the greater public good provided by the use exempted from the fee.

DRAFT

The El Dorado Hills Community Services District (the "District" or "EDHCSD") was formed on May 21, 1962 by the El Dorado County Board of Supervisors (Resolution No. 98-62) and under Government Code §61600, as an independent special district. The District serves a large, densely developed suburban population located on the western edge of El Dorado County, in the Sierra Nevada foothills, 25 miles east of Sacramento. To the north, El Dorado Hills is bounded by Folsom Lake and the Folsom Lake State Recreation Area and to the east by the neighboring community of Cameron Park. The District also borders the community of Latrobe to the south and the Sacramento County line and the City of Folsom lie to the west. The EDHCSD boundary encompasses approximately 28 square miles (14,400 acres), and the District serves the most populated community in the County. The District impressively owns and manages approximately 300 acres of land, including 175 acres of parks and 125 acres of open space.

To adequately plan for new residential development and identify the public park and recreation facilities and costs associated with mitigating the direct and cumulative impacts of new development, David Taussig & Associates, Inc. ("DTA") was retained by the District to prepare a new AB 1600 Fee Justification Study (the "Fee Study"). The need for this Fee Study is driven by anticipated residential development.

The Fee Study is intended to comply with Section 66000 *et seq.* of the Government Code, which was enacted by the State of California in 1987, by identifying additional public park and recreation facilities required by new residential development ("Future Facilities") and determining the level of fees that may be imposed to pay the costs of the Future Facilities. Fee amounts have been determined that will finance park and recreation facilities at the current level of service ("LOS"), currently set at 6.40 acres of improved park and recreation land and facilities for every 1,000 new residents. The Future Facilities and estimated land development and associated construction costs per residential unit are identified in Section IV of the Fee Study. All new residential development may be required to pay its "fair share" of the cost of the Future Facilities through the development fee program.

The fees are calculated to fund the cost of facilities needed to meet the needs of new residential development. The steps followed in the Fee Study include:

1. **Demographic Assumptions:** Identify future growth that represents the increased demand for facilities.
2. **Facility Needs and Costs:** Identify the amount of public facilities required to support the new development and the costs of such facilities.
3. **Cost Allocation:** Allocate costs per equivalent dwelling unit.
4. **Fee Schedule:** Calculate the fee per residential unit.

The levy of impact fees is one authorized method of financing the public facilities necessary to mitigate the impacts of new residential development. A fee is “a monetary exaction, other than a tax or special assessment, which is charged by a local agency to the applicant in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project...” (California Government Code, Section 66000). A fee may be levied for each type of capital improvement required for new development, with the payment of the fee typically occurring prior to the beginning of construction of a residential unit. Fees are often levied at final map recordation, issuance of a certificate of occupancy, or more commonly, at building permit issuance. However, Assembly Bill (“AB”) 2604 (Torrico) which was signed into law in August 2008, encourages public agencies to defer the collection of fees until close of escrow to an end user to assist California’s building industry.

AB 1600, which created Section 66000 *et seq.* of the Government Code was enacted by the State of California in 1987.

In 2006, Government Code Section 66001 was amended to clarify that a fee cannot include costs attributable to existing deficiencies, but can fund costs used to maintain the existing level of service (“LOS”) or meet an adopted level of service that is consistent with a general plan or similar.

Section 66000 *et seq.* of the Government Code thus requires that all public agencies satisfy the following requirements when establishing, increasing, or imposing a fee as a condition of new development:

1. Identify the purpose of the fee. (Government Code Section 66001(a)(1))
2. Identify the use to which the fee will be put. (Government Code Section 66001(a)(2))
3. Determine that there is a reasonable relationship between the fee’s use and the type of development on which the fee is to be imposed. (Government Code Section 66001(a)(3))
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is to be imposed. (Government Code Section 66001(a)(4))
5. Discuss how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed. (Government Code Section 66001(b))

This section presents each of these items as they relate to the imposition of the proposed fees within the District.

**A. THE PURPOSE OF THE FEE (GOVERNMENT CODE SECTION 66001(A)(1))**

Based upon projections from the Sacramento Area Council of Governments, new residential development is expected to result in approximately 13,111 new residents within the District by 2035. These future residents will create an additional demand for public park and recreation facilities that existing public park and recreation facilities cannot accommodate. To accommodate new residential development in an orderly manner, without adversely impacting the current quality of life in the District, additional public park and recreation facilities will need to be constructed.

It is the projected direct and cumulative effect of future residential development that has required the preparation of this Fee Study. Each new residential property will contribute to the need for new public park and recreation facilities, and as such, the proposed impact fee will be charged to all future development, irrespective of location, within the District. While a portion of the District's future development might be characterized as "in fill" development projects, these projects contribute to impacts on public park and recreation facilities because they are an interactive component of a much greater universe of development located throughout the District. First, the residents associated with any new residential development in the District have access to, and in fact, may regularly utilize and benefit from, the District's park and recreation facilities. Second, these residents may have chosen to purchase the specific piece of property in which they reside partially because of the parks and other recreational opportunities located nearby. Third, the availability of park and recreational facilities throughout the District has a growth-inducing impact, in that it enhances the District's reputation as a great place to live and work, thereby attracting new development that may have otherwise gone elsewhere. As a result, all development projects in the District contribute to the cumulative need for new park and recreation facilities throughout the District. The development impact fees, when collected, will be placed into a dedicated fund that will be used solely for the design, acquisition, installation, and construction of public park and recreational facilities and other appropriate costs to mitigate the direct and cumulative impacts of new residential development within the District.

The discussion in this subsection of the Fee Study sets forth the purpose of the development impact fee as required by Section 66001(a)(1) of the California Government Code.

**B. THE USE TO WHICH THE FEE IS TO BE PUT (GOVERNMENT CODE SECTION 66001(A)(2))**

The development impact fee will be used specifically for the design, acquisition, installation, and construction of the public park and recreational facilities discussed in Section IV of the Fee Study and related costs necessary to mitigate the direct and cumulative impacts of new residential development in the District. By directly funding these costs, the development impact fees will both enhance the quality of life for future District residents and protect their health, safety, and welfare.

The discussion presented in this subsection of the Fee Study identifies the use to which the development impact fee is to be put as required by Section 66001(a)(2) of the California Government Code.

**C. DETERMINE THAT THERE IS A REASONABLE RELATIONSHIP BETWEEN THE FEE'S USE AND THE TYPE OF DEVELOPMENT PROJECT UPON WHICH THE FEE IS IMPOSED (BENEFIT RELATIONSHIP) (GOVERNMENT CODE SECTION 66001(A)(3))**

As discussed in Subsection A above, it is the projected direct and cumulative effect of future residential development that has prompted the preparation of this Fee Study. Each residential unit will contribute to the need for new public park and recreation facilities. Even future "in fill" development projects, which may be adjacent to existing park and recreational facilities, contribute to impacts on such facilities because they are a collaborative component of a much greater universe of development located throughout the District. Consequently, all new residential development within the District, irrespective of location, contributes to the direct and cumulative impacts of development on public park and recreational facilities and creates the need for new facilities to accommodate growth.

As set forth in Section IV of the Fee Study, the fees will be expended for the design, acquisition, installation, and construction of new public park and recreational facilities identified in Section IV, as that is the purpose for which the development impact fee is collected. As previously stated, all new residential development creates either a direct impact on park and recreational facilities or contributes to the cumulative impact on park and recreational facilities.

For the foregoing reasons, there is a reasonable relationship between the design, acquisition, construction, and installation of the public park and recreational facilities and new development as required under Section 66001(a)(3) of the Mitigation Fee Act.

**D. DETERMINE HOW THERE IS A REASONABLE RELATIONSHIP BETWEEN THE NEED FOR THE PUBLIC FACILITY AND THE TYPE OF DEVELOPMENT PROJECT UPON WHICH THE FEE IS IMPOSED (IMPACT RELATIONSHIP) (GOVERNMENT CODE SECTION 66001(A)(4))**

As set forth in Subsection A above, all new residential development contributes to the direct and cumulative impacts on public park and recreational facilities and creates the need for new facilities to accommodate growth. Also, as previously stated, all new residential development within the District, irrespective of location, contributes to the direct and cumulative impacts of development on public park and recreational facilities and creates the need for new facilities to accommodate growth. Moreover, the public park and recreational facilities identified in Section IV are specifically a function of the number of projected future residents within the District and do not reflect any unmet needs of existing development.

For the reasons presented herein and in Section IV, there is a reasonable relationship between the need for the public park and recreational facilities and all new residential development within the District as required under Section 66001(a)(4) of the Mitigation Fee Act.

**E. THE RELATIONSHIP BETWEEN THE AMOUNT OF THE FEE AND THE COST OF THE PUBLIC FACILITIES ATTRIBUTABLE TO THE DEVELOPMENT UPON WHICH THE FEE IS IMPOSED (“ROUGH PROPORTIONALITY” RELATIONSHIP) (GOVERNMENT CODE 66001(B))**

Again, as set forth above, all residential development in the District impacts public park and recreational facilities. Moreover, each individual development project and its related increase in population will adversely impact existing park and recreational facilities. Thus, imposition of the development impact fee to finance new public park and recreational facilities is an efficient, practical, and equitable method of permitting development to proceed in a responsible manner.

New residential development impacts the need for public park and recreational facilities directly and cumulatively. Even new residential development located adjacent to existing facilities will have access to and benefit from new public park and recreational facilities. Again, the design, acquisition, construction, and installation of the public parks and recreational facilities in Section IV are specifically a function of projected new residents within the District and do not reflect any unmet needs of existing development.

As demonstrated, the proposed development impact fee amounts are roughly proportional to the impacts resulting from new residential development. Thus, there is a reasonable relationship between the amount of the development impact fee and the cost of the public park and recreational facilities.

In order to determine the public park and recreational facilities needed to serve new residential development as well as establish fee amounts to fund such facilities, the District provided DTA with projections of future population and development within the District. DTA categorized developable residential land uses as Single Family and Multi-Family. Additional details are included in the table below. Based on these designations, DTA established fees for the following two (2) land use categories to acknowledge the difference in impacts resulting from various land uses and to make the resulting fee program implementable.

LAND USE CLASSIFICATION FOR FEE STUDY	DEFINITION
Single Family	Includes single family detached homes
Multi-Family	Includes buildings with attached residential units including apartments, town homes, condominiums, and all other residential units not classified as Single Family Detached

Data provided by the County of El Dorado, the Sacramento Area Council of Governments, Co-Star, and Nielsen were used to estimate the number of housing units to be built within District. These figures are generally confirmed by the California Department of Finance and the U.S. Census Bureau. In addition, the reports and census were used to project the additional population generated from new residential development.

Notably, DTA attempted to utilize metrics (e.g. average household size) that standardized existing demographics with the projections provided by the Sacramento Area Council of Governments (“SACOG”) and forecasts provided by Nielsen.

The following sections summarize the existing and future development figures that were used in calculating the impact fees.

**1. EXISTING POPULATION FOR LAND USE CATEGORIES**

According to information provided by SACOG, and generally confirmed by the U.S. Census Bureau, there are currently 37,149 existing Single Family and 6,713 Multi-Family residents residing in 12,636 and 2,331 units respectively, within the District.

DTA has used the following demographic information provided by the California Department of Finance, which assumes resident-per-unit factors of 2.94 and 2.88 per Single Family unit and Multi-Family unit, respectively. Therefore, the District’s population is generally comprised of 43,862 residents living in 14,967 Single Family and Multi-Family homes.

Table 1 on the next page summarizes the existing demographics for the residential land uses.

**TABLE 1**  
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**ESTIMATED EXISTING RESIDENTIAL DEVELOPMENT**

Residential Land Use	Existing Residents	Existing Housing Units	Average Household Size
Single Family Residential	37,149	12,636	2.94
Multi-Family Residential	6,713	2,331	2.88
<b>Total</b>	<b>43,862</b>	<b>14,967</b>	<b>NA</b>

**2. FUTURE POPULATION FOR LAND USE CATEGORIES (2035)**

According to information provided by SACOG, and generally confirmed by the U.S. Census Bureau, in 2035 (the time horizon utilized for this Fee Study) the District is projected to include an additional 3,777 Single Family units and 697 future Multi-Family units.

DTA has used the following demographic information provided by the California Department of Finance, which assumes future District resident-per-unit factors of 2.94 and 2.88 per Single Family unit and Multi-Family unit, respectively. This results in an additional 13,111 residents living in 4,474 Single Family and Multi-Family Homes District-wide.

Table 2 below summarizes the future demographics for the residential land uses.

**TABLE 2**  
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**FUTURE RESIDENTIAL DEVELOPMENT**

Residential Land Use	Projected Residents	Projected Housing Units	Average Household Size
Single Family Residential	11,104	3,777	2.94
Multi-Family Residential	2,007	697	2.88
<b>Total</b>	<b>13,111</b>	<b>4,474</b>	<b>NA</b>

Pursuant to the nexus requirements of Government Code 66000 *et seq.*, a local agency is required to “determine how there is a reasonable relationship between the amount of the fee and the cost of the public facility or portion of the public facility attributable to the development on which the fee is imposed.” Of course, it is impossible to accurately determine the impact that a *specific* new residential unit, commercial project, or industrial development will have on existing facilities. Predicting future residents’ specific behavioral patterns such as recreation and park requirements is extremely difficult, and would involve numerous assumptions that are subject to substantial variances. Recognizing these limitations, the Legislature drafted AB 1600 to specifically require that a “reasonable” relationship be determined, not a direct cause and effect relationship. This reasonable relationship, which was discussed in detail in Section II of the Fee Study, is summarized in Table 3.

**TABLE 3  
EL DORADO HILLS COMMUNITY SERVICES DISTRICT**

<b>Public Park and Recreational Facilities AB 1600 Nexus Test</b>	
Identify Purpose of Fee	Park and Recreational Facilities
Identify Use of Fee	The design, acquisition, installation, and construction of public park and recreational facilities.
Demonstrate how there is a reasonable relationship between the need for the public facility, the use of the fee, and the type of development project on which the fee is imposed	New development will generate additional residents who will increase the demand for active and passive park and recreational facilities within the District. Land will have to be purchased and improved to meet this increased demand, thus a reasonable relationship exists between the need for park and open space facilities and the impact of development. Fees collected from new development will be used exclusively for park, recreational, and open space facilities identified here in Section IV.

**1. LEVEL OF SERVICE FOR PARK FACILITIES**

There are many methods or ways of calculating fees, but they are all based on determining the cost of needed improvements and assigning those costs equitably to various types of development. Fees for recreational and park facilities have been calculated utilizing the "Standards-Based Approach." This methodology utilizes a facility "standard" established for future development, against which facilities costs are determined based on “units of demand” or a “level of service” from a development. This approach establishes a generic unit cost for capacity, which is then applied to each land use type per unit of demand. This standard is not based on the cost of a specific existing or future facility, but rather on the cost of providing a certain standard of service, such as the 6.40 acres of park and recreational facilities per 1,000 residents, which is the current level of service for the District. To meet the standard of service required, the District will need to develop new park land and open space. Therefore 100% of the costs of land acquisition and development will be allocated to new residential development. The table below summarizes the existing park and recreational facilities located within the District that meet the required standard of 6.40 acres of park and recreational facilities per 1,000 residents.

**TABLE 4**  
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**EXISTING LEVEL OF SERVICE**

Facility Type	Existing Acres	Facility Acres per 1,000 Residents
Neighborhood Parks	42.26	0.96
Village Parks	54.15	1.23
Community Parks	58.22	1.33
Open Space	125.99	2.87
<b>Total:</b>	<b>280.62</b>	<b>6.40</b>

**2. LAND ACQUISITION AND PARK DEVELOPMENT COSTS**

Notably, land acquisition costs are dependent on the real estate market at the time of acquisition. Location, demand for land, encumbrances, comparable acquisitions, and construction costs are a few of the many variables that play into appraisals and negotiations. Each park has its own location and improvement requirements. However, District Staff was able to provide DTA with general cost assumptions for new park development, based on the *District's Park & Recreation Facilities Master Plan*, recently updated in June 2016 (the "Master Plan").<sup>1</sup> Please see Table 5 below for more detail regarding the costs for new parks in the District.

**TABLE 5**  
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**COST ASSUMPTIONS FOR NEW PARK DEVELOPMENT**

Project	Cost/Unit
Land Acquisition*	\$60,000/acre*
<b>Planning and Design</b>	
Neighborhood Park	\$25,000
Village Park	\$30,000
Community Park	\$50,000
Open Space	\$25,000
<b>Park Development</b>	
Neighborhood Park	\$375,000/acre
Village Park	\$600,000/acre
Community Park	\$800,000/acre
Open Space	\$32,000/acre
<b>Additional Costs</b>	
Administration	6%
Architecture/Engineering	12%
Contingency	15%

\*For reference only. In light of development patterns within the CSD and the CSD's Quimby Fee, Land Acquisition Costs have been excluded from this analysis at this time.

Using both the level of service and cost assumptions, DTA calculated a total of \$39,466,315 for park development costs. Please see **Appendix A** for more information.

<sup>1</sup> Available at [http://www.eldoradohillscsd.org/images/community\\_interest/master\\_plan/edh\\_park\\_and\\_rec\\_master\\_plan\\_final.pdf](http://www.eldoradohillscsd.org/images/community_interest/master_plan/edh_park_and_rec_master_plan_final.pdf)

**3. ADDITIONAL PARK IMPROVEMENT COSTS**

Furthermore, the District intends to expand and enhance existing District-owned facilities to accommodate increased demand. The Master Plan has identified the need for the following park facilities improvements to serve the 13,111 total new residents within the District: a new disc golf course, a new sprayground, an additional restroom facility, a new rectangular sports field, a new diamond sports field, and the conversion of a sports fields to artificial turf. The District also intends to build a 40,000-square foot multi-generational recreation center and a second aquatic center. The total cost for these facilities is currently estimated at \$12,939,274 per the Master Plan. The LOS for the Multi-Generational Recreation Center is 1,034.64 square feet per 1,000 residents. Please see **Appendix A** for more detail on the costs and LOS associated with these facilities.

Based on the development projections in **Appendix A**, the fee amounts presented in Table 6 will finance \$52,405,588 of Park and Recreation Facilities.

**TABLE 6**  
**EL DORADO HILLS COMMUNITY SERVICES DISTRICT**  
**FEE DERIVATION SUMMARY (NET OF ADMINISTRATIVE COMPONENT)**

Land Use Type	EDUs per Unit	Fee per Unit	Number of Units	Cost Financed by Fees
Single Family Residential	1.00	\$12,369	3,777	\$46,717,706
Multi-Family Residential	0.66	\$8,164	697	\$5,687,883
<b>Total Facilities Costs:</b>				<b>\$52,405,588</b>

\*Numbers may not sum due to rounding.

The total fee amounts required to finance new residential development's "fair share" of the costs of facilities are summarized in Table 7 below.

**TABLE 7**  
**DEVELOPMENT IMPACT FEE SUMMARY**

Fees Per Unit			
	Park Fees	Admin. (3%)	Total Fees
Single Family Residential	\$12,369	\$371	\$12,740
Multi-Family Residential	\$8,164	\$245	\$8,408

\*Numbers may not sum due to rounding.

DRAFT



**Appendix A**  
**Fee Derivation Worksheets**

**DRAFT**

**APPENDIX A  
EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
PARK AND RECREATION FACILITIES FEE CALCULATION**

**I. Inventory of Existing Park Facilities**

Facility [1]	Facility Unit	Quantity (CSD)
Neighborhood Parks	Acres	42.26
Village Parks	Acres	54.15
Community Parks	Acres	58.22
Open Space	Acres	125.99

**II. Existing Recreation and Park Facilities EDU Calculation**

Land Use Type	Number of Residents	Number of Units [2]	Residents Per Unit [3]	EDUs per Unit	Total Number of EDUs
Single Family	37,149	12,636	2.94	1.00	12,636
Multi-Family	6,713	2,331	2.88	0.66	1,538
Total	43,862	14,967	NA	NA	14,174

**III. Existing Facility Standard**

Facility Type	Quantity (CSD)	Facility Unit	Facility Units per 1,000 Residents
Neighborhood Parks	42.26	Acres	0.96
Village Parks	54.15	Acres	1.23
Community Parks	58.22	Acres	1.33
Open Space	125.99	Acres	2.87

**IV. Future Recreation and Park Facilities EDU Calculation**

Land Use Type	Number of Residents	Number of Units [2]	Residents Per Unit [3]	EDUs per Unit	Total Number of EDUs
Single Family	11,104	3,777	2.94	1.00	3,777
Multi-Family	2,007	697	2.88	0.66	460
Total	13,111	4,474	NA	NA	4,237

**V. Future Facility Standard**

Facility Type [4]	Facility Units per 1,000 Residents	Facility Unit	Facilities Units Funded by New Development
Neighborhood Parks	0.96	Acres	12.63
Village Park	1.23	Acres	16.19
Community Parks	1.33	Acres	17.40
Open Space	2.87	Acres	37.66

**VI. Park and Open Space Summary Cost Data**

Facility Type [5]	Facility Unit	Acres Being Acquired	Land Acquisition per Acre [6]	Acres Being Developed	Park Development per Acre	Planning & Design	Admin/Contingency (21%)	Engineer/Architecture (12%)	Total Facility Cost for New Development	Cost per EDU
Neighborhood Parks	Acres	12.63	\$0	12.63	\$375,000	\$25,000	\$394,781	\$568,446	\$6,325,279	\$1,482.92
Village Parks	Acres	16.19	\$0	16.19	\$600,000	\$30,000	\$2,039,466	\$1,165,409	\$12,946,616	\$3,055.72
Community Parks	Acres	17.40	\$0	17.40	\$800,000	\$50,000	\$2,923,673	\$1,670,671	\$18,566,599	\$4,382.17
Open Space	Acres	37.66	\$0	37.66	\$32,000	\$25,000	\$253,077	\$144,615	\$1,627,821	\$384.21
<b>Total:</b>									<b>\$39,466,315</b>	<b>\$9,315.01</b>

**APPENDIX A  
EL DORADO HILLS COMMUNITY SERVICES DISTRICT  
PARK AND RECREATION FACILITIES FEE CALCULATION**

**VII. Park Improvements Cost Summary**

Facility Type	Facility Cost	New Population as a % of Total Population	Total Facility Cost for New Development	Cost per EDU
New Disc Golf Course	\$25,000	23.01%	\$5,753	\$1.36
Sprayground	\$500,000	23.01%	\$115,063	\$27.16
Additional Restroom	\$250,000	23.01%	\$57,532	\$13.58
Sports Field Conversion to Artificial Turf	\$800,000	23.01%	\$184,101	\$43.45
New Rectangular Sports Field	\$1,200,000	23.01%	\$276,152	\$65.18
New Diamond Sports Field	\$500,000	23.01%	\$115,063	\$27.16
<b>Total:</b>			<b>\$753,664</b>	<b>\$177.88</b>

**VIII. Recreation Facility Cost Summary**

Facility Type	Facility Unit	Current Development	Future Development	Buildout Population	Facilities Units per 1,000 Residents	Facilities Funded by New Development	Cost per Unit	Total Facilities for New Development	Cost per EDU
Community Activities Building (EDH Park)	SF	8,400	NA						
The Pavilion (EDH Park)	SF	1,900	NA						
Community Pool (EDH Park)	SF	NA	NA						
Teen Center (EDH Park)	SF	745	NA						
Oak Knoll Club House	SF	384	NA						
The Ramona Mori Gilmore Senior Center	SF	7,517	NA						
Valley View, Oak Meadow, and Brooks Elementary Scho	SF	NA	NA						
Jackson Elementary School	SF	NA	NA						
Multi-Generational Recreation Center	SF		40,000						
<b>Total:</b>		<b>18,946</b>	<b>40,000</b>	<b>56,973</b>	<b>1,034.63</b>	<b>13,565.04</b>	<b>\$626.88</b>	<b>\$8,503,584</b>	<b>\$2,007.05</b>

**IX. Aquatic Facilities Cost Summary**

Facility Type	Facility Unit	Current Development	Future Development	Buildout Population	Facilities Units per 1,000 Residents	Facilities Funded by New Development	Cost per Unit	Total Facilities for New Development	Cost per EDU
Aquatic Center	Each	1	1	56,973	0.04	0.46	\$8,000,000	\$3,682,025	\$869.05

- NOTES:**  
 [1] The Archery Range Acreage is included in the Open Space Total Acreage, and the Allan Lindsey Park and Valley View Sports Park are included in the Neighborhood Park Total Acreage.  
 [2] Population Estimates based on information collected by SACOG.  
 [3] Residents per Unit estimated by DTA based on total number of residents and given number of existing and expected units.  
 [4] Estimates based on current Park and Open Space inventory of 6.40 per 1,000 residents.  
 [5] Estimates based on cost assumptions for New Park Development, found in the El Dorado Hills Parks and Recreations Master Plan (June 2016).  
 [6] In light of development patterns within the CSD and the CSD's Quimby Fee, Land Acquisition Costs have been excluded from this analysis at this time.

DRAFT

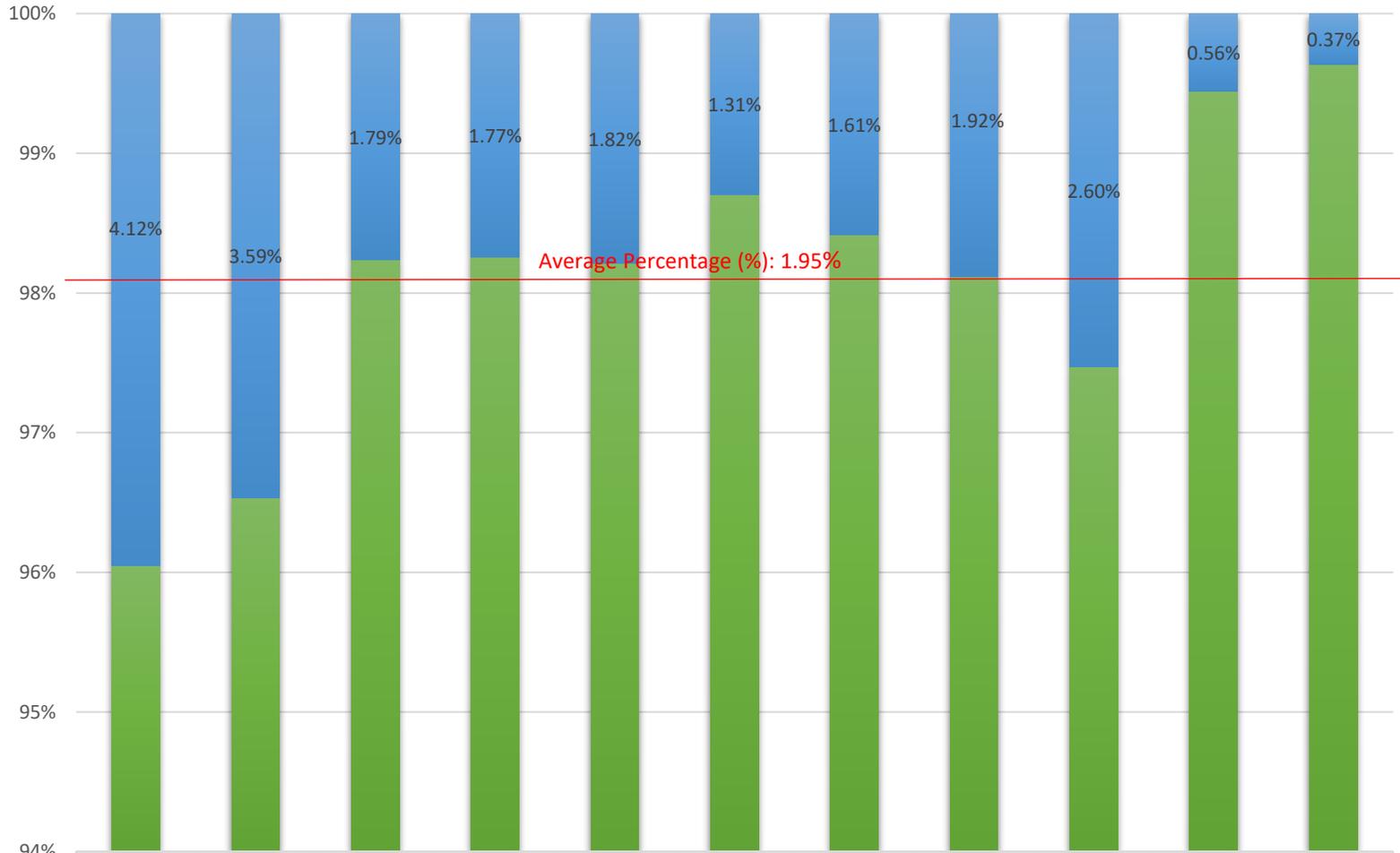
DRAFT

**DTA** DAVID TAUSSIG  
& ASSOCIATES

Public Finance  
Public Private Partnerships  
Urban Economics  
Clean Energy Bonds

1302 Lincoln Avenue, Suite 204  
San Jose, CA 95125  
Phone (800) 969-4382

## Park Fee as a Percentage (%) of New Construction, Single Family Dwelling (SFD)



	Elk Grove (Laguna Ridge)	West Sacramento	El Dorado Hills (Proposed)	Folsom	Placer Vineyards	Roseville	Elk Grove (Eastern Elk Grove)	Sacramento County (Eight District Avg.)	Rancho Cordova	Rocklin	Placerville
■ Park Fee	\$16,059	\$15,430	\$12,740	\$8,508	\$7,112	\$6,304	\$6,280	\$6,342	\$9,085	\$2,696	\$1,320
■ New Construction (SFD)	\$390,000	\$430,000	\$710,000	\$480,000	\$390,000	\$480,000	\$390,000	\$330,000	\$350,000	\$480,000	\$360,000

■ New Construction (SFD)    ■ Park Fee

EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT



**AGENDA REPORT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manger

**Prepared By:** Katrina L. Jackson, Director of Administration and Finance

**Meeting Date:** July 27, 2017

**Report Date:** July 20, 2017

**Subject:** **Updated Staff Job Descriptions**

---

**Recommendation:** Review and forward updated job descriptions for District Staff to the full Board with support.

**Background:** In FY2016 the Board of Directors authorized the District to contract with Koff and Associates to conduct a District-wide Wage, Compensation and Classification Study. As part of that study, current job descriptions were revised and updated to comply with laws and industry standards, as well as align with current incumbent duties and District practices.

**Discussion:** Included in this packet are updated job descriptions for all District positions, with the exception of the Recreation Leader series and the Recreation Coordinator. The Recreation Leader series and Recreation Coordinator positions require further research and analysis before bringing to the Committee for review and request for support. Our contracted HR Consultant (CPS HR) is currently working on this item and will provide recommendations to staff in the coming weeks.

**Fiscal Impact:** None-Positions were approved in the FY2018 Budget.

**Attachments:**

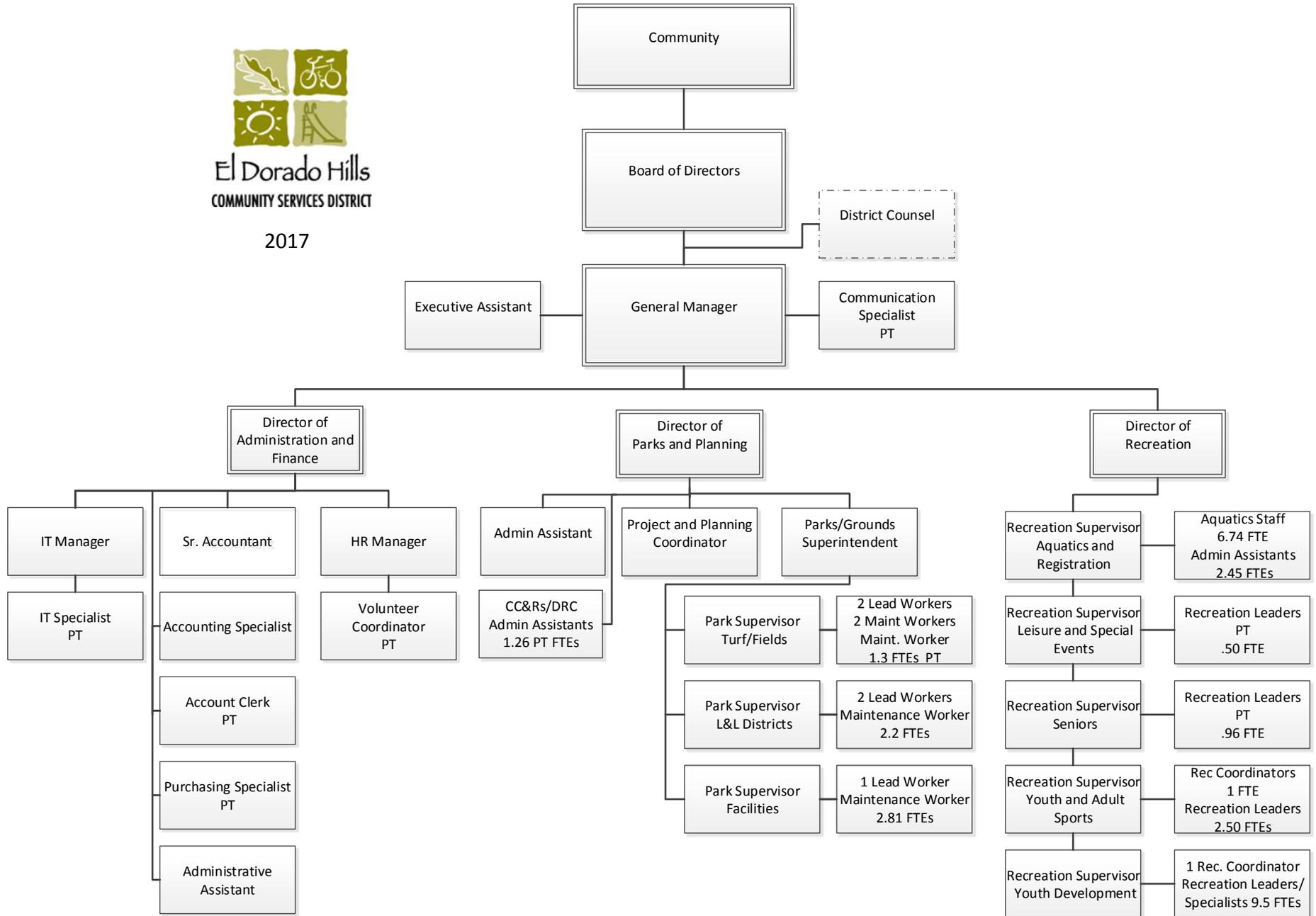
- A. District Organizational Chart
- B. Accounting Specialist
- C. Accounting Technician
- D. Administrative Assistant I and II
- E. Communications Specialist
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**El Dorado Hills Community Services District**  
**RE: Updated Staff Job Descriptions**  
**Date: July 27, 2017**

- J. Facilities Attendant
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- V. Purchasing Specialist
- W. Recreation Supervisor
- X. Senior Accountant
- Y. Volunteer Coordinator



2017





August 2017  
FLSA: NON- EXEMPT

## ACCOUNTING SPECIALIST

### **DEFINITION**

Under direction, performs paraprofessional accounting duties related to accounts payable and payroll processing; updates and maintains employee records and financial transactions records; provides assistance in the preparation of internal and external reporting documents; and performs related duties as required

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Administration and Finance. Incumbents in this position do not routinely exercise supervision.

### **CLASS CHARACTERISTICS**

The Accounting Specialist is the journey level paraprofessional classification expected to perform the full scope of financial record keeping transactions with respect to payroll, accounts payable, and related fiscal support duties. Positions at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the next higher classification of Accounting Manager in that the latter has responsibility for managing the District's accounting operations and activities.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for performing paraprofessional accounting tasks related to payroll, accounts payable and related fiscal transactions.
- Processes, and/or oversees the processing of, the District's biweekly payroll; audits and verifies time cards submitted by department staff; checks availability of vacation and sick leave; maintains records of appropriate accruals; prepares, balances and reconciles payroll reports; prepares supporting reports and payments to various taxing, financial, insurance, cafeteria plan, and retirement organizations; inputs data; distributes payroll warrants; prepares biweekly payroll tax deposits, quarterly reports, and W-2's; reconciles payroll, benefits, accruals and taxes.
- Updates and maintains employee files including new hire set up, wage changes, terminations, benefits, taxes and retirement; sets up and oversees department rate codes in payroll and financial systems according to budgeted department allocations.
- Processes and reports on a variety of employee contributions to health and retirement programs, including deferred compensation plans; processes all employee changes; reconciles District records to retirement plan records; processes reporting adjustments.
- Processes all accounts payable; audits invoices for proper documents, account numbers and approvals; balances accounts and generates checks; monitors contract payments; creates warrants list for Board approval; maintains vendor data files; audits purchase order requests and issues numbers; works with the budget to reconcile anomalies on coding; prepares 1099's; creates posting reports, cash requirement reports and warrant listing report; creates and updates vendor files.
- Serves as a resource to internal and external individuals on payroll and accounting issues; receives, researches, and responds to questions and issues.

- Provides support in the preparation of a variety of reports to organizations such as the Employment and Development Department, State Controller, Franchise Tax Board, Social Security and related government entities; prepares and reports tax deposits.
- Provides support in the development of District financial reports as assigned.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of general government accounting.
- Principles and practices of payroll processing and reporting.
- Principles and practices of accounts payable and related transactions.
- Methods and techniques of reconciling and balancing financial transactions.
- Reporting requirements for government agencies relevant to work performed.
- Mathematic principles.
- Principles and practices of financial record keeping.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned responsibilities.

### **Ability to:**

- Perform payroll oversight and processing tasks.
- Prepare, maintain and reconcile various financial and accounting records.
- Perform mathematical calculations quickly and accurately.
- Reconcile financial transactions.
- Read, interpret and record data accurately
- Organize, prioritize and follow- up on work assignments
- Use initiative and sound judgment within established procedural guidelines.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by two (2) years of college level coursework in finance, accounting, or a closely related field and two (2) years of increasingly responsible experience providing technical support to financial and accounting programs.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: NON-EXEMPT

## ACCOUNTING TECHNICIAN

### **DEFINITION**

Under general supervision, performs clerical duties related to general accounting work, including posting and processing receipts; makes daily deposits of funds received; balances statements and transactions; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Sr. Accountant and the Director of Administration and Finance. Incumbents in this classification do not routinely exercise supervision.

### **CLASS CHARACTERISTICS**

The Accounting Technician is the journey-level classification expected to perform the full scope of general clerical accounting work. Positions at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating policies and procedures of the work unit. This classification is distinguished from the next higher level classification of Accounting Specialist in that the latter has responsibility for performing paraprofessional level specialized fiscal duties in payroll and accounts payable.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for performing general clerical accounting work including processing receipts for funds received, depositing monies collected by the District, and performing routine fiscal transaction reconciliations.
- Processes cash receipts from all District operations including recreation programs, design review, facility rental and park impact fees; enters all information into the financial management system ensuring that data is accurate; deposits all revenues into the District's banks.
- Performs routine transactional reconciliations between bank statements and trial balances; resolves discrepancies and/or refers matter to higher level accounting staff.
- Performs general office technical and clerical accounting work; files documents; provides assistance to accounts payable and payroll as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of general accounting work involving the transactional processing of accounts payable and receivable.
- Cash handling techniques.
- Basic mathematical principles.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Modern English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Process and document cash transactions.
- Reconcile transactions to bank statements and trial balances.
- Perform daily cash receipting tasks, ensuring the accuracy of fiscal data.
- Maintain a variety of files and records.
- Perform mathematical calculations quickly and accurately.
- Use initiative and sound judgment within established procedural guidelines.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience providing clerical support to a finance or accounting program.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

## **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and

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EL DORADO HILLS  
COMMUNITY SERVICES DISTRICT



**AGENDA REPORT**

**To:** Board of Directors

**From:** Kevin A. Loewen, General Manger

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**Attachments:**

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**El Dorado Hills Community Services District**  
**RE: Updated Staff Job Descriptions**  
**Date: July 27, 2017**

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August 2017  
FLSA: NON – EXEMPT

## ADMINISTRATIVE ASSISTANT I/II

### DEFINITION

Under immediate or general supervision, learns to perform and performs a wide variety of routine and complex office, clerical and administrative support tasks for one or more assigned areas; assists the public by providing information personally or directing informational requests according to established procedures; sorts, logs and maintains records and other documents; learns policies, procedures and work methods associated with assigned duties; and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Administrative Assistant I: Receives immediate or general supervision from supervisory or management staff. Incumbents in this class do not routinely exercise supervision.

Administrative Assistant II: Receives general supervision from supervisory or management staff. Incumbents in this class do not routinely exercise supervision.

### CLASS CHARACTERISTICS

Administrative Assistant I: The Administrative Assistant I is the entry level classification in the administrative support series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex office support assignments while learning District policies and procedures. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Administrative Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Administrative Assistant II: The Administrative Assistant II is the full working level classification, capable of performing the full range of administrative and clerical duties. Positions at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Administrative Assistant I classification by the performance of the full range of duties. This classification is distinguished from the Project and Planning Specialist classification in that the latter class is responsible for performing specialized technical and administrative duties within the Planning Department and Compliance and Design Review Division, including lead supervision over clerical and administrative staff.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for performing a wide variety of routine and complex office, clerical and administrative duties in support of assigned department/operational area.
- Demonstrates an understanding of applicable policies, procedures and work methods associated with assigned duties; responds to questions and concerns from the general public; provides information as appropriate; receives visitors and telephone calls, directing them to the appropriate information

source; represents the District to all callers and visitors in a professional and customer friendly manner; assists the public in filling out application forms; supplies information concerning fees, permits, legal requirements, procedures and services provided by District departments.

- Performs advanced clerical duties including preparing technical specifications, meeting minutes, financial statements, revised reports and other documents
- Uses computers to enter, prepare and proofread drafts, labels, forms, envelopes and a variety of documents, including general correspondence, reports, memos, flyers and statistical charts from rough drafts, recordings or verbal instructions; operates other automated office equipment; types drafts and a wide variety of finished documents from recording devices, notes, brief written or oral instructions; compiles and maintains records; generates reports.
- Maintains calendars for assigned department; sets meetings; ensures meeting rooms/facilities have the proper meeting materials and equipment.
- Opens, sorts and distributes incoming and outgoing mail.
- Orders, receives and delivers materials supplies and equipment; verifies quantity and condition; prepares request for purchase orders, and other forms necessary for Department operations
- Creates and organizes filing systems for assigned department; maintains files in storage; updates record retention procedures.
- Provides coverage and support to Administrative Assistants assigned to alternate areas.
- Provides assistance in a variety of District events and projects.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs related duties as required.

#### **When assigned to Compliance and Design Review**

- Receives and reviews Design Review, Property Improvement and Encroachment permit applications; assists applicants in form completion; processes all monies received.
- Researches policies to determine compliance with CC&R's; notifies applicants of the placement of their item on the Design Review Committee meeting agenda; notifies applicants of DRC decisions.
- Monitors status of design review inspections on construction for new homes, pools, room additions, and remodel projects.
- Prepares and distributes notices and warnings to property owners for non-compliance with CC&R's.

#### **When assigned to Parks and Planning**

- Provides assistance to department supervisors and staff.
- Assists in coordinating special projects.
- Greets public, answers phones, and directs customers to appropriate staff
- Provides customer service, receives customer complaints and assists in addressing customer's complaints.
- Monitors website for accurate and appropriate information.

#### **When assigned to Recreation:**

- Provides assistance to the general public for recreation program registration, enrollment, cancellation, transfers and related activities; responds to general questions; processes registration related transactions including deposits and refunds; contacts customers with respect to class cancellations.
- Provides assistance to recreation programs in facilities, parks and field rentals, Opens and secures facilities; prepares course classrooms, and exercise rooms; ensures all equipment and material are available for instructors; maintains facility calendars.

- Utilizes specialized software for program and class registrations; monitors software to ensure it is operating properly; reports malfunctions to appropriate parties.
- Assists in coordinating special projects; audits attendance and ensures classes are completed by employees.
- Creates flyers, newsletters and promotional materials for recreation programs, print and electronic.
- Greets public, answers phones, and directs customers to appropriate staff; assist public in completing appropriate forms for facility rentals, CCR and other District services.
- Provides customer service, receives customer complaints and assists in addressing customer's complaints.
- Monitors website for accurate and appropriate information.

**When assigned to Administration:**

- Accepts responsibility for providing administrative and secretarial support to the Director of Administration and Finance; screens telephone calls, emails, or other written communications, as directed; provides the requested information or redirects the request appropriately; schedules appointments, maintains appointment calendars; makes travel arrangements and ensures confidentiality of all documents within the office of the Director of Administration and Finance.
- 
- Assists with preparing the agenda for the Board of Directors Committees and Board of Directors meetings; posts agendas tracks agenda items; proofreads reports; compiles and disseminates final copies.
- Provides assistance with the accounts payable process; sends checks and remittance slips through the mail system; distributes internal checks; updates the fiscal year accounts payable calendar.
- Takes inventory of records; develops and updates current retention schedules; applies schedules by re-filing records, entering records into the computer system and boxing and sending records to storage; performs ongoing maintenance of the records program.
- Prepares an annual update of insured vehicles and equipment; tracks and audits equipment purchase and disposal; tracks driving records.
- Researches and assembles information; verifies that information or data is complete, and accurate.
- Implement records retention schedule, including documenting, tracking, and disposing of permanent and expired files.

**QUALIFICATIONS**

**Knowledge of:**

- Operational activities of the supported department.
- Principles and practices of office administration.
- Principles and practices of data collection and report preparation.
- Cash handling techniques.
- Record keeping procedures and practices.
- Methods and techniques of imaging documents for accuracy and completeness.
- Principles and practices related to document retention.
- Basic mathematics.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

**Ability to:**

- Provide general clerical support to a specialized work unit.
- Read, understand and review documents for accuracy and relevant information.
- Perform detail-oriented reviews of documents, forms and applications.
- Use applicable office terminology, forms, documents and procedures in the course of the work.
- Learn the policies, procedures, codes and guidelines of the area to which assigned in a timely manner.
- Prepare and maintain accurate and concise records and filing systems
- Compose correspondence or documents.
- Maintain flexible working hours and attend evening meetings as required.
- Perform mathematical calculations quickly and accurately.
- Interpret, explain and apply applicable laws, codes and regulations.
- Organize, prioritize and follow-up on work assignment and meet critical deadlines.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for an Administrative Assistant I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Administrative Assistant I:

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and one (1) year of clerical experience.

Administrative Assistant II:

- In addition to the above, two (2) years of experience equivalent to that of an Administrative Assistant I.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: NON-EXEMPT

## COMMUNICATIONS SPECIALIST

### **DEFINITION**

Under direction, provides professional support to a wide variety of District communication and public information activities; develops and implements the District's communication programs; coordinates the development and publication of District promotional marketing and informational materials; develops press and media communications; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the General Manager and/or his/her designee. Incumbents in this class do not routinely exercise supervision.

### **CLASS CHARACTERISTICS**

The Communications Specialist is responsible for providing professional support to the District's public information communications programs. Positions at this level are expected to perform the full scope of assigned duties; incumbents receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The classification is distinguished from the next higher classification of General Manager in that the latter has overall responsibility for managing and overseeing the entire District.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for developing and implementing the District's communications programs; works with departments to identify their public information, marketing and communication needs, ensuring consistency in the content, nature and tone of communications.
- Works with management and supervisors on the best method of communicating the District's message to its constituents.
- Works with the General Manager and senior management on the development and implementation of the District's messaging strategies, including written materials and social media protocols to ensure consistency in how the District's messages are crafted and distributed.
- Prepares a variety of public information statements, messages and materials for distribution to local newspapers, journals and television stations with respect to District operations, activities, services and events.
- Creates graphics, brochures, guides, and flyers; takes photographs for publications; prepares layouts for written and photographic content; oversees the design, production, printing, and distribution of all print and electronic materials.
- May solicit bids for services for the District's public information and communication programs; sources vendors; prepares bid specifications; works with management and other interested parties to evaluate bids.
- Establishes positive working relationships with representatives of community organizations,

- state/local agencies, District management and staff, and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of effective marketing and communication.
- Effective use of a diverse range of media for disseminating the District's communications.
- Methods and techniques of developing standards and protocols for consistent communications.
- Methods and techniques for the use of social media formats in contribution to the District communications plan.
- Demographics of the District's local community for effective communication techniques.
- Methods and techniques of developing specifications for goods and services.
- Local and regional media, journals and publications.
- Methods and techniques of producing graphics for publications.
- Photographic methods.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Provide professional support to the District's public information and communications programs.
- Identify appropriate media for communicating the District's messages.
- Develop effective communications and marketing strategies.
- Evaluate the performance of contracted services.
- Ensure that District communication methods and content are compliant with District policies and procedures, goals and objectives.
- Create a variety of written materials such as flyers, brochures and guides.
- Use initiative and sound judgment within established procedural guidelines.
- Observe safety principles and work in a safe manner.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to a graduation from a four college or university with major course work in communications, public relations, journalism, or a closely related field and three (3) years of experience providing professional level support to a marketing or communications program.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



## **DIRECTOR OF ADMINISTRATION AND FINANCE**

### **DEFINITION**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Administration Department; major areas of responsibility include finance, budget, human resources, information technology, risk management, and related program areas; develops, implements and maintains departmental goals, objectives, policies and procedures, work standards, and internal controls; participates as a contributory member of the District's Management Team, coordinating efforts with the General Manager and all other departments; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direct and indirect supervision over professional, technical and clerical staff.

### **CLASS CHARACTERISTICS**

The Director of Administration and Finance is the Senior Management level class responsible for all functions and operations related to finance, human resources, information technology, risk management, the District's Foundation and related program areas. The Director of Administration and Finance is responsible for originating, carrying out, reviewing, interpreting and coordinating policies. The incumbent plans, supervises and evaluates the work of teams responsible for supporting the District's administrative, fiscal and technology operations. This classification is distinguished from the next higher classification of General Manager in that the latter has overall responsibility for administering the District's operations.

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies, finances and the District's Strategic Plan. The Director of Administration and Finance has primary responsibility for dealing with difficult matters involving departmental programs, including interpretation of related laws, codes, ordinances, and regulations, and for ensuring compliance with local, state, and federal law. The position requires a demonstrated ability for working successfully with staff, management, citizens, planning groups, neighborhood associations, development corporations, Board level committees and other organizations and individuals. The position requires considerable contact and the ability to have a successful working relationship with appointed committees and elected boards.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts management responsibility for planning, coordinating and directing the activities, operations and services of the Administration Department; plans, supervises, coordinates, prioritizes and monitors the work of teams responsible for supporting the District's administrative, fiscal and technology operations; conducts staff meetings; monitors performance of department staff; coordinates the work of the Administration Department with other District departments and divisions, outside agencies, community groups and the public.
- Develops implements and maintains departmental goals, objectives, policies and procedures, work standards and internal controls; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Participates as a contributory member of the District Management team, coordinating efforts with the General Manager and all other departments; attends meetings with the General Manager and

Management Team; attends Board of Directors meetings as required; prepares and presents reports to the General Manager, Board of Directors and other public agencies or groups; analyzes complex technical and administrative challenges, evaluates alternative solutions and adopts effective courses of action.

- Participates in the development of policies and procedures; recommends programs, projects and work assignments to the General Manager and Board of Directors; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures.
- Provides leadership and supervision; establishes performance goals for assigned employees; coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate, up to and including termination.
- Develops, monitors and administers the annual Administration Department budget, including manpower needs, salary expenses, operating services supplies and equipment needs; monitors monthly budget reports for all program areas.
- Develops and administers internal controls for assigned program areas, ensuring continuous monitoring, evaluation and reporting on effectiveness of controls in meeting organizational goals.
- Prepares and submits a variety of administrative, technical and fiscal reports for assigned program areas; prepares and conducts presentations on program areas to internal and external stakeholders including the Board of Directors, department heads and community groups.
- Manages and coordinates all functions related to the District's finances including investment portfolio, cash management, treasury, procurement, payroll, accounts payables, asset management, vendor agreements, annual budget, audit and internal control systems, records management, financial reporting and analysis, and related program areas.
- Manages and coordinates functions related to the El Dorado Hills Community Services District Foundation; researches, writes and administers grants.
- Manages and coordinates all functions related to human resources management including, recruitment, classification, compensation, benefits administration, retirement, employee and labor relations, human resources policies, employee training, volunteers, and related program areas.
- Manages and coordinates all functions and operations related to the District's information technology systems including software, hardware, internet, security, landlines, firewall, advanced technology systems, and website.
- Responds to the more difficult questions and concerns from the general public and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the department.
- Monitors and keeps informed of current trends in the field of finance, administration, human resources and information technology, including legislation, court rulings and professional practices and techniques; stays current on state and county issues, evaluates their impact and recommends policy and procedural modifications accordingly
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, and program development, implementation and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Principles and practices of budget development, monitoring, administration and control.

- Rules, regulations and laws governing public sector finance and accounting.
- Principles and practices of human resources program management.
- Principles and practices of risk management.
- Principles and practices of information technology.
- Principles and practices of strategic plan development.
- Principles and practices of supervision, training, discipline and performance evaluation.
- Understanding of the interrelationships between governmental agencies and various citizen/neighborhood groups and associations.
- Principles and practices of records management.
- Complex mathematical principles.
- Methods and techniques of report preparation and business correspondence.
- Professional English grammar, vocabulary, spelling and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Occupational hazards and standard safety practices.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned responsibilities.

**Ability to:**

- Plan, direct, manage and coordinate the work of the Administration Department
- Supervise and lead the establishment and measurement of District and/or department goals and objectives.
- Provide leadership and direction in the development and implementation of the District's strategic plan, and management of assigned department.
- Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws, rules and regulations governing department operations.
- Prepare, administer and control the department's annual budget.
- Evaluate program operations; recommend and implement new service delivery methods, procedures and techniques.
- Analyze situation, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative, fiscal and technical reports.
- Conduct presentations for internal and external stakeholders.
- Demonstrate strong customer service skills.
- Coordinate, manage and respond to after-hours calls.
- Work flexible hours, including evenings and weekends and business requires.
- Work independently and as part of a team.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups involved.

- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from a four (4) year college or university with major course work in public administration, finance, human resources or a closely related field and five (5) years of increasingly responsible professional experience in supporting finance, human resources and information technology programs, two (2) of which should be in a management capacity.

**Licenses and Certifications:**

- Certified Public Accountant is highly desired, but not required.
- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: EXEMPT

## **DIRECTOR OF PARKS AND PLANNING**

### **DEFINITION**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Parks and Planning Department; functional areas of responsibility include, planning, facilities, neighborhood parks, athletic fields, parks administration, Compliance and Design Review, Capital Improvement Plan, Capital Deficiency Fund; and Lighting and Landscape Districts, (LLAD's); develops implements and maintains departmental goals, objectives, policies and procedures, work standards and internal controls; participates as a contributory member of the District Management team, coordinating efforts with the General Manager and all other departments; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direct supervision over supervisory, technical and clerical staff.

### **CLASS CHARACTERISTICS**

The Director of Parks and Planning is the Senior Management level class responsible for the development, maintenance and safe operation of functions related to all Parks and Planning. The Director of Parks and Planning is responsible for originating, carrying out, reviewing, interpreting and coordinating functions related to parks and facilities maintenance, operation and renovation, and the design, development and construction management of new parks and facilities. The Director of Parks and Planning is responsible for originating, carrying out, reviewing, interpreting and coordinating functions related to planning, facilities, neighborhood parks, athletic fields, parks administration, Compliance and Design Review, Capital Improvement Plan, Capital Deficiency Fund; and Lighting and Landscape Districts, (LLAD's). The incumbent plans, supervises and evaluates the work of teams responsible for the maintenance, development, repair and operational work of District parks and facilities. This classification is distinguished from the next higher classification of General Manager in that the latter is responsible for the overall management of the El Dorado Hills Community Services District.

Departmental planning and operations are coordinated with the activities of other District departments and are developed within the framework of District policies and the District's Strategic Plan. The Director of Parks and Planning has primary responsibility for dealing with difficult matters involving departmental programs, including interpretation of related codes, ordinances and regulations and for ensuring compliance with local, state and federal law. The position requires a demonstrated ability for working successfully with citizens, planning groups, neighborhood associations, development corporations, board level committees and other organizations and individuals. The position requires considerable contact and the ability to have a successful working relationship with appointed committees and elected boards.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts management responsibility for planning, coordinating and directing the activities, operations and services of the Parks and Planning Department; plans, supervises, coordinates, prioritizes and monitors the work of teams responsible District parks and facilities maintenance and development; conducts staff meetings; monitors performance of department staff; coordinates the work of the Parks and Planning Department with other District departments and divisions, outside agencies, community groups and the public.
- Develops implements and maintains departmental goals, objectives, policies and procedures, work standards and internal controls; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Participates as a contributory member of the District Management team, coordinating efforts with the General Manager and all other departments; attends meetings with the General Manager and Management Team; attends Board of Directors meetings as required; prepares and presents reports to the General Manager, Board of Directors and other public agencies or groups; analyzes complex technical and administrative challenges, evaluates alternative solutions and adopts effective courses of action.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to the General Manager and Board of Directors; monitors work activities to ensure safe work practices, work quality and accuracy; coordinates and provides ongoing safety training programs; ensures compliance with applicable rules, policies and procedures.
- Provides leadership and supervision; establishes performance goals for crews, teams and individual employees; coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate, up to and including termination.
- Develops, monitors and administers the annual Parks and Planning Department budget, including manpower needs, salary expenses, operating services and supplies, equipment needs and recommended capital improvement projects; monitors monthly budget reports for all program areas.
- Directs the procurement of equipment, materials and services, ensuring that all purchasing is conducted in compliance with mandated and District policies, procedures, rules and regulations; prepares, reviews and authorizes related supplies and equipment purchases;
- Prepares work programs and estimates; develops and maintains short and long range maintenance schedules for assigned areas; develops cost estimates for implementation of maintenance programs; maintains tracking systems for all work.
- Prepares and administers contractual agreements for the maintenance and repair of District facilities and evaluates contract renewal and changes.
- Manages the operations of the District's CC&Rs and Design Review Committee by working with staff, the Board and Board-appointed volunteer committee members.
- Collects information and provides research and analysis on park resources, local demographics, and public preferences; collaborates with others to plan for the District's parks, trails, open space and other recreation areas; communicates opportunities the General Manager; monitors developments related to delegated service areas; develops, implements, monitors and evaluates the District's Best Practices Standards for design and maintenance; evaluates impact on District operations and recommends and implements procedural improvements.
- Assists with long range planning, including negotiation for District land acquisition and relevant land use development, oversees final contract documents, construction plans and specifications for capital improvement projects; advertises for public bids; prepares recommendation for Board approval.

- Coordinates with the management team on land capability reports, capital improvement projects, studies and design; reviews, makes recommendations and coordinates the preparation of proposed planning documents, such as open space management plans, environmental documents, master plans, and park development impact fee reports; manages property leases, including property improvements.
- Directs and participates in the processing of privately and publicly initiated major projects, including annexations, General Plan amendments and rezoning.; works with legal counsel, engineers, architects and other consultants in addressing the needs of the District; works with other state, county or local agencies to procure permits and/or licenses necessary to conduct District business.
- Monitors and keeps informed of current trends in the field of urban planning and community development, including legislation, court rulings and professional practices and techniques; stays current on state and county issues, evaluates their impact and recommends policy and procedural modifications accordingly.
- Performs the more difficult and complex planning and construction management work; reviews construction plans and specifications; provides technical assistance to field crews; coordinates with contractors providing services to the District; conducts periodic construction management inspections to ensure compliance with specifications and standards.
- Responds to the more difficult questions and concerns from the general public, contractors, vendors and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the unit.
- Establishes positive working relationships with representatives of community organizations, state and local agencies, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, and program development, implementation and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Principles and practices of budget development, monitoring, administration and control.
- Principles and practices of strategic plan development.
- Principles and practices of supervision, training, discipline and performance evaluation.
- Principles and practices of public sector procurement.
- Principles and practices of contract management.
- Modern principles, practices, techniques and philosophies for park development and management.
- Understanding of the interrelationships between governmental agencies and various citizen/neighborhood groups and associations.
- Principles, practices and techniques of current and advanced planning as it related to District services.
- Practices, techniques and materials used in maintenance, construction, repair or operation of the District's grounds, parks, and facilities.
- Occupational hazards and standard safety practice.
- Principles and practices of project management.
- Mathematic principles.
- Methods and techniques for report preparation and business correspondence.
- Professional English grammar, vocabulary, spelling and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned responsibilities.

**Ability to:**

- Plan, direct, manage and coordinate the work of the Parks and Planning Department.
- Supervise and lead the establishment of District and/or department goals and objectives.
- Provide leadership and direction in the development and implementation of the District's strategic plan, and management of assigned department.
- Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws, rules and regulations governing department operations.
- Supervise, train, discipline and evaluate subordinates.
- Prepare, administer and control the Department's annual budget.
- Evaluate program operations; recommend and implement new service delivery methods, procedures and techniques.
- Analyze situations, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative and technical reports.
- Conduct presentations for internal and external stakeholders.
- Estimate time, materials and equipment needed to complete projects.
- Read and understand complex construction and building plans and specifications.
- Work flexible hours, including evenings and weekends as business needs require.
- Coordinate, manage and respond to after-hours calls.
- Demonstrate strong customer service skills.
- Work independently and as part of a team.
- Observe and enforce safety principles and work in a safe manner.
- Develop proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups involved.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from a four (4) year college or university with major course work in planning, economics, parks and recreation, business or public administration, or a closely related field, and five (5) years of increasingly responsible planning or building code enforcement experience, two (2) years of which should include management experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid class C California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas

may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: EXEMPT

## DIRECTOR OF RECREATION

### **DEFINITION**

Under administrative direction, plans, manages, oversees and directs the operations and services of the Recreation Department; major areas of responsibility include youth and adults sports, youth development, senior center, aquatics, special interests classes, District registration office and related program areas; develops, implements and maintains departmental goals, objectives, policies and procedures, work standards, and internal controls; participates as a contributory member of the District's Management Team, coordinating efforts with the General Manager and all other departments; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the General Manager. Exercises direct and indirect supervision over supervisory, professional, technical and clerical staff.

### **CLASS CHARACTERISTICS**

The Director of Recreation is the senior management level class responsible for all functions and operations related to recreation program planning, development and implementation. The Director of Recreation is responsible for originating, carrying out, reviewing, interpreting and coordinating policies. The incumbent plans, supervises and evaluates the work of teams responsible for supporting the District's recreational program operations. This classification is distinguished from the next higher classification of General Manager in that the latter has overall responsibility for administering the District's operations.

Departmental operations are coordinated with the activities of other District departments and are developed within the framework of District policies, finances and the District's Strategic Plan. The Director of Recreation has primary responsibility for dealing with difficult matters involving departmental programs, including interpretation of related laws, codes, ordinances, and regulations, and for ensuring compliance with local, state, and federal law. The position requires a demonstrated ability for working successfully with staff, management, citizens, planning groups, neighborhood associations, development corporations, Board level committees and other organizations and individuals. The position requires considerable contact and the ability to have a successful working relationship with appointed committees and elected boards.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts management responsibility for planning, coordinating and directing the activities, operations and services of the Recreation Department; plans, supervises, coordinates, prioritizes and monitors the work of teams responsible for supporting the District's recreation program operations; conducts staff meetings; monitors performance of department staff; coordinates the work of the Recreation Department with other District departments and divisions, outside agencies, community groups and the public.
- Develops implements and maintains departmental goals, objectives, policies and procedures, work standards and internal controls; reviews and evaluates work methods and procedures for improving

- organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Participates as a contributory member of the District Management team, coordinating efforts with the General Manager and all other departments; attends meetings with the General Manager and Management Team; attends Board of Directors meetings as required; prepares and presents reports to the General Manager, Board of Directors and other public agencies or groups; analyzes complex technical and administrative challenges, evaluates alternative solutions and adopts effective courses of action.
- Develops memorandums of understanding with community, school and governmental organizations to facilitate use of facilities for recreation programs, for General Manager and/or Board approval.
- Participates in the development of policies and procedures; recommends programs, projects and work assignments to the General Manager and Board of Directors; monitors work activities to ensure safe work practices, work quality and accuracy; ensures compliance with applicable rules, policies and procedures.
- Assists with long range planning for recreation facilities based on participant needs and desires, and community input.
- Provides leadership and supervision; establishes performance goals for assigned employees; coordinates and participates in the recruitment, selection, and training, assignment of work, management, discipline and termination of full-time and part-time personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate, up to and including termination.
- Develops, monitors and administers the annual Recreation Department budget, including manpower needs, salary expenses, operating services supplies and equipment needs; monitors monthly budget reports for all program areas.
- Researches and secures alternative funding sources including sponsorships and grants to support recreation programs; researches, writes and administers grants.
- Develops and administers internal controls for assigned program areas, ensuring continuous monitoring, evaluation and reporting on effectiveness of controls in meeting organizational goals.
- Prepares and submits a variety of administrative, technical and fiscal reports for assigned program areas; prepares and conducts presentations on program areas to internal and external stakeholders including the Board of Directors, department heads and community groups.
- Manages and coordinates all functions related to program operations, including the recruitment of a diverse range of part time employees who support the District's programs, and the provision of programs designed to support community needs and interests.
- Oversees and directs communication regarding recreation programs, including promotional materials, social media, press releases, Recreation Guide, e-Newsletter, and website posts.
- Works with supervisors and external agencies to identify community needs and ensure a diverse range of programs to meet those needs;
- Responds to the more difficult questions and concerns from the general public and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains customer service orientation within the department.
- Monitors and keeps informed of current trends in the field of recreation program development and implementation including professional practices and techniques; stays current on state and county issues, evaluates their impact and recommends policy and procedural modifications accordingly
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Administrative principles and practices, including goal setting, and program development,

- implementation and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Principles and practices of budget development, monitoring, administration and control.
- Principles and practices of strategic plan development.
- Principles and practices of supervision, training, discipline and performance evaluation.
- Principles and practices of recreational programming and community engagement practices.
- Principles and practices of conflict resolution.
- Community demographics as they related to recreation program strategic planning and implementation.
- Services offered to the community through other government agencies and community based organizations.
- Understanding of the interrelationships between governmental agencies and various citizen/neighborhood groups and associations.
- Methods and techniques for report preparation and business correspondence.
- Professional English grammar, vocabulary, spelling and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Occupational hazards and standard safety practices.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned responsibilities.

**Ability to:**

- Plan, direct, manage and coordinate the work of the Recreation Department
- Supervise and lead the establishment and measurement of District and/or department goals and objectives.
- Provide leadership and direction in the development and implementation of the District's strategic plan, and management of assigned department.
- Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws, rules and regulations governing department operations.
- Prepare, administer and control the department's annual budget.
- Evaluate program operations; recommend and implement new service delivery methods, procedures and techniques.
- Analyze situation, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare clear and concise administrative and business reports.
- Conduct presentations for internal and external stakeholders.
- Demonstrate strong customer service skills.
- Coordinate, manage and respond to after-hours calls.
- Work flexible hours, including evenings and weekends and business requires.
- Work independently and as part of a team.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups involved.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.

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

**Education and Experience:**

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

Equivalent to graduation from a four (4) year college or university with major course work in recreation administration, sports management or a closely related field and five (5) years of increasingly responsible recreation or sports program experience, two (2) of which should be in a management capacity.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees also work in the field at District parks and facilities in varied weather conditions including rain, cold and heat. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: NON- EXEMPT

## **EXECUTIVE ASSISTANT/CLERK OF THE BOARD**

### **DEFINITION**

Under direction, provides administrative and secretarial support to the General Manager, Board of Directors and District committees; serves as the District's Clerk of the Board with responsibility for preparing and distributing Board related documentation; provides administrative support to the District's human resources programs; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the General Manager. May exercise direct and indirect supervision over assigned staff, contract employees and volunteers.

### **CLASS CHARACTERISTICS**

The Executive Assistant/Clerk of the Board is a single incumbent classification providing administrative and secretarial support to the General Manager, Board of Directors and other District committees. This classification is distinguished from Administrative Assistant I/II and similar classifications within District departments by the political and confidential nature of the responsibilities, the independence of actions, and the complexity of assignments.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for providing administrative and secretarial support to the General Manager; screens telephone calls, emails, or other written communications; provides the requested information or redirects the request appropriately; schedules appointments, and maintains appointment calendars; ensures confidentiality of all documents within the office of the General Manager.
- Provides administrative and secretarial support to the Board of Directors; maintains calendars; makes travel arrangements.
- Serves as the District's Clerk of the Board; coordinates the swearing in ceremonies for new Board members; working with appropriate parties, compiles and prepares the Board agenda; prepares meeting notices in compliance with mandated requirements; distributes agendas to Board members; ensures the Board meeting room is properly set up and prepared; attends Board meetings and records the items before the Board; prepares meeting minutes; serves in a similar capacity to other District Committees and Boards.
- Maintains the official minutes of all Board and committee proceedings, records, ordinances, resolutions, contracts, and other official District documents and public records; attests, publishes, posts, indexes, and files ordinances and other District public records; maintains public access to all District public records as appropriate; maintains, tracks and disseminates District policies and procedures.
- Replies to inquiries requiring judgment, initiative and interpretation of policies, procedures, practices, code and laws.
- Researches and assembles information; verifies that information or data is complete, and accurate.

- Performs other duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Business and administrative practices.
- Role, purpose and authority of governing boards.
- Rules and regulations governing the conduct of public meetings.
- Rules and regulations governing public access to agency documents.
- Principles and practices of public board agenda and meeting packet preparation, content and distribution.
- Principles and practices of records management.
- Principles and practices of customer service.
- Principles, practices, and techniques of human resources in a public agency setting, as it relates to recruitment and selection including the interpretation of laws, regulations, policies, and procedures
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes, regulations and policies related to assigned responsibilities.

### **Ability to:**

- Perform highly confidential administrative and secretarial support to District executives, Board members and committees.
- Interpret and apply District policies, procedures and regulations as it relates to assigned responsibilities.
- Prepare a diverse range of documents such as Board agendas, meeting minutes, resolutions and related materials.
- Compile and maintain complex, extensive and confidential materials.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; set priorities, and meet critical time deadlines.
- Exercise good judgment and make sound decisions in accordance with established procedures and policies.
- Maintain confidentiality of sensitive information.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized business or secretarial related training and five (5) years of increasingly responsible administrative and secretarial experience.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



**AUGUST 2017**  
**FLSA: NON- EXEMPT**

## **FACILITIES ATTENDANT**

### **DEFINITION**

Under immediate supervision, performs facilities related work in the implementation of recreation programs including opening facilities, setting up tables and equipment and organizing other program needs; performs general maintenance and minor repairs on recreation buildings and equipment; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from higher level supervisory staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for assisting Recreation Department staff by ensuring that facilities and classrooms are prepared for program activities, and for performing general maintenance and custodial duties required to ensure that District buildings and equipment provide the highest level of safety for public and staff use. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Prepares facilities and amenities for patron use and special events; monitors facility use; opens, closes, and secures buildings for activities, programs, and rental events.
- Ensures the safety of the public and staff at all times by inspecting, patrolling, monitoring, and instructing on the safe use of program facilities, equipment, and supplies; maintains a safe, clean, and tidy environment; reports unsafe conditions or illegal activities.
- Performs various custodial duties, including sweeping, mopping, vacuuming, dusting, and polishing to ensure that District buildings and facilities provide the highest level of safety for public and staff use.
- Washes windows, mirrors, and walls; dusts and polishes furniture, woodwork, fixtures, and equipment.
- Cleans and sanitizes locker rooms, showers, and restroom facilities and fixtures; replenishes supplies in restrooms; cleans counter tops; and empties, cleans and sanitizes waste receptacles.
- Performs preventative maintenance and minor maintenance and adjustments on equipment, appliances, facilities, and buildings; identifies more comprehensive maintenance needs and reports to supervisor; stocks materials and supplies as necessary.
- Moves and arranges furniture and equipment as assigned, including set-up and take down of furniture and facilities for special events and meetings.
- Ensures that facilities are in compliance with applicable District rules and regulations.
- Interacts with children and parents; addresses issues, concerns, and questions that parents may have regarding the assigned programs and rentals.
- Maintains a variety of logs, records, and files related to assigned activities.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, tools and materials for maintaining and repairing facilities.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and equipment related to the work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Safety principles and practices.
- Operational characteristics of cleaning equipment.
- Use, proper set up and maintenance of audio-visual equipment.
- Methods and techniques of cleaning facilities.
- Principles and practices of customer service.
- Record keeping principles and practices.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Monitor activities within the facilities to ensure compliance with District rules and regulations.
- Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, and broom.
- Clean and care for assigned areas and equipment.
- Perform basic preventative maintenance and repair duties.
- Operate hand and power tools competently and safely.
- Demonstrate strong customer service skills.
- Observe and follow safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Work independently, and as part of a team.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Completion of formal and informal education which provides the ability to read and write at a level required by the job. Previous experience performing unskilled maintenance duties is desirable.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, a valid class C California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in various District building and facilities; strength, stamina, and mobility to perform medium physical work; to sit, stand, and walk on level and slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools; and to operate a motor vehicle and visit various District sites; vision to read printed materials and computer screens; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to monitor facility use. Finger dexterity is needed to operate and repair tools and equipment, and to access, enter, and retrieve data using a computer keyboard. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees are exposed to loud noise levels, dust and air contaminants, and fumes or chemicals when performing custodial duties. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



AUGUST 2017  
FLSA: NON-EXEMPT

## HEAD LIFEGUARD

### **DEFINITION.**

Under direction, plans, leads, assigns, schedules and participates in the work of staff responsible for performing lifeguard duties at the District's pool facilities; plans and coordinates staff training and safety drills; explains and enforces swimming programs and pool policies, regulations, and rules; ensures the safety of pool patrons; performs rescues and administers first aid as necessary; and performs related work as required

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory staff. Exercises lead supervision over assigned staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the Lifeguard classification series responsible for providing lead direction and training to assigned staff and for ensuring that the District's aquatic facilities are maintained in a safe and effective working condition to provide the highest level of safety for public use. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the aquatics program area. The Head Lifeguard class is distinguished from the Lifeguard classification in that the latter is a journey level class performing the full range of lifeguard duties, but does not have lead responsibilities.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, leads, assigns, directs and participates in the work of assigned lifeguard staff; prepares staff schedules for approval by supervisor; reviews and verifies hours on time cards; assists with the preparation of performance evaluations for assigned staff.
- Plans and coordinates training programs for lifeguard staff as needed; coordinates emergency and safety sessions on a periodic basis.
- Provides close and continuous monitoring of pool areas to ensure a safe environment; maintains order within the pool and adjacent areas to prevent accidents.
- Observes patrons within the pool and provides guidance on safe swimming practices; performs rescues as needed.
- Implements and enforces District policies, rules, and procedures; follows emergency plans and procedures as established by the District; as needed elicits assistance from supervisor on enforcement issues.
- Ensures that safety devices and equipment are in good working order, with continuous availability.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information.
- Assists in planning, and participates in, safety drills and other emergency procedures designed for employee and patron safety.

- Removes and replaces pool covers; tests the temperature, chlorine, and PH values of the pool water; and performs routine pool area maintenance as required.
- Administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.
- Performs basic custodial duties and routine facility maintenance, including repairs and preventative maintenance of the deck, pool, equipment, office, and locker rooms.
- Monitors facility use; opens, closes, and secures building for events and assists in the supervision and preparation of the facility and amenities for patron use; ensures the pool area is cleared prior to closing facility.
- Purchases supplies for events and pool maintenance as needed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles of lead supervision and training.
- Methods and techniques of evaluating the work of assigned staff.
- Methods and techniques of conducting training.
- Principles and techniques of lifeguarding, including rescuer methods as defined by nationally recognized organizations.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Rules and regulations governing conduct at public pool facilities.
- Methods and techniques of facilitating a safe play and work environment for patrons and District staff.
- Operational characteristics of water rescue safety equipment and devices.
- Methods and techniques for the safe handling and use of chemicals.
- Principles and practices of customer service.
- Principles and practices of record keeping.
- Professional English grammar, spelling, vocabulary and punctuation.
- Occupational hazards and standard safety practices.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Plan, lead, assign, direct and participate in the work of assigned staff.
- Plan and conduct staff training, in both group and individual settings.
- Understand the organization and operation of the aquatics facility.
- Interpret, apply and enforce District policies and procedures within the aquatic facility.
- Work independently while supervising facilities and user groups.
- Maintain readiness to perform water rescues.
- Provide courteous assistance to facility patrons.
- Perform water chemistry tests.
- Use appropriate safety equipment when handling pool chemicals and equipment.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work in an efficient, effective, safe, and timely manner.

- Work independently and as part of a team.
- Organize, prioritize and follow-up on work assignments
- Demonstrate strong customer service skills.
- Make sound decisions within established guidelines.
- Work flexible hours, including evenings and weekends as business requires.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, and two years of prior experience as a lifeguard at a major aquatics facility.

**Licenses and Certifications:**

- Possess and maintain valid Adult and Pediatric First Aid/CPR for the Professional Rescuers (CPR/AED) certificate issued by the American Red Cross.
- Possess and maintain valid Title 22 certification issued by the American Red Cross.
- Possess and maintain a Lifeguard Training certificate issued by the American Red Cross.

**PHYSICAL DEMANDS**

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, as well as children and adults who may need to be lifted from the pool. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in extreme heat and/or cold, and the outdoors. Vision and hearing must be sufficient to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and duplicating equipment and cash register. Positions in this classification occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information. Must possess the ability to lift 150 pounds or heavier weights, with the user of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work outdoors and are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: EXEMPT

## INFORMATION SYSTEMS MANAGER

### **DEFINITION**

Under general direction, plans, organizes, coordinates and provides professional support to information technology activities; provides recommendations in the implementation of information systems and technology, including hardware and software applications; serves as a technical resource for District management and staff; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Administration and Finance. Exercises supervision over technical staff.

### **CLASS CHARACTERISTICS**

The Information Technology Manager is a working professional classification responsible for managing and overseeing all information technology functions and operations within the District. The classification is distinguished from the next higher classification of Director of Administration and Finance in that the latter has overall senior management responsibility for the District's Administration Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for overseeing all functions and operations related to the District's information technology programs; functional areas of responsibility include all District hardware, software, operating systems, networking, website, telecommunications and related technology areas; provides recommendations in the implementation of information systems and technology; researches and implements new technologies.
- Upgrades and replaces computer hardware; installs, upgrades and repairs systems and applications software; adds and removes users from the servers and various databases; ensures the ongoing effectiveness of the systems.
- Participates in the forecasting of necessary funds for information systems repair, upgrades and replacements; monitors and tracks approved budget.
- Provides highly technical support on the use of applications to end users; troubleshoots and diagnoses network, hardware and software issues; resolves issues through the use of internal staff or contracted services.
- Participates in the selection, training and evaluation of staff; assumes responsibility for motivating and evaluating assigned staff; provides necessary training; initiates disciplinary procedures as is appropriate.
- Oversees and directs the development and maintenance of the District's website; provides updated content; ensures the site is designed and operated in a manner consistent with District technology goals.
- Performs network administration; upgrades or replaces network hardware, including the supervision of cable installation and the wiring of patches, cables and connectors; backs up network and database programs.

- Manages a variety of servers supporting the District's technology operations; creates and maintains a directory security for the servers; checks logs; configures and maintains firewalls; reviews firewall logs; updates antivirus software on the servers and workstations; ensures the ongoing integrity of District data.
- Consults with departments to determine information system needs and to define new systems and/or user application requirements; provides business systems analysis by evaluating user needs, and identifying technology solutions.
- Oversees and directs the work of contracted professional services for technology and telecommunication services; negotiates contracts; monitors contracted services work to ensure they are compliant with District specifications and agreed upon services and rates.
- Creates and maintains scripts for automating repetitive administrative tasks; creates and maintains login scripts; installs updates of large data base programs.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- As directed, responds to requests for legal discovery of systems data pursuant to the Public Records Act.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices and techniques of information technology and telecommunication systems management.
- Methods and techniques of technology program development, implementation, operation and evaluation.
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, and staff training.
- Operational characteristics of network, hardware, software and peripheral equipment.
- Principles and practices of local area network administration.
- Principles and practices of managing and maintaining servers.
- A variety of operating systems and platforms used in technology programs.
- Principles and practices of technology program security.
- Principles and practices of troubleshooting and diagnosing system hardware and software issues.
- Principles and practices of contract management.
- Principles and practices of monitoring and maintaining budgets.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Methods and techniques of report preparation and business correspondence.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes and regulations.

### **Ability to:**

- Plan, organize, train, evaluate and direct work of assigned staff.
- Recommend, develop and implement technology programs to meet District and departmental goals.
- Manage and maintain a broad based technology program encompassing systems, network, hardware and software, telecommunications and website.
- Manage and maintain networked systems and applications.
- Troubleshoot and resolve computer hardware and peripheral equipment issues.
- Ensure system security and data integrity.
- Maintain currency with the latest technology trends relevant to District operating needs.
- Analyze a complex issue, and develop and implement an appropriate response.
- Demonstrate strong customer service skills.

- Use initiative and sound judgment, and make sound decisions within established guidelines.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Work flexible hours including evenings and weekends as business requires.
- Coordinate, manage and respond to after-hours calls.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from a four (4) year college or university with major course work in computer science, information technology, or a related field and three (3) years of professional experience supporting network, applications and related technology programs.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to work in a data center or server room with noisy environment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. When working in an inside environment, sitting, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: NON- EXEMPT

## INFORMATION SYSTEMS ASSISTANT

### DEFINITION

Under direction, assists with a wide variety of information technology activities; serves as first level help desk responder for user computer related issues; provides technical support to the District's web site; and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Systems Manager. Incumbents in this class do not routinely exercise supervision.

### CLASS CHARACTERISTICS

The Information Systems Assistant is a journey level classification responsible for providing technical support to the District's technology programs and to end users. Positions at this level are expected to perform the full scope of assigned duties; incumbents receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The classification is distinguished from the next higher classification of Information Systems Manager in that the latter has overall responsibility for managing and overseeing the District's information technology division and programs.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for serving as first level responder for the District's Help Desk calls; elicits information to determine nature of problem; opens trouble tickets; where possible resolves issues; if unable to resolve, problem is referred to the Information Technology Manager.
- Provides technical support to the District's website; updates District website on a daily basis; reviews the website to remove outdated materials; works with District staff to identify new and updated materials for District events and programs; posts content and updates.
- Provides technical assistance in maintaining a safe and secure technology system; runs virus scans and updates on a periodic basis; ensures that virus signatures on all workstations are updated; updates anti-virus software on the servers and workstations.
- Assists in installing, configuring and maintaining hardware and software including desk top systems and applications, printers, and related peripheral equipment and supplies.
- Performs backups for network and database programs.
- Provides technical support to technology projects as assigned.
- Conducts research into new technologies and security measures to enhance the District's technology services and operations.
- Assists others within the District on setting up and operating audio-visual equipment for District meetings and functions.
- Maintains a variety of files and records on technology program operations; keeps records on hardware and software; maintains an inventory of technology assets.

- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices and techniques of information technology systems.
- Methods and techniques of diagnosing and responding to routine computer hardware, software and peripheral equipment issues.
- Operational characteristics of computer operating systems, networks, and hardware and software.
- Principles and practices of website maintenance and content management.
- Operational characteristics of anti-virus applications on systems and desktops.
- Basic principles and practices of network administration and security.
- Principles and practices of record keeping.
- Methods and techniques of inventory control.
- Use and maintenance of audio visual equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Troubleshoot and resolve computer hardware and peripheral equipment issues.
- Respond to diverse requests and inquiries from users in a timely manner.
- Install and update systems and applications including anti-virus programs.
- Perform technical website maintenance and content management tasks.
- Maintain and repair computer hardware and peripheral equipment.
- Use initiative and sound judgment within established procedural guidelines.
- Observe safety principles and work in a safe manner.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by two (2) years of college level coursework in computer science, information systems, or a closely related field and two (2) years of increasingly experience providing technical support to technology programs, including hardware, software and network systems.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to work in a data center or server room with noisy environment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds; on a weekly basis, may be required to lift or push items up to 75 pounds with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



AUGUST 2017  
FLSA: NON- EXEMPT

## INFORMATION SYSTEMS TECHNICIAN

### **DEFINITION**

Under general supervision, assists with a wide variety of information technology activities; serves as first level help desk responder for user computer related issues; provides technical support to the District's web site; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Information Systems Manager. Does not exercise supervision over staff.

### **CLASS CHARACTERISTICS**

The Information Systems Technician is a journey level classification responsible for providing technical support to the District's technology programs and to end users. Positions at this level are expected to perform the full scope of assigned duties; incumbents receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The classification is distinguished from the Information Systems Specialist classification in that the latter performs a broader range of duties within the District's technology programs including specialized database and network related tasks.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for serving as first level responder for the District's Help Desk calls; elicits information to determine nature of problem; opens trouble tickets; where possible resolves issues; if unable to resolve, problem is referred to higher level staff; maintains trouble ticket log.
- Sets up and installs new desktop computers; loads applications; configures hardware including printers, and related peripheral equipment.
- Assists others within the District on setting up and operating audio-visual equipment for District meetings and functions.
- Provides technical support to the District's website by updating content and removing outdated materials.
- Maintains a variety of files and records on technology program operations; keeps records on hardware and software; maintains an inventory of technology assets.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Modern principles, practices and techniques of information technology systems.

- Methods and techniques of diagnosing and responding to routine computer hardware, software and peripheral equipment issues.
- Operational characteristics of hardware and software.
- Principles and practices of website maintenance and content management.
- Principles and practices of record keeping.
- Use and maintenance of audio visual equipment.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

**Ability to:**

- Troubleshoot and resolve computer hardware and peripheral equipment issues.
- Respond to diverse requests and inquiries from users in a timely manner.
- Install and update systems and applications.
- Perform technical website maintenance and content management tasks.
- Maintain and repair computer hardware and peripheral equipment.
- Use initiative and sound judgment within established procedural guidelines.
- Observe safety principles and work in a safe manner.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade supplemented by specialized training in technology services, and two (2) years of desktop support experience.

**Licenses and Certifications:**

- None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to work in a data center or server room with noisy environment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds; on a weekly basis, may be required to lift or push items up to 75 pounds with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



**AUGUST 2017**  
**FLSA: NON-EXEMPT**

## **LIFEGUARD**

### **DEFINITION.**

Under to general supervision, performs a variety of work in connection with programs and activities of an aquatic facility; explains and enforces swimming programs and pool policies, regulations, and rules; ensures the safety of pool patrons; performs rescues and administers first aid as necessary; and performs related work as required

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level supervisory staff. May exercise functional or technical supervision over volunteer, seasonal, or lower level staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that performs the full range of duties required to ensure that the District's aquatic facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Head Lifeguard in that the latter performs the most complex work assigned to the series, including serving as a lead worker over assigned program staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides close and continuous monitoring of pool areas to ensure a safe environment; maintains order within the pool and adjacent areas to prevent accidents.
- Observes patrons within the pool and provides guidance on safe swimming practices; performs rescues as needed.
- Implements and enforces District policies, rules, and procedures; follows emergency plans and procedures as established by the District; as needed elicits assistance from supervisor on enforcement issues.
- Ensures that safety devices and equipment are in good working order, with continuous availability.
- Listens and responds to patrons' needs for assistance or information and provides the public with general information.
- Participates in safety drills and other emergency procedures designed for employee and patron safety.
- Removes and replaces pool covers; tests the temperature, chlorine, and PH values of the pool water; and performs routine pool area maintenance as required.
- Administers basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) as necessary.
- Performs basic custodial duties and routine facility maintenance, including repairs and preventative maintenance of the deck, pool, equipment, office, and locker rooms.

- Monitors facility use; opens, closes, and secures building for events and assists in the supervision and preparation of the facility and amenities for patron use; ensures pool area is cleared prior to closing facility.
- Maintains a variety of logs and records relevant to work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and techniques of lifeguarding, including rescuer methods as defined by nationally recognized organizations.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Rules and regulations governing conduct at public pool facilities.
- Methods and techniques of facilitating a safe play and work environment for patrons and District staff.
- Operational characteristics of water rescue safety equipment and devices.
- Methods and techniques for the safe handling and use of chemicals.
- Principles and practices of customer service.
- Principles and practices of record keeping.
- Professional English grammar, spelling, vocabulary and punctuation.
- Occupational hazards and standard safety practices.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Learn and understand the organization and operation of the aquatics facility.
- Interpret, apply and enforce District policies and procedures within the aquatic facility.
- Work independently while supervising facilities and patrons.
- Maintain readiness to perform water rescues.
- Provide courteous assistance to facility patrons.
- Perform water chemistry tests.
- Use appropriate safety equipment when handling pool chemicals and equipment.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Perform work in an efficient, effective, safe, and timely manner.
- Work independently and as part of a team.
- Organize, prioritize and follow-up on work assignments
- Demonstrate strong customer service skills.
- Make sound decisions within established guidelines.
- Work flexible hours, including evenings and weekends as business requires.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.

- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the tenth (10<sup>th</sup>) grade, and possession of a valid work permit. Prior experience performing lifeguard duties is desirable.

**Licenses and Certifications:**

- Possess and maintain valid Adult and Pediatric First Aid/CPR for the Professional Rescuers (CPR/AED) certificate issued by the American Red Cross.
- Possess and maintain valid Title 22 certification issued by the American Red Cross.

**PHYSICAL DEMANDS**

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, as well as children and adults who may need to be lifted from the pool. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in extreme heat and/or cold, and the outdoors. Vision and hearing which must be sufficient to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and duplicating equipment and cash register. Positions in this classification occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information. Must possess the ability to lift 150 pounds or heavier weights with the user of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work outdoors and are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



## MAINTENANCE LEADWORKER

### **DEFINITION**

Under direction, leads, oversees, reviews and participates in work of staff assigned to maintenance functions; areas of responsibility include parks, grounds, and facilities; assumes responsibility for the more difficult skilled maintenance tasks; ensures the safety of staff, self and the public in assigned maintenance areas; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a Parks Supervisor. Exercises lead supervision over lower level maintenance staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey level classification in the Maintenance Worker series, and is distinguished from the journey level Maintenance Worker classification by the assignment of more complex work, including lead supervision over maintenance staff. Incumbents at the lead level work at a high level of independence, while exercising responsibility for maintenance operations in assigned areas, and are expected to perform the more complex work assigned to the series, such as planning work assignments, ensuring safe operations and diagnosing/treating plants, trees and shrubs. This classification is distinguished from the Parks Supervisor in that the latter classification is the first line direct supervisor, responsible for organizing, assigning, supervising and review the work of maintenance staff.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job*

- Accepts responsibility for leading, overseeing, reviewing and participating in the work of staff responsible for performing maintenance, repair, development, installation and operational duties on landscapes, parks, fields, playgrounds, pools, buildings and other facilities; monitors and reviews work to ensure it is properly executed and of high quality.
- Works with supervisor in planning work assignments, including materials and staff resources needed to perform the work; evaluates assigned work projects; estimates time, materials and equipment necessary for the successful completion of the project; acquires necessary resources as appropriate; assists in the development of work plans, procedures and schedules.
- Identifies training needs; sources and/or provides training to assigned staff and assists maintenance staff in troubleshooting and performing the more complex maintenance, repair or operational activities.
- Supervises and participates in the operation and maintenance of construction and maintenance equipment and/or machinery; ensures adherence to safe work methods, procedures and practices.
- Ensures a safe working environment for self, work crews and the public; participates in road closures and lane restrictions on projects in highway locations and throughout the District; inspects public and private improvement sites for adherence to District standards; evaluates assigned sites to maintain a clean and safe environment for the public; attends staff safety training meetings.
- Responds to the more difficult questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.

- Inspects irrigation systems for proper operating condition; performs routine repairs; refers more complicated maintenance problems to the Maintenance Specialist for assessment and repair.
- Provides technical support on District projects and special events.
- Completes a variety of reports on assigned work area; maintains logs and records.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related work as required.

When Assigned to Grounds or Lighting and Landscaping:

- Maintains grounds, roadway medians, trails and open spaces by planting turf, preparing athletic fields and inspecting recreation and play areas.
- Operates vehicles and a variety of power driven equipment such as tractors, generators, mowers, blowers, and weed eaters.
- Mixes and applies fertilizers, pesticides and herbicides under supervision of a licensed Qualified Applicator; when licensed by the State of California as a Qualified Applicator, supervises and instructs other employees in the safe use of pesticides, and keeps accurate logs of chemical uses.

When Assigned to Parks:

- Plants a variety of shrubs, trees, and flowers determining optimal conditions for healthy plants; trims hedges, trees, shrubs and flowers; lays sod.
- Diagnoses, treats and/or replaces plants, shrubs and flowers as needed; evaluates the condition of, and maintains, native trees throughout the District.
- Inspects, repairs and maintains playground equipment, ensuring all equipment is in a safe operating condition; maintains and inspects park facilities, including neighborhood parks.
- Removes graffiti; repairs signs, fences, and vandalized property.
- Services and maintains all park maintenance equipment, including mowers, trucks, tractors, chainsaws and related equipment.

When Assigned to Facilities:

- Performs building maintenance duties such as painting, light plumbing, electrical and mechanical tasks; performs building cleaning duties on restrooms, kitchens, gyms, classrooms and offices.
- Maintains swimming pools and related equipment; checks water quality and adjusts chemicals for proper water chemistry.
- Operates vehicles and various power equipment in the maintenance of these areas

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of lead supervision and training.
- Materials and equipment used in the maintenance, development, repair and installation of park fields, grounds, landscapes, lighting, and facilities.
- Methods and techniques of inspecting and maintaining the safety of parks playground equipment.
- Operational characteristics of standard construction and maintenance tools and equipment.
- Methods and techniques used in the control and eradication of plant and turf pests and diseases.
- Operational characteristics of irrigation systems.
- Practices and procedure used in weed abatement, watering, fertilizing, and spraying of plants, turf

- and trees.
- Operational characteristics and safety requirements for the operation of trucks and other heavy equipment.
- Methods and techniques of complying with safety requirements.
- Traffic safety control and regulations.
- Defensive driving techniques.
- Principles and practices of customer service.
- Principles and practices of record keeping.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes and regulations relevant to work performed.

**Ability to:**

- Plan, schedule, assign and oversee the work of maintenance staff.
- Inspect the work of others for proper completion and quality.
- Perform parks and facilities maintenance, development, and repair and installation tasks.
- Perform the more complex skilled tasks assigned to the series such as traffic oversight, and diagnostics on plant health.
- Operate a variety of park, pool, and building maintenance equipment.
- Operate hand and power tools competently and safely.
- Perform heavy manual labor.
- Properly handle, monitor and regulate pool chemicals.
- Respond to after hour call-outs as assigned.
- Make sound decisions within established guidelines.
- Demonstrate strong customer service skills.
- Train others in safe work procedures; observe and follow safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Work independently, and as part of a team.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and two (2) years of skilled maintenance program experience in the area to which the position is assigned.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, a valid class C California driver's license.
- Possession of a class B California driver's license may be required for some positions.
- American Red Cross First Aid, and CPR qualified applicator Certification is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level and slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to inspect and operate equipment, and to read printed materials and computer screens; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment, and to access, enter, and retrieve data using a computer keyboard. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds, or heavier weights, in all cases with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.



## MAINTENANCE WORKER

### DEFINITION

Under general supervision, performs the full array of semi-skilled maintenance duties in the maintenance, repair and development of parks, grounds and facilities; operates a variety of construction and maintenance equipment; and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Parks Supervisor and lead direction from the Senior Maintenance Worker.

### CLASS CHARACTERISTICS

This is the journey level classification in the Maintenance Worker series, capable of performing the full range of maintenance related duties. Positions at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Maintenance Worker in that the latter class performs the more complex or specialized duties assigned to the series including lead supervision and direction to maintenance staff.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for performing a variety of semi-skilled duties in the maintenance, repair, development, and installation of parks fields, grounds, landscapes, lighting, and facilities.
- Operates trucks and other maintenance and construction equipment; maintains and cleans assigned vehicles and equipment; performs traffic control duties.
- Inspects tools and equipment for safety and mechanical defects and to ensure they are in proper operating condition; refers maintenance requirements to lead or supervisor.
- Assists with District sponsored functions as assigned by supervisor; provides assistance to other maintenance units as needed.
- Responds to after-hours call-outs as assigned.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

### When Assigned to Grounds or Lighting and Landscaping:

- Maintains grounds, roadway medians, trails and open spaces by planting turf and preparing athletic fields.
- Operates vehicles and a variety of power driven equipment such as tractors, generators, mowers, blowers, and weed eaters.

- Mixes and applies fertilizers, pesticides and herbicides under supervision of a licensed Qualified Applicator; when licensed by the State of California as a Qualified Applicator, supervises and instructs other employees in the safe use of pesticides, and keeps accurate logs of chemical uses.

When Assigned to Parks:

- Plants a variety of shrubs, trees, and flowers; trims hedges, trees, shrubs and flowers; lays sod.
- Inspects, repairs and maintains playground equipment, ensuring all equipment is in a safe operating condition; maintains and inspects park facilities.
- Picks up trash and debris from park grounds; removes graffiti; repairs signs, and vandalized property.
- Services and maintains all park maintenance equipment, including mowers, trucks, tractors, chainsaws and related equipment.

When Assigned to Facilities:

- Performs building maintenance duties such as painting, light plumbing, electrical and mechanical tasks; performs building cleaning duties on restrooms, kitchens, gyms, classrooms and offices.
- Maintains swimming pools and associated equipment; checks water quality and adjusts chemicals for proper water chemistry.
- Assists recreation programs and rental customers with set up and breakdown of activities.
- Operates vehicles and various power equipment in the maintenance of these areas.

**QUALIFICATIONS**

**Knowledge of:**

- Materials and equipment used in the maintenance, development, repair and installation of park fields, grounds, landscapes, lighting, and facilities.
- Operational characteristics of standard construction and maintenance tools and equipment.
- Methods and techniques of maintaining the safety of parks and playgrounds.
- Basic knowledge of irrigation system maintenance.
- Basic electric and carpentry principles
- Practices and procedures used in weed abatement, watering, fertilizing, and spraying of plants, turf and trees.
- Operational characteristics and safety requirements for the operation of trucks and other heavy equipment.
- Methods and techniques of complying with safety requirements.
- Traffic safety control and regulations.
- Defensive driving techniques.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes and regulations relevant to work performed.

**Ability to:**

- Perform parks and facilities maintenance, development, and repair and installation tasks.
- Safely and effectively operate a variety of park, pool, and building maintenance equipment.
- Operate hand and power tools competently and safely.
- Perform heavy manual labor.
- Under supervision, properly handle, monitor and regulate pool chemicals.
- Under supervision, mix and apply herbicides and fertilizers.

- Respond to after hour call-outs as assigned.
- Make sound decisions within established guidelines.
- Demonstrate strong customer service skills.
- Observe and follow safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Work independently, and as part of a team.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and two (2) years of semi-skilled maintenance program experience.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, a valid class C California driver's license.
- Possession of a class B California driver's license may be required for some positions.
- American Red Cross First Aid, and CPR qualified applicator Certification is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level and slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to inspect and operate equipment, and to read printed materials and computer screens; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment, and to access, enter, and retrieve data using a computer keyboard. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 80 pounds, or heavier weights, in all cases with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.



**AUGUST 2017**  
**FLSA: NON- EXEMPT**

## **PARK MAINTENANCE AIDE**

### **DEFINITION**

Under immediate supervision, performs a variety of unskilled duties in the maintenance and repair parks, grounds and facilities; operates vehicles and a variety of power driven equipment such as mowers, blowers, and weed eaters; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from higher level supervisory staff.

### **CLASS CHARACTERISTICS**

This classification is responsible for providing unskilled maintenance support to the District's parks and facilities operations. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs varied general maintenance and custodial duties including inspecting, cleaning and maintaining parks and park facilities to ensure that District facilities provide the highest level of safety for public use.
- Opens parks and restrooms; picks up trash; rakes leaves and clears debris from walkways, fields and other areas; removes graffiti and power washes surfaces.
- Operates vehicles and a variety of power driven equipment such as mowers, blowers, and weed eaters.
- Maintains grounds by planting, trimming and weeding a variety of shrubs, trees, and flowers.
- Performs custodial duties for parks facilities including cleaning restrooms, sweeping and mopping floors, washing windows and re-stocking restrooms.
- Assists with District sponsored functions as assigned by supervisor; provides assistance to other maintenance units as needed.
- Responds to questions and concerns from the general public; provides information as is appropriate and resolves public service complaints.
- Maintains a variety of logs, records and files related to work performed.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

- Materials and equipment used in the maintenance of park fields, grounds, landscapes, and facilities.

- Methods and techniques, and materials used in cleaning facilities.
- The operation and minor maintenance of a variety of hand and power tools, and light equipment.
- Methods and techniques of trimming and weeding grounds and planted areas.
- Operational characteristics of assigned equipment.
- Principles and practices of record keeping.
- Methods and techniques of complying with safety requirements.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.

**Ability to:**

- Perform parks and facilities maintenance and repair tasks.
- Operate hand and power tools competently and safely.
- Perform heavy manual labor.
- Demonstrate strong customer service skills.
- Observe and follow safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Work independently, and as part of a team.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Completion of formal and informal education which provides the ability to read and write at a level required for the job. Previous experience performing unskilled maintenance duties is desirable.

**Licenses and Certifications:**

- Possession of, or the ability to obtain, a valid class C California driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level and slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to operate varied hand and power tools, and to operate a motor vehicle and visit various District sites; vision to operate equipment, and to read printed materials and computer screens; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to perform maintenance duties. Finger dexterity is needed to operate and repair tools and equipment, and to access, enter, and retrieve data using a computer keyboard. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: EXEMPT

## **PARKS SUPERVISOR**

### **DEFINITION**

Under general direction, supervises, evaluates and participates in the work of crews responsible for the construction, repair, maintenance and operational work in an assigned unit of the Parks and Planning Department; ensures safe work practices, work quality and accuracy; maintains appropriate work records which may include time cards and work orders; serves as a technical resource for assigned work crews; and performs other related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Parks and Planning. Exercises direct supervision over assigned staff.

### **CLASS CHARACTERISTICS**

The Parks Supervisor is the first supervisory level class responsible for assigning and supervising the work of crews engaged in the construction, repair and maintenance work of buildings, grounds, parks, and Landscape and Lighting Assessment Districts (LLAD's). This classification is distinguished from the next higher classification of the Director of Parks and Planning in that the latter is responsible for the overall management of the Parks and Planning Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for supervising and participating in the construction, maintenance, and repair of El Dorado Hills Community Services District's grounds, parks and related facilities; functional areas of responsibility include neighborhood parks, athletic fields landscapes, lighting, open space areas, facilities, swimming pools and related recreational areas.
- Plans, schedules and supervises the maintenance and repair of District facilities; functional areas of responsibility include painting, light plumbing and electrical and mechanical work; oversees the maintenance of the District's swimming pools and associated equipment; directs the cleaning of facilities such as kitchens, restrooms, classrooms, gyms, offices and related spaces.
- Schedules, coordinates, prioritizes, monitors and participates in the work of crews responsible for the construction, maintenance, repair and/or operation of District parks, grounds and LLAD's; provides day-to-day leadership to assigned crews; coordinates the work of the unit with other District departments and divisions, outside agencies, community groups and the public.
- Assures contractor compliance with all specifications; meets with contractors and bidders; verifies and contractors' request for additional work and associated costs; assists in development or revision of contract specifications and preparation of budgets based on area needs.
- Performs the more difficult and complex maintenance and construction duties of the work unit, including reading and interpreting construction plans and specifications; provides technical assistance to field crews; marks out USA sites; coordinates with contractors providing services to the District; performs inspections of construction and maintenance work in assigned areas of responsibility; assists

- with inspections on private and public improvement projects for adherence to District standards; responds to after-hours call-outs as assigned.
- Ensures a safe working environment for staff and the public; schedules and performs road closures and lane restrictions on projects in highway locations and throughout the District; inspects public and private improvement sites for adherence to District standards; evaluates all District sites to maintain a clean and safe environment for the public; plans and implements staff training meetings.
  - Participates in the development of policies and procedures; recommends programs, projects and work assignments to Director of Parks and Planning; monitors work activities to ensure safe work practices, work quality and accuracy; coordinates and provides ongoing safety training programs; ensures compliance with applicable rules, policies and procedures; establishes performance goals for crews and individual employees.
  - Participates in the selection, training and evaluation of maintenance personnel; assumes responsibility for motivating and evaluating assigned personnel; provides necessary training; initiates disciplinary procedures as is appropriate.
  - Develops and maintains short and long-range maintenance schedules for the parks, landscapes, buildings, and related facilities; assists in the development of cost estimates for implementation of maintenance programs; maintains tracking systems for all work.
  - Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents, which may include timesheets, work orders and inventories.
  - Participates in the budget preparation and monitors approved budgets; prepares project cost estimates; orders supplies, tools and materials; participates in the equipment procurement process; monitors and controls assigned supplies and equipment.
  - Responds to the more difficult questions and concerns from the general public, contractors and outside agencies; provides information as is appropriate and resolves public service or operational complaints; establishes and maintains a customer service orientation within the unit.
  - Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
  - Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Practices, techniques, equipment and materials used in supervising parks and facilities maintenance, construction, repair or operations.
- The proper use of equipment, supplies, pesticides and related tools.
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, and staff training.
- Operational characteristics of central irrigation systems.
- Operational characteristics and safety requirements for operation of vehicles and other heavy and light equipment.
- Methods and techniques of developing and implementing safe working practices.
- Traffic safety control rules and regulations.
- Defensive driving techniques.
- Principles and practices of construction project oversight.
- Principles and practices of administering a budget.
- Basic mathematics.
- Methods and techniques of scheduling work assignments.
- Principles and practices of customer service.
- Methods and techniques for record keeping.
- Methods and techniques of report preparation and business correspondence.

- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes and regulations.

**Ability to:**

- Plan, organize, train, evaluate and direct work of assigned staff.
- Supervise and direct the operations and activities of an assigned unit of the Parks and Planning Department.
- Estimate time, materials and equipment needed to complete projects.
- Read and understand plans and specifications.
- Coordinate and conduct training programs for staff.
- Respond to issues and concerns from the community.
- Comprehend and correctly use a variety of informational documents such as technical guidelines, blueprints and drawings, Material Safety Data Sheets and related materials.
- Prepare and submit traffic control plans to appropriate agencies.
- Interpret, explain and apply applicable laws, codes and regulations.
- Read, interpret and record data accurately.
- Organize, prioritize and follow-up on work assignments.
- Demonstrate strong customer service skills.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Coordinate and respond to after-hours calls.
- Work flexible hours, including evenings and weekends as business requires.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade and three (3) years of increasingly responsible parks and recreation grounds and facilities skilled maintenance experience, one (1) year of which must be in a lead or supervisory capacity.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid class C California driver's license.
- Qualified APO (Aquatic Pool Operator) or CPO (Certified Pool Operator) Certification is required for positions responsible for maintenance of the District's swimming pools.
- Qualified Applicator Certificate issued by the California Department of Pesticide Regulation is required for positions responsible for maintaining plants, trees and shrubs.

- Registration as NPSI - Certified Playground Safety Inspector is required for positions with responsibility for inspecting and maintaining playground equipment to ensure proper and safe operating conditions.
- Possession of an Irrigation Auditor License is desirable.

### **PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level and slippery surfaces; to reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to inspect and operate equipment, and to read printed materials and computer screens; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment, and to access, enter, and retrieve data using a computer keyboard. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing an average of 50 pounds, or heavier weights up to 80 pounds, in all cases with the use of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **ENVIRONMENTAL ELEMENTS**

Employees may work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Employees may work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.



## POOL MANAGER

### **DEFINITION.**

Under direction, plans, assigns, schedules, and supervises the staff, activities and operations within the District's aquatics facilities; areas of responsibility include administration, pool and facility maintenance, reservations, collection of fees, and swimming and lifeguard operations; oversees swim lesson schedules and supervises the work of staff providing swimming lessons; explains and enforces swimming programs and pool policies, regulations, and rules to ensure the safety of pool patrons; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher level supervisory staff. Exercises direct supervision over assigned staff.

### **CLASS CHARACTERISTICS**

The Pool Manager class is responsible for coordinating administrative and operational activities at the District's swimming pools, and for providing lead direction and training to assigned staff to ensure that the District's aquatic facilities are maintained in a safe and effective working condition, and provide the highest level of safety for public use. Incumbents regularly work on tasks that are varied and complex, requiring considerable discretion and independent judgment. Positions in this classification rely on experience and judgment to ensure the efficient and effective functioning of the District's pool facilities.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Plans, assigns, supervises and evaluates the work of assigned program staff; prepares staff schedules; verifies hours worked by staff; prepares and delivers performance evaluations.
- Prepares swim schedules for each session of the summer season; ensures that schedules are properly communicated to District patrons; oversees lesson registration operations.
- Provides close supervision to swimming instructors and aides to ensure the proper application of swimming techniques to participants; responds to questions and concerns from parents and the general public.
- Plans and coordinates training programs for swim instruction staff on a bi-weekly basis; documents content and outcomes of training sessions.
- Plans emergency procedures for each facility and implements safety drills and other emergency events designed for employee and patron safety.
- Implements and enforces District policies, rules, and procedures; follows emergency plans and procedures as established by the District; as needed elicits assistance from supervisor on enforcement issues.
- Implements daily and monthly facility, equipment and first aid supplies checks to identify and resolve maintenance needs or equipment malfunction issues, and to verify that all pool equipment and safety devices are in good working order, with continuous availability, and that first aid supplies are fully stocked.
- Maintains inventory; receives requests for, and purchases supplies for events and pool maintenance.

- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, District management, District staff and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of supervision and training.
- Methods and techniques of evaluating the work of assigned staff.
- Methods and techniques of conducting training.
- Administrative principles and practices.
- Methods and techniques of developing and implementing swim lesson schedules.
- Methods and techniques of developing and implementing emergency procedures in multiple facilities.
- Principles and practices of swim instruction.
- Operational characteristics of water safety devices and equipment.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Rules and regulations governing conduct at public pool facilities.
- Methods and techniques of facilitating a safe play and work environment for patrons and District staff.
- Principles and practices of customer service.
- Principles and practices of record keeping.
- Professional English grammar, spelling, vocabulary and punctuation.
- Occupational hazards and standard safety practices.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes and regulations.

### **Ability to:**

- Supervise the work of assigned staff.
- Understand the organization and operation of the District's aquatics facilities.
- Prepare and schedule swim lessons for community groups.
- Effectively train staff in their assigned duties.
- Interpret, apply and enforce District policies and procedures within the aquatic facility.
- Provide courteous assistance to facility patrons.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation (CPR).
- Ensure the pool facilities and safety equipment are properly maintained and available.
- Perform work in an efficient, effective, safe, and timely manner.
- Work independently and as part of a team.
- Organize, prioritize and follow-up on work assignments
- Demonstrate strong customer service skills.
- Make sound decisions within established guidelines.
- Work flexible hours, including evenings and weekends as business requires.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.

- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, and four years of prior experience serving in an administrative or lifeguard capacity at a major aquatics facility.

**Licenses and Certifications:**

- Possess and maintain valid Adult and Pediatric First Aid/CPR for the Professional Rescuers (CPR/AED) certificate issued by the American Red Cross.
- Possession of, or the ability to obtain, a valid Class C California driver's license.

**PHYSICAL DEMANDS**

Work is primarily performed within a public swimming pool environment where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture, as well as children and adults who may need to be lifted from the pool. Must possess the mobility to stand, stoop, reach, bend, climb, and swim, while in swimwear. Must be in good physical condition to stay in water for prolonged periods of time, work in extreme heat and/or cold, and the outdoors. Vision hearing, which must be sufficient to see and hear adults and children in life and/or health safety endangering situations. Must also possess the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office and duplicating equipment and cash register. Positions in this classification occasionally bend, stoop, kneel, reach, and push and pull drawers open and closed to retrieve and file information. Must possess the ability to lift 150 pounds or heavier weights, with the user of proper equipment.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in both office and outdoor environments; when outdoors, employees are exposed to variable weather conditions. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: EXEMPT

## PROJECT AND PLANNING COORDINATOR

### **DEFINITION**

Under general supervision and direction, assist and support the Parks and Planning Director with professional, technical and administrative work in the development, implementation, maintenance and review of advance and current planning; perform a wide variety of complex planning and project work related to landscaping, parks, trails and recreation facilities; manage construction of complex public works projects such as capital outlay, maintenance and repairs and other facility improvement projects utilizing outside contractors and funded from various sources, such as general fund, grants and donations; prepare, coordinate and update District Master Planning documents; develop special funding for the District through grants, contracts, and the creation of assessment districts; coordinate activities with other District departments, divisions and outside agencies and organizations; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Parks and Planning Director with close collaboration with Parks Superintendent. Incumbents in this class may exercise project based lead direction to Park Supervisors or Recreation Supervisors.

### **CLASS CHARACTERISTICS**

The Project and Planning Coordinator is the advanced journey-level classification capable of performing the full range of technical and specialized duties within the Parks and Planning Department. Positions at this level receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the higher classification of Parks and Planning Director in that the latter is responsible for overall management of the Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Participate in site analyses, master planning, designing, cost estimating and checking landscape architectural plans and drawings for accuracy and conformance to original design.
- Review, check and make necessary corrections to landscape architectural plan and trail site plan drawings, designs, and estimates as prepared by consultants for accuracy, and conformance to original design.
- Interpret District standards and specifications regarding facility development.
- Prepare a variety of charts, graphs, maps, plans, and other illustrative materials for presentation to the Board's Parks and Planning Committee and the Board of Directors.
- Monitor project expenditures and maintain project account balances.
- Analyze proposed projects for conformance with District's plans and guidelines
- Prepare and submit grant applications and necessary graphics for funding organizations.
- Monitor grant after award for compliance with funding regulations and qualifications.

- Review District needs, conduct research to develop request for proposals (RFP) based on District's requirements.
- Compile a variety of information and adapt for staff reports and studies.
- Attend Board Committee meetings, including the EDH CSD Board of Directors, community group meetings, County Planning Commission meetings, County Parks and Recreation Commission meetings, County Planning and developer meetings and advisory meetings. Takes notes for distribution and follow up items.
- Support/facilitate team meetings including tracking actions
- Assist the Parks and Planning Director in budget development for the Parks and Planning Department.
- Coordinate and participate in a variety of development, capital improvement, current and advanced planning, and related projects.
- Review, analyze and respond in the processing of private and public initiated land-use planning projects, including tentative and final map processing, annexations, general plan amendments, and rezoning.
- Work with project's leader to define and track Project Plans, Risk Management Plans, project budget, task definitions and milestone activities.
- Monitor and report project status for project milestones, documentation and deliverables
- Support project leaders in producing internal-use presentations and reports summarizing and condensing project status and progress for executive management
- Coordinate and follow up on activities, represent the District and assigned projects where necessary. Review projects for possible interference/variances to schedule; organize efforts to alleviate bottlenecks.
- Coordinate design reviews; checklists, presentation, closure items etc.
- Strong collaboration and direct participation during final preparations for reports – issues tracking, last minute changes, documentation version control and work closely with a variety of staff to approve project milestones.
- Act as liaison with consulting project architects, engineers and contractors.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.
- Performs related duties as assigned.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of lead supervision and training
- Standard office and administrative policies and procedures.
- Basic principles and practices of land use as it relates to District projects.
- Methods and techniques used in processing building permits and arranging building inspections.
- Mathematical principles.
- Principles and practices of public agency procurement and bid processes.
- Principles and practices of public works project development.
- Principles and practices of complex file and record retention.
- Rules and regulations governing the conduct of public meetings.
- Principles and practices of data collection and report preparation.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed including Word, Excel, Microsoft Project, PowerPoint, graphic and presentation programs.

- Applicable federal, state and local laws, codes and regulations related to assigned area.

**Ability to:**

- On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe planning activities and problem solve when appropriate; understand, interpret and explain applicable ordinances and statutes and Department policies and procedures; visually differentiate between colors on land use maps.
- Independently compile, analyze and evaluate technical and statistical information
- Read and interpret maps and legal property descriptions; read and interpret applicable laws and regulations.
- Monitor and review the work of others for proper completion and quality.
- Read and understand building construction plans and drawings.
- Apply and implement District policies and procedures in an accurate and consistent manner.
- Use applicable office terminology, forms, documents and procedures in the course of the work.
- Compose correspondence or documents.
- Maintain flexible working hours and attend evening meetings as required.
- Perform mathematical calculations quickly and accurately.
- Organize, prioritize and follow-up on work assignment and meet critical deadlines.
- Switch between many different projects quickly.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed including Word, Excel, Microsoft project, PowerPoint, graphic and presentation programs.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish positive working relationships with representatives of community organizations, state/local agencies and associations, District management and staff and the public.

**Education and Experience:**

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

Equivalent to completion of a Bachelor's degree from an accredited college or university with major coursework in planning, land use, building management, construction management, architecture or engineering, and two (2) years of experience providing professional or technical support to planning, building or parks and recreation programs.

**Licenses and Certifications:**

- As assigned, positions with driving responsibilities require possession of, or ability to obtain, a valid class C California driver's license.
- International Conference of Building Officials (ICBO) certification desirable
- Project Management Professional (PMP) certification desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various District neighborhoods; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. The job may involve fieldwork requiring frequent walking in operational areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: EXEMPT

## PURCHASING SPECIALIST

### **DEFINITION**

Under direction, provides professional support to the District's procurement and contract activities; receives, reviews and processes purchasing requests; sources and provides recommendations on vendors; prepares bids and specifications; coordinates the bid process; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Director of Administration and Finance. Incumbents in this class do not routinely exercise supervision.

### **CLASS CHARACTERISTICS**

The Purchasing Specialist is a journey level classification responsible for providing technical support to the District's procurement and contracts programs. Positions at this level are expected to perform the full scope of assigned duties; incumbents receive only occasional instruction as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. The classification is distinguished from the next higher classification of Director of Administration and Finance in that the latter has overall responsibility for managing and overseeing the District's Administration Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for receiving, reviewing and processing procurement requests, ensures compliance with District procurement policies and procedures.
- Provides technical support to the District's bid processes including Requests for Proposals, Statements of Qualifications and related procurement methods; works with departments to identify needed equipment, materials or services, and to prepare bid specifications; sources potential vendors and solicits bids from a diverse range of suppliers.
- Coordinates bid pre-proposal meetings; sends out notifications to potential vendors; posts public notices; schedules meeting facilities and equipment; attends meetings to explain the procurement process, respond to questions and ensure that all potential vendors are conversant with District procurement policies and procedures, and that they have a full understanding of the scope of the required services.
- Works with departments to evaluate bids; compares costs and services; evaluates the quality and quantity of proposed services; once a decision has been made by the District, prepares proper notifications to all bidders providing the outcome of the solicitation; coordinates the contract process.
- Conducts research into new vendors to enhance the District's resource pool and to stay current on new products, market conditions and pricing.
- Provides assistance in the disposition of surplus equipment and supplies; works with accounting to ensure proper recording of disposed equipment and revenues received for same.

- Provides assistance in the development of contracts for new or ongoing services; prepares draft contracts for review by management and legal counsel; ensures that contract language is consistent with District policies and procedures.
- Maintains a variety of files and records on purchasing operations.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public sector procurement.
- Mandated and District regulations and guidelines with respect to the procurement of goods and services.
- Methods and techniques of developing specifications for goods and services.
- Principles and practices of contract management and administration.
- Appropriate processes for each procurement need.
- Local and regional sources of equipment, materials, supplies and services.
- Sources of information on commodities and market conditions.
- Mathematical principles.
- Principles and practices of record keeping.
- Methods and techniques of inventory control.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

### **Ability to:**

- Provide professional support to the District's procurement and contracts programs.
- Locate vendors, goods and services for District needs.
- Evaluate pricing and quality of goods and services.
- Review and process requests for goods and services in a timely manner.
- Ensure that District procurements are compliant with mandated and District policies and procedures.
- Respond to diverse requests and inquiries from departments in a timely manner.
- Use initiative and sound judgment within established procedural guidelines.
- Observe safety principles and work in a safe manner.
- Demonstrate strong customer service skills.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from a four year college or university with major coursework in business administration, purchasing, materials management or a closely related field and three (3) years of increasingly experience providing professional support to procurement programs.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: EXEMPT

## RECREATION SUPERVISOR

### DEFINITION

Under general direction, develops, implements, monitors, evaluates, and supervises the day-to-day operations of a District recreational program area; program areas include, but are not limited to, youth and adult sports, youth development, senior center, aquatics, District registration office and special interest programs; develops, recommends, monitors and evaluates program content, and alignment with community interests and effectiveness; recruits, hires, trains and supervises full time and part time/seasonal recreation program staff; and performs related duties as required.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Recreation. Exercises direct supervision over assigned staff, contract employees and volunteers.

### CLASS CHARACTERISTICS

The Recreation Supervisor is the first direct supervisory level class responsible for planning, overseeing and directing a variety of community recreation programs, including after school, day and summer camp, preschool, youth and adult, teen, Moni Gilmore senior center, aquatics, District registration office and sports programs, and special events. This class is distinguished from Director of Recreation in that the latter has overall administrative responsibility for the Recreation Department.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for supervising the day-to-day operations of an assigned recreation program; area; program areas include, but are not limited to, youth and adult sports, youth development, senior center, aquatics, special events and special interest programs.
- Develops classes and programs; recruits contract instructors to provide classes and programs; monitors and evaluates program content and instructor/coach performance; coordinates contract class schedules and room use.
- Conducts research to identify programs of value and interest to the community; evaluates program fiscal viability; makes recommendations on new programs, or modifications of existing programs, to meet community needs; through surveys, customer comments, staff/instructor input, evaluates the program's effectiveness in meeting community and District expectations.
- Participates in the recruitment of new hires; trains, disciplines and schedules staff and volunteers; organizes and leads staff meetings, volunteer meetings, and various training sessions; monitors and verifies staff hours and processes timecards.
- Schedules the use of recreational facilities and outdoor sports fields; works with the Parks and Planning Department to schedule soccer and softball leagues, and to ensure fields are properly set-up for games; schedules and negotiates contracts with officials; recruits, and trains volunteer coaches; works closely with community youth leagues; administers Memoranda of Understanding and

- contracts.
- Creates and enforces rules and regulations for assigned program areas, ensuring proper communication to program staff, participants, volunteers, contractors, parents and the general public.
- Responds to public inquiries about programs made by telephone, correspondence or during public meetings; promotes public awareness of available recreation activities through the development of the District's Recreation Guide, flyers, monthly newsletters, news releases, bulletin boards and the use of social media; creates and updates the District's web page for assigned program activities.
- Maintains records and reports on activities, attendance, supplies, and other pertinent information regarding recreation programs and activities; completes accident and incident reports and follows-up with parents; prepares a variety of operational and business reports.
- Handles disciplinary issues with program participants and interacts with parents to resolve issues; as necessary, implements results of disciplinary issues.
- Develops a recommended budget for assigned program areas; monitors and tracks expenditures; monitors and tracks fees collected; works with contract instructors to negotiate fee contracts; approves program refunds; purchases all supplies and equipment for programs and special events; monitors and tracks program registration to determine whether the program is meeting its fiscal goals.
- Initiates and monitors contracts with service providers such as entertainers, local theater groups, transportation companies, referees and other recreational organizations; may negotiate contracts with program sponsors.
- Assists with new recreation facility design and facility renovations; offers suggestions to improve District recreational facilities including safety inspections, customer feedback, community outreach, task force involvement, and facility upgrades.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of assigned recreation program area including program development, resource needs and facilities requirements.
- Principles and practices of employee supervision including work planning, assignment, review and evaluation, and staff training.
- Principles and practices of recreation program operation and administration.
- Recreational activities favored by community demographics.
- Principles and practices of program marketing and communication.
- Methods and techniques of developing and implementing safe working practices.
- Principles and practices of administering a budget.
- Methods and techniques of developing promotional materials and social media messaging.
- Sources for staffing, equipment, materials and supplies in assigned program areas.
- Mathematic principles.
- Rules, regulations and policies affecting and related to recreation programs.
- Methods and techniques of developing recreation program content.
- Methods and techniques of scheduling staff and facilities for multiple programs.
- Methods and techniques of de-escalating situations and conflict resolution.
- Principles and practices of customer service.
- Methods and techniques of record keeping.
- Methods and techniques of report preparation and business correspondence.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.

- Applicable federal, state and local laws, codes and regulations.

**Ability to:**

- Supervise and direct the operations and activities of an assigned recreation program area.
- Estimate staffing, materials and equipment needed for program operations.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Demonstrate strong customer service skills.
- Make sound decisions within established guidelines.
- Analyze a complex issue, and develop and implement an appropriate response.
- Work flexible hours, including evenings and weekends as business requires.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to graduation from a four (4) year college or university with major course work in recreation, physical education, sports management, business administration, or a related field and three (3) years of recreation program coordination experience.

**Licenses and Certifications:**

- Class C California driver's license
- CPR and First Aid Certification, or ability to obtain within 45 days of starting work.
- American Red Cross Instructor Trainer certificate(s), and Automated External Defibrillator, Oxygen Administration and Food Handlers certificates are highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various meeting and recreation sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. When working in an inside environment, sitting, standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

When working in an external environment, position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties; and. The need to lift, carry and push tools, equipment and supplies weighing on average 25 pounds, and on a more infrequent basis 60 pounds is also required, in all cases with the use of proper equipment; some positions may be required to swim for long periods of time.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Additionally, the incumbent may perform outdoor work in all weather conditions, including exposure to inclement weather conditions and fluctuating temperatures; positions assigned to aquatic programs may be exposed to pool chemicals and related fumes.



August 2017  
FLSA: EXEMPT

## SENIOR ACCOUNTANT

### **DEFINITION**

Under general direction, plans, organizes, coordinates and supports professional accounting and financial program activities; functional areas of responsibility include financial statements, budget preparation and general accounting; performs complex accounting duties; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Director of Administration and Finance. This classification may exercise supervision over technical and clerical staff.

### **CLASS CHARACTERISTICS**

The Senior Accountant is a working professional classification responsible for managing and overseeing all accounting and fiscal related functions and operations within the District. The classification is distinguished from the next higher classification of Director of Administration and Finance in that the latter has overall senior management responsibility for the District's Administration Department.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for overseeing all functions and operations related to the District's finance and accounting programs; functional areas of responsibility include financial reporting, budget preparation and general accounting.
- Performs a variety of financial reporting tasks; analyzes month-end reports for the general ledger; prepares reports; reconciles a number of District accounts and funds; maintains spreadsheets; analyzes and prepares accounts for year-end closing and financial statements.
- Serves as the primary contact and liaison with external auditors; receives document requests from the auditor; provides the necessary materials; responds to questions from auditors.
- Assists in the preparation of the District's Comprehensive Annual Financial Report (CAFR); prepares statistical reports for inclusion within the CAFR; reviews financial data contained within the report; provides feedback to the auditor for requested changes.
- Assists in the preparation of the District's budget, including compiling, tabulating, analyzing, and reviewing financial data on overhead allocations, property taxes and assessments, and government fees; sets up the document within the District's financial management system and reviews for accuracy; works with departments on their budget related needs.
- Manages financial processes within the District's financial management system, such as general ledger, financial reports, cash management, bank reconciliation, fixed assets and year end closing.
- Reviews and analyzes financial transactions and balances for accuracy, completeness and authorization.
- Reviews, prepares and adjusts entries and postings for trial balances, accruals, overhead, depreciation, restricted funds and related transactions.

- Monitors cash balances; processes requests for funding needed for payroll and accounts payable ensuring sufficient funding is available.
- Maintains and acts upon a variety of financial and accounting documents such as fixed asset listings, credit card accounts, capital project subsidiary ledgers, bank reconciliations, taxes, assets, earned interest, and related documents.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, District management and staff, and the public.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Modern principles, practices and techniques of governmental finance and accounting.
- Methods and techniques of reconciling multiple complex accounting transactions.
- Methods and techniques of researching and analyzing a variety of fiscal transactions.
- Principles and practices of budget development and administration.
- Principles and practices of financial report development.
- Cash handling techniques.
- Operational characteristics of financial management systems.
- Methods and techniques of developing and maintaining complex filing records.
- Occupational hazards and standard safety practices.
- Principles and practices of customer service.
- Methods and techniques of report preparation and business correspondence.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes and regulations governing public sector finance and accounting operations.

### **Ability to:**

- Manage the District's accounting and financial operations.
- Interpret and apply laws, codes, regulations as they relate to governmental accounting and finance operations.
- Prepare and monitor the District's budget.
- Gather, evaluate and analyze complex data.
- Perform mathematical calculations quickly and accurately.
- Reconcile and balance a variety of financial transactions from multiple accounting systems.
- Perform accurate and legible financial and statistical work.
- Make rapid and accurate arithmetical computations.
- Analyze a complex issue, and develop and implement an appropriate response.
- Demonstrate strong customer service skills.
- Use initiative and sound judgment, and make sound decisions within established guidelines.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.

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

**Education and Experience:**

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

Equivalent to graduation from a four (4) year college or university with major course work in finance, accounting, or a related field and five (5) years of professional experience supporting finance and accounting programs.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Class C driver's license.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



August 2017  
FLSA: NON-EXEMPT

## **VOLUNTEER COORDINATOR**

### **DEFINITION.**

Under general supervision, organizes, implements and coordinates the District's volunteer program; conducts outreach to identify and attract quality volunteers; recruits, screens and monitors the work of volunteer staff; and performs related duties as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Director of Administration and Finance. Exercises lead supervision over volunteer staff.

### **CLASS CHARACTERISTICS**

The Volunteer Coordinator is responsible for supporting the District's volunteer program; work is performed at a variety of locations.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Accepts responsibility for organizing, implementing and coordinating the District's volunteer programs.
- Conducts outreach to recruit volunteers; places advertisements and notices of volunteer opportunities in newspapers, local journals and websites; screens applications; coordinates the interview process; assists in the selection of volunteers; conducts background checks (if appropriate); initiates District human resources forms for new volunteers; notifies candidates of outcome of their application.
- Works with the Director of Administration and Finance and other management to identify volunteer opportunities within the District; researches volunteer staffing needs and resource availability to craft solutions for departments.
- Receives and responds to public inquiries about program offerings; promotes public awareness of available volunteer opportunities.
- Leads and oversees the work of volunteers; recommends disciplinary actions to management as needed; prepares volunteer schedules; keeps records of volunteer hours.
- Maintains a variety of records and reports on program activities, attendance, hours worked and other pertinent information.
- Assists in the organization, implementation and evaluation of rules and procedures.
- Performs related duties as required.

### **QUALIFICATIONS**

**Knowledge of:**

- Operations, services and activities of a volunteer program supporting community related services.
- Principles and practices of volunteer operation and administration.
- Community resources.
- Methods and techniques of sourcing and recruiting volunteers.
- Methods and techniques of screening applications, interviewing candidates and conducting background checks.
- Principles of lead supervision and training.
- Rules, regulations and policies affecting volunteer programs.
- Methods and techniques of scheduling volunteers
- Principles and practices of customer service.
- Principles and practices of record keeping.
- Methods and techniques of report preparation and business correspondence.
- Professional English grammar, spelling, vocabulary and punctuation.
- Modern office procedures including the use of computers and software applications relevant to the work performed.
- Applicable federal, state and local laws, codes and regulations.

**Ability to:**

- Plan, organize, staff and coordinate volunteer program activities to meet the District's needs.
- Plan and lead the work of volunteers.
- Organize, prioritize and follow-up on work assignments.
- Work independently and as part of a team.
- Demonstrate strong customer service skills.
- Make sound decisions within established guidelines.
- Work flexible hours, including evenings and weekends as business requires.
- Observe and enforce safety principles and work in a safe manner.
- Develop the proper attitudes toward safety and health in self and subordinates and ensure that all operations are performed with the utmost regard for the safety and health of all personnel, volunteers, individuals, constituents and groups.
- Operate modern office equipment including computers and specialized software applications relevant to work performed.
- Follow written and oral directions.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, supplemented by college level coursework in recreation programming, social services, liberal studies, public administration or a related field, and two (2) years of volunteer or recreation program experience.

**Licenses and Certifications:**

- None

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is mostly a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When working in an external environment, position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push supplies weighing on average 25 pounds.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Additionally, the incumbent may perform outdoor work in all weather conditions, including exposure to inclement weather conditions and fluctuating temperatures; positions assigned to aquatic programs may be exposed to pool chemicals and related fumes.