

RESOLUTION NO. 2013-38

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, ADOPTING AND ESTABLISHING THE 2013-14 BUDGET IMPLEMENTATION POLICY AND APPROVING THE TOWN ORGANIZATIONAL CHARTS, THE 2013-14 PAY PLAN, THE SCHEDULE OF AUTHORIZED POSITIONS AND THE EMPLOYEE JOB DESCRIPTIONS.

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the "Town Council"), pursuant to ARIZ. REV. STAT. § 9-240 (B)(2), is vested with the power to determine the budgets of all Town departments; and

WHEREAS, the Town Council, in order to provide for consistent and uniform administration of the Town's monies and to maximize savings of funds by monitoring expenditures, has determined it necessary to adopt a budget implementation policy for the FY 2013-14 Town Budget (the "2013-14 Budget Policy") governing the expenditures within the FY 2013-14 Town of Fountain Hills budget; and

WHEREAS, pursuant to Subsection 3-1-1(H)(3) of the Town Code, the Town Council must approve the organizational chart and job descriptions for employees of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Town Council hereby adopts the 2013-14 Budget Policy in substantially the form attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The Town Council hereby approves and authorizes (i) the Town of Fountain Hills Organization Charts, (ii) the 2013-14 Play Plan, (iii) the Schedule of Authorized Positions and (iv) the employee job descriptions, all in the form attached hereto as Exhibit B and incorporated herein by reference.

SECTION 4. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

PASSED AND ADOPTED by the Mayor and Council of the Town of Fountain Hills, June 20, 2013.

FOR THE TOWN OF FOUNTAIN HILLS:

ATTESTED TO:


Linda M. Kavanagh, Mayor


Bevelyn J. Bender, Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:


Kenneth W. Buchanan, Town Manager


Andrew J. McGuire, Town Attorney

EXHIBIT A
TO
RESOLUTION NO. 2013-38

[2013-14 Budget Policy]

See following pages.

TOWN OF FOUNTAIN HILLS
2013-14 BUDGET IMPLEMENTATION POLICY

1. Definitions. The following definitions shall apply for purposes of this policy.

A. “Budget Unit,” is a Town department as designated on the Town’s organizational chart, including the Town Court.

B. “Contingency,” appropriation used for unforeseen emergency and critical needs when current budget appropriation is inadequate.

C. “Fund,” is a fiscal and accounting mechanism with a self-balancing set of accounts recording cash and financial resources.

2. Transfer of Funds.

A. Transfers within a Fund. After adoption of the fiscal budget by the Town Council, any Budget Unit has the authority to reprogram funds within its department line items. These departments of the budget will be controlled by bottom line total only. Transfers between General Fund divisions and line items are allowed with the approval of the Department Director and Town Manager. A report of each transfer will approved by the Department Director and submitted to the Finance Division through the financial accounting system for processing; final approval shall be vested with the Town Manager, whose decision shall be final and conclusive.

B. Transfers between Funds. After adoption of the fiscal budget by the Town Council, any budgetary transfer between Funds will require approval or ratification of each transfer by the Town Council. Prior to any transfer, the Department must provide sufficient documentation to the Town Manager and the Town Council that funding exists.

C. Reprogramming of Wages. No funds may be reprogrammed to or from the “wages” section of the Budget Unit’s adopted budget without consultation with and approval by the Town Manager. The requesting Department Director must submit a memorandum and any necessary supporting documentation to the Town Manager; the Town Manager will notify the Finance Division of approved transfers of funds from the “wages” section of the budget.

D. Reprogramming of Capital Funds. No funds may be reprogrammed to or from the “capital expenditures” section of the Budget Unit’s adopted budget without consultation with and approval by the Town Manager and ratification by the Town Council. The requesting Department Director must submit a memorandum and any necessary supporting documentation to the Town Manager. If approved by the Town Council, the Town Manager will notify the Finance Division of the reprogrammed funds.

E. Carryover Appropriations. The Finance Division may approve appropriation transfers for carried over operating/capital items (i.e., IT infrastructure, equipment, vehicles and facility improvements) if the Town Council previously appropriated the operating/capital item in a prior fiscal year. All carryover appropriation transfers must be

submitted to the Town Council for ratification; all carryover appropriation transfers shall be reflected in the appropriate budget reports.

3. Expenditure Restrictions.

A. Budget Hold for Prior Exceedence. Any General Fund Budget Unit that exceeded its budget in the prior fiscal year may be subject to immediate budget hold status in the current fiscal year. However, if a Budget Unit exceeded its budget in the prior fiscal year due to a one-time emergency purchase, and proof of such an emergency (in a form acceptable to the Town Manager) can be shown, the budget hold status will be removed.

B. Expenditure Limitations. The following expenditure limitations shall be imposed upon each Budget Unit in the General Fund by the Town Council:

(1) Not more than eighty (80%) percent of the total division line items combined of a Budget Unit's adopted budget may be expended before December 31 of each fiscal year.

(2) Not more than eighty-five (85%) percent of the total division line items combined of a Budget Unit's adopted budget may be expended before March 31 of each fiscal year.

(3) Not more than ninety (90%) percent of the division line items combined of a Budget Unit's adopted budget may be expended before April 30 of each fiscal year.

(4) Not more than ninety-five (95%) percent of the division line items combined of a Budget Unit's adopted budget may be expended before May 31 of each fiscal year.

(5) No Budget Unit's combined line items may exceed ninety-eight (98%) percent of its adopted budget during the month of June of each fiscal year, without first (a) contacting the Finance Division and (b) receiving approval from the Town Manager.

(6) The expenditure limitations are intended as management indicators and are not intended to automatically trigger Subsection (C) below. The Town Manager will direct the implementation of Subsection (C).

C. Remedies for Budget Exceedence. Once a Budget Unit has exceeded any of the expenditure limitations set forth in subsections (B)(1)-(6) above, the Finance Division shall notify the Budget Unit, in writing, that the appropriate expenditure limit has been exceeded. The Budget Unit must then consult and reach an agreement with the Finance Division and the Town Manager regarding the remedies available to either restore spending to a level approved in the budget for the balance of the fiscal year or to request additional funds as set forth in Subsection 3(D) below.

D. Requests for Additional Funds. When additional funds from other sources are requested, the Finance Division and Town Manager must concur before the Budget Unit may expend the additional funds. If the expenditure of additional funds will require a fund transfer, the recommendation shall be forwarded to the Town Council for approval. Any Budget Unit that has exceeded the limitations set forth in Subsection 3(B) of this policy shall submit an expenditure reduction program to the Town Manager through the Finance Division as part of any request for additional expenditures. The expenditure reduction program shall include, but not be limited to, consideration of reductions in force of budgeted and authorized positions, termination of all travel expenditures, suspension or termination of contracts and such other expenditure reductions as the Budget Unit deems appropriate.

E. Violation of Limits. If a Budget Unit is in violation of the expenditure limits set forth in Subsection 3(B) above, and the Town Manager and Town Council do not approve additional funds as set forth in Subsection 3(D) above, the Finance Division is authorized and directed to enforce this policy in the following manner:

(1) The Finance Division shall not process requisitions for purchases or payments from any Budget Unit that has the expenditure limitations, except for: (a) re-occurring expenses that are billed to the Town on a regular and continuous basis pursuant to an agreement or contract between the Town and the vendor; or (b) expenditures that have been authorized by the Town Manager and/or the Town Council.

(2) Procurement card use may be limited or suspended.

4. Fund Balance. All budget considerations, including expenditure of appropriated funds, shall adhere to the Town of Fountain Hills Financial Policies, Amended and Restated June 18, 2009, attached hereto as Exhibit 1, or the most recent version of later-adopted editions of such financial policies.

5. Fiscal Priorities. The 2013-14 budget is intended to implement the Town Council's top fiscal priorities of public safety, pavement management and core services. Following after these top priorities, the Operation Priorities and the Strategic Plan Goals approved by the Town Council on September 20, 2012, shall be implemented.

6. Positions.

A. General Provisions.

(1) Section 3-1-1 of the Town Code states that the Town Manager shall be the administrative officer of the Town government and may appoint and, when necessary, suspend or remove all employees of the Town, except those officers appointed by the Town Council. All appointments and removals shall be based upon merit and upon the qualifications and disqualifications of such employee without regard to any political belief or affiliation; prior to any creation, combination, consolidation or deletion

of any positions of employment, written job descriptions or amendments thereto shall have been approved by the Town Council.

(2) All requests for new positions or reclassification of existing positions, regardless of the funding source, must be approved by the Town Council. Reclassification of existing positions (filled and vacant) should include justification of why budget savings, including savings from deleted positions, should be used to create new positions and how the position will align/impact Town strategic priorities and departmental goals. Departments must submit their requests to Human Resources; Human Resources will review job description and salary information prior to forwarding information to the Town Manager. The Town Manager will review and recommend/deny the position for approval by the Town Council.

(3) Intergovernmental agreements, grants, etc. that require/authorize additional positions must be approved by the Town Council. The position and the budgetary impact must be fully disclosed to Human Resources and the Finance Division, which shall be responsible for analyzing the input and presenting such analysis to the Town Council in conjunction with any request for approval as part of an intergovernmental agreement, grant, or other agreement.

(4) All authorized positions must be fully-funded by the general fund, a special revenue fund, or a grant. If a position becomes unfunded or under-funded by its original funding source, it must be fully funded immediately from other sources or eliminated. An under-funded position is a position for which a department/funding source has only 1% to 99% of the funding required to support it on an annualized basis. If eliminating unfunded or under-funded positions results in a Reduction in Force, the Human Resources Administrator shall prepare a layoff plan for approval by the Town Manager.

B. Fiscal Year 2013-14 Authorized Positions. There are no new positions or combination, consolidation or deletion of any positions proposed in the FY 2013-14 fiscal budget; all positions existing at the end of FY 2013-14 are carried over. The schedule of Authorized Positions, Pay Plan, Town organizational charts and updated job descriptions are attached as Exhibit B to the Town Council Resolution which adopts this Policy (Resolution 2013-25).

6. Hiring Freeze. There is no hiring freeze in effect for FY 2013-14, and positions that become vacant may be filled if the Town Manager determines that it is in the best interests of the Town to do so.

7. Cost of Living and Merit Increase. All Fountain Hills employees, regardless of funding source, will receive a cost of living increase effective July 1, 2013 in an amount of 1.0%. On each employee's anniversary date, she/he will be eligible to receive a 1.5% merit increase, based upon performance. Compensation for the Town Council, Town Manager and Town Presiding Judge shall be as set forth in the Town Code (for the Town Council) or their respective employment agreements (for the Town Manager and Town Presiding Judge).

8. Contingency Appropriation. The purpose of a Contingency appropriation is to maintain a reserve of expenditure authority from which specific amounts can be transferred to other appropriated budgets after adoption of the annual budget to cover emergency or critical items if there are sufficient revenues to do so. Contingency appropriations will be established within the Town Manager budget for general purposes or reserved for specific issues. All requests for General Fund Contingency must be submitted to the Town Manager for review. If the Contingency expenditure exceeds the Town Manager's purchasing authority the Town Council must approve or ratify all transfers from Contingency appropriations.

9. Tax Levy. The Town's secondary property tax levy is exclusively for the annual debt service payment on General Obligation bonds issued and approved by the voters; the annual levy is based on the annual debt payment divided by the entire community's secondary assessed valuation divided by 1,000. An allowance for delinquency factor is included in the calculation (usually 2%). The Town does not have a primary property tax.

10. Budget Adoption. This budget is being adopted by the Town Council at a fund level. Each fund is a fiscal and accounting mechanism with a self-balancing set of accounts recording cash and other financial resources. The department level budget detail that is contained within the financial system is designed and used wholly as a management tool for the individual departments. A sub-fund may also be created to track a specific project or goal and is used as a tool for management purposes. A sub-fund would be an extension of major fund such as a project fund.

11. Vehicles/Equipment and Infrastructure Projects. The Town Council will approve specific positions, vehicles, equipment and facility infrastructure projects as part of the FY 2013-14 budget. Additional funding requested during the fiscal year must be submitted to the Town Council for approval or ratification.

A. Mid-year Requests. All mid-year General Fund vehicle and equipment requests that exceed \$5,000 and capital items (account series 8010) must be approved by the Deputy Town Manager/Finance Director. Approval is required when using existing resources or requesting additional resources. Requests shall be made in writing to the Deputy Town Manager/Finance Director, who shall grant or deny the request. If denied, a request for reconsideration may be presented to the Town Manager, whose decision is final.

B. Infrastructure Requests over \$50,000. All infrastructure project requests that exceed \$50,000 regardless of the funding source must be submitted to the Finance Division for review prior to forwarding information to the Town Manager. The Town Manager will recommend the project for approval by the Town Council.

EXHIBIT 1
TO
THE TOWN OF FOUNTAIN HILLS
2013-14 BUDGET IMPLEMENTATION POLICY

[Town of Fountain Hills Financial Policies, Amended and Restated June 7, 2012]

See following pages.

TOWN OF FOUNTAIN HILLS FINANCIAL POLICIES
Amended and Restated June 7, 2012

I. INTRODUCTION

The Mayor and Town Council (the “Town Council”) of the Town of Fountain Hills (the “Town”) understands that principles of sound financial management establish the framework for overall fiscal planning and management. The principles set forth guidelines for both current activities and long range planning. Following these principles will enhance the Town’s financial health as well as its image and credibility with its citizens, the public in general, bond rating agencies and investors. The policies will be reviewed annually to assure the highest standards of fiscal management. Policy changes will be needed as the Town continues to grow and becomes more diverse and complex in the services it provides, as well as the organization under which it operates, to provide these services to its citizens. The Town Manager and staff have the primary role of reviewing and providing guidance in the financial area to the Town Council.

II. OVERALL GOALS

The overall financial goals underlying these principles are:

1. Fiscal Conservatism. To ensure that the Town is, at all times, in a solid financial condition, defined as:
 - A. Cash solvency – the ability to pay bills.
 - B. Budgetary solvency – the ability to balance the budget.
 - C. Long run solvency – the ability to pay future costs.
 - D. Service level solvency – the ability to provide needed and desired services.
 - E. Adhering to the highest accounting and management practices as set by the Government Finance Officers’ Association standards for financial reporting and budgeting, by the Governmental Accounting Standards Board (GASB) and other professional standards.
2. To maintain an Aa3 or better bond rating in the financial community to assure the Town taxpayers that the Town government is well managed and financially sound.
3. To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town’s residents.

4. To deliver quality services in an affordable, efficient and cost-effective basis providing full value for each tax dollar.

III. FUND BALANCE

Fund balance is defined as the cumulative difference of all revenues and expenditures, also considered the difference between fund assets and fund liabilities, known as fund equity. The purpose of this policy is to establish a key element of the financial stability of the Town by setting guidelines for fund balance. It is essential that the Town maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations. Fund balance is an important indicator of the Town's financial position and adequate reserves must be maintained to allow the Town to continue providing services to the community during periods of economic downturns and/or unexpected emergencies or requirements.

The level of Fund Balance is related to the degree of uncertainty that the Town faces. A prudent level of financial resources is necessary to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. With the Town dependency upon State Shared Income and State Sales Tax revenues for one third of the General Fund budget, there is increased opportunity for fluctuation. Additionally, a significant portion of Town revenue is received from sales taxes – both state shared and local - which are sensitive to fluctuations in the economy. Therefore, the level of reserves needs to be sufficient to ensure stability in on-going government operations during a slowdown in the economy or legislative changes to the revenue sharing formula.

Fund balance is one of the most widely used elements of state and local government financial statements by (1) municipal bond analysts through credit reviews and ratings, (2) taxpayer associations, (3) research organizations and oversight bodies, (4) state, county and local legislators and officials, (5) financial statement users and (6) reporters.

Other objectives that influence the size of the fund balance are:

1. Credit reviews performed by municipal bond analysts.
2. Preserving or improving the Aa3 bond rating.
3. Maintaining a positive trend to historical fund balances.
4. Maintaining a rating equal to or better than surrounding communities.
5. Maintaining ratios consistent with desired outcomes of ten key ratios of financial condition (Government Finance Review, Dec. 1993).

The Governmental Accounting Standards Board ("GASB") has found that usefulness and value of fund balance information provided is significantly reduced by misunderstandings regarding

the message that it conveys, and the inconsistent treatment and financial reporting practices of governments. GASB recently issued a pronouncement, GASB Statement 54 (“GASB 54”), that applies to all financial reports of all state and local governmental entities; GASB 54 intended to improve financial reporting by providing fund balance categories and classifications that will be more easily understood.

Definitions:

Fund Equity – a fund’s equity is generally the difference between its assets and its liabilities

Fund Balance – an accounting distinction is made between portions of fund equity that are spendable and nonspendable. These portions are broken into five categories:

- **Nonspendable fund balance**—Includes amounts either not in spendable form or legally or contractually required to be maintained intact, such as the principal balance of an endowment or permanent fund. This would include inventory, prepaids, and non-current receivables such as long-term loan and notes receivable and property held for resale (unless the proceeds are restricted, committed or assigned).
- **Restricted fund balance**—Reflects the same definition as restricted net assets on the government-wide Statement of Net Assets; constraints placed on the use of amounts are either (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation.
- **Committed fund balance**—Includes amounts that are committed for specific purposes by formal action of the Town Council. Amounts classified as “committed” are not subject to legal enforceability like restricted fund balance; however, those committed amounts cannot be used for any other purpose unless the Town Council removes or changes the limitation by taking the same form of action it employed to previously impose the limitation. The action to commit fund balances must occur prior to year end; however, actual amounts can be determined in the subsequent period.
- **Assigned fund balance**—Amounts that are intended by the Town to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Intent should be expressed by the Town Council itself or a subordinate high-level body or official possessing the authority to assign amounts to be used for specific purposes in accordance with policy established by the Town Council. This assignment would include any activity reported in a fund other than the General Fund that is not otherwise restricted more narrowly by the above definitions. The Town is not allowed to assign balances that result in a residual deficit.
- **Unassigned fund balance**—Includes any remaining amounts after applying the above definitions (amounts not classified as nonspendable, restricted, committed or assigned). Planned spending in the subsequent year’s budget would be included in the unassigned

Fund Balance category. The General Fund is the only fund that will report a positive unassigned balance.

General Fund

The Town fund balance may consist of up to five (5) components, as described above. In order to satisfy the objective of maintaining a bond rating equal to or better than surrounding peer communities, a combined General Fund operating fund balance of at least 30% of revenues is recommended.

Committed Fund Balance (previously Reserved Fund Balance): The Town will maintain a committed fund balance in the General Fund of 20% of the average actual General Fund revenues for the preceding five fiscal years, indicating stable fiscal policies. The maintenance of this fiscal balance is a particularly important factor considered by credit rating agencies in their evaluation of the credit worthiness of the Town. It is of primary importance that the Town's credit rating be protected.

1. Rainy Day Fund to be Maintained. As a component of the Committed fund balance the Town will maintain a Rainy Day Fund, separate and apart from the Unassigned General Fund, which shall be designated for use in the event of an unanticipated expenditure or loss of revenue. The Rainy Day Fund balance at the end of any fiscal year will be equal to no less than 30 days of operating expenditures for the upcoming fiscal year. This contingency will provide for the temporary financing of an unforeseen nature for that year. Expenditures for these emergency or unforeseen appropriations can only be undertaken with Town Manager approval and only if funds are not available in the department requesting the contingency funding.
2. Guidelines for Rainy Day Fund. In order to achieve the objectives of this policy, and to maintain sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing, the following guidelines shall be adhered to by the Town Manager, Town staff and Town Council:
 - A. Deposit Rules.
 - (1) The initial Rainy Day Fund deposit shall be made by transferring the total amount of the "undesignated unreserved fund balance" from the General Fund to the Rainy Day Fund.
 - (2) At the end of each fiscal year, the Town Council shall transfer 5% of any surplus revenues (before transfers to the Capital Projects Fund) to the Rainy Day Fund. Deposits shall be made as set forth herein until the Rainy Day Fund balance is equal to 10% of the average of the General Fund revenues for the immediately preceding five years.

B. Use Rules. Rainy Day Funds may only be expended for any one of the following purposes or under the following circumstances:

- (1) To replace the loss of more than 25% of the Town's local share of State Shared Revenues received pursuant to ARIZ. REV. STAT. § 43-206.
- (2) For any event that threatens the health, safety or welfare of the Town's citizens.
- (3) For any event that threatens the fiscal stability of the Town.
- (4) To address any matter declared as an emergency by the Governor or the Mayor.

C. Withdrawal Rules. All withdrawals from the Rainy Day Fund shall be subject to the following rules:

- (1) Any appropriation shall require the approval by at least 2/3 of the entire Town Council.
- (2) The maximum amount of Rainy Day withdrawals in any fiscal year shall not exceed one-half of the total balance in the fund.

D. Replenishment Rules. Any amounts withdrawn from the Rainy Day Fund shall be replenished as follows (and such repayment shall be in addition to the annual deposits set forth above):

- (1) All amounts shall be repaid in not more than five years, in equal annual installments of not less than 1% of the previous fiscal year General Fund balance.
- (2) Repayments shall be appropriated as part of the annual budget adoption.

Assigned Fund Balance (previously Designated Unreserved Fund Balance). The Town will maintain an assigned fund balance in the General Fund of a minimum 10% of the average actual General Fund revenues for the preceding five fiscal years. These designated unreserved fund balances will be assigned for (1) "pay-as-you-go" capital replacement expenditures, (2) equipment replacement, (3) capital projects, (4) prepaying existing Town debt or (5) any other expenditure that is non-recurring in nature. The 10% is the minimum and is based on the Property and Equipment Replacement Schedule which may be increased to accelerate accumulation of funds for a large capital expenditure. To the extent these balances are expended, additional funds necessary to restore this additional 10% amount will be provided in at least approximately equal contributions during the five fiscal years following the fiscal year in

which the event occurred. The assigned General Fund balance can only be authorized for expenditure by upon recommendation of the Town Manager and vote of the Town Council.

Unassigned Fund Balance. Funds in excess of the balances described in the paragraphs above will be Unassigned General Fund balance, unless otherwise assigned in accordance with GASB 54. By Resolution, the Town Council has allocated General Fund surplus funds to be (1) transferred to the Rainy Day Fund, (2) used to supplement “pay as you go” capital outlay expenditures Capital Projects Fund or (3) used to prepay existing Town debt. These funds may not be used to establish or support costs that are recurring in nature. During the annual budget process the Town Manager will estimate the surplus or deficit for the current year and prepare a projection of the year-end unassigned General Fund balance. Such projection will include an analysis of trends in fund balance levels on an historical and future projection basis.

The Deputy Town Manager/Finance Director is authorized to assign available fund balance for specific purposes in accordance with GASB 54. It is the policy of the Town that expenditures for which more than one category of fund balance could be used, that the order of use is: Nonspendable Fund Balance, Restricted Fund Balance, Committed Fund Balance, Assigned Fund Balance, and Unassigned Fund Balance.

These guidelines will be reviewed by the Town Manager every three years following adoption (or sooner at the direction of the Town Council).

Special Revenue Funds

1. HURF. The Highway User Revenue Fund (“HURF”), is required to be used solely for street and highway purposes. The fund depends upon State Shared Revenues for over 90% of annual revenues. The restricted Fund Balance will be based on the minimum requirement as specified in the schedule for projects funded with Special Revenue or grant funds. The schedule will be reviewed on an annual basis to determine the required revenue bond amount to be set aside as unassigned Fund Balance.
2. Excise Tax. The Excise Tax (0.4% of Local Sales Tax) Fund is a committed fund dedicated to Economic Development and Land Preservation. The Fund Balance saved in this fund will be no less than the annual debt service payment for land preservation and prior year available funds for Downtown Development.

Debt Service Funds

The Debt Service Fund is established for the payment of principal and interest on bonded indebtedness and as such is a restricted fund. Revenues are derived from a property tax levy, pledged excise taxes, municipal property lease payments and shared revenues. Revenues are received in amounts sufficient to pay the annual debt service payment; therefore, the restricted Fund Balance will be no less than the annual debt service payment due on July 1 of the new fiscal year and no more than the annual debt service payment due on July 1 plus an amount equal to 2% greater than the annual delinquency factor based on the prior five years delinquency rates.

Capital Project Funds

A capital improvement fund has been established as a committed fund to allow the Town to accumulate monies for (1) purchase of land or buildings, (2) improvements to Town-owned properties, (3) grant matches associated with capital improvements, (4) public safety projects and equipment purchases, (5) economic development projects and (6) such other capital projects as determined by the Town Council. The capital improvement fund will be funded by: (A) sales of real and personal property belonging to the Town; (B) general fund transfer of any excess revenues collected over budgeted and unexpended appropriations not needed to meet fund balance requirements or re-appropriation; and (C) interest earnings on the balance of the fund invested per the Town's investment policy. Accounted for separately, but considered part of the Capital Project Fund, are accumulated development fees collected pursuant to ARIZ. REV. STAT. § 9-463.05 that are assessed on new construction for the purpose of funding growth. These funds are restricted to growth-related capital expenditures as designated in the Town's adopted Infrastructure Improvements Plan. The Fund Balance will be established each fiscal year during the budget process depending on planned expenditures but cannot exceed accumulated revenues. The Town shall first be entitled to recoup the cost of any capital improvements, infrastructure, marketing or sales-related costs associated with the disposition of property before crediting the capital improvement fund (for funds other than development fees). The Town Council may approve the uses of the capital improvement fund as a part of its annual budget or by motion and affirmative vote at a time the expenditures are approved.

IV. FINANCIAL PLANNING

Fiscal planning refers to the process of identifying resources and allocating those resources among competing purposes. The primary vehicle for this planning is the preparation, monitoring and analyses of the Town's budget. It is increasingly important to monitor the performance of the programs competing to receive funding.

1. The Town Manager shall submit to the Town Council a proposed annual budget, which shall be submitted to the Town Council and the public for review in accordance with ARIZ. REV. STAT. § 42-17001, *et seq.* The Town will budget revenues and expenditures on the basis of a fiscal year which begins July 1 and ends on the following June 30. The Town Council will adopt the budget no later than June 30, and the Town Manager shall execute the Town Council policies as set forth in the finally adopted budget.
2. The Town Manager or authorized designee will prepare a budget in accordance with the guidelines established by the Government Finance Officers Association in its Distinguished Budget Award Program. The proposed budget will contain the following:
 - A. Revenue estimates by major category, by major fund.

- B. Expenditure estimates by department levels and major expenditure category, by major fund.
 - C. Estimated fund balance by major fund.
 - D. Debt service by issue detailing principal and interest amounts by fund.
 - E. Proposed personnel staffing levels.
 - F. A detailed schedule of capital projects, including a capital improvement program.
 - G. Any additional information, data, or analysis requested of management by the Town Council.
3. The operating budget will be based on the principle that current operating expenditures, including debt service, will be funded with current revenues creating a balanced budget. The Town will not balance the current budget at the expense of meeting future years' expenditures; for example, accruing future years' revenues or rolling over short-term debt to avoid planned debt retirement.
 4. Ongoing operating costs should be supported by ongoing, stable revenue sources. This policy protects the Town from fluctuating service levels, and avoids crises when one-time revenues are reduced or removed. Revenues from growth or development should be targeted to costs related to development, or invested in improvements that will benefit future residents or make future service provision efficient.
 5. The Town Manager will provide an estimate of the Town's revenues annually for each fiscal year. The estimates of special (grant, excise tax, etc.) revenues and interfund transfers will also be provided by the Town Manager.
 6. The budget will fully appropriate the resources needed for authorized regular staffing. At no time shall the number of regular full-time employees on the payroll exceed the total number of full-time positions authorized by the Town Council. All personnel actions shall be in conformance with applicable Federal and State law and all Town ordinances and policies.
 7. The Town Manager shall provide, annually, a budget preparation schedule outlining the preparation timelines for the proposed budget. Budget packages for the preparation of the budget, including forms and instructions, shall be distributed to Town departments in a timely manner for the Department's completion. Department Directors shall prepare and return their budget proposals to the Administration Department, as required in the budget preparation schedule.

8. Performance measurement indicators will be integrated into the budget process as appropriate.
9. Alternatives for improving the efficiency and effectiveness of the Town's programs and the productivity of its employees will be considered during the budget process. Duplication of services and inefficiency in service delivery should be eliminated wherever they are identified.
10. Department Directors are required to monitor revenues and control expenditures to prevent exceeding their total departmental expenditure budget. It is the responsibility of these Department Directors to immediately notify the Town Manager of any exceptional circumstances that could result in a departmental expenditure budget to be exceeded.
11. A quarterly report on the status of the General Fund budget and trends will be prepared within 60 days of the end of each quarter by the Town Manager or authorized designee. In addition, the quarterly report shall include revenue and expenditure projections through the end of the fiscal year.
12. If a deficit is projected during any fiscal year, the Town will take steps to reduce expenditures, increase revenues or, if a deficit is caused by an emergency, consider using the Rainy Day Fund, to the extent necessary to ensure a balanced budget at the close of the fiscal year. The Town Manager may institute a cessation during the fiscal year on hirings, promotions, transfers, and capital equipment purchases. Such action will not be taken arbitrarily and without knowledge and support of the Town Council.

V. EXPENDITURE CONTROL

The Town Manager shall ensure compliance with the legally adopted budget. In addition, purchases and expenditures must comply with all applicable legal requirements.

1. Expenditures will be controlled by an annual budget at the departmental level. The Town Council shall adopt appropriations through the budget process. Written procedures will be maintained for administrative approval and processing of certain budget transfers within funds.
2. The Town will maintain a purchasing system that provides needed materials in a timely manner to avoid interruptions in the delivery of services. All purchases shall be made in accordance with the Town's purchasing policies, guidelines and procedures and applicable state and federal laws. The Town will endeavor to obtain supplies, equipment and services as economically as possible.
3. Expenditures will be controlled through appropriate internal controls and procedures in processing invoices for payment.

4. The State of Arizona sets a limit on the expenditures of local jurisdictions. The Town will comply with these expenditure limitations and will submit an audited expenditure limitation report, audited financial statements and audited reconciliation report as defined by the Uniform Expenditure Reporting System (ARIZ. REV. STAT. § 41-1279.07) to the State Auditor General each year.
5. Assets will be capitalized at \$10,000 and will be recorded in the Town of Fountain Hills Summary of General Fixed Assets.

VI. REVENUES AND COLLECTIONS

All government employees are considered stewards of public funds. In order to provide funding for service delivery, the Town must have reliable revenue sources. These diverse revenues must be collected equitably, timely and efficiently.

1. The Town's goal is a General Fund revenue base that is equally balanced between sales taxes, state shared revenues, property tax, service fees and other revenue sources.
2. The Town will strive for a diversified and stable revenue base to shelter it from economic changes or short-term fluctuations and in any one revenue source by doing the following:
 - A. Establishing new charges and fees as needed and as permitted by law at reasonable levels.
 - B. Pursuing legislative change, when necessary, to permit changes or establishment of user charges and fees.
 - C. Aggressively collecting all revenues, late penalties, outstanding taxes owed and related interest as authorized by law.
3. The Town Manager or authorized designee will monitor all taxes to ensure they are equitably administered and collections are timely and accurate. Fees and charges should be based on benefits and/or privileges granted by the Town, or based on costs of a particular service.
4. The Town Manager or authorized designee should pursue intergovernmental aid for those programs and activities that address a recognized need and are consistent with the Town's long-range objectives. Any decision to pursue intergovernmental aid should include the consideration of the following:
 - A. Present and future funding requirements.
 - B. Cost of administering the funds.

- C. Costs associated with special conditions or regulations attached to the grant award.
- 5. The Town will attempt to recover all allowable costs (both direct and indirect) associated with the administration and implementation of programs funded through intergovernmental aid. In the case of the Fountain Hills Unified School District, the Town may determine to recover less than full cost of services provided. In the case of State and federally mandated programs, the Town will attempt to obtain full funding for the service from the governmental entity requiring the service be provided. Allowable costs will be determined based upon a “Cost Allocation Study” prepared periodically.
- 6. Local sales tax revenues are derived from several sources with a significant portion from construction related activity. To ensure that the revenues from growth or development are targeted to costs related to development, or invested in improvements that will benefit future residents or make future service provision efficient, the Town will designate 85% of those one-time revenues to the Capital Projects Fund. At the end of each fiscal year these revenues will be transferred from the General Fund to the Capital Projects Fund for future appropriation.

VII. USER FEE COST RECOVERY

User fees and charges are payments for voluntarily purchased, publicly provided services that benefit specific individuals. The Town relies on user fees and charges to supplement other revenue sources in order to provide public services.

- 1. The Town may establish user fees and charges for certain services provided to users receiving a specific benefit.
- 2. User fees and charges will be established to recover as much as possible the direct and indirect costs of the program or service, unless the percentage of full cost recovery has been mandated by specific action of the Town Council. It is recognized that occasionally competing policy objectives may result in reduced user fees and charges that recover a smaller portion of service costs.
- 3. Periodically, the Town will recalculate the full costs of activities supported by user fees to identify the impact of inflation and other attendant costs.

VIII. DEBT POLICY

The purpose of this debt policy is to provide for the preservation and enhancement of the Town’s bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters and rating agencies. The Town’s overall debt management policy is to ensure that financial resources are adequate in any general economic situation to not preclude the Town’s ability to pay its debt when due.

These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, Federal tax laws and the Town's current bond resolutions and covenants. The Arizona Constitution limits a city or town's bonded debt capacity (outstanding principal) to certain percentages of the Town's secondary assessed valuation by the type of project to be constructed. There is a limit of 20% of secondary assessed valuation for projects involving water, sewer, artificial lighting, parks, open space, public safety, transportation, streets and recreational facility improvements. There is a limit of 6% of secondary assessed valuation for any other general-purpose project.

1. General.

- A. The Town will (1) use current revenues to pay for short-term capital projects, repair and maintenance items and (2) reserve long-term debt for capital improvements with useful lives of ten years or more. The Town will not use long-term debt to fund current governmental operations and will manage its cash flow in a fashion that will prevent any borrowing to meet working capital needs. However, exclusive reliance upon pay-as-you-go funds for capital improvements requires existing residents to pay for improvements that will benefit new residents who relocate to the area after the expenditure is made. Financing capital projects with debt provides for an "intergenerational equity", as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the costs of the asset. Where there is a benefit to all future residents, debt financing should be given consideration.
- B. To increase its reliance on current revenue to finance its capital improvements, and promote a "pay-as-you-go" philosophy, the Town will appropriate each year a percentage of current revenues to maintain a minimum 10% of average actual General Fund revenues for the preceding five fiscal years in the Assigned Fund Balance.

2. Capital Improvement Plan.

- A. As part of the budget process each year the Town Manager or authorized designee will prepare a capital spending plan that provides a detailed summary of specific capital projects for the five fiscal years subsequent to the fiscal year presented. The plan will include the name of the project, project schedule, capital cost by fiscal year and a recommended specific funding source. The five year capital improvement plan will be developed within the constraints of the Town's ability to finance the plan.
- B. The Town Manager and Department Directors will develop formal ranking criteria that will be used in the evaluation of all capital projects. The program ranking criteria will give greatest weight to those projects which protect the health and safety of its citizens. Pay-as-you-go project

financing shall be given the highest priority. Capital improvements that must rely upon debt financing shall be accorded a lower priority and projects with a useful life of less than ten years shall not be eligible for inclusion in bond issues.

- C. Lease purchase financing shall only be undertaken when the project is considered essential to the efficient operation of the Town or to remove expenditures that would exceed the State imposed expenditure limitation. The Town Manager or authorized designee shall be responsible for ensuring that pay-as-you-go expenditures do not cause the State imposed expenditure limitation to be exceeded in any fiscal year.
- D. All capital project requests will be accompanied by a description of the sources of funding to cover project costs. Where borrowing is recommended, a dedicated source of funds to cover debt service requirements must be identified. All capital project requests will be required to identify any impact the project may have on future operating costs of the Town. The Town will seek grants to finance capital improvements and will favor those projects which are likely to receive grant money.
- E. All capital project appropriations and amendments to the capital improvement plan must be approved by the Town Council.
- F. The capital plan will include all equipment and facilities with a useful life of greater than ten years and a cost greater than \$50,000. Debt financing shall not exceed the useful life of the infrastructure improvement or asset.
- G. Seven steps in preparation of Capital Improvement Program:
 - (1) Establish Capital Improvement policies.
 - (a) Time period the CIP will cover.
 - (b) Facilities/equipment that will be included in the CIP.
 - (c) How acquisition of multiple items (e.g. computers) will be treated.
 - (d) Identification of projects that are expected to be undertaken, but fall outside the time horizon of the plan.
 - (2) Adopt Standards to rank project requests.
 - (a) Projects that address a public health or safety concern are given top priority.

- (b) Projects mandated by a court of competent jurisdiction or a government with authority over the Town are equal with public health or safety.
 - (c) Major maintenance (preservation of assets).
 - (d) Replacement of obsolete equipment (improving efficiency).
 - (e) Expansion to meet demand caused by growth.
 - (f) Coordination of projects to achieve cost savings.
 - (g) Availability of cash to finance improvements from current revenues.
 - (h) Acquisition of open space.
- (3) Perform and maintain a capital inventory and identify useful life.
 - (4) Identify projects.
 - (a) Status review of previously approved projects.
 - (b) Identification of new projects.
 - (c) Assess capital project alternatives.
 - (d) Complete project request forms.
 - (5) Assess funding sources.
 - (a) Available grants.
 - (b) Development fees shall be utilized to fund capital projects before pay-as-you-go and bond issuance financing.
 - (c) Developer contributions.
 - (d) Public/Private partnerships.
 - (e) Issuance of Securities.
 - (f) Capital Leases.
 - (6) Approve the CIP and Budget.

- (a) Legislative review.
- (b) Public hearing.
- (c) Adoption of the CIP and capital budget.

The Town of Fountain Hills capital improvement program ranking criteria will give greatest weight to those projects which protect the health and safety of its citizens. Pay-as-you-go project financing shall be given the highest priority. Capital improvements that must rely upon debt financing shall be accorded a lower priority. All capital project requests will be accompanied by a description of the sources of funding to cover project costs. Where borrowing is recommended, the source of funds to cover debt service requirements must be identified. All capital project requests will be required to identify any impact the project may have on future operating costs of the Town.

Department Directors will submit a detailed description of the useful life of capital projects submitted in conjunction with the preparation of the Town's CIP. Projects with a useful life of less than ten years shall not be eligible for inclusion in bond issues except in extraordinary circumstances. The Town Manager shall incorporate an estimate of the useful life of proposal capital improvements in developing an amortization schedule for each bond issue. If a short-lived asset or project (less than ten years) is included in a bond issue then the bond amortization schedule shall be adjusted to reflect the asset's rapid depreciation. At no time shall the amortization exceed the life of the asset.

3. Financing Alternatives.

A. Financing alternatives include, but are not limited to:

- (1) Grants.
- (2) Developer Contributions.
- (3) General Obligation Bond – requires voter approval, supported by an ad valorem (property) tax.
- (4) Revenue Bonds – repaid with dedicated revenue stream (HURF, revenue generated by project).
- (5) Municipal Property Corporation Bonds – repaid with a dedicated revenue source.
- (6) CFD or Special District Bonds – supported by an ad valorem property tax.
- (7) Capital Leases – repaid within operating budget.

- (8) Commercial Paper (CP) or Bond Anticipation Notes (BAN) with terms less than two years.
- B. Town Debt Service costs (GO, Revenue Bonds, MPC, Leases) shall not exceed 20% of the Town's operating revenue in order to control fixed costs and ensure expenditure flexibility. Improvement District (ID), Community Facility District (CFD) and Special District debt service is not included in this calculation because it is paid by district property owners and is not an obligation of the general citizenry. Separate criteria have been established and included within the Town's CFD policy.
- C. In accordance with requirements of the State of Arizona Constitution, total bonded indebtedness shall not exceed 20% of the Town's total secondary assessed valuation of taxable property in the Town for water, sewer, artificial lighting, parks, open space, public safety, transportation, streets and recreational facility improvements and 6% of the total secondary assessed valuation of taxable property in the Town for all general purposes.
- D. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- E. Where applicable, the Town will structure General Obligation bond issues to create level debt service payments over the life of the issue. The goal will be to strive for a debt repayment schedule to be no more than 15 years; at no time will the debt exceed 25 years.
- F. Refunding bonds will be measured against a standard of the net present value debt service savings exceeding 3% of the principal amount of the bonds being refunded, or if savings exceed \$750,000, or for the purposes of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town. Refinancings undertaken for other reasons should proceed only when the advantages have been clearly shown in a cost/benefit analysis of the transaction.
- G. The Town will seek to maintain and, if possible, improve the current bond rating in order to minimize borrowing costs and preserve access to credit.
- H. An analysis showing how a new issue combined with current debt impacts the Town's debt capacity and conformance with Town debt policies will accompany every future bond issue proposal. The debt capacity analysis should reflect a positive trend and include:
- (1) Percent of debt outstanding as a percent of the legal debt limit.
 - (2) Measures of the tax and revenue base.

- (3) Evaluation of trends relating to expenditures and fund balance.
- (4) Debt service as a percentage of assessed valuation.
- (5) Measures of debt burden on the community.
- (6) Tax-exempt market factors affecting interest costs.
- (7) Debt ratios.

- I. Municipal Property Corporation and contractual debt, which is non-voter approved, will be utilized only when a dedicated revenue source (e.g. excise taxes) can be identified to pay debt service expenses. The project to be financed will generate net positive revenues (i.e., the additional revenues generated by the project will be greater than the debt service requirements).
- J. The Town's privilege/excise tax to debt service goal will be a ratio of at least 3.5:1 to ensure the Town's ability to pay for long-term debt from this elastic revenue source.

4. Issuance of Obligations.

- A. The Town shall select the Underwriter and the Paying agent/registrars for each debt issuance based on competitive bid. The underwriter must be a firm domiciled in Arizona with an office in the Phoenix area and a record of prior working relationships.
- B. The request for proposals process will be designed to select the service providers that offer the Town the best combination of expertise and price. The Town is not required to select the firm offering the lowest price, but a report must be prepared by the Town Manager providing justification to the Town Council for a recommendation when other than the lowest bidder is chosen. The review of all proposals submitted shall be the responsibility of the Town Manager.
- C. The Town of Fountain Hills will use competitive sales as the primary means of selling new General Obligation or revenue bonds that are repaid through ad valorem (property) taxes. Negotiated sales will be permitted for all other debt issues when it is expected to result in a lower true interest cost than would a competitive sale of that same date and structure or there is evidence of volatile market conditions, complex security features, or another overriding factor.

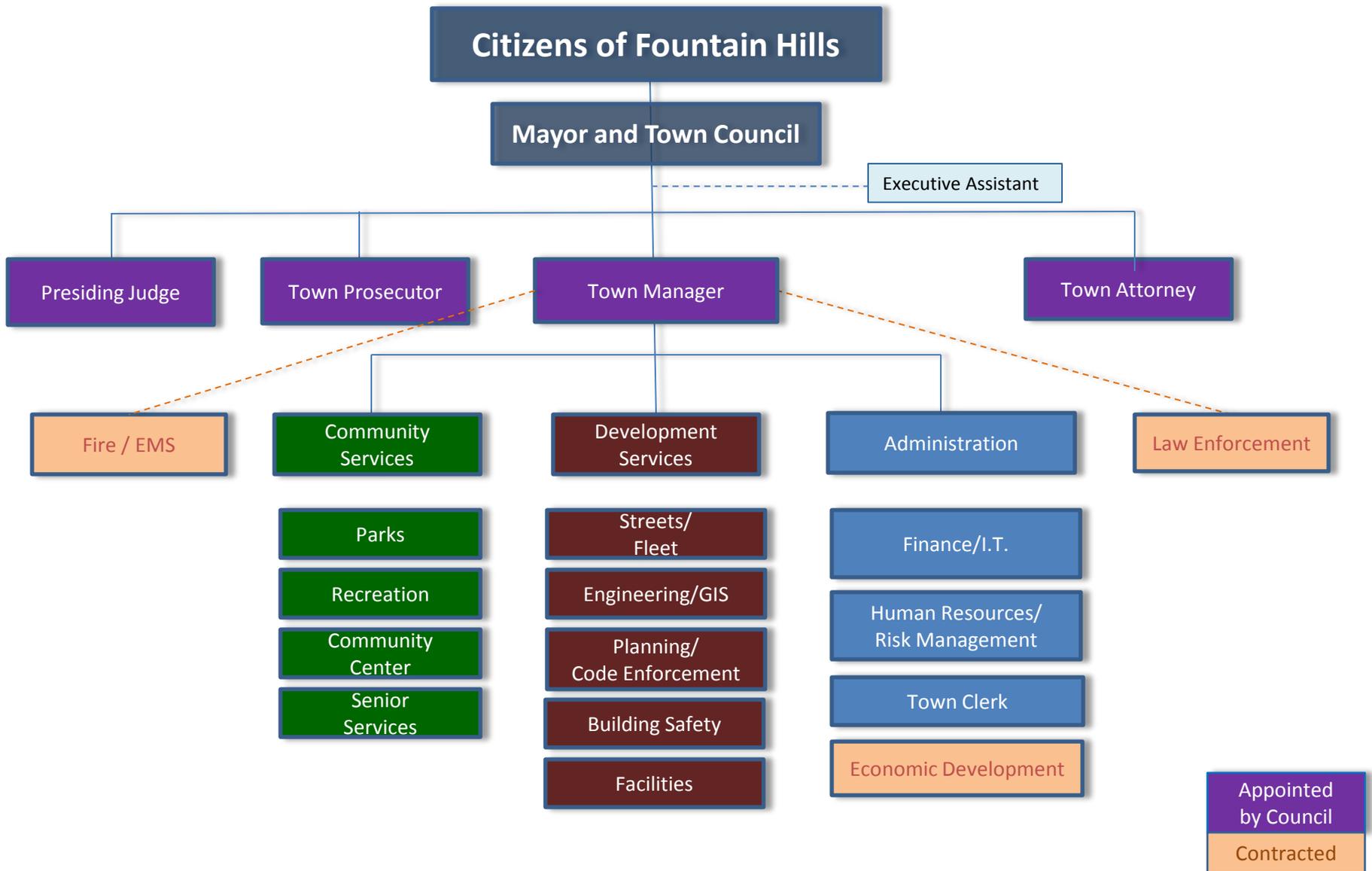
- D. The Town Manager or designee and Town Attorney will coordinate their activities to ensure that all securities are issued in the most efficient and cost-effective manner and in compliance with the governing statutes and regulations. The Manager and the Town Attorney shall consult and jointly select the bond counsel for a bond issue. The Town Attorney will review all documents related to the issuance of securities by the jurisdiction.
- E. The Town Manager or authorized designee will seek a rating on all new issues which are being sold in the public market if economically feasible.
- F. The Town will report, on an annual basis, all financial information and/or notices of material events to the rating agencies and Electronic Municipal Market Access (EMMA). The annual report will include but not be limited to the Town's annual Comprehensive Annual Financial Report (CAFR).
- G. Any institution or individual investing monies as an agent for the Town shall do so in a manner consistent and in compliance with the Town's adopted Investment Policy.
- H. The Town Manager or authorized designee will provide detailed draw schedules for any project to be funded with borrowed monies. The Town will invest the proceeds or direct a trustee to invest the proceeds of all borrowings in a manner that will ensure the availability of funds as described in the draw schedules.
- I. The Town acknowledges the responsibilities of the underwriting community and pledges to make all reasonable efforts to assist underwriters in their efforts to comply with SEC Rule 15c2-12 and MSRB Rule G-36.

EXHIBIT B
TO
RESOLUTION NO. 2013-38

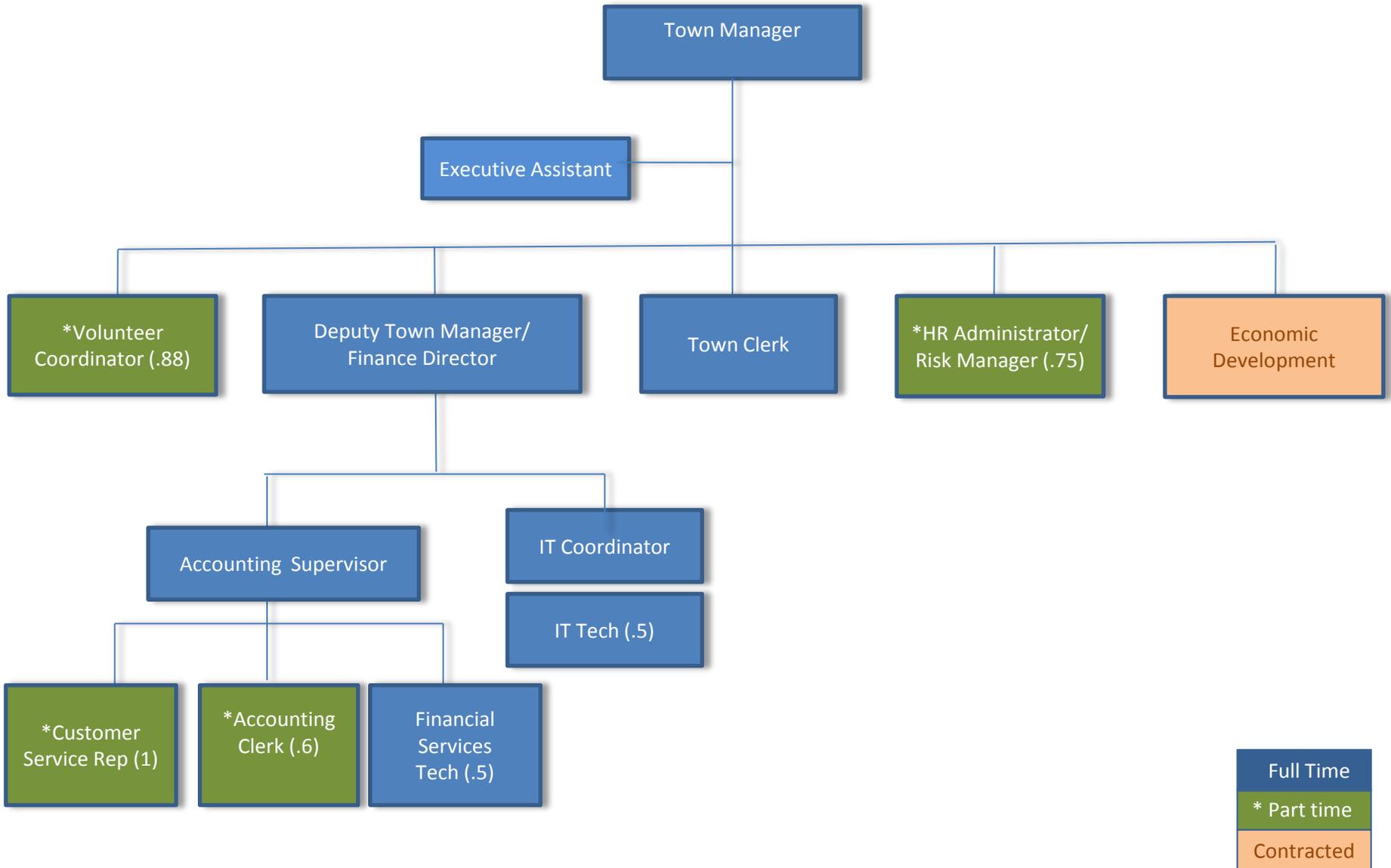
[Organization Charts, 2013-14 Play Plan, Schedule of Authorized Positions
and Employee Job Descriptions]

See following pages.

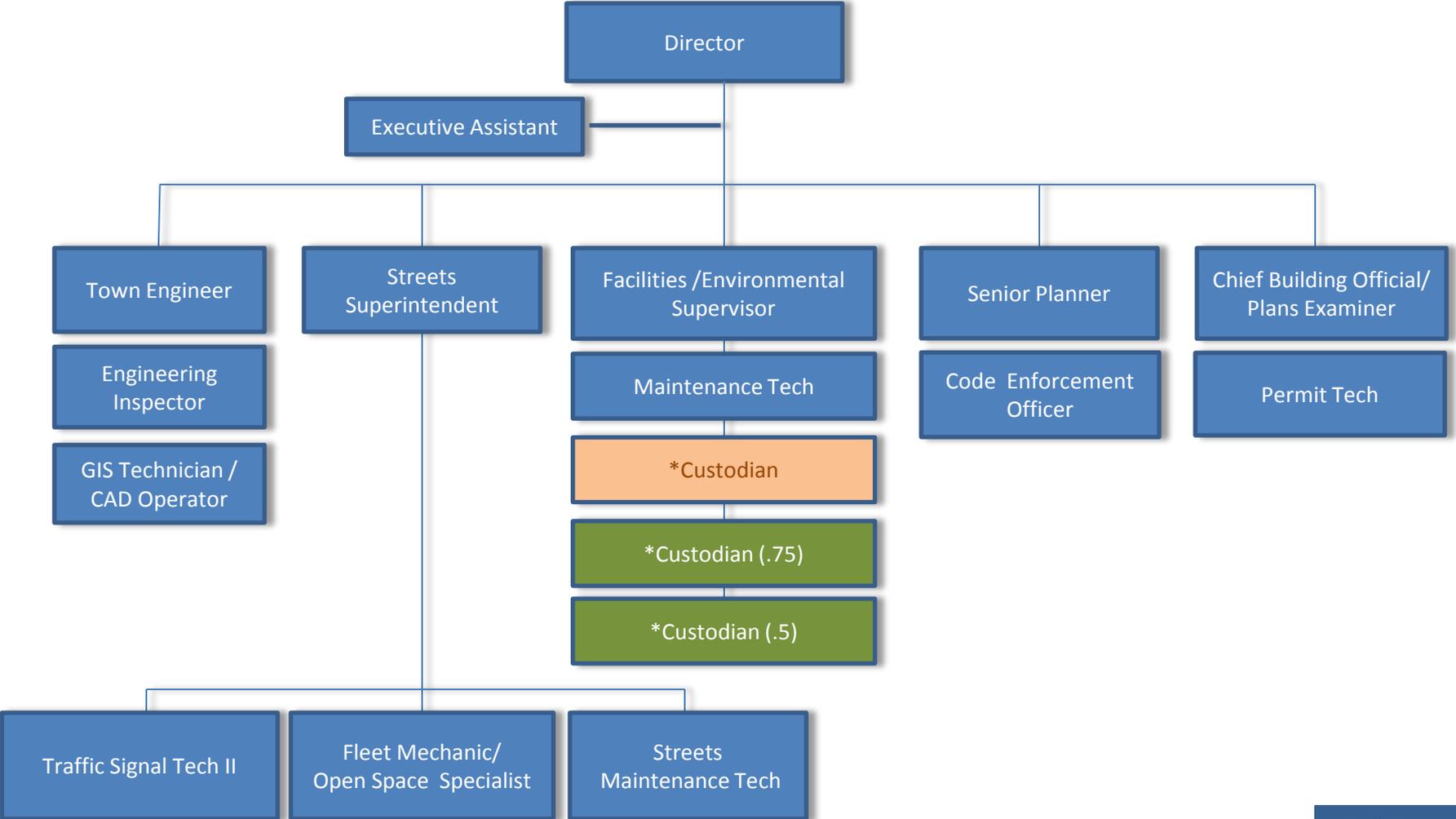
Town of Fountain Hills Organization



ADMINISTRATION DEPARTMENT

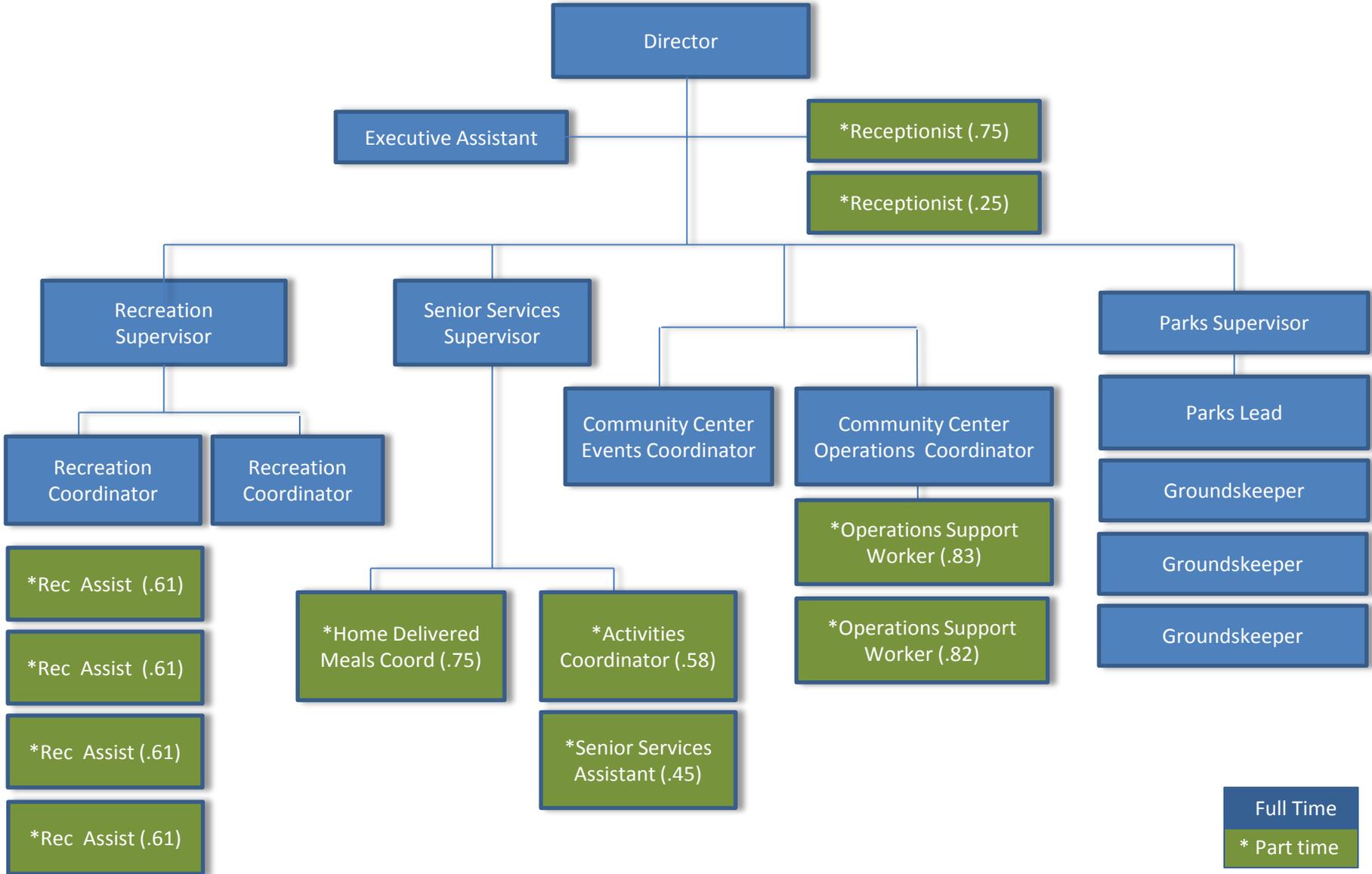


DEVELOPMENT SERVICES DEPARTMENT

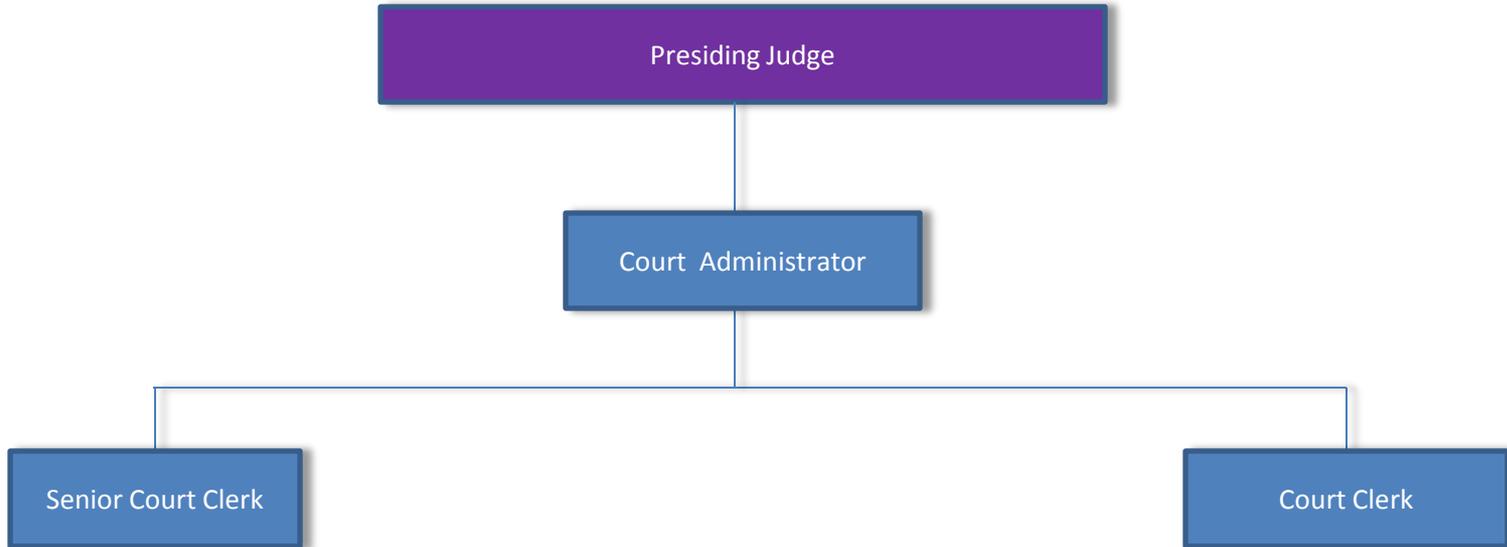


Full Time
* Part time
Contracted

COMMUNITY SERVICES DEPARTMENT



MUNICIPAL COURT



Appointed
by Council
Full Time

**TOWN OF FOUNTAIN HILLS
OFFICE OF FINANCE DIRECTOR
INTER OFFICE MEMO**

TO: Mayor & Town Council	DT: June 5, 2013
FROM: Ken Buchanan, Town Manager <i>KB</i>	RE: FY13-14 Pay Plan Changes

As part of the annual budget process the Human Resources Administrator prepares a market analysis of pay ranges for existing Town authorized positions – the result of that analysis is included in the draft budget document (page 347). However, during the May 6 special meeting for the FY14 budget staff presented a proposal for a more comprehensive evaluation and compensation plan review to be conducted during the upcoming year. The market analysis is a valuable tool in recruiting and retaining good employees, however, for FY14 any adjustments to existing pay ranges should be made based on the results of a more comprehensive formal study.

The evaluation process and pay adjustments, if applicable, that may be proposed in the study will be presented to the Town Council for approval before being finalized. The Council did approve a 1% merit adjustment for Town staff (except those at the top of their pay range) on July 1, 2013 with an additional 1.5% merit adjustment at the employees annual evaluation date.

The schedules shown below will replace the schedules in the draft budget document; the ranges have been revised to reflect no change until the study is completed.

Exempt Positions				
Position Title	Minimum	Maximum	Previous Range - 2012-13	
Deputy Town Manager/Finance Director	77,542	110,273	77,542	110,273
Development Services Director	82,044	116,675	82,044	116,675
Town Engineer	75,283	107,060	75,283	107,060
Community Services Director	72,277	102,785	72,277	102,785
Human Resources Administrator/Risk Manager	68,082	96,819	68,082	96,819
Court Administrator	65,864	93,665	65,864	93,665
Town Clerk	58,419	83,078	58,419	83,078
Senior Planner	56,193	79,912	56,193	79,912
Chief Building Official	54,891	78,061	54,891	78,061
Recreation Supervisor	52,056	74,029	52,056	74,029
Street Superintendent	52,056	74,029	52,056	74,029
Accounting Supervisor	51,906	73,816	51,906	73,816
Parks Supervisor	51,106	72,678	51,106	72,678
Information Technology Coordinator	48,610	69,128	48,610	69,128
Facilities/Environmental Supervisor	46,000	65,417	46,000	65,417
Executive Assistant to Town Manager/Council	46,000	65,417	46,000	65,417
Senior Services Supervisor	43,642	62,063	43,642	62,063
Recreation Program Coordinator	39,253	55,821	39,253	55,821
Community Center Event Coordinator	39,253	55,821	39,253	55,821
Community Center Operations Coordinator	35,676	50,735	35,676	50,735

Non-Exempt Positions

Position Title	Minimum	Maximum	Previous Range	
Civil Engineering Inspector	19.54	27.79	19.54	27.79
GIS Technician/CAD Operator	20.39	29.00	20.39	29.00
Traffic Signal Technician II	20.39	29.00	20.39	29.00
Information Technology Technician	17.89	25.44	17.89	25.44
Code Enforcement Officer	18.16	25.83	18.16	25.83
Executive Assistant	17.17	24.42	17.17	24.42
Fleet Mechanic/Open Space-Landscape Spec.	17.89	25.44	17.89	25.44
Park Operations Lead	17.89	25.44	17.89	25.44
Senior Court Clerk	15.47	22.00	15.47	22.00
Facilities Maintenance Technician	16.56	23.55	16.56	23.55
Building Permit Technician	16.13	22.94	16.13	22.94
Street Maintenance Technician	15.00	21.33	15.00	21.33
Financial Services Technician	15.00	21.33	15.00	21.33
Volunteer Coordinator	14.20	20.19	14.20	20.19
Accounting Clerk	13.75	19.55	13.75	19.55
Customer Service Representative II	14.20	20.19	14.20	20.19
Senior Services Activities Coordinator	14.20	20.19	14.20	20.19
Court Clerk	13.75	19.55	13.75	19.55
Home Delivered Meals Coordinator	11.57	16.47	11.57	16.47
Customer Serve Representative I	11.57	16.47	11.57	16.47
Groundskeeper	12.36	17.60	12.36	17.60
Operations Support Worker	12.36	17.60	12.36	17.60
Recreation Assistant	9.92	14.11	9.92	14.11
Custodian	11.16	15.87	11.16	15.87
Senior Services Activities Assistant	9.92	14.11	9.92	14.11

Schedule of Authorized Positions

Position – Title	2007-2008 Authorized FTE	2008-2009 Authorized FTE	2009-2010 Authorized FTE	2010-2011 Authorized FTE	2011-2012 Authorized FTE	2012-2013 Authorized FTE	2013-2014 Proposed FTE
Municipal Court							
Presiding Judge	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Administrator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Court Clerk	2.00	2.00	2.00	2.00	2.00	2.00	1.00
Authorized FTE	5.00	5.00	5.00	5.00	5.00	5.00	4.00
Administration							
Town Manager	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Assistant to the Town Manager	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Deputy Town Manager/Finance Director	0.00	0.00	1.00	1.00	1.00	1.00	1.00
Executive Asst to Town Mgr/Council	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Town Clerk	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Human Resources Administrator/Risk Mgr.	1.00	1.00	1.00	1.00	1.00	1.00	0.75
Volunteer Coordinator	0.50	0.50	0.75	0.75	0.88	0.88	0.88
Economic Development Administrator	0.00	0.00	1.00	1.00	1.00	1.00	0.00
Public Information Officer	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Community Affairs/Media Relations	0.00	0.00	1.00	0.00	0.00	0.00	0.00
Information Technology Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Information Technology Technician	0.00	0.50	0.50	0.50	0.75	0.75	0.50
Information Technology Intern	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Finance Director	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Accounting Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Financial Services Technician	0.00	0.00	1.00	1.00	0.75	0.75	0.50
Accounting Clerk	1.50	1.50	0.50	0.50	0.50	0.50	0.50
Customer Service Representative I	1.00	1.00	0.50	0.50	0.70	0.80	0.80
Receptionist	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Authorized FTE	13.50	13.50	13.25	11.25	11.58	11.68	9.93

Schedule of Authorized Positions

Position – Title	2007-2008 Authorized FTE	2008-2009 Authorized FTE	2009-2010 Authorized FTE	2010-2011 Authorized FTE	2011-2012 Authorized FTE	2012-2013 Authorized FTE	2013-2014 Proposed FTE
Development Services							
Developmental Services Director	0.00	0.00	0.00	1.00	1.00	1.00	1.00
Public Works Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Town Engineer	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Civil Engineer	2.00	2.00	2.00	0.00	0.00	0.00	0.00
Senior Civil Engineer Inspector	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Civil Engineering Inspector	1.00	2.00	1.00	1.00	1.00	1.00	1.00
Planner - Environmental (Stormwater)	0.00	1.00	1.00	1.00	1.00	0.00	0.00
Executive Assistant	1.00	2.00	2.00	1.00	1.00	1.00	1.00
Facilities Supervisor	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Facilities/Environmental Supervisor	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Facilities Maintenance Tech	1.00	1.00	1.00	1.00	1.00	1.50	1.00
Maintenance/Custodial Worker	0.50	0.50	0.75	0.00	0.00	0.00	0.00
Custodian	2.00	1.50	1.50	1.25	1.25	1.25	1.25
Street Superintendent	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Open Space & Landscape Specialist	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Fleet Mechanic/Open Space-Landscape Spec	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Traffic Signal Technician I	0.00	1.00	1.00	0.50	0.00	0.00	0.00
Traffic Signal Technician II	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Street Maintenance Technician	8.00	6.00	6.00	4.00	3.00	3.00	1.00
Planning & Zoning Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Senior Planner	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Planner	2.00	1.00	0.50	0.50	0.00	0.00	0.00
GIS Technician/CAD Operator	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Senior Code Enforcement Officer	1.00	1.00	0.00	0.00	0.00	0.00	0.00
Code Enforcement Officer	2.00	2.00	2.00	1.00	1.50	1.00	1.00
Planning Assistant	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Chief Building Official/Plans Examiner	0.00	0.00	0.00	0.00	0.00	1.00	1.00
Chief Building Official	1.00	1.00	1.00	1.00	1.00	0.00	0.00
Plans Examiner	2.00	2.00	1.00	1.00	0.50	0.00	0.00
Building Inspector	3.00	3.00	2.00	0.00	0.00	0.00	0.00
Building Permit Technician	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Authorized FTE	40.50	40.00	35.75	23.25	20.25	18.75	16.25

Schedule of Authorized Positions

Position – Title	2007-2008 Authorized FTE	2008-2009 Authorized FTE	2009-2010 Authorized FTE	2010-2011 Authorized FTE	2011-2012 Authorized FTE	2012-2013 Authorized FTE	2013-2014 Proposed FTE
Community Services							
Community Services Director	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Program Coordinator	2.00	2.00	2.00	2.00	2.00	2.00	2.00
Recreation Assistant	4.00	4.00	4.00	2.35	2.45	2.45	2.45
Recreation Aide	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Recreation Intern	0.50	0.50	0.50	0.00	0.00	0.00	0.00
Executive Assistant	2.00	2.00	2.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Park Operations Lead	3.00	4.00	3.00	3.00	3.00	2.00	1.00
Park Ranger	2.00	1.00	0.00	0.00	0.00	0.00	0.00
Groundskeeper	2.00	2.00	2.00	2.00	2.00	3.00	3.00
Customer Service Representative II	1.00	1.00	0.50	0.50	0.30	0.30	0.30
Comm Ctr Director	1.00	1.00	1.00	0.00	0.00	0.00	0.00
Comm Ctr Operations Supervisor	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Community Center Event Coordinator	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Center Operations Coordinator	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Operations Support Worker	2.00	1.50	1.50	1.50	2.00	1.65	1.65
Operations Support Assistant	0.50	0.50	0.50	0.50	0.00	0.00	0.00
Customer Service Representative I	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Bartender	0.25	0.25	0.00	0.00	0.00	0.00	0.00
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Senior Services Activities Coordinator	0.00	0.50	0.50	0.58	0.58	0.58	0.58
HDM/Special Programs Admin	0.50	0.00	0.00	0.00	0.00	0.00	0.00
Home Delivered Meals Coordinator	0.50	0.50	0.50	0.75	0.75	0.75	0.75
Senior Services Activity Assistant	0.50	0.50	0.50	0.45	0.45	0.45	0.45
Senior Aide	0.50	0.50	0.50	0.00	0.00	0.00	0.00
Driver	0.00	0.00	0.10	0.00	0.00	0.00	0.00
Authorized FTE	29.25	29.75	27.10	21.63	21.53	21.18	20.18
Total Authorized FTE	88.25	88.25	81.10	61.13	58.36	56.61	50.36



Job Title: Accounting Clerk (Licensing)

Department: Administration

Immediate Supervisor: Accounting Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs varied paraprofessional accounting functions including business licensing, animal licensing, peddlers licensing and cash receipts. Provides front-desk coverage when required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes all business, animal, and peddlers license applications. Coordinates the approval process with other Town department where applicable. Handles all inquiries regarding business, animal and peddlers licensing and performs all follow-up functions. This includes sending out correspondence as well as telephone follow-up.
2	S	Utilizes and maintains multiple software applications. Processes all daily cash batches. Researches and resolves issues involving licensing applications and payments.
3	S	Assists with front desk coverage during lunch hours and serves as a backup when necessary.
4	S	Handles the issuance of peddlers badges and coordinates with other departments sponsoring or promoting events which may require licensing.
5	L	Prepares business license and other reports as directed. Maintains records, files and manages archiving and records destruction schedules for file systems managed.
6	S	Assists with Accounts payable and Accounts Receivable when needed and performs other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources.
Experience	A minimum of one year accounting experience. Must be computer literate. Knowledge of Microsoft Word, Microsoft Excel, Access, CLASS, ActiveNet, and MUNIS preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read invoices, license applications, purchase orders, reports, and general correspondence. Attention to detail is a requirement of this position.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division, as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	Planning responsibilities include the timing of license reports and other deadlines.
Budget Responsibility	Job has no responsibility for budget allocations.
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization as well as outside. Interactions occur in person as well as via telephone.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, and faxing
Sitting	C	Deskwork
Walking	O	To and from office equipment, mailroom, and other departments
Lifting	R	Files, boxes, and books
Carrying	O	Files, office supplies, books, and boxes
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, mail slots, telephone
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers
Twisting	F	From computer to other desk areas
Climbing	R	Ladder to reach files, stairs
Balancing	R	While on ladder reaching for files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as MIP, Tyler, Access, Outlook and Excel

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Accounting Supervisor

Department: Administration

Immediate Supervisor: Deputy Town Manager, Finance Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Supervises the Accounting Clerk, Financial Services Technicians and Customer Service Representatives. Performs various accounting duties including processing cash receipts, accounts receivable, and journal entries. Creates and posts entries to the general ledger, reconciles general ledger accounts, and prepares monthly reports. Administers the Procurement Card program and is the liaison with all banking matters. Gathers information for and works closely with the auditors. Assists with the preparation of the annual budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages, plans and organizes the activities of the Financial Services Technicians and Customer Service Reps; selects, trains, motivates and evaluates personnel; works with employees to provide job performance feedback and correct deficiencies and enhance performance; implements discipline and termination procedures.
2	S	Creates and posts journal entries, reconciles general ledger accounts to journals, reviews, codes and enters cash receipts, reconciles bank statements, assists with budget preparation and works with the auditors on the annual audit.
3	S	Prepares monthly revenue and expenditure journals, monitors expenditures to notify departments when budget line items are exceeded, respond to department requests for revenue and expenditure detail reports. Prepares semi-annual improvement district billings, prepares payoff statements and lien releases.
4	S	Administers the Procurement Card program and is the liaison for all banking matters. This includes monitoring the online P-Card database to ensure cardholder/supervisor compliance with timely reconciliation of accounts and contacting customer support with cardholder issues.
5	S	Prepares various reports such as the monthly sales tax report, quarterly worker's compensation report, monthly revenue and expenditure reports for the department heads, and the fuel inventory allocation report.
6	S	Assists the Finance Director and Town Manager with projects as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent in applicable field.
Experience	Five years of accounting experience including at least two years at the supervisory level; governmental accounting experience preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of 2 yrs. with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read manuals, contracts, general ledger reports, budget reports and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	Develops, implements and oversees work plans; organizes, prioritizes and delegates work activities, projects and programs; supervises, directs and evaluates staff; processes and addresses employee issues, concerns and problems; counsels, disciplines and writes performance evaluations.
Budget Responsibility	Work requires the ability to coordinate and prepare the annual budget. Job requires the monitoring of department budget expenditures.
Supervisory / Organizational Control	Requires supervising and monitoring the Accounting Clerk, Financial Services Technicians and the Customer Service Reps.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may be involved in decision making or providing approval or decision making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing, making copies, faxing
Sitting	F	Deskwork
Walking	F	To and from office equipment, other offices, mailroom
Lifting	O	Files, office supplies, binders
Carrying	O	Files, mail, binders
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, and mail
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to other desk areas and bookcase
Climbing	O	Ladder to reach files, stairs
Balancing	N	N/A
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as MIP, Excel, Word and Access.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Building Permit Technician

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Processes building permit applications. Provides assistance to the public. Maintains files and plans for active and completed building permits. Maintains files and coordinates Adopt-A-Street Program.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Receives and processes building permit applications and plans by assigning a permit number, calculating and collecting plan review fee, inputting data into the computer and preparing documents for plan review. Provides status information until issued.
2	L	Processes completed permit applications and plans by preparing approved documents, calculating valuation and fees. Inputs data into computer, contacts applicants, collects permit and development fees and issues permits.
3	S	Provides information in reference to building codes and procedures to the general public, contractors, engineers at counter and on the telephone and, if necessary, routes them to the correct department.
4	S	Provides accurate and expeditious information to field inspectors and other departments to assist them in performing their duties. Coordinates the Adopt-A-Street Program and maintains records for such program.
5	L	Accurately files and maintains building permits, plans, and inspection tickets. Purges and disposes of old files as required by records retention policy.
6	S	Researches and inputs permit information to generate reports required for submittal to various government agencies.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four year of high school or equivalency.
Experience	Minimum of 2 years customer service experience in a construction and office environment.
Certifications and Other Requirements	Building Permit Technician Certification required within first six months of employment. Must be bondable. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and comprehend permit applications, construction plans and inspection tickets and building codes.
Math	Ability to calculate permit valuations, plan review fees, permit fees, count money, calculate refunds according to building code.
Writing	Ability to write inspection tickets, permits, certificate of occupancy, compose letters, check requests and requisitions.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Requires the ability to understand building codes and procedures, and the ability to use multiple computer programs.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting customers, filing, making copies
Sitting	O	Deskwork
Walking	F	Throughout the office for various tasks and back and forth to counter.
Lifting	F	Building permit plans and files.
Carrying	F	Building permit plans and files.
Pushing/Pulling	R	Putting away rolled plans in bins.
Reaching	F	Small objects, books, rolled plans in bins (retrieving).
Handling	F	Paper work, office supplies
Fine Dexterity	F	Keyboard, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	R	Filing in lower drawers
Bending	O	Filing in lower drawers
Twisting	O	Deskwork
Climbing	O	Step stool for building plans
Balancing	R	Carrying files and plans.
Vision	C	Computer monitor, building plans and reading.
Hearing	C	Communicating with public, co-workers, telephone
Talking	F	Communicating with public, co-workers, telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax, telephone, computer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Chief Building Official/Plans Examiner

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Incumbent is authorized and directed to enforce the provisions of the adopted codes, render interpretations of adopted policies and procedures in order to apply code provisions. Approves alternate materials and methods. Responsible for administration of the codes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides administrative and technical support to all staff members to ensure compliance with adopted codes and standards. Assures that reviews and inspections are done in a timely and professional manner. Prepares and presents policies, programs and education for the staff based on the most current codes and technologies available, ensuring that the best resources are available for the building community.
2	S	Inspects residential and commercial buildings to verify compliance with subject codes, approved drawings, and contract documents. Proactively investigates unpermitted work activity requiring building permits.
3	S	Monitors department budget, expenditures and forecasting future needs.
4	S	Reviews proposed construction documents for conformance with model building (general, structural, fire and life safety), electrical, fuel gas, mechanical and plumbing codes as adopted or amended by the Town. Advises applicants of needed changes with written checklists and plan review reports.
5	S	Ensure that retention and organization of public and private records meet state statutes, as well as make for efficient use of employee resources.
6	S	Assists the public by promptly answering technical code questions on the phone and at the front counter, explains plan review comments and code requirements, provides code interpretations, and otherwise assists applicants in meeting requirements as they proceed through the development review process. Respond to public concerns related to building safety. Investigates and resolves all complaints.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	A minimum of ten years of municipal government inspection and or plans examiner work.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. ICC Combination Inspector, Plans Examiner and Certified Building Official certification preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and understand technical manuals, codes, construction plans and engineering documents.
Math	Ability to perform basic addition, subtraction, multiplication, division and algebra.
Writing	Basic writing skills should include proper use of grammar and structure for the purpose of correspondence and report writing.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	This job requires considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Front counter and job sites
Sitting	F	Desk work, plan review, driving
Walking	O	Office, job sites with un-even terrain
Lifting	R	Plan rolls, ladders
Carrying	R	Plan rolls, ladders
Pushing/Pulling	R	Doors, gates
Reaching	R	Plan storage, at job sites
Handling	R	Paper, books, plans
Fine Dexterity	O	Phone, computer
Kneeling	O	During the course of inspections
Crouching	O	During the course of inspections
Crawling	O	During the course of inspections
Bending	O	During the course of inspections
Twisting	O	During the course of inspections
Climbing	O	During the course of inspections
Balancing	O	During the course of inspections
Vision	C	During the course of inspections, plan reviews and driving
Hearing	C	Personal communication, phone, meetings
Talking	C	Personal communication, phone, meetings
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, tape measure, ladder, flashlight, screw driver, computer , fax, telephone, and general office supplies

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Extreme Temperatures	S
Chemical Hazards	S	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	S	Respiratory Hazards	S
Explosives	S	Physical Hazards	M
Communicable Diseases	S		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toe boots, hard hat, safety glasses, ear protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Civil Engineering Inspector

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

To conduct inspections of construction projects and public works that insure all work is completed in accordance with Town codes and ordinances, MAG standards, ADOT standards and to assure contract compliance for approved plans and specifications.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Inspects grading, drainage, pipelines, paving, concrete work, landscaping, utility modifications, retaining walls, concrete drainage structures and building infrastructure construction for compliance with codes and ordinances.
2	L	Provides final and one year warranty inspections for subdivisions and issues substantial compliance letters. Field checks and signs off on all "as-built" submittals.
3	L	Performs surveying, permit processing and related technical services. Reviews capital improvement projects for the Town.
4	L	Informs contractors of non-compliance and follows up on compliance work. Informs residents about construction zones, including types of construction and duration of projects..
5	L	Responds to and resolves complaints by citizens. Assists other departments as needed.
6	L	Performs other related duties as required.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High School or GED. Knowledge of MAG standards, Town standards and ordinances, some ADOT standards, basic surveying, traffic control, materials, equipment operations, and construction principles and practices.
Experience	Minimum five years civil construction inspection experience. Background experience in civil engineering technical areas. Experience using MAG specifications and details for street construction essential. Local technical knowledge beneficial
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read technical plans, specifications and other related documents.
Math	Ability to perform general math calculations.
Writing	Ability to write reports and keep logs.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various county, state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Job sites
Sitting	F	Driving, desk work
Walking	F	Job sites
Lifting	O	Tools and equipment
Carrying	O	Tools and equipment
Pushing/Pulling	O	During inspections
Reaching	O	During inspections, in truck or office
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad
Kneeling	O	During inspections
Crouching	O	During inspections
Crawling	R	During inspections
Bending	F	During inspections
Twisting	O	During inspections
Climbing	O	During inspections, hills, rocks, ladders, scaffolding
Balancing	O	On ladders or walls
Vision	C	All aspects of work
Hearing	C	All aspects of work
Talking	F	Communicating and on telephone and radio
Foot Controls	C	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Levels, eye level, survey equipment, tape measure, hammers, probes, shovel, cameras, temperature gauges, cell phone and truck.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	M
Fire Hazards	M	Respiratory Hazards	M
Explosives	M	Physical Hazards	D
Communicable Diseases	M		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed shoes, hardhat

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Code Enforcement Officer

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs skilled technical work in enforcing Town Zoning Ordinances and Town code regulations.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Responds to complaints from the public, orally and in writing. Investigates possible violations of Town property maintenance, nuisance and zoning codes; identifies violations and properties not in compliance and follows up with warning notices and citations to ensure compliance with Town codes. Works with citizens, property and business owners to correct violations
2	L	Performs enforcement and conducts field inspections; inspects assigned areas of the Town to locate and observe violations of Town codes including zoning, nuisance, land disturbance, pools, and health and safety ordinance violations.
3	S	Is proactive and reactive in all matters and areas of code enforcement. Meets with residents to discuss violations, using diplomacy and tact.
4	S	Researches case histories, approval documents, approved blueprints, property ownership records, business licenses, aerial photos, microfiche records, utility records, and other related documents as necessary.
5	S	Provides information to the public, other Town departments, architects, engineers, contractors and interested parties regarding zoning and other regulations, and related departmental programs and policies.
6	S	Prepares cases for court actions, assists the Prosecutor's Office in determining appropriate disposition of outstanding cases and testifies in court. Prepares reports, documents, inspections, issues notices or letters, photographs property conditions and maintains required records. Uses a computer database for reporting and record keeping.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years of recent public contact experience, preferably including the application and interpretation of rules and regulations. One year of code enforcement experience preferred.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record. AACE certification is required within the first year of employment.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read codes and ordinances.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, written recommendations and documentation for non-compliance cases.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections and dealing with the public.
Sitting	F	Deskwork
Walking	F	During inspections
Lifting	O	Tools and equipment
Carrying	O	Files and equipment
Pushing/Pulling	O	Equipment
Reaching	F	Files and telephone work
Handling	C	Paperwork and equipment
Fine Dexterity	O	Computer input
Kneeling	O	During inspections
Crouching	O	During inspections
Crawling	R	During inspections
Bending	F	During inspections
Twisting	O	During inspections
Climbing	O	During inspections
Balancing	O	During inspections
Vision	C	Reading, computer monitor, driving and conducting inspections
Hearing	C	Communications
Talking	F	Communicating with personnel and general public and telephone
Foot Controls	F	Frequent driving and during inspections

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

35 mm digital and Polaroid camera, computer and related software, vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Court Administrator

Department: Court

Immediate Supervisor: Presiding Judge

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages the administrative functions, court services operations, non-judicial staff and the resources of the Municipal Court.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages, plans and organizes the activities of all non-judicial staff; selects, trains, motivates and evaluates personnel; works with employees to provide job performance feedback and correct deficiencies and enhance performance; implements discipline and termination procedures for non-judicial personnel.
2	S	Manages the Court's accounting functions; implements and ensures compliance with the Arizona Code of Judicial Administration Minimum Accounting Standards; processes bond refunds and restitution disbursements; creates purchase requests for court expenditures, reviews and identifies and resolves financial discrepancies.
3	S	Implements policies and procedures governing administrative operations of the court; recommends changes to operational policies and procedures to improve court administrative operations; develops long-range plans and programs; identifies problems and creates and implements solutions.
4	S	Participates in the development and administration of the Court's budget; directs the forecast of funds needed for staffing, equipment, materials, services and supplies; monitors and approves expenditures within specified limits.
5	S	Compiles and evaluates statistical data related to the efficiency and effectiveness of Court operations, and makes appropriate written and verbal recommendations as needed; maintains compliance with monthly, quarterly and annual statistical reporting, accounting and records management policies and procedures established by the Supreme Court and the Presiding Judge of Maricopa County.
6	S	Responds to inquiries, requests for information and complaints; represents the Court with outside agencies, boards and committees, and at interdepartmental and committee meetings as required; serves as Clerk of the Court and Custodian of Records.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent in applicable field.
Experience	Five years of highly responsible experience in the administration and management of a limited jurisdiction court system, including a minimum of two years at the management level. Experience with court-related case and financial management software programs desirable. .
Certifications and Other Requirements	Fellowship in the Institute for Court Management desirable; must obtain 16 credit hours of judicial staff education annually. Possession of a valid AZ driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Requires the ability to read and understand various governmental and court-related reports, financial documents, court orders, statutes and Town codes, regulations and general correspondence.
Math	Requires the ability to perform general math calculations; the ability to calculate decimals and percentages; may include the ability to compute interest and ratios; may include ability to calculate surface areas, volumes, weights and measures.
Writing	Requires the ability to write clearly and effectively in English; requires the ability to write performance appraisals, procedures, memos and status reports with clearly organized content, using proper sentence structure, punctuation and grammar.
Managerial	Develops, implements and oversees work plans; organizes, prioritizes and delegates work activities, projects and programs; supervises, directs and evaluates staff; processes and addresses employee issues, concerns and problems; counsels, disciplines and writes performance evaluations.
Budget Responsibility	Participates in the development and administration of the Court's budget; monitors expenditures and revenues; authorizes purchases within authorized limits; monitors grants and intergovernmental agreements; analyzes future needs and forecasts funds needed for staffing, equipment, materials, services and supplies.
Supervisory / Organizational Control	Requires supervising and monitoring of the Court staff.
Complexity	Requires an understanding of court judicial and administrative processes, including statutes, rules and procedures and disposition protocol. Requires the ability to exercise good judgment, decisiveness and creativity in situations involving the evaluation of information against subjective criteria, as opposed to that which is clearly measurable or verifiable.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Conducting meetings or training; assisting the public.
Sitting	C	Considerable desk work.
Walking	O	To and from desk to other office areas, to other departments and occasionally to other buildings or locations.
Lifting	O	Files, file boxes, office supplies, books.
Carrying	F	Files, books, boxes.
Pushing/Pulling	R	Doors, desk and file drawers.
Reaching	F	For files, office equipment and supplies.
Handling	C	Paperwork, case files, office equipment, money.
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad.
Kneeling	R	Retrieving items from lower shelves or file drawers.
Crouching	R	Retrieving items from lower shelves or file drawers.
Crawling	N	N/A
Bending	R	Retrieving items from lower shelves or file drawers.
Twisting	O	From computer to telephone.
Climbing	R	Step stool to retrieve files from top shelves.
Balancing	N	N/A
Vision	C	Reading court documents and correspondence, reports and computer monitor.
Hearing	C	Communicating with staff, the public and other departments or agencies in person and on the phone.
Talking	C	Communicating with staff, the public and other departments or agencies in person and on the phone.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, copier, fax machine, calculator, telephone and laser printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	O

- (3) Dealing with stressful situations involving irate and/or emotional individuals.



Job Title: Court Clerk

Department: Court

Immediate Supervisor: Court Administrator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs a wide variety of specialized clerical duties, including money handling and reconciling; assists the public with court procedures and services; processes, records and files court documents; provides quality clerical support to the Presiding Judge of the Municipal Court.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs frequent and intense public contact work at the Court counter, over the telephone and by email; communicates orally with defendants to inform them of options, penalties and the effects of decisions; routinely handles difficult public contact situations which require diplomacy, tact and negotiation skills; performs all services efficiently and with respect for each individual.
2	S	Answers questions and provides information to defendants, attorneys, law enforcement, other municipal employees and the general public.
3	S	Creates and maintains complex court files and records; receives, prepares and reviews a variety of court documents for criminal, traffic and civil cases; maintains court calendars.
4	S	Performs a variety of data entry into the case management system, including citation entry, case dispositions, sentencing information, scheduling hearings, and program compliance information. Reviews computer data for quality control, and corrects errors; disperses information as required or requested.
5	S	Receives and processes payments; updates case management system and issues receipts; balances daily payment receipts, establishes and monitors payment plans for defendant's financial obligations; uses a variety of resources to optimize collection efforts, including the Tax Intercept Program, Accurint or other skip-tracing activities.
6	L	Performs other court related duties as required, including, but is not limited to, mail processing and distribution, filing, and overseeing audio tape recording of various court proceedings.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years of general clerical experience, including some public contact, preferably in a court or law office; experience in the use of Windows-based computer software programs is desirable.
Certifications and Other Requirements	Must obtain 16 credit hours of judicial staff education annually.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Necessary to read and understand general legal documents, reports and correspondence.
Math	Ability to perform general math calculations; the ability to calculate decimals and percentages.
Writing	Ability to write effectively in English with proper grammar and sentence structure.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Requires a general understanding of court processes, including statutes, rules and procedures and disposition protocol. Requires the ability to exercise good judgment, decisiveness and creativity in situations involving a variety of generally predefined duties which are often characterized by frequent change; ability to multi-task in a busy environment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At the counter assisting the public.
Sitting	C	Considerable desk work.
Walking	O	To and from desk and counter, to other departments and occasionally to other buildings or locations.
Lifting	O	Files, file boxes, office supplies and books.
Carrying	F	Files, books, boxes.
Pushing/Pulling	R	Doors, desk and file drawers.
Reaching	F	For files, office equipment and supplies.
Handling	C	Case files, paperwork, money, office equipment.
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad and charge machine keypad.
Kneeling	R	Retrieving items from lower shelves or file drawers.
Crouching	R	Retrieving items from lower shelves or file drawers.
Crawling	N	N/A
Bending	R	Retrieving items from lower shelves or file drawers.
Twisting	F	From computer to telephone.
Climbing	R	Step stool to retrieve files from top shelves.
Balancing	N	N/A
Vision	C	Reading court documents, correspondence and computer monitor
Hearing	C	Communicating with supervisors and other staff members, the public and other departments and agencies in person and on the phone.
Talking	C	Communicating with supervisors and other staff members, the public and other departments and agencies in person and on the phone.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, copier, fax machine, calculator, telephone, tape recorder or other recording equipment, charge machine, laser printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	F
Other (see 3 below)	F

- (3) Dealing with stressful situations involving irate and/or emotional individuals.



Job Title: Custodian

Department: Development Services

Immediate Supervisor: Facilities/Environmental Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Provide a variety of routine custodial cleaning and building maintenance duties required to maintain a safe and clean work environment of Town facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Sweeps, vacuums and mops floors; picks up debris indoors and outdoors; cleans, disinfects and stocks restrooms
2	M	Cleans drinking fountains and coffee rooms; operates power-cleaning equipment such as vacuums, carpet extractors; sets up, takes down and stores chairs and tables.
3	M	Spot cleans carpets, strips and waxes floors and other duties of this type; performs manual work requiring extensive physical exertion; dusts and polishes furniture, woodwork, fixtures and equipment; uses chemical/cleaning agents in compliance with established safety policies/procedures.
4	M	Empties and cleans waste receptacles indoors and out; maintains custodial supplies and equipment; follows a well established routine in accomplishing daily tasks.
5	L	Performs periodic cleaning of windows; moves and arranges furniture and equipment as needed; responds in a timely manner to requests for custodial needs; assists staff in special projects as required
6	L	Performs other related duties as requested

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High school equivalency
Experience	Methods, materials, tools, and equipment used in custodial work. Safe work practices. MSDS sheets on cleaning solvents and chemicals. General experience in facility custodial work is desirable.
Certifications and Other Requirements	Valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Basic reading and comprehension skills; ability to read and comprehend product directions, operation manuals and product labels.
Math	Basic math skills
Writing	Work requires good written skills. Communication between shifts is essential. Must be able to communicate legibly on forms, work orders, supply requisitions and messaging.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Able to perform a diverse range of duties and tasks.
Interpersonal / Human Relations Skills	Ability to interact with peers and public in a positive and professional manner. Communication and the ability to work in a team environment are essential.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Job sites
Sitting	R	
Walking	C	Between job sites and tasks
Lifting	O	Tools, equipment, supplies, furniture
Carrying	O	Tools, equipment, supplies
Pushing/Pulling	F	Cleaning Equipment, carts, furniture
Reaching	F	
Handling	F	
Fine Dexterity	R	
Kneeling	F	Cleaning restrooms, floors and baseboards.
Crouching	F	Cleaning restrooms, floors and baseboards.
Crawling	N	
Bending	F	
Twisting	F	
Climbing	O	Stairs, ladders
Balancing	R	
Vision	C	
Hearing	C	
Talking	O	
Foot Controls	F	Custodial machinery

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Equipped with custodial care tools, manual and self propelled floor care machinery.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	D	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	W
Fire Hazards	N	Respiratory Hazards	S
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	X

- (1)
- (2) Within entire confines of facility

PROTECTIVE EQUIPMENT REQUIRED:

Sanitary gloves, safety glasses.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Customer Service Representative I

Department: Community Services (Community Center)

Immediate Supervisor: Community Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The receptionist will be the first contact with the public as they enter the Community Center building. This position will be instrumental in giving the proper information on event locations within the building, directing those with questions to the correct department, provide essential community information and process registrations for the Senior Services Division. This person must exhibit a service orientation toward customers and continue a productive working relationship with staff in addition to maintaining a working knowledge of Community Center and Senior Services .

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Communicates with clients, the general public, vendors and Town employees, either through personal contact at the front desk or by phone, to give directions, answer questions, forward rental requests, discuss current and upcoming events.
2	L	Processes registrations for Senior Services activities using the ActiveNet booking system. Collects money, runs end of day ActiveNet reports and makes daily deposits. Must be able to troubleshoot and solve accounting problems associated with the ActiveNet system.
3	S	Answers and re-directs phone calls to the appropriate facility member. Maintains correct information on reader board and checks materials left at desk to assure they are appropriate for distribution.
4	S	Prepares and distributes Senior Services Advisory Commission meeting packets; attends Senior Services Advisory Commission meetings, transcribes Commission minutes from meetings. May serve as back-up for other Commissions related to the Community Services Department.
5	L	Provides clerical support as necessary to the Community Center and Senior Services staff. Proofreads correspondence and reports, files, posts agendas, processes incoming mail to appropriate department.
6	L	Provides basic information for Community Center and Senior Services. Conducts tours of the Center facility when necessary.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four year of high school or equivalency.
Experience	Work requires a minimum of (2) two years clerical experience. Must possess basic computer skills and working knowledge of Windows based programs.
Certifications and Other Requirements	Possession of a valid Arizona Driver's License for a minimum of two years with a good driving record. CPR/AED Certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires ability to read routine documents.
Math	Work requires general math calculations (addition, subtraction, multiplication, division, percentages, decimals), ability to use a calculator, ability to reconcile bank deposits.
Writing	Work requires the ability to write correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work involves professional judgement to provide appropriate responses to the public and staff.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Mail services, faxing, copying, filing, facility tours.
Sitting	F	Desk and computer work and answering phones.
Walking	O	To and from office equipment and around Community Center building.
Lifting	R	Files, office supplies
Carrying	R	Files, office supplies
Pushing/Pulling	R	Doors, filing drawers
Reaching	F	Files, keyboard, materials for distribution
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, calculator, telephone, writing
Kneeling	R	Filing in lower drawers
Crouching	R	Retrieving from lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers, retrieving distribution materials
Twisting	F	From telephone to computer to file drawers
Climbing	R	Stairs at Town Hall
Balancing	R	Files or other materials
Vision	C	Reading, computer monitor
Hearing	C	Communication with staff and general public
Talking	C	Communication with staff and general public
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computer and related software, telephone system, copier, fax machine, laminator, label maker and other general office equipment.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Customer Service Representative II

Department: Administration

Immediate Supervisor: Accounting Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Receives and directs visitors and callers to the appropriate Town representative or department. Responds to all forms of telecommunications at Town Hall. Performs moderately complex clerical and accounting work involving mail distribution, cashiering, program and facility registration. Assists with requests for public records. Must be able to work a flexible schedule.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Interacts frequently with the public by phone, email and through counter duty responding to customer inquiries and/or concerns. Demonstrates considerable tact and persuasion when dealing with customers who may become irate or distraught.
2	S	Processes incoming and outgoing mail. Orders and maintains postage supplies. Distributes incoming faxes and maintains fax supplies. Orders and maintains animal license tags.
3	L	Receives and handles payments and reconciles daily transactions.
4	L	Registers individuals for various recreation programs and recreational facilities. Processes refund requests for cancelled programs.
5	S	Serves as the central cashiering function for Administration, Parks & Recreation and other Town departments, receiving payments, processing credit card transactions, balancing the cash drawer, compiling and preparing daily reports and receipts.
6	L	Performs administrative duties such as preparing correspondence, updating various reports and records, miscellaneous filing, assisting with requests for public records. Provides notarial services to public and staff. Performs other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Knowledge of CLASS system, ActiveNet, and Microsoft Office preferred.
Experience	Work requires a minimum of (2) two years customer service experience and computer literacy. **
Certifications and Other Requirements	Possesion of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires ability to read routine documents.
Math	Work requires the ability to perform general math calculations (addition, subtraction, multiplication, division, percentages, decimals), ability to use a calculator, ability to count cash drawer.
Writing	Work requires the ability to produce correspondence with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work involves professional judgment to provide appropriate responses to the public and staff.
Interpersonal / Human Relations Skills	The employee in this position contacts others within the organization as well as outside the Town. This employee must be able to deal with all types of people in a professional manner.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Mail services, faxing, copying, filing
Sitting	F	Desk and computer work and answering the phone
Walking	O	To and from office equipment and other departments
Lifting	R	Files, office supplies, packages
Carrying	R	Files, office supplies, packages
Pushing/Pulling	R	Doors, filing drawers
Reaching	F	For reference material, files, keyboard
Handling	C	Paperwork, money
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	R	Filing in lower drawers
Crouching	R	Retrieving from lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers,
Twisting	F	From telephone to computer to book cases
Climbing	R	Stairs
Balancing	R	Files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with staff and general public and on telephone
Talking	F	Communicating with staff and general public and on telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computer and related software, telephone system, copier, fax machine, laminator, label maker and other general office equipment

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Deputy Town Manager/Finance Director

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs a variety of complex administrative and managerial duties required to direct the operations of the Finance Division to ensure they are in concert with the policies and goals of the Town Manager, Mayor and Town Council. Assists the Town Manager in overseeing the daily operations of the Town. Serves as acting Town Manager in incumbent's absence.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs duties as assigned by managing special projects for the Town Manager, such as coordinating community strategic plan process, operational contingency plan for fire service, handling cable franchise negotiations, economic impact analyses, Council reports, chairing meetings, and acting in Town Manager's place when needed.
2	S	Provides support to Town Manager by attending Management meetings, Council meetings, prepares financial reports and presentations for Council, researching, analyzing and developing recommendations on financial issues
3	S	Provides direction to Finance Division staff by establishing goals, setting priorities, scheduling and setting timelines and reviewing and evaluating performance.
4	S	Oversees preparation of audited financial statements and special audits by coordinating with external auditors, preparing Comprehensive Annual Financial Report, Management Discussion and Analysis, Budget Message, disseminates reports to bond rating agencies.
5	S	Prepares and oversees annual budget by forecasting revenue projections, preparing budget message, securing annual budget presentation award from Government Finance Officers Association, making budget available to citizenry.
6	S	Coordinates with bond counsel, investment banking team for bond issuances and refinancing, bond ratings, covenant requirements.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelors Degree-level of study. Masters Degree preferred.
Experience	Over five years experience as a department head or Assistant City Manager
Certifications and Other Requirements	CPA preferred. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read memos, contracts, budgets, audits, Council reports, and various correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division as well as governmental accounting and finance.
Writing	Work requires the ability to write requests, daily reports, memos, and general correspondence.
Managerial	Planning responsibilities involve coordinating and assigning work schedules and duties of employees, overseeing construction projects, and planning associated with Town and capital budget preparation.
Budget Responsibility	The incumbent has responsibility to oversee budgetary recommendations to the Town council and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of the Finance Department , including evaluating program/work objectives and effectiveness, establishing broad goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with complex concepts and issues of importance to the Town.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town such as Human Resources or Town Clerk which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchaes, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Meetings
Sitting	C	Deskwork, meetings, driving
Walking	R	To and from other departments/offices
Lifting	R	
Carrying	R	Files, office supplies, books, boxes
Pushing/Pulling	N	
Reaching	R	For supplies and files, telephone
Handling	R	Files, telephone
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Foot Controls	O	Operating vehicles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, printer, coputer and related software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Director of Community Services

Department: Community Services

Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Responsible for the oversight and operation of Parks and Recreation, Community Center and Senior Services. Overall fiscal responsibility concerning the department budget preparation, submission, defense and the oversight of expenditures. Responsible for the long term planning and development of the department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Overall fiscal responsibility for the preparation, defense and adherence to the department's annual budget.
2	L	Works with a wide variety of community and civic organizations in the development of recreational programs, activities, and goals and objectives.
3	L	Plans and directs park and recreational facility acquisition, development and improvements.
4	L	Formulates rules, policies and procedures associated with the public's use of facilities and their enrollment in programs.
5	L	Overall responsibility for the preparation and defense of recommendations regarding fees for the use of facilities and their enrollment in programs, and the collection of these fees.
6	L	Overall responsibility for the training, retention and supervision of all Department employees.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Parks & Recreation.
Experience	Seven (7) years experience in municipal recreation including at least three (3) years in direct supervision.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. CPR/AED certification and First Aid Certification. Certified Parks and Recreation Professional (CPRP) status preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports, letters, correspondence, schedules, budget materials, requisitions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Ability to write clearly and concisely utilizing appropriate sentence structure, grammar and punctuation. Work requires the ability to write reports, letters, correspondence.
Managerial	Ability to manage the department effectively, efficiently and in a proactive manner.
Budget Responsibility	Ability to prepare and defend the annual budget, including operational and capital improvement expenditures. Upon adoption, responsible for the overall compliance with the spending limits contained therein.
Supervisory / Organizational Control	Overall responsibility for the supervision and oversight of employees and the various operational components of the Department.
Complexity	Requires the ability to simultaneously handle diverse tasks of varying priorities in an effective manner, with a focus on accomplishing results.
Interpersonal / Human Relations Skills	Position requires frequent contact with the public and various organizations on a variety of topics, many of which can be difficult and require a great deal of tact and diplomacy. Ability to work effectively with subordinates, peers, the media, and the public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At park sites and at recreational facilities
Sitting	F	Office work, meetings and driving
Walking	F	Throughout park sites and facilities
Lifting	R	Various equipment and supplies
Carrying	R	Various equipment and supplies
Pushing/Pulling	R	Various equipment and supplies
Reaching	R	For files, supplies, etc.
Handling	R	Files, equipment, supplies, etc.
Fine Dexterity	R	Computer keyboard, calculator, telephone keypad, etc.
Kneeling	R	Picking up supplies, equipment, etc.
Crouching	R	To reach files, supplies, etc.
Crawling	R	Retrieving
Bending	R	To reach files, supplies, etc.
Twisting	R	To reach files, supplies, etc.
Climbing	R	To hang program banners at events, etc.
Balancing	R	To hang program banner at events, reach for supplies, etc.
Vision	C	Reading, computer monitor, driving, observing work activities.
Hearing	F	Communicating with the general public, employees, etc. in person and/or on the phone
Talking	F	Communicating with the general public, employees, etc. in person and/or on the phone
Foot Controls	O	Operation of a vehicle

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, vehicle, general office equipment, phone, fax, etc.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	C
Other (see 3 below)	

- (3)



Job Title: Director of Development Services

Department: Development Services

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes and directs the work of professional and technical staff in such areas as engineering, streets, facilities, planning & zoning, code enforcement, mapping & graphics and building safety. Is responsible for operating, maintaining and improving the Town's public infrastructure; coordinates engineering and planning projects including research and design, including drainage and streets capital improvements, construction development, and/or maintenance programs; coordinates and administers contracts for professional services; reviews and approves various types of civil engineering improvement plans.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Responsible for program planning and project development of all projects in the Town's Capital Improvement Program (CIP) including: producing or overseeing consultants in the production of project scoping or pre-design documents for projects planned in the twenty-year CIP, financial/cost analyses for projects, overseeing grants, initial project assessments, design concept reports, assisting the Finance Department on budgeting, financial planning and programming of projects in the twenty-year CIP, and coordinating project development activities with Town Departments.
2	L	Directs, trains and evaluates the various divisions within the Development Services Department. Administers and distributes workloads for Town CIP and development projects. Inspects project sites to assist in the solution of difficult problems. Interprets specifications and Town policies. Prepares and manages the department's budget.
3	L	Evaluates plans and reports by reviewing and approving submitted plats, improvement and "as- built" plans, and associated reports to ensure compliance with applicable Town laws, codes and ordinances, and other applicable engineering and planning principles.
4	S	Develops department policies and guidelines by developing, updating and revising engineering design guidelines, construction specifications, and various standardized forms and processes and identifying and processing easement and Right-of-Way acquisitions for the developer and Town projects.
5	L	Provides professional and technical support to the Town Manager, Town Council and other boards and commissions. Communicates with the general public, other Town, local, state and federal employees, vendors, management, contractors, and public officials in order to perform assigned work. Instructs and trains subordinates and informs the general public on capital improvement projects or different programs such as stormwater management. Prepares letters, memos, specifications, reports, Town Council Reports, with clearly organized thoughts using proper sentence structure, punctuation, and grammar to communicate technical and controversial issues. Coordinates Regional Transportation Improvement Projects (TIP) and items.
6	S	Directs and participates in the development of plans, specifications, estimates, and work orders for the construction of community development projects, including drainage and streets projects. Supervises and participates in the development of capital improvement plan projects, including preparation of Request For Proposals and bid packages, the selection of consultants, preparation of plans, specifications and cost estimates, negotiating fees for professional services, processing submittals, progress payments and change orders.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree in Civil, Transportation, or equivalent.
Experience	Minimum of five (5) years public sector experience in project management, engineering, planning & zoning and supervision.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. Must possess a valid Arizona Professional Engineering License.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read construction plans and specifications, county, state and federal regulations, legal documents and descriptions, contracts, and engineering reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, trigonometry, geometry and quantitative equations.
Writing	Work requires the ability to write technical and quantitative documents, engineering design guidelines, constructions specs and policies and procedures.
Managerial	Work requires the supervision of the Development Services Department, which includes engineering, streets, facilities, planning and zoning, code enforcement.
Budget Responsibility	The incumbent prepares documents and does research to justify language used in documents for the Development Services Department and recommends budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance of engineering and planning project managers and inspectors, the Streets Division, Code Enforcement, and Facilities.
Complexity	Work requires strong knowledge of general civil engineering principles and practices. The level of work requires exercising competent, independent judgement. Work is widely varied involving analyzing and evaluating many complex and significant variables, identifying needs and assignments, and developing and/or recommending departmental and or townwide policies and procedures.
Interpersonal / Human Relations Skills	This position has contact with others within the organization. These contacts may involve similar work units or departments within the Town. In addition, this position works with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with customers, developers, contractors, and design engineers to resolve specific engineering issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job sites and meetings
Sitting	F	Deskwork, meetings
Walking	F	To other departments and around job sites
Lifting	R	Plans and equipment
Carrying	F	Plans and equipment
Pushing/Pulling	N	
Reaching	R	For supplies and plans
Handling	F	Paperwork
Fine Dexterity	O	Measuring and drafting
Kneeling	R	During inspections
Crouching	R	During inspections
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	R	Stairs, step stool
Balancing	R	On step stool
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public and on telephone
Talking	F	Communicating with personnel and general public and on telephone
Foot Controls	O	Automobiles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, fax machine, copier, scanner, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and steel-toed shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Events Coordinator

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Facilitates and schedules all event related activities for the facility. Work involves communicating with prospective and confirmed lessees regarding facility availability, conducting tours, and advising of services available. Works as the liaison between clients, the public, and staff prior to and during events to ensure that facilities, equipment, set up and personnel provided meet the requirements of the event and the client's contractual agreement. Assignments include providing on-site supervision of events .

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Responds to inquiries by prospective and confirmed lessees concerning rental rates and space availability. Investigates available dates and compatible spaces for new and repeat clients, suggesting alternate dates when necessary.
2	L	Conducts facility tours, explains policies and procedures for use of the FHCC. Calculates and provides clients with estimates of potential costs incurred in completing an event. Promotes facility by attending tradeshow s and networking events.
3	S	Inputs, retrieves, and updates event requirements including contracts, CAD drawings and event reports. Maintains information through event management software system. Finalizes lessee requirements including all support personnel needed, such as bartenders, security guards, caterers and rental companies.
4	L	Ensures that all paperwork for liquor events is in accordance with AZ Liquor Licenses and Controls and local permits.
5	L	Resolves problems or complaints from clients or the public in accordance with established policies and procedures. Writes event reports noting attendance, times, and significant problems. Provides all paperwork associated with final settlement to administrative staff for invoicing.
6	H	Opens and secures facilities before and after events; arranges for last minute adjustments in room or equipment setup at the request of lessee. Ensures that set up of chairs, tables, stages, or other equipemnt is in accordance with lease requirements and

		with safety standards and fire codes.
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* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources.
Experience	Three (3) years experience in coordinating a variety of events and activities at a convention center, civic center, theater, hotel or other public use facility; marketing. Work performed in a municipal environment is preferred. One year of experience in public relations, marketing or sales is preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record required. CPR/AED certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret policies and procedures, contracts, comprehend and make inferences from written materials.
Math	Work requires the ability to make basic math calculations such as addition, subtraction, multiplication, division and percentages.
Writing	Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work involves decision making within established policies and procedures. Professional actions and judgement and analytical skills required to determine appropriate courses of action.
Interpersonal / Human Relations Skills	The position requires a high degree of interaction with others both inside and outside of the organization. Facility promotion at tradeshow and newtowkring events.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At events and programs
Sitting	C	Office and paperwork
Walking	F	Facility tours, final walk through with client, attending various outside events
Lifting	O	Supplies and equipment, event setup. Setup at trade shows.
Carrying	C	Supplies and equipment, event setup.
Pushing/Pulling	C	Supplies and equipment, event setup.
Reaching	R	Supplies and equipment, event setup.
Handling	R	Supplies and equipment.
Fine Dexterity	R	Supplies and equipment.
Kneeling	R	Supplies and equipment.
Crouching	R	Supplies and equipment.
Crawling	N	
Bending	O	Supplies and equipment, event setup.
Twisting	N	
Climbing	N	
Balancing	N	
Vision	F	Reading, observing activities, driving.
Hearing	F	Communicating with personnel and general public.
Talking	F	Communicating with personnel and general public.
Foot Controls	O	Driving to and from outside events.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, audiovisual equipment, and supplies related to event setup.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Executive Assistant

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides support services and executive assistance for the Director and division heads of the department. Maintains Community Center event and receivables files. Prepares agenda and minutes; attends Commission Meetings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares contract documents for Community Center events; maintains event and receivables files. Assists Community Services supervisors in project construction management by reporting, file management, and contract administration.
2	S	Assists Department management in budget preparation; prepares Department budget reports. Prepares bidding documents and administers contract documents for the annual landscape contract. Prepares daily accounting reports, monthly activity reports, and other reports as required.
3	S	Prepares requisitions and receives products on purchase orders using the appropriate software system.
4	S	Prepares and distributes Commission Meeting packets and postings; secures meeting rooms, attends Commission meetings, transcribes Commission minutes. Prepares all paperwork pertaining to Commission recruitment and attends recruitment interviews.
5	S	Occasionally assists with conducting tours of the Community Center and booking events using the appropriate software. Assists patrons either in person, by phone or by e-mail.
6		Assists and provides back-up for the Community Center front desk. Orders supplies. Calls for equipment repair when necessary.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. Must be literate in Microsoft Word, Excel, PowerPoint, and Microsoft Outlook.
Experience	Minimum five years in progressively responsible administrative work.
Certifications and Other Requirements	Possess a valid driver's license for a minimum of two years with a good driving record; Notary Public; Automated External Defibrillator/CPR Certification; First Aid Certification.
**	Equivalent combination of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and understand reports, letters, correspondence, schedules, budget material and purchase orders.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, correspondence, schedules and purchase orders.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, copying, assembling packet materials, and assisting the public
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment and other departments and during programs
Lifting	O	Receiving and restocking supplies
Carrying	R	Light weight equipment and office supplies
Pushing/Pulling	R	Light weight equipment
Reaching	O	For supplies and files
Handling	C	Paperwork, resolving problems associated with software systems
Fine Dexterity	C	Computer keyboard and calculator
Kneeling	O	Retrieving filing items and organizing equipment and supplies
Crouching	O	Retrieving filing items and organizing equipment and supplies
Crawling	R	Retrieving small pieces of equipment and supplies under tables
Bending	O	Retrieving filing items, small equipment, and supplies
Twisting	O	Retrieving filing items, small equipment, and supplies
Climbing	O	Stairs and ladder
Balancing	R	On ladder
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with staff and the general public on the telephone
Talking	C	Communicating with staff and the general public on the phone and in person
Foot Controls	O	Transcription/recording equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, Copy machine, fax machine, laminator, paper autofolder machine, binding machine, recording equipment, telephone, calculator, general office supplies, typewriter, laser printer, inkjet printer, department vehicles, Automated External Defibrillator and first aid kits.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Executive Assistant

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Supports the Director and all divisions within the Development Services Department by performing highly responsible secretarial, clerical and administrative duties. Serves as budget aide for all divisions of the department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides administrative support in the day-to-day operations of the department. Screens the Director's phone calls and triages calls as appropriate. Maintains the Director's daily calendar and schedules meetings. Reviews incoming mail, distributes it accordingly, and responds to correspondence as directed.
2	S	Use of MUNIS in daily work. Assists Director in implementing department budgets, expenditures; i.e. auto fuel, and department cell phone use. Purchases necessary items for department staff and itemizes department expenditures on credit card.
3	S	Receives and maintains all incoming/outgoing submittals for the Planning & Zoning and Engineering Divisions. Maintains and monitors construction assurance files. Issues permits for overweight/overheight vehicles, Temporary Visitor's Permits, and grand opening sign permits. Researches and implements special projects as directed. Maintains weekly project log for Planning & Zoning/Engineering for weekly department meeting. Manages departmental timesheets.
4	S	Issues permits and associated billings related to departmental plan review and inspection fees. Researches, as needed, and prepares information for presentation to the Town Council, Planning & Zoning Commission & Board of Adjustment; i.e. easement abandonements, agenda/packets. Oversees appointment of Commissioners and Board members per schedule. .
5	S	Electronically records all Town documents when applicable and maintains recording records. Monitors and maintains Town's car pool on site. Orders and monitors general supplies for department. Maintains Policy & Procedure Manual, P&Z Zoning Ordinance, and Subdivision Ordinances/department web site updates.
6	S	Responds to requests for information from staff and the general public in a timely manner to achieve satisfactory resolutions. Meets the needs of departmental personnel and management through efficient, established office procedures. Acts in a courteous and professional manner, and with good judgment, while assisting the public, elected and appointed officials, employees, service providers, and other state and county government agencies

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years in progressively responsible administration work. Previous municipal experience working with the public is desirable.
Certifications and Other Requirements	Possess a valid driver's license for a minimum of two years with a good driving record. Notary Public state certification if required. CPR/AED Certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and understand reports, letters, correspondence, schedules, budget material and purchase orders. Ability to read and understand construction plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, correspondence, schedules and purchase orders.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, faxing
Sitting	F	Desk work, meetings
Walking	O	To and from office equipment and other departments
Lifting	R	Receiving and restocking supplies
Carrying	R	Equipment, files, office supplies
Pushing/Pulling	O	File and desk drawers
Reaching	F	For supplies and files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, calculator
Kneeling	O	Filing
Crouching	O	Retrieving Files
Crawling	N	N/A
Bending	O	Retrieving and filing items
Twisting	F	Computer to telephone or other equipment
Climbing	R	Retrieve files or plans
Balancing	N	N/A
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone
Foot Controls	R	Transcriber controls

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer, binding machine, audio equipment Town Council Chambers.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Executive Assistant to Town Manager/Council

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides support to the Town Manager, Mayor and Council.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides support to the Town Manager, Mayor and Council by coordinating meetings and events and maintaining Outlook calendars; relaying messages; preparing correspondence, reports, manuals, proclamations and various other documents utilizing Word, PowerPoint, Excel, and Publisher; handling registrations for conferences and seminars; making travel arrangements and preparing itineraries.
2	S	Responds to requests or concerns from Town citizens and serves as liaison to Town departments on a variety of issues. Responds to requests from public officials in other governmental agencies and regional organizations.
3	L	Coordinates Town meetings, receptions and special events, including intergovernmental meetings.
4	S	Conducts research, accomplishes special projects, and sits on committees as assigned.
5	S	Assists in performing essential Town Clerk duties in his/her absence.
6	S	Acts as staff liaison to Strategic Planning Advisory Commission, Public Safety Advisory Commission, and Municipal Property Corporation.
7	S	Prepares and oversees Town Manager and Council budgets; codes P-card purchases.
8	S	Logs and fulfills Requests for Information during Council election cycles.
9	S	Orders office supplies for Town Manager, Council, Finance and Town Clerk

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience as an Executive or Administrative Assistant, preferably in a municipal setting.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read policies, procedures, handbooks, agreements, contracts, city ordinances, Council reports, newsletters, brochures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, ratios, and percentages.
Writing	Work requires the ability to write memos, letters, emails, and general correspondence.
Managerial	None
Budget Responsibility	Prepares and oversees Town Manager and Council budgets.
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, faxing, retrieving mail, distributing
Sitting	F	Deskwork, meetings
Walking	F	To and from office equipment and other departments
Lifting	R	Files, office supplies, tables and chairs
Carrying	F	Files, office supplies
Pushing/Pulling	R	Office cart
Reaching	R	For items on higher shelves
Handling	F	Files, office supplies
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing
Crouching	R	Filing, retrieving items from shelves
Crawling	R	N/A
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	F	Stairs
Balancing	O	Carrying files, office supplies
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, general office supplies, telephone, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: FACILITIES MAINTENANCE TECHNICIAN

Department: Development Services

Immediate Supervisor: Facilities/Environmental Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs a variety of general maintenance duties required to maintain the safety, aesthetics and physical plant operations of Town owned and/or leased facilities..

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Performs preventive maintenance on all Town physical plant operations, such as HVAC equipment. Maintains records for all preventive maintenance. Performs a variety of tasks related to plumbing, electrical, fabrication, carpentry and HVAC operations.
2	L	Responds to requests received through the Maintenance Request system for maintenance/repairs of all Town owned/leased facilities. Distributes supply requests.
3	L	Performs facility safety inspections, insures all life safety functions operate properly.
4	M	Supplies and supports custodial positions, filling in for custodians during their absence.
5	L	Performs the tasks of Facility Operations Supervisor in his/her absence.
6	M	Performs all other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Minimum of high school diploma or equivalency. Knowledge of Microsoft Office and other basic computer skills
Experience	Three years of responsible experience in construction, commercial building maintenance; basic skills in HVAC, plumbing, electrical and plant maintenance.
Certifications and Other Requirements	Possession of a valid driver's licence for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Must be able to read and comprehend technical manuals and construction blue prints.
Math	Must be able to perform basic math calculations.
Writing	Must be able to communicate legibly in completing forms, work orders, supply requisitions and messaging.
Managerial	none
Budget Responsibility	none
Supervisory / Organizational Control	Liaison to custodial staff.
Complexity	Perform a diverse range of duties and responsibilities
Interpersonal / Human Relations Skills	Ability to interact with peers and public in a positive and professional manner.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Job sites
Sitting	R	
Walking	F	Between job sites and tasks
Lifting	F	Tools, equipment, supplies
Carrying	F	Tools, equipment, supplies
Pushing/Pulling	F	Tools, Equipment, supplies
Reaching	F	Telephone, supplies
Handling	F	
Fine Dexterity	O	Computer, telephone keypad
Kneeling	O	
Crouching	O	
Crawling	R	
Bending	O	
Twisting	O	
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	
Hearing	C	
Talking	F	
Foot Controls	O	Vehicles and equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Operate HVAC equipment in the 25 to 150 ton capacity. Operate all machinery associated with plant custodial care. Utilize all types of hand tools associated with construction and building maintenance.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	D	Noise and Vibration	D
Electrical Hazards	W	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	M
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	X
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2) Mechanical Plants

PROTECTIVE EQUIPMENT REQUIRED:

Hard Hat, gloves (Latex, Leather, Chemical Protection), safety glasses, respiratory, safety belts, steel toed footwear.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: FACILITIES/ ENVIRONMENTAL SUPERVISOR

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Organize and supervise the operations, maintenance and custodial services of owned and/or leased Town buildings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plan, assign and supervise the work of staff involved in providing maintenance and custodial services to Town facilities; requisition supplies, materials, and equipment for all facility needs; prepare and maintain preventive maintenance programs and contracts. Implement Town environmental policies by initiating, managing and coordinating environmental programs. Coordinate and supervise wash and dam maintenance. Assist in management of the Town's Solid Waste contract. Reviews plans and other documents for consistency with the Town environmental policy.
2	S	Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures. Prepare and present various reports on existing and proposed environmental policies and programs to Town management, the Planning and Zoning Commission and the Town Council.
3	S	Participate in the hiring of staff; monitor employee performance ; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Research environmental regulations and programs for possible application in Fountain Hills
4	L	Assist with the safety inspections of all Town facilities; respond to requests from the risk pool to implement improvements in property and staff safety; prepare reports required by Federal, State, and Local agencies.. Act as Town ADA (Americans with Disabilities Act) Coordinator, research and resolve ADA concerns with Town owned facilities; interact with US Department of Justice and State ADA compliancy agencies on matters concerning Town owned property. Ensure compliance with Federal, State, County and Town regulations and programs relating to storm water and air quality.
5	M	Participate in and supervise the liquidation of Town surplus property in accordance with State regulations; prepare all necessary reports. Prepare and plan for the collection and destruction of archived files in accordanc with the State Records Reduction Act. Develop and implement monitoring, reporting and compliance

		strategies related to storm water and air quality, including drafting local regulations and submitting annual reports.
6	L	Prepare and present reports to various entities on the many aspects of the storm water program including State and Federal regulatory agencies.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Planning, Environmental Planning, Environmental Science, Engineering or Water Resources. Basic knowledge of HVAC, plumbing, electrical and plant maintenance required.
Experience	Minimum of two years of municipal planning experience or experience in administering environmental or storm water management programs. Working knowledge of Microsoft Office software. Five years of responsible experience in construction and commercial building maintenance .
Certifications and Other Requirements	Computer skills in Microsoft Office software and Outlook (e-mail). Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Must be able to read and comprehend technical manuals and construction blue prints. Ability to complex, technical documents, reports and regulations.
Math	Must be able to perform basic math calculations.
Writing	Ability to write reports, correspondence, and ordinance amendments.
Managerial	Planning responsibilities include scheduling daily tasks. Possess skills to work as a lead worker on projects. Ability to manage projects including scheduling and organizing meetings.
Budget Responsibility	Prepares and mointors a comprehensive budget pertaining to the Facilities/Environmental Division.
Supervisory / Organizational Control	Minimum two years of lead and supervisory responsibility.
Complexity	Position requires the ability to be self motivated, independent and self managed. Ability to follow broad instructions, objectives and policies. Work requires analysis and judgment in accomplishing diversified duties.
Interpersonal / Human Relations Skills	The employee in this position has contact with work units or departments within the Town, which may be involved in decision-making or providing approval for purchases or projects. In addition, this employee works with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Work site
Sitting	O	Driving and computer/office work
Walking	F	Between work sites
Lifting	F	Tools & equipment, packages, tables, chairs
Carrying	O	Tools & equipment, packages
Pushing/Pulling	F	Equipment, broom, vacuum
Reaching	O	Telephone, office supplies
Handling	O	Tools & equipment
Fine Dexterity	F	Small hand tools, computer, calculator, telephone and writing
Kneeling	O	Work site
Crouching	O	
Crawling	R	
Bending	F	
Twisting	O	
Climbing	O	
Balancing	O	On ladder
Vision	C	Driving, computer
Hearing	C	Communicating with public and personnel
Talking	C	Communicating with public and personnel
Foot Controls	F	Town vehicle, gator, other Town equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Maintains HVAC equipment in the 25 to 150 ton capacity, operates computer monitored and controlled HVAC. Operates hydraulic high reach equipment up to 30' in height. Operates all machinery associated with facility custodial care. Utilizes all types of hand tools associated with construction and building maintenance.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	W	Noise and Vibration	D
Electrical Hazards	D	Wetness/Humidity	S
Fire Hazards	D	Respiratory Hazards	W
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	X
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2) Mechanical Plants

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves (latex, leather , chemical protection), safety glasses, respiratory, safety belts, steel toed footwear (when necessary).

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Financial Services Technician

Department: Administration

Immediate Supervisor: Accounting Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs as a professional specialist with responsibility for an accounting program, function or specialty area. May be assigned to a specific functional area such as Accounts Payable, Accounts Receivable or Licensing/Permits, or may carry out special projects as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes/reconciles cash receipts, bank accounts, requisitions, purchase orders, accounts payable, accounts receivable, purchasing cards, petty cash, journal entries, business licensing, dog licensing, alcohol permits, fixed assets, general ledger or other program areas as assigned.
2	S	Handles all inquiries and maintains the files for the program area assigned. Verifies information for accuracy and resolves any discrepancies prior to preparing data or preparing accounting or managerial reports.
3	S	Acts as liaison with other departments to coordinate accounting activities, such as insuring accurate requisition preparation, following up on business license applications, and reconciliation of cash receipts from all departments.
4	S	Maintains records, databases (MUNIS, Access, etc.) and reports. Ensures that files are appropriately maintained and that records retention guidelines are followed.
5	S	Serves as back-up to the front customer service desk during absences, lunch hours, etc.
6	S	Assists with other accounting functions as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with two years of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources.
Experience	A minimum of two years accounting experience. Experience in database maintenance preferred. Knowledge of Microsoft Word, Microsoft Excel, Access, CLASS, ActiveNet, and MUNIS preferred
Certifications and Other Requirements	Valid Arizona drivers license. Must be a licensed driver for a minimum of two years.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read invoices, license applications, purchase orders, reports, and general correspondence. Attention to detail is a requirement of this position.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division, as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents..
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may be involved in decision making or providing approval or decision making authority for purchases or products. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Customers may also be called for information on licensing.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, and faxing
Sitting	C	Deskwork
Walking	O	To and from office equipment, mailroom, and other departments
Lifting	O	Files, boxes, and books
Carrying	O	Files, office supplies, books, and boxes
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, and mail
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers
Twisting	F	From computer to other desk areas
Climbing	O	Ladder to reach files, stairs
Balancing	O	While on ladder reaching for files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as Munis, Access and Excel.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Fleet Mechanic/Open Space & Landscape Specialist

Department: Development Services

Immediate Supervisor: Street Superintendent

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Schedules and performs maintenance and repairs on Town vehicles and construction equipment. Schedules emission tests and licensing. Processes documentation into Fleet Management Program. Performs a variety of semi-skilled and skilled work in maintenance and repair of landscaping, turf, irrigation systems, fountains, dams and grounds.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains the fleet data management program. Schedules preventative maintenance inspections and repairs. Schedules emissions tests by conversing with agencies to receive emissions coupons and vehicle operations to complete the emission test, working with DMV for new and old vehicle registration.
2	S	Processes maintenance documentation into fleet maintenance program, maintains fleet parts inventory and warranty repairs.
3	H	Performs routine scheduled and un-scheduled repairs to all town vehicles and equipment which include tractors, backhoes, street sweepers, dump trucks, light trucks, cars and golf carts. Also performs welding and fabrication work and checks all vehicles and equipment over for other needed services.
4	H	Performs other duties by monitoring shop safety procedures, cleaning vehicles, equipment and the shop, repairing shop equipment, research and ordering parts, analyzing complaints to ensure proper repair of the vehicles and equipment.
5	M	Inspects landscaping in medians and open spaces. Coordinates contracted landscape crews and wash cleanup crews; assigning jobs, then conducting follow-up. Performs maintenance and repairs as needed on irrigation. Programs and maintains irrigation timers. Maintains up-to-date records on all irrigation systems, tracking water consumption, etc.
6	M	Cleans and maintains the fountains on Avenue of the Fountains and the water feature on Shea and Palisades. Inspects and maintains the dams.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience as an automotive and/or heavy equipment mechanic.
Certifications and Other Requirements	Possess a valid Arizona CDL Driver's License with Air Brake Endorsement for a minimum of two years with a good driving record. Mac certification license for refrigerant use.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read manuals and instructions and requires the ability to access and read the internet, OSHA directives, Town, county and state laws.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write vehicle replacement requirements, service reports and parts requests.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diverse duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job site
Sitting	O	Deskwork and inside vehicle
Walking	F	Around job site and vehicle
Lifting	F	Tools and equipment
Carrying	F	Tools and equipment
Pushing/Pulling	O	Equipment and supplies
Reaching	F	For supplies and equipment
Handling	F	Supplies and equipment
Fine Dexterity	F	Installing small parts in confined areas
Kneeling	O	While inspecting and making repairs
Crouching	F	While inspecting and making repairs
Crawling	F	While inspecting and making repairs
Bending	F	While inspecting and making repairs
Twisting	F	While inspecting and making repairs
Climbing	F	Stairs, ladder
Balancing	F	On ladder and large vehicle
Vision	C	Reading, driving and looking for physical problem
Hearing	C	Communicating with personnel and listening for possible problems
Talking	O	Communicating with personnel and general public and on telephone
Foot Controls	F	Operating heavy equipment and driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Tool box, professional tool set, Hydraulic lift, jacks, A/C equipment, diagnostic break out box and scan tool equipment, tire repair equipment, steam cleaner, volt meters, charging systems, part washer, hydraulic hose maker and computer software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	D	Noise and Vibration	D
Electrical Hazards	W	Wetness/Humidity	M
Fire Hazards	W	Respiratory Hazards	D
Explosives	M	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	D		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	X
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, steel-toed boots, gloves, ear plugs, welding face shields

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	

- (3)



Job Title: GIS Technician/CAD Operator

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs paraprofessional technical duties for the Development Services Department. Provides technical CAD, GIS, mapping, graphics, drafting and Town facility management mapping support for all Town departments and Town customers.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares designs, revises plans, maps, and other graphics in AutoCAD, GIS and other computerized methods, and by manual drafting methods. Coordinates, prioritizes and distributes Town digital mapping and various projects.
2	S	Design Signing and Striping plans for new subdivisions, commercial and improvement projects (final approval by Town Engineer). Address assignment and distribution to proper contacts for new subdivisions, commercial and utility structures. CIP - Engineering design, exhibits and mapping. Minor drainage projects.
3	S	Quarterly mapping updates of town maps. Prepare and check routine survey legal descriptions. Prepare Exhibits and legal descriptions for various Easement, Right-of-Way and Real Property Acquisitions and Abandonments.
4	L	Perform slope analysis checks. Obtains surveying and engineering field data. Performs routine surveying and engineering calculations. Performs occasional site development and public works inspections. Prepares schedules and cost estimates.
5	L	Maintains engineering, planning and facility drawing files, as-builts and GIS. Scanning coordination of archives. Develops written and graphic standards.
6	S	Special projects-working with Mayor, Council and Town Manager, also with public agencies and emergency services . Performs other related duties as required.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational or technical nature which may be obtained with two years of college, diploma or equivalent from a technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over two years experience in computer software applications, AutoCAD and/or Arcview software preferred. Two years of GIS experience required. Drafting, mapping, surveying, engineering, construction techniques, planning principles and practices and customer service experience preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. Professional or technical registration, certification or licensing preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read civil engineering design guidelines, construction specifications and details, property legal descriptions, engineering plan review submittal forms and plans.
Math	Work requires the ability to perform routine surveying and engineering calculations, general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, property legal descriptions and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by specific instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	This position requires contact with others within the organization such as the Street Division, Parks and Recreation Department, Administration and Planning & Zoning. In addition contact may be required with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with citizens, realtors, developers, etc.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Routine office mobility
Sitting	C	Computer work
Walking	R	To and from office equipment and other departments
Lifting	R	Plotting paper rolls, Files, office supplies, books, boxes
Carrying	R	Plotting paper rolls, Files, office supplies, books, boxes
Pushing/Pulling	R	Plotting paper rolls, Files, office supplies, books, boxes
Reaching	R	Plotting paper rolls, Files, office supplies, books, boxes
Handling	O	Plotting paper rolls, Files, office supplies, books, boxes
Fine Dexterity	F	Computer keyboard, plotter's, calculator, telephone keypad, writing
Kneeling	R	Plotting paper rolls, Files, office supplies, books, boxes
Crouching	N	
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Reading computer monitor
Hearing	C	Communicating with personnel and general public and telephone
Talking	F	Communicating with personnel and general public and telephone
Foot Controls	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Plotter, printer, copier, planimeter, calculator, light table, label maker, multi-line telephone, binding machine, fax machine, computer and related software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	S
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Groundskeeper

Department: Community Services

Immediate Supervisor: Parks Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Maintains and cleans landscaped areas, exterior of buildings, and facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Maintain park grounds by removing trash and litter, cleaning ramadas and restrooms, blowing off sidewalks and dugouts; assists with overseeding open turf and ball fields.
2	M	Prune trees, plant trees, set irrigation clocks, install and maintain irrigation system, schedule and overseed fields.
3	M	Prepare athletic fields by painting, leveling, and lining athletic fields; perform minor construction duties.
4	M	Perform routine maintenance of playgrounds, tennis courts, basketball courts and volleyball courts.
5	M	Fertilize turf and spray pesticides
6	L	Order supplies, maintain inventory records

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency
Experience	One year of landscape maintenance or groundskeeping.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record; Playground Equipment and Safety training (within one year of hire); CPR certification; First Aid Certification; Structural Pest Control license (within one year of hire).
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read work schedules, instructions for equipment assembly, and equipment labels.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to fill out forms such as timesheets, leave requests, and etc.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires limited analysis.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job site
Sitting	F	Driving equipment
Walking	F	Around jobsite
Lifting	F	Tools and equipment
Carrying	O	Boxes, equipment
Pushing/Pulling	F	Equipment
Reaching	F	Trimming
Handling	F	Equipment
Fine Dexterity	F	Landscaping, irrigation repair
Kneeling	O	Picking up trash, pulling weeds, irrigation work
Crouching	F	Picking up trash, pulling weeds, irrigation work
Crawling	R	Picking up trash, pulling weeds
Bending	F	Picking up trash, pulling weeds
Twisting	O	Picking up trash, pulling weeds, lifting equipment
Climbing	O	Ladder
Balancing	R	On ladder
Vision	C	Observing work activities
Hearing	C	Communicating with personnel and on radio
Talking	F	Communicating with personnel and on radio
Foot Controls	O	Driving and operating heavy equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, blowers, weed eater, chainsaw, pesticide spayer, air compressor, chipper, power washer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	M
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hearing protection, constuction hat, steel-toed shoes, dustmask, backbrace, and chemical resistant suit .

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Home Delivered Meals Coordinator

Department: Community Services

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental purpose of this position is to handle the day-to-day operations of the Home Delivered Meals Program (HDM), including coordination with clients, Area Agency on Aging (AAA), and communication with the vendor contracted to prepare the meals.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains contact with the chef and staff of contracted meal vendor regarding meal schedule and meal quantity, and monitors quality of meal standards set by state guidelines. Relays client comments about the meals to the kitchen staff.
2	S	Monitors and maintains all aspects of client's meal schedule; including client information, billing information, and changes to the daily route sheets. Maintains and tracks client accounts. Must clearly communicate and generate reports for contracted meal vendor, AAA, and the Town's Finance Department.
3	L	Works with the daily HDM Volunteer Coordinators to make sure all routes are covered. Requests monthly schedule from coordinators. Maintains data base with volunteer schedule and contact information. Schedule training with daily coordinators.
4	L	Intake new clients to include self-pay or underwritten meals, and work with Area Agency on Aging clients once they are approved. Create and verify AAA client signature sheets and change out route books. Enter all client meals into the CLASS software program and print reports. Apply for PO through MUNIS. Create requisition and check request for contracted meal vendor and AAA. Process self-pay client billing- invoice and mail. Update client authorizations into the Pharos software program and enter client meals into Pharos. Invoice Area Agency on Aging and Senior Services, Inc. Update monthly charts and reports. Update menu for the month with contracted meal vendor.
5	S	Keeps Home Delivered Meals procedures up-to-date and available to volunteers. Creates weekly route sheets for volunteers, which includes maps and driving directions. Keeps volunteers briefed on any changes in the routing or delivery procedures. Troubleshoot problems when needed with client meal delivery. Notify Sheriff's Office if needed to conduct a wellness check. Be available to deliver meals if needed. Maintain HDM bags, route books, and supplies.

6	S	Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively with co-workers to provide quality customer service. Maintain office and lobby kiosks. Work with office volunteers. Other duties as needed/assigned.
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* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Must be proficient in Excel worksheets and Word documents. Level of knowledge equivalent to four years of high school or equivalency.
Experience	A minimum of one year customer service, preferably with seniors. Minimum of one year clerical experience.
Certifications and Other Requirements	Possession of a valid Arizona driver's license for a minimum of two years with a good driving record. CPR/AED certified.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires ability to read routine documents.
Math	Work requires general math calculations (addition, subtraction, multiplication, division, percentages, decimals).
Writing	Work requires the ability to write weekly schedules, procedural reports, and activity reports.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work involves professional judgement to provide appropriate responses to customers and the public.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Faxing, copying, filing
Sitting	F	Deskwork
Walking	O	Around office and Community Center. Deliver route books to kitchen.
Lifting	R	Files, office supplies, and meal bags
Carrying	R	Files, office supplies
Pushing/Pulling	R	Doors, filing drawers
Reaching	F	Files, books, keyboards
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	R	Filing in lower drawers
Crouching	N	
Crawling	N	
Bending	O	Filing in lower drawers
Twisting	O	From telephone to computer
Climbing	R	Stairs
Balancing	R	Files
Vision	C	Reading, computer monitor, driving
Hearing	C	Communication with staff, customers, on the telephone
Talking	F	Communication with staff, customers, on the telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Office machines such as copier, fax machines

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	



Job Title: Human Resources Administrator/Risk Manager

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides counsel and advice to insure effective management of the organization's human resources through organization planning, selection, placement, compensation, training, and employee relations activities. Ensures compliance with organization policies and procedures, federal, state, and local laws/regulations. Establishes effective relationships with management throughout the organization in order to provide appropriate support for their activities. Provides information to others as needed in order to fulfill their responsibilities. Participates in relevant professional associations; establishes and maintains appropriate relationships with oversight agencies.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides counsel and recommends organizational structure and organizational development activities that enable groups to work together effectively, efficiently and harmoniously. Advises and counsels employees, supervisors, directors and the Town Manager regarding a variety of human resource issues including classification, compensation, benefits, employment, employee relations, discipline, safety, policies and procedures, and training. Processes employee grievances and conducts investigations.
2	S	Develops and implements salary administration guidelines; determines appropriate level of compensation for Town positions; performs compensation and benefit studies, responds verbally or in writing to inquiries and surveys pertaining to employment, job analysis, classification and compensation; reviews proposed salary actions to ensure conformance and equity with established guidelines and policies and participates in salary surveys to determine organization's market relationship.
3	S	Works with the Town Attorney and/or employment attorneys to resolve human resources legal matters; develops processes and assists others in the organization to comply with the requirements of various federal, state and local employment laws/regulations; investigates charges brought against the organization under employment statutes; negotiates and recommends settlement of cases where appropriate; appears before state or federal agencies or courts as necessary; facilitates resolution of grievances raised by employees; meets with agents demanding or claiming representation of employee groups.
4	S	Prepares and distributes written and verbal information to inform employees of benefit programs such as insurance and retirement plans, analyzes existing benefit policies of organization and prevailing practices among similar organizations to establish competitive benefit programs, and recommends benefit plan changes to management. Coordinates FMLA, ADA and worker's compensation;
5	S	Attends Town Council meetings and other public meetings as necessary to support the organization's human resource activities; participates in relevant professional associations and activities; establishes and maintains relationships with oversight agencies and organizations having jurisdiction over Town employment activities.
6	S	Administers and participates in the development of the Town's Risk Management Program, attends Loss Control Meetings, evaluates insurance coverage, loss exposure and potential loss in order to determine risks; coordinates the processing and settlement of all claims with the appropriate parties.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent.
Experience	Minimum of seven (7) years paid full-time experience in Human Resources , two (2) of which must have been at a management level.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. CPR/AED Certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read court cases, budgets, policies, documents, and reports at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to prepare statistics for budgets.
Writing	Work requires the ability to write general correspondence, articles, letters, and reports at a college level.
Managerial	Planning responsibilities include planning activities for the department and Town, assisting with the reorganization of personnel, and establishing organizational goals for staff.
Budget Responsibility	Prepares and oversees the budget of Human Resources and Risk Management.
Supervisory / Organizational Control	Supervises the Volunteer Coordinator.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Town-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, consultants and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, presentations.
Sitting	C	Computer, desk work, paperwork, meetings, driving
Walking	C	Inter-office, to/from other buildings, to/from meetings
Lifting	R	Supplies
Carrying	R	Reports, supplies, files, paperwork
Pushing/Pulling	R	Boxes, doors, chairs, filing cabinet drawers
Reaching	F	Office supplies, files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, writing, telephone keypad, calculator
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	F	To/from computer to desk, retrieving files
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, paperwork, writing, reading, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisor, Council members, Town manager, directors, attorneys, representatives, meetings, presentations, training
Talking	C	Telephone, co-workers, staff, supervisor, Council members, Town Manager, directors, attorneys, representatives, meetings, presentations, training
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Information Technology Coordinator

Department: Administration

Immediate Supervisor: Deputy Town Manager/Finance Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages the activities of Information Technology including application services, system and network operations, customer support and telecommunications services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plans and organizes direction of the information technology activities of the Town including network, infrastructure, telecommunications, computer-related hardware and software, IT security, IT consulting and project management and new technology research. Works with departments in identifying computer software and hardware needs. Prepares special studies, analyses and projections.
2	L	Provides quality technical support by troubleshooting and analyzing systems with a high degree of customer service, technical expertise and timeliness to Town staff. Provides support for Council and Commission meetings. Provides Town website and Channel 11 programming and upkeep.
3	S	Monitors network activity, performs preventative maintenance to servers, workstations, and infrastructure. Maintains Town-wide software licenses, software inventory, cell phones, pagers, and maintenance contracts.
4	S	Administers the division budget. Provides end-user training to staff. Administers access control system by issuing building access and ID cards, adding and removing users.
5	S	Develops, implements, and manages operational standards and escalation procedures to ensure service levels are maintained at a consistent level. Documents, tracks, and monitors problems to ensure resolution in a timely manner with the least impact on Town operations .
6	S	Performs other duties as assigned or required. .

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with advanced training or study past the high school equivalency. Junior college, vocational, business, or technical schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of five (5) years experience as Network Administrator or I/T Technician.
Certifications and Other Requirements	Microsoft Certified Professional, A+ Certified, or BS degree in Information Technology preferred. Possess a valid Arizona Driver's License for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read technical instructions, technical specifications, planning documents, letters, memos, and general correspondence.
Math	Work requires the ability to perform general math calculations.
Writing	Work requires the ability to write memos, presentations, and issue requests for proposals, letters, and general correspondence.
Managerial	Allocating resources and planning projects.
Budget Responsibility	Prepares and monitors annual Information Technology budget and makes recommendations to other Town departments for technology requests.
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Work requires contact with others in the organization. In addition, work is performed with contact to others outside the Town who may belong to professional or peer organizations. Working with state and federal agencies may also be required. Vendors and suppliers may be called upon to provide information on purchases, supplies, or products. Meetings and discussions may be conducted with Town employees and outside sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observing work duties and activities
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment, other departments, to/from job sites
Lifting	O	Files, office supplies, and computer equipment
Carrying	R	Files, office supplies, and computer equipment
Pushing/Pulling	O	Computer equipment
Reaching	O	Connecting equipment cables
Handling	O	Files, office supplies, and computer equipment
Fine Dexterity	O	Computer and telephone keypads, writing, setting jumpers on circuit boards
Kneeling	O	Working on computers on the floor
Crouching	O	Working on computers on the floor
Crawling	O	Working on computers on the floor
Bending	O	Working on computers on the floor
Twisting	R	Working on computers on the floor
Climbing	R	Ladders, stairs
Balancing	R	Ladders
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with personnel and general public and on phone
Talking	C	Communicating with personnel and general public and on phone
Foot Controls	R	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Screw drivers, ladders, test meters, copy machine, fax machine, telephone, calculator, office supplies, computer and software, laser and/or ink jet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	W	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	-

- (3) N/A



Job Title: Information Technology Technician

Department: Administration

Immediate Supervisor: Deputy Town Manager/Finance Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Provide technical support to Town staff, diagnose and repair hardware and software issues. Work cooperatively with I/T Coordinator to maintain Town's data and telephone networks and equipment.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provide first level support to users experiencing software or hardware problems. This includes repounding to help desk requests.
2	S	Create custom reports using Crystal Reports or Access.
3	L	Serve as trainer for MUNIS including creating training and instructional documentation.
4	S	Provide support to the Information Technology Coordinator, including but not limited to video recording council meetings .
5	S	Fix any MUNIS issues that arise internally and when they cannot be fixed, correspond with Tyler Technologies to fix these issues.
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with advanced training or study past the high school equivalency. Junior college, vocational, business, or technical schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	One - two years, including software and hardware
Certifications and Other Requirements	Knowledge of Crystal Reports, Microsoft Office A+ Certification preferred. Possession of a valid driver's license for a minimum of 2 yrs. with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to follow written directions.
Math	Ability to perform general math calculations.
Writing	Ability to communicate effectively through written communications.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is assigned with detailed instructions. Some initiative is required.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Working on workstations
Sitting	F	Deskwork, working on workstations
Walking	O	To repair locations located at the Town Center complex.
Lifting	O	Tools, equipment, and supplies
Carrying	O	Carrying lightweight computer equipment.
Pushing/Pulling	O	Tools, equipment, and supplies
Reaching	O	Tools, equipment, and supplies
Handling	F	Tools, equipment, and supplies
Fine Dexterity	F	Fine dexterity required when working on delicate electronic equipment.
Kneeling	R	Working on workstations
Crouching	R	Working on workstations
Crawling	R	Working on workstations
Bending	O	Working on workstations
Twisting	O	Working on workstations
Climbing	R	Climbing ladders to reach high places.
Balancing	N	On ladder or step stool, camera platform
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel, listening for equipment noise
Talking	C	Communicating with personnel, listening for equipment noise
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Network and other electronic testing equipment, screwdrivers, cleaning agents, computer, printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	M	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	-		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1) N/A
- (2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	-

- (3) N/A



Job Title: Operations Coordinator - Community Center

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs both set up and take down duties as well as participatory supervision of operation workers. Organizes, supervises and oversee the daily custodial and maintenance services. Coordinates repairs and construction projects, maintains proper levels of supplies needed for facility maintenance. Works with the Community Center Event Coordinator to ensure that facilities, equipment and set up meet the requirements of the event and the client's contractual agreements.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Prepares work schedules based on staffing budget and event schedule. Assigns work to employees, oversees work procedures and inspects work in progress to support various events and activities.
2	M	Trains and supervises employees in the safe operation of equipment, such as floor scrubbers, dance floor, staging, alarms, AV equipment, and in routine maintenance of the building and equipment.
3	S	Communicates with vendors and evaluates new products as needed. Keeps current on maintenance of all equipment and building codes. Maintains compliance with OSHA standards and fire code regulations.
4	L	Communicates with Center clients and staff to clarify needs ensuring proper event set up. Works closely with Community Center Event Coordinator and Senior Center Supervisor to make sure event sheets and drawings are reviewed after event has ended.
5	M	Arranges for last minute adjustments in room or equipment set up at the request of lessee. Resolves problems or complaints from clients or the public in accordance with established policies and procedures
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Principles and practices of supervision for personnel. Knowledge of common tools and the use and maintenance of light motorized equipment. Knowledge of fire codes and safety practices and procedures for custodial and public facilities. Knowledge of specialized equipment such as audio visual equipment, operable wall system, HVAC and cleaning equipment.
Experience	One year of facilities operations management, or the equivalent training and experience in event management and supervision.**
Certifications and Other Requirements	Basic computer skills and possession of a valid driver's license for a minimum of two years with a good driving record. CPR/AED certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret policies and procedures, contracts, comprehend and make inferences from written materials.
Math	Work requires the ability to make basic math calculations such as addition, subtraction, multiplication, division and percentages.
Writing	Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	Supervise the work activities of multiple support staff groups and satisfy the contract requirements for multiple events occurring simultaneously.
Complexity	Work involves decision making within established policies and procedures. Professional actions and judgement and analytical skills required to determine appropriate courses of action.
Interpersonal / Human Relations Skills	The position requires a high degree of interaction with others both inside and outside of the organization.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	At events and programs.
Sitting	O	Office and paperwork.
Walking	C	Set up and take down of various events.
Lifting	C	Supplies and equipment, event setup.
Carrying	C	Supplies and equipment, event setup.
Pushing/Pulling	C	Supplies and equipment, event setup.
Reaching	R	Supplies and equipment, event setup.
Handling	R	Supplies and equipment.
Fine Dexterity	R	Supplies and equipment.
Kneeling	R	Supplies and equipment.
Crouching	R	Supplies and equipment.
Crawling	N	
Bending	O	Supplies and equipment, event setup.
Twisting	N	
Climbing	N	
Balancing	N	
Vision	F	Reading, observing activities, driving.
Hearing	C	Communicating with personnel and general public.
Talking	C	Communicating with personnel and general public.
Foot Controls	O	Driving to and from outside events.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, audiovisual equipment, and supplies related to event setup.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	N
Chemical Hazards	M	Noise and Vibration	N
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	X

- (1)
- (2) Community Center

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Operations Worker

Department: Community Services

Immediate Supervisor: Operations Coordinator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Supports a wide variety of facilities operations at the Community Center. Communicates with the general public, clients, vendors and management in order to answer inquiries,

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Ensures the set-up and take down of chairs, tables, staging, sound equipment, dance floor or other equipment in accordance with the lease requirements.
2	L	Working knowledge of all audio visual, sound, lighting, kitchen and bar equipment. Responsibilities include set-up and basic operation of equipment.
3	L	May occasionally opens and/or secures facility before and after events. Completes event reports noting attendance and any significant problems.
4	L	Demonstrates continuous effort to improve operations, decrease turn-around times, streamline work process, and works cooperatively and jointly to provide quality seamless customer service.
5	S	Performs custodial duties as needed, including but not limited to cleaning, sanitizing and replenishing restrooms. Washes windows, walls and mirrors. Sweeps, mops, scrubs, waxes and vacuums floors. Dusts and cleans offices. Replaces light bulbs, cleans and polishes fixtures and empties waste receptacles and ashtrays.
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High School equivalency
Experience	Audio, visual and customer service skills. Previous banquet or meeting facilities skills a plus. **
Certifications and Other Requirements	Possession of a valid drivers license for a minimum of two years with a good driving record. CPR/AED Certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Requires good reading skills. Being able to follow written instruction is important in this position.
Math	Work requires basic math skills. The ability to calculate and balance cash in and cash out transactions.
Writing	Work requires good written skills. Communication between shifts is essential.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	The responsibility of customer service and client satisfaction is important to the success of our goal.
Interpersonal / Human Relations Skills	Customer/Client relations and team building skills are required. Communication and the ability to work in a team environment are essential.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input checked="" type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	
Sitting	O	
Walking	F	
Lifting	F	Tables, chairs and sections of dance floors.
Carrying	F	Tables, chairs and sections of dance floors.
Pushing/Pulling	F	Staging, carts, racks of chairs up to 1200 Lbs.
Reaching	F	
Handling	F	
Fine Dexterity	R	
Kneeling	F	Installing dance floors, audio cords and electrical cords
Crouching	F	Installing dance floors, audio cords and electrical cords
Crawling	R	
Bending	F	
Twisting	F	
Climbing	R	
Balancing	R	
Vision	F	
Hearing	F	Customer/Client services.
Talking	F	Customer/Client services.
Foot Controls	R	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copy machine, vacuum cleaner, floor machines.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	N
Chemical Hazards	W	Noise and Vibration	N
Electrical Hazards	M	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	X
Other (see 2 Below)	D

- (1)
- (2) Community Center

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Park Operations Lead

Department: Community Services

Supervisor: Parks Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages maintenance of park or parks and oversees contract staff. Assists with equipment and projects as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Assists with work schedules by planning and organizing projects with Park Supervisor and employees. Oversees crews and projects. Performs hands-on work.
2	S	Administers yearly budget by allocating funds for the park's operational needs ; collects proposals to get specific projects accomplished.
3	S	Monitors contract staff by observing daily work performance, ensuring the completion of projects.
4	M	Inspects park site for public safety hazards or problems in the field, taking initiative for corrective action.
5	M	Maintains accurate records of work activities and scheduling of overseed and irrigation clocks; monitoring water usage; pesticide and fertilizer management schedule; legal and health concerns with effluent water.
6	M	Responsible for overall park and safety of playgrounds, fields, and all amenities. Responsible for ordering all supplies, tools, and equipment needed for daily operations of the park and scheduled activities; operating various equipment as needed for projects.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High school diploma or equivalency; knowledge of irrigation systems with master valve and pump station, clocks, wires, valves, heads, drip and rotors, as well as legal and health concerns with using effluent water, and environmental impact of herbicides and fertilizers.
Experience	Two (2) years in grounds or turf maintenance
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. State of Arizona pesticide applicator certificate (within one year of employment), basic first aid, CPR/AED Certification, certified landscape professional program (within one year of employment), playground safety certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read contract proposals, memos, action plans, budgets, schedules, and blue prints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division; and basic calibrations for chemical applications.
Writing	Work requires the ability to write action plans, schedules, budgets, memos, and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town such as field supervisors, coordinators, public works, or directors that may be involved in decision making or providing approval for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies, or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections, trimming, raking, prepping
Sitting	O	Deskwork and driving
Walking	C	Prepping, trimming, painting
Lifting	F	Bases, branches, garbage, tables, fertilizers, seed, plants, trees.
Carrying	F	Assisting crews with equipment and projects
Pushing/Pulling	F	Assisting crews with equipment and projects
Reaching	F	Assisting crews with equipment and projects
Handling	F	Assisting crews with equipment and projects
Fine Dexterity	O	Computer keyboard , telephone keypad, and writing
Kneeling	F	Assisting crews with equipment and projects
Crouching	F	Assisting crews with equipment and projects
Crawling	F	Assisting crews with equipment and projects
Bending	F	Assisting crews with equipment and projects
Twisting	F	Assisting crews with equipment and projects
Climbing	F	Assisting crews with equipment and projects
Balancing	F	Assisting crews with equipment and projects
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Foot Controls	F	Assisting crews with equipment and projects

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Backhoe, trencher, blower, chainsaws, trailer, tractor, gators, spreaders, paint and chemical sprayers.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	D
Electrical Hazards	S	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	D
Explosives	N	Physical Hazards	M
Communicable Diseases	M		
Physical Danger or Abuse	N		
Other (see 1 Below)	W		

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1) Hepatitis, effluent water
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hearing protection, constuction hat, steel-toed shoes,dustmask, backbrace, and chemical resistant suit .

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Parks Supervisor

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Supervise and evaluate Parks Division staff, facilities, and daily maintenance operations. Coordinate activities with other departments and resolve issues and complaints from citizens.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervise staff, facilities, and daily operations, which includes annual evaluations, monitoring park budgets, park amenities, equipment and vehicles.
2	S	Conducts research and prepares written budgetary expenditure justification, facility usage and activity reports.
3	S	Participates in the planning of new park facilities.
4	L	Administers contracts for grounds maintenance and capital improvements.
5	L	Meets with vendors and oversees contract workers
6	H	Assist staff with daily maintenance and operations as needed at each park facility.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	3 to 5 years experience in supervision of municipal parks or ground maintenance.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record; Playground Equipment and Safety certification; CPR certification; First Aid Certification; Structural Pest Control license.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read reports, memos, bids, blueprints, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division; basic calibrations for chemical applications.
Writing	Requires ability to correspond by writing reports, e-mails, memos, letters, requisitions, and employee evaluations.
Managerial	Responsibilities include personnel reviews, maintenance schedules, administering contracts, and attending meetings.
Budget Responsibility	Responsible for preparing all Town parks annual budgets, including research and recommendations for park equipment and facilities
Supervisory / Organizational Control	Work requires managing and supervising all Parks Division employees, including input on hiring, disciplinary actions and evaluations..
Complexity	Work requires extensive knowledge of all aspects of grounds and facilities maintenance: turf, irrigation, buildings, electrical, mechanical , and etc..
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections, tours, and assisting personnel
Sitting	O	Desk work, meetings, and driving
Walking	F	During inspections, tours, and assisting personnel
Lifting	O	Assisting crews with equipment and projects
Carrying	O	Assisting crews with equipment and projects
Pushing/Pulling	O	Assisting crews with equipment and projects
Reaching	O	Assisting crews with equipment and projects
Handling	O	Assisting crews with equipment and projects
Fine Dexterity	F	Computer keyboard , telephone keypad and writing
Kneeling	O	Assisting crews with equipment and projects
Crouching	O	Assisting crews with equipment and projects
Crawling	N	N/A
Bending	O	Assisting crews with equipment and projects
Twisting	O	Assisting crews with equipment and projects
Climbing	R	Assisting crews with equipment and projects
Balancing	R	Assisting crews with equipment and projects
Vision	F	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Foot Controls	O	Assisting crews with equipment and projects

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Backhoe, trencher, blower, chainsaws, trailer, tractor, gators, spreaders, paint and chemical sprayers, printer, and computer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	M
Explosives	N	Physical Hazards	M
Communicable Diseases	W		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hearing protection, constuction hat, steel-toe shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Recreation Assistant

Department: Community Services

Supervisor: Recreation Program Coordinator or Recreation Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental reason this position exists is to perform simple manual and clerical duties, with little or no supervision, in park maintenance or recreation unskilled activities. Some positions are assigned to the maintenance area performing tasks such as custodial work and policing of the grounds. In the recreation area, duties include providing unskilled clerical support and helping with the various recreation programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Participates in delivery of recreation programs; including interaction with participants
2	M	Polices sites, picking up paper and trash. Provides general cleaning of buildings and restrooms
3	S	Performs routine clerical functions such as delivering flyers and answering phones or general office work
4	L	Sets up apparatus and other equipment and issues supplies; lines athletic fields and ball diamonds
5	S	Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six (6) months experience in related programs areas preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record, Basic First Aid and CPR/AED Certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports. Some Recreation Assistants may interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports and fill out forms. Some Recreation Assistants must possess the ability to write letters, sponsorship requests, flyers, receipts, and equipment bids.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	Establish and maintain effective working relationships with employees and the public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At park sites, recreation facilities and programs/events
Sitting	F	Deskwork, meetings, driving
Walking	O	At park sites, recreation facilities and programs/events
Lifting	R	Equipment and supplies
Carrying	R	Equipment and supplies
Pushing/Pulling	R	Equipment and supplies
Reaching	O	Equipment and supplies
Handling	O	Equipment and supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	At park sites, recreation facilities and programs/events
Crouching	O	At park sites, recreation facilities and programs/events
Crawling	R	At park sites, recreation facilities and programs/events
Bending	O	At park sites, recreation facilities and programs/events
Twisting	O	At park sites, recreation facilities and programs/events
Climbing	R	At park sites, recreation facilities and programs/events
Balancing	R	At park sites, recreation facilities and programs/events
Vision	C	Reading, computer work, driving
Hearing	C	Communication with staff and customers
Talking	C	Communication with staff and customers
Foot Controls	R	Operating vehicles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Recreation Program Coordinator

Department: Community Services

Immediate Supervisor: Recreation Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental reason for this position is to provide professional recreational programming for the Town of Fountain Hills. This is accomplished by planning, organizing, coordinating and supervising a wide variety of recreation programs, sports programs and special events. Will also assist peers in programs and events.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plan, organize and implement recreation programs, create and monitor budgets, and incorporate new developments in the field of recreation as needed.
2	S	Coordinate programs and events and work with the Public Information Officer in designing fliers, writing news releases, and brochures and survey instruments; attracting sponsors, locating equipment and entertainment, and complying with policy requirements.
3	S	Provide administrative support by answering phones, interacting with the public, ordering and maintaining supplies and equipment, and drafting letters to participants and sponsors.
4	M	Responsible for overseeing all program activity at designated locations such as parks, school facilities and other public facilities. Includes setting up facilities and area for special events, and any related tasks to ensure success of programs.
5	L	Train, motivate, evaluate and work as a team with contracted and part-time staff for events and programs.
6	L	Collaborate with school districts, non-profit groups, citizens and other departments to promote programs and activities.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Recreation, Leisure Studies, or closely related field.
Experience	Minimum two years experience in professional recreation work, including programming and coordinating recreational activities is required. Full time municipal recreation programming experience is preferred. Must have the ability to work a flexible schedule to include evenings, weekends and holidays. .
Certifications and Other Requirements	Possess a valid Arizona Driver's License with a minimum of two years driving experience with a good driving record; Basic First Aid and CPR Certification required; AED Certification; and Certified Parks and Recreation Professional (CPRP) status preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to to perform general math calculations such as addition, subtraction, multiplication, division, fractions and percentages.
Writing	Work requires the ability to write forms, letters, sponsorships, fliers, receipts, equipment bids, purchase requisitions and reports.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	May require functioning as a lead worker while performing own responsibilities, and includes overseeing work quantity, training, instructing, and scheduling work for part-time staff and volunteers.
Complexity	Work involves decision making within established standard practices and procedures. Professional judgment and analytical skills required to determine appropriate course of action.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At special events and programs
Sitting	C	Deskwork
Walking	O	Around offices and during special events
Lifting	R	Supplies and equipment
Carrying	R	Supplies and equipment
Pushing/Pulling	R	Supplies and equipment
Reaching	R	For supplies and equipment
Handling	O	Supplies and equipment
Fine Dexterity	R	Supplies and equipment
Kneeling	R	Retrieving items from the ground
Crouching	R	Retrieving items from the ground
Crawling	R	Retrieving items from the ground
Bending	R	Retrieving items from the ground
Twisting	R	Retrieving items from the ground or from shelving
Climbing	R	Ladder
Balancing	R	Ladder
Vision	F	Reading, driving, observing work activities
Hearing	F	Communicating with personnel and general public on telephone
Talking	F	Communicating with personnel and general public on telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Scoreboards, toolboxes, computer and related software, general office machines such as copier, fax.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Recreation Supervisor

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs responsible administrative and management duties in the daily operation of the Community Services Recreation Division. Work involves the planning, organizing, and supervising of the Town’s recreation services. Employees in this class exercise considerable judgment and discretion in accomplishing program objectives. Responsible for the effectiveness of all programs within the Recreation Division.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervises full and part-time recreation staff and contract personnel
2	L	Attends events, evaluates programs and discusses improvements
3	S	Conducts research and prepares written budgetary, expenditure justification, facility usage and activity reports
4	L	Oversees the activities and use of public recreation facilities; participates in the planning of new park and recreation facilities
5	S	Meets with individuals or groups to stimulate interest and support for recreation activities
6	S	Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Recreation, Leisure Studies, or closely related field.
Experience	A minimum of five (5) years experience in professional recreation management with a minimum of three (3) years at a supervisory level.
Certifications and Other Requirements	Possession of a valid driver's license with a minimum of two years with a good driving record; Basic First Aid and CPR/AED Certification required. Certified Parks and Recreation Professional (CPRP) status preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read contracts, bids, proposals, applications, registrations, insurance documents, council reports, budgets, meeting minutes, newsletters, equipment specifications, surveys, e-mails, purchase orders and instruction manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write intergovernmental agreements, evaluations, reports, letters, memos, contracts, creating documents, registration forms, grants and sponsorship letters.
Managerial	Plans, organizes and directs the activities of staff engaged in the delivery of recreation services to the community.
Budget Responsibility	Administers the budget for the Recreation Division, which includes both expenditures and revenues.
Supervisory / Organizational Control	Supervises employees, volunteers, interns, and oversees contracted employees through the Recreation Coordinators, to ensure a smooth operation of all recreation programs and facilities. Reviews reports of employees, advises and directs subordinates in the improvement of work processes.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At park sites, recreation facilities and programs/events
Sitting	F	Deskwork, meetings, driving
Walking	O	At park sites, recreation facilities and programs/events
Lifting	R	Equipment and supplies
Carrying	R	Equipment and supplies
Pushing/Pulling	R	Equipment and supplies
Reaching	O	Equipment and supplies
Handling	O	Equipment and supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	At park sites, recreation facilities and programs/events
Crouching	O	At park sites, recreation facilities and programs/events
Crawling	R	At park sites, recreation facilities and programs/events
Bending	O	At park sites, recreation facilities and programs/events
Twisting	O	At park sites, recreation facilities and programs/events
Climbing	R	At park sites, recreation facilities and programs/events
Balancing	R	At park sites, recreation facilities and programs/events
Vision	C	Reading, computer work, driving
Hearing	C	Communication with staff and customers
Talking	C	Communication with staff and customers
Foot Controls	R	Operating vehicles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, vehicle, general office equipment, telephone, fax, etc.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	

- (3)



Job Title: Senior Court Clerk

Department: Court

Immediate Supervisor: Court Administrator

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Serves as lead position for the Court Clerk classification. Performs a wide variety of specialized clerical duties, including money handling and reconciling, case disposition, statistical records and complex financial and computer data entry. Prepares daily cash reports and disburses bonds when the court administrator is not available. Monitors required training for court staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs frequent and intense public contact work at the Court counter, over the telephone and by email; communicates orally with defendants to inform them of options, penalties and the effects of decisions; routinely handles difficult public contact situations which require diplomacy, tact and negotiation skills; performs all services efficiently and with respect for each individual.
2	S	Recommends and assists in the implementation of goals and objectives; provides input on updates to policies and procedures.
3	S	Creates and maintains complex court files and records; monitors, records and documents compliance with judicial sentencing orders; prepares court orders as directed; prepares the courtroom for jury trials and oversees jurors; maintains audio tape records of court proceedings.
4	S	Trains court staff on policies and procedures relating to general court processes, computerized records system usage, and resolution of work errors. Resolves problems or complaints from the public if referred by staff.
5	S	Interacts respectfully and courteously with the public, even under difficult and stressful circumstances; establishes and maintains effective and proper working relationships with other Town employees, attorneys, co-workers and the general public.
6	S	Assists the Court Administrator with daily cash reporting and Presiding Judge with administrative or secretarial duties as assigned. Schedules interpreters and pro tem judges as needed .

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training
Experience	Three years clerical experience involving direct public contact or customer service, preferably in a court environment. Experience in the use of Windows-based computer software is desirable. Some lead worker experience is preferred.
Certifications and Other Requirements	Must obtain 16 credit hours of judicial staff education annually.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Requires the ability to read and understand court documents, reports and correspondence.
Math	Requires the ability to perform general math calculations such as addition, subtraction, multiplication and division; the ability to calculate decimals and percentages.
Writing	Requires the ability to write effectively in English with proper grammar and sentence structure.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Requires a comprehensive understanding of court processes, including statutes, rules and procedures and disposition protocol. Requires the ability to exercise good judgment, decisiveness and creativity in situations involving a variety of generally predefined duties which are often characterized by frequent change; ability to multi-task in a busy environment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At the counter assisting the public
Sitting	C	Considerable desk work.
Walking	O	To and from desk and counter and to other departments.
Lifting	O	Files, file boxes, office supplies and books.
Carrying	F	Files, books and boxes.
Pushing/Pulling	R	Doors, desk and file drawers.
Reaching	F	For files, office equipment and supplies.
Handling	C	Case files, paperwork, money and office equipment.
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad and charge machine keypad.
Kneeling	R	Retrieving items from lower shelves or file drawers.
Crouching	R	Retrieving items from lower shelves or file drawers.
Crawling	N	
Bending	R	Retrieving items from lower shelves or file drawers.
Twisting	F	From computer to telephone.
Climbing	R	Step stool to retrieve files from top shelves.
Balancing	N	
Vision	C	Reading court documents, correspondence and the computer monitor.
Hearing	C	Communicating with supervisors and other staff members, the public and other departments or agencies in person and on the phone.
Talking	C	Communicating with supervisors and other staff members, the public and other departments or agencies in person and on the phone.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, copier, fax machine, calculator, telephone, charge machine, laser printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	O

- (3) Dealing with stressful situations involving irate and/or emotional individuals.



Job Title: Senior Planner

Department: Development Services

Immediate Supervisor: Development Services Director

Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Organizes and manages assigned land use planning activities. Administers land use ordinances and policies. Maintains and updates General Plan in accordance with State law. Coordinates projects with internal and external reviewing agencies to obtain reliable and complete information for processing and reporting. Provides information to Development Services Director, Mayor and Council, Town Manager, Planning and Zoning Commission, Board of Adjustment and general public.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Contact with the general public and development community in zoning matters.
2	S	Processes subdivision, zoning, special and temporary use permits, administrative use permits, and variance cases.
3	S	Prepares text amendments for Zoning Ordinance and Subdivision Ordinance.
4	S	Public presentations to Planning and Zoning Commission, Town Council, and Board of Adjustment.
5	S	Reviews development plans and subdivisions for compliance with applicable codes.
6	S	Processes amendments and prepares updates to the General Plan and negotiates development agreements.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Planning or closely related field.
Experience	At least five (5) years of experience in municipal planning or a closely related field and a working knowledge of Microsoft Office and related software.
Certifications and Other Requirements	· Possess a valid Arizona Driver's License for a minimum of two years with a good driving record; · AICP preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read codes and ordinances, general and specific plans, development agreements and general correspondence.
Math	Work requires the ability to perform general math calculations and statistical analysis.
Writing	Work requires the ability to write reports, Town codes, amendments, plans, projects, technical analysis and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Position requires the ability to be self motivated, independent and self managed. Ability to follow broad instructions, objectives and policies.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Standing at the building safety counter and on occasional site visits
Sitting	F	Sitting at a drafting table and desk
Walking	O	Site visits on hillside slopes are occasionally required.
Lifting	O	Plans and files
Carrying	O	Plans and files
Pushing/Pulling	R	Using push cart for moving large plan submittals
Reaching	O	Phone and plans
Handling	O	Plan submittals
Fine Dexterity	R	Plan submittals
Kneeling	O	Retrieving plans stored in low areas
Crouching	O	Retrieving plans stored in low areas
Crawling	N	N/A
Bending	O	Retrieving plan submittals or files
Twisting	N	While doing deskwork
Climbing	R	Hiking in native hillside terrain
Balancing	N	N/A
Vision	F	Plan review
Hearing	C	Verbal communication with the public, developers, Council or Commissioners
Talking	F	Verbal communication with the public, developers, Council or Commissioners
Foot Controls	O	Driving Town vehicle to site visits

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Phone, computer, calculator, camera, noise meter and vehicles.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Activities Assistant

Department: Senior Services

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental purpose of this classification is to assist with special program /event planning and coordination, research potential new events and programs to offer and perform clerical tasks, update program flyers, help with Public Relations needs (create monthly newsletter) and outreach, and assist clients.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Coordinate and plan special programs and events throughout the year. Assist with identifying potential sponsors, drafting event press releases and coordinating the design of event flyers and other event details as needed. Update event outlines and event action lists. Research potential new events and programs to offer at the Center. Assist with the coordination of programs
2	L	Create monthly newsletter using InDesign program. Create monthly program coordinator updates and email out to distribution list or place in program coordinators mailbox slots.
3	L	Performs routine clerical work such as designing flyers, filing, making copies, answering phones, drafting public relations material, thank you letters, donation request letters and other correspondence as needed.
4	S	Assist with monitoring and logging attendance for activities/programs. Update new emails or members in spreadsheet.
5	L	Provide customer service to walk-ins clients and phone-in clients. Maintains kiosks in office and in front lobby. Coordinate First Fridays at Fountain View movie program.
6	S	Supervise office volunteers. Available to serve as back-up at Community Center front desk. Other duties as needed/assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Computer skill level is high- word, excell and powerpoint. Level of equivalent to four years of high school or equivalency.
Experience	Minimum of two years experience in progressively responsible administrative field.
Certifications and Other Requirements	CPR certified Valid Drivers License
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Considerable time is spent on the computer.
Math	Should have the ability to use a calculator.
Writing	Will be required from time to time to compose correspondence.
Managerial	Manage time to ensure daily tasks are completed.
Budget Responsibility	Position has no budget responsibility
Supervisory / Organizational Control	Supervise volunteer staff.
Complexity	The ability to multi-task is essential.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Greeting clients, filing
Sitting	C	Preparing all paperwork
Walking	O	Touring the building and the Senior Activity Center with clients
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	N	N/A
Reaching	F	While doing desk work
Handling	F	Paperwork
Fine Dexterity	N	N/A
Kneeling	R	Filing
Crouching	N	N/A
Crawling	N	N/A
Bending	R	Filing
Twisting	F	While doing desk work
Climbing	N	N/A
Balancing	N	N/a
Vision	C	Work on the computer
Hearing	C	Communicating with personnel and on the telephone
Talking	C	Communicating with personnel, general public and on the telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, calculator, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Senior Services Activities Coordinator

Department: Community Services (Senior Services)

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental purpose of this classification is to coordinate programs and special presentations. Duties include confirming guest speakers for special health topics and education presentations, coordinate the Legal Consultation program, the Weekly Movie program, First Fridays program, Eye Glass Donation program, Extended Hands Food Bank drop off program. Assist members with Social Service needs, and provide assistance to walk-in or phone-in customers, keep Kiosks and information boards organized, take program head count. Responsible for preparing all press releases and send out information in a timely manner to media. Submit Senior Services website updates. Research travel companies and coordinate with these companies on types of trips to offer and do post trip follow-up with companies. Serves as Home Delivered Meals back-up when HDM Coordinator not available.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Home Delivered Meals - Serve as back-up when HDM Coordinator is not available. Advise HDM Coordinator of any changes in meal schedule, contact Fountain View Village with changes, readily available to deliver meals if needed, contact daily coordinators regarding issues that arise.
2	L	Programs - coordinate trips with various travel companies as to type of trips to offer. Request flyers on specific outings from travel companies, do post trip follow-up to confirm attendance and maintain log of completed trips. Legal Consultations - contact attorneys to schedule dates, prepare sign-up sheet, confirm appointments with clients and attorneys. Movies - review and select monthly movies, prepare detailed flyer each month. First Friday Movie - prepare flyer, update monthly sign-up sheet, and call Fountain View Village monthly with count. Eye Glass Donations - monitor level and call for pick-up when needed. Extended Hands Food Barrel - monitor level and call for pick-up when needed.
3	L	Presentations - coordinate and confirm guest speakers for special health topics and education presentations (research topics, request speakers bio, confirm date with speakers, obtain presentation information, topic outline, and create flyer).

4	S	Create and update program/event/presentation flyers as needed. Maintain flyers in office kiosk, lobby kiosk, and community information boards. Assist customers with medical equipment loans, fill out loan form, clean returned equipment. Give tours of the senior office. Take head counts for each program (Wed.- Fri.) and log count on monthly calendar.
5	S	Updates information flyers (legal, transportation, and social services). Serve as the primary person to assist members with social service needs.
6	S	Public Relations - prepares all press releases and sends out information in a timely manner to media, updates and maintains Senior Services website on a weekly basis.
7	S	Coordinate Wed. - Fri. office volunteers. Provide assistance to walk-in or phone-in customers. Take head counts for all Senior program, event, presentations and log on daily calendar. Serve as back-up at Community Center front desk.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Computer skill level is high - Word, Excel, and PowerPoint. Level equivalent to four years of high school.
Experience	Minimum of two years experience in progressively responsible program planning and coordination.
Certifications and Other Requirements	CPR/AED Certification. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Considerable time is spent on the computer.
Math	Should have the ability to use a calculator.
Writing	Will be required from time to time to compose correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	The ability to multi-task is essential.
Interpersonal / Human Relations Skills	The incumbents in this position contacts others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Greeting clients, filing, filling kiosks
Sitting	C	Preparing all paperwork.
Walking	O	Touring the building with clients
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	N	Using push cart to move supplies for programs and events.
Reaching	F	While doing desk work and filling kiosks
Handling	F	Paperwork, telephone
Fine Dexterity	N	N/A
Kneeling	R	Filing
Crouching	N	N/A
Crawling	N	N/A
Bending	R	Filing
Twisting	F	While doing desk work
Climbing	N	N/A
Balancing	N	N/a
Vision	C	Reading, computer work
Hearing	C	Communicating with personnel, general public and on the telephone
Talking	C	Communicating with personnel, general public and on the telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, calculator, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	N
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Senior Services Supervisor

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs responsible administrative and management duties in the daily operation of the Senior Services Division. Plans, organizes, implements and evaluates all activities, programs and services provided to assist, educate and entertain senior adults .

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plans, develops, implements and evaluates social services, activities and programs for senior adults either directly or through advocacy with other service providers and citizen advisory groups.
2	L	Conducts community outreach efforts to publicize services, activities and programs to recruit new Senior Center clients; communicates and collaborates with other Fountain Hills organizations on programs for senior adults.
3	S	Assists clients in utilizing personal and external resources to alleviate their problems or concerns; refers clients to appropriate agencies.
4	L	Participates in collaborative efforts to develop new funding opportunities; develops and participates in fundraising efforts for Senior Center activities and special events.
5	S	Trains, motivates, evaluates and works as a team member with contracted, part-time, and volunteer staff.
6	L	Conducts research and prepares written budgetary expenditure justification, facility usage and activity reports. Meets and accepts advice as required with the Senior Services Advisory Commission.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge of available Maricopa County services for seniors which Fountain Hills cannot provide is useful. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Social Services, Gerontology, or closely related field.
Experience	Minimum two years experience in professional programming and coordinating Senior Services activities is required. Experience in providing social services to older adults is required. Familiarity with CLASS scheduling system is preferred. Full time municipal senior programming experience is preferred.
Certifications and Other Requirements	Possession of a valid driver's dLicense for a minimum of two years with a good driving record; Basic First Aid and CPR/AED Certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to to perform general math calculations such as addition, subtraction, multiplication, division, fractions and percentages.
Writing	Work requires the ability to write forms, letters, sponsorships, fliers, receipts, equipment bids, purchase requisitions and reports.
Managerial	Planning responsibilities include collecting and tracking registration monies, reserving facilities, training volunteers, and monitoring program results.
Budget Responsibility	The incumbent prepares documents and conducts research to provide information to the Community Center Supervisor. Responsible for monitoring and tracking funding sources, revenues and expenditures for assigned units. May also recommend budget allocations.
Supervisory / Organizational Control	Works cooperatively with other employees, clients, town staff, and general public. Supervise and manage the work activities of multiple support staff. Satisfy the contract requirements for multiple events occurring simultaneously.
Complexity	Work involves decision making within established standard practices and procedures. Professional judgment and analytical skills required to determine appropriate course of action.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with members of management, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At special events and programs
Sitting	C	Deskwork
Walking	O	Around offices and during special events
Lifting	R	Supplies and equipment
Carrying	R	Supplies and equipment
Pushing/Pulling	R	Supplies and equipment
Reaching	R	For supplies and equipment
Handling	O	Supplies and equipment
Fine Dexterity	R	Supplies and equipment
Kneeling	R	Retrieving items from the ground
Crouching	R	Retrieving items from the ground
Crawling	R	Retrieving items from the ground
Bending	R	Retrieving items from the ground
Twisting	R	Retrieving items from the ground or from shelving
Climbing	R	
Balancing	R	
Vision	F	Reading, driving, observing work activities
Hearing	F	Communicating with personnel and general public on telephone
Talking	F	Communicating with personnel and general public on telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, calculator, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Street Maintenance Technician

Department: Development Services

Immediate Supervisor: Street Superintendent

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Under general supervision, performs a variety of semi-skilled and manual labor, repairing and maintaining public streets and rights-of-way.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs a variety of maintenance tasks associated with the repair of streets and works with a variety of construction materials including asphalt, hot tar, striping material, gravel and concrete. Trims trees and vegetation..
2	M	Operates a variety of light to medium power tools and equipment, such as a jackhammer, chainsaw, tamping machine, air compressor, pickup truck, trailer, aerial lift, tractors, dump truck, street sweeper, and other equipment utilized in the maintenance and repair of the streets.
3	H	Work often requires prolonged heavy physical exertion that may be performed under adverse weather conditions, and may entail working in close proximity to heavy traffic.
4	M	Performs operator maintenance as needed on vehicles and equipment
5	L	Maintains daily work records which may include computerized record keeping
6	M	Performs related duties as needed

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Equivalent to one year full time street constuction, maintenance work, or other construction work involving the operation of light or heavy motorized equipment.
Certifications and Other Requirements	Possession a valid driver's license for a minimum of two years with a good driving record. Commercial Driver's License with Air Brake Endorsement required, or ability to obtain within six months of employment. Average computer skills required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read work orders, street signs, directions, maps, written correspondence, policies, and saftey information.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write daily work reports and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decsion-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	At job site
Sitting	O	Driving and computer work
Walking	F	Around job site
Lifting	F	Tools and equipment
Carrying	F	Tools and equipment
Pushing/Pulling	F	Equipment, brush
Reaching	F	Controls on equipment, sign installation, and brush control
Handling	F	Tools and equipment
Fine Dexterity	O	Small hand tools, computers, calculators, telephones, and writing
Kneeling	O	Curb number painting
Crouching	O	Storm drain maintenance
Crawling	R	Storm drain maintenance
Bending	O	Thermoplastic installation and cracksealing
Twisting	O	Cracksealing
Climbing	O	Brush control and sign installation
Balancing	O	On equipment and on ladders
Vision	C	Driving, observing work activities
Hearing	C	Communicating with personnel
Talking	C	Communicating with personnel
Foot Controls	F	Driving and operating equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Tractor, dump truck, paint striper, concrete cutter, tamper, jackhammer, aerial-lift, chainsaw, computer, fax machine and calculator

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	D
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	M
Explosives	M	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	D		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, safety shoes, safety glasses, hearing protection, reflective safety vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Street Superintendent

Department: Development Services

Immediate Supervisor: Development Services Director

Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Supervises general field and preventive maintenance activities of the street division and operates equipment used in the maintenance and construction of Town streets. Supervises Town's vehicle and equipment maintenance program. Supervises open space and landscape activities. Performs special projects as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs administrative tasks by scheduling work, conducting research for various projects, compiling reports, and recommending changes in policies and procedures for the Street Division and Open Space & Landscape Division.
2	M	Provides supervision to all Street Division personnel, fleet mechanic, open space & landscape specialist, and oversees all Town vehicles and equipment maintenance. Assists in hiring of new personnel, trains new staff, conducts performance evaluations, verifies timesheets and work code sheets.
3	L	Organizes and supervises traffic control for Town special events, operates street maintenance equipment, and supervises emergency and unscheduled work.
4	L	Assures department compliance with applicable safety rules and regulations. Initiates safety training, requisitions for tools, materials, equipment, and services.
5	L	Represents the Town in contacting property owners, contractors, and utility company employees to ensure proper and safe road maintenance. Responds to resident's concerns regarding street maintenance or refers to appropriate department.
6		Recommends purchases of materials and equipment required for department operations. Reviews and approves billing for work performed by Street Division for outside activities. Reviews and approves billing for work performed by Open Space and Landscape Division.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of three (3) years in street maintenance. One year in a supervisory capacity
Certifications and Other Requirements	Possession of a valid Arizona Class A CDL Driver's License with Air Brake Endorsement for a minimum of two years with a good driving record. CPR/AED Certification. Close Quarters Rescue Certification. OSHA safety reporting.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read blueprints, technical instructions, manuals, letters, machine/equipment readings, measurements, gauges, and town, county, and federal regulations
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division
Writing	Work requires the ability to write letters, memos, reports, formal documents, performance reviews, and general correspondence
Managerial	Planning responsibilities include managing all phases of street maintenance and some construction. Provides direct supervision to all Street Division personnel and Fleet Mechanic.
Budget Responsibility	The incumbent does research for documents, compiles data for computer entry, and has responsibility for monitoring budget expenditures within the street department
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Organizational-wide policies, procedures, or precedents are developed and/or recommended
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers, or sales representatives

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervising, visiting work sites, observations
Sitting	F	Computer, desk work, meetings
Walking	F	To/from offices, vehicles, job sites
Lifting	O	Hand tools, assisting at job sites
Carrying	O	Hand tools, assisting at job sites
Pushing/Pulling	O	Unloading materials and equipment
Reaching	O	Books, files, supplies
Handling	O	Office equipment, hand tools
Fine Dexterity	F	Computer keyboard, writing
Kneeling	O	Picking up equipment and materials
Crouching	O	Picking up equipment and materials
Crawling	O	Inspecting equipment
Bending	O	Picking up materials
Twisting	O	Picking up materials
Climbing	O	Onto equipment
Balancing	O	On ladder
Vision	C	Reading, computer work, driving, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Street sweeper, dump truck, front loader, backhoe, jackhammer, tractors, pick-up truck,

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	S
Explosives	M	Physical Hazards	M
Communicable Diseases	S		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat gloves, safety shoes, safety glasses, hearing protection, reflective safety vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Town Clerk

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages and maintains official Town records as prescribed by State Statute and Town Code; responsible for coordinating, preparing and posting Council meeting agendas/packets/minutes; serves as the Town's Elections Official and main contact for "requests for public information". This position also serves as the District Clerk for the Eagle Mountain Community Facilities District and Cottonwoods Maintenance District.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Directs the preparation of Town Council meeting agendas; coordinates and schedules Council meetings; prepares and assembles agenda packets, including the electronic packet; posts documents to the Town’s website; instructs internal and external parties on the procedure for placing items on the agenda; and attends Council meetings, prepares meeting minutes; and records official actions taken at meetings.
2	S	Manages the maintenance of official Town records; establishes and writes policies and procedures for record maintenance, retention and destruction as well as other organizational procedures when necessary; ensures records activities comply with state public records requirements and regulations; responds to subpoenas for records and/appears in court as required; and provides notarial services to the public and staff.
3	S	Responds to questions and attests to official actions of the Town Council; maintains the Town’s official Code Book and other official records; administers oaths to newly elected and appointed officials; and ensures appropriate use of the Town Seal; and coordinates responses to requests for information” from staff, elected officials, and the general public.
4	S	Interprets laws and regulations relating to the work performed by the Town Clerk’s office; provide information and organizes material in compliance with laws, regulations and policies; administers provisions of the Town Code, State and Federal regulations as they relate to the Town Clerk’s office.
5	S	Directs Town Elections; plans and organizes elections, coordinates services; directs the distribution of election materials and verifications of election related documents, such as eligibility and signature requirements; ensures election related activities comply with Federal, State and local laws and regulations; initiates reviews and actions in response to violation of election laws; ensures the integrity of election process; and prepares related reports and records.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
**Formal Education / Knowledge	<p>Knowledge of municipal functions; modern management principles, practices, techniques of public administration; office management methods, procedures and computerized equipment essential to the Town Clerk’s office including familiarity with various Microsoft, Laserfiche, and Adobe professional computer software programs; Federal, State laws; local laws, codes and regulations; and Council support functions.</p> <p>Knowledge is normally acquired through four years of college resulting in a Bachelor’s degree or through considerable experience in progressive responsible administration or management work involving frequent interaction with the public.</p> <p>Work requires broad knowledge in a related profession or technical field.</p>
**Experience	Any combination of experience and training that provides the required knowledge and abilities.
Certifications and Other Requirements	Possession of a valid driver’s license for a minimum of two years with a good driving record; Certified Municipal Clerk or Certified Master Municipal Clerk designation preferred. State Certified Election Officer designation preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read administrative and technical documents, statutes, codes, ordinances, resolutions, and manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages and decimals.
Writing	Work requires the ability to write correspondence, reports, procedures and minutes and knowledge of a variety of computer software applications (Laserfiche and Microsoft software products).
Managerial	Planning responsibilities include managing elections, coordinating meeting agendas and packet materials, calendars and staff.
Budget Responsibility	Election cost projections and outside service contract costs for transcription services as part of the annual budget process.
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	This position interacts with individuals within the organization, which may involve the town manager, town attorney, department directors, and councilmembers. This position may work with individuals outside the Town who belong to a professional or peer organization. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products; meetings and discussion may be conducted.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing, making copies, and faxing
Sitting	C	Desk work
Walking	F	To and from office equipment and other departments
Lifting	F	Files, office supplies, and books
Carrying	F	Files, office supplies, and books
Pushing/Pulling	F	Doors
Reaching	F	For telephone and files
Handling	C	Paper work
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad, and writing
Kneeling	O	Filing and connecting computer components
Crouching	R	Filing and connecting computer components
Crawling	R	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to telephone to drawer
Climbing	F	Stairs
Balancing		N/A
Vision	C	Reading and use of computer monitor
Hearing	C	Communicating with external and internal customers
Talking	C	Communicating with external and internal customers
Foot Controls		N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, copier, FAX machine, scanner, and other general office equipment

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment: may be required to work evenings or weekends	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Town Engineer

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Assists in the review of Town's technical documents. Provides technical advice to Development Services and other departments.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	PLANNING: Assists in preparation of the Town's capital improvement plan, annual budget, ordinance and code changes, design standards, and grant proposals. Acts as the Town's Floodplain Administrator, Drainage Administrator, and Traffic Analyst. Coordinates with adjacent municipalities, and serves on regional (MAG) committees.
2	S	DESIGN: Selects, contracts, and reviews work of design and surveying consultants for Public Works improvement projects. Prepares civil and traffic engineering designs, plans, specifications, contract documents and cost estimates.
3	S	DESIGN REVIEW: Oversees review of civil and site plans submitted for building permits; subdivision, utility, and other private development plans submitted for encroachment permits.
4	S	CONSTRUCTION ADMINISTRATION: Administers Development Services construction projects, including traffic control, materials submittals; approval of payment and change order requests;
5	L	SITWORK DEVELOPMENT INSPECTION: Oversees inspection of private development sitework and utility right-of-way permit construction.
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Civil Engineering.
Experience	Minimum of ten (10) years experience as a civil engineer. Knowledge of local codes and conditions highly desirable.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. Registered as a Civil Engineer in the state of Arizona. Other technical registrations desirable - especially Land Surveyor and Structural Engineer.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read technical reports and manuals, research papers, construction plans and specifications, correspondence, legal documents, ordinances, and legal descriptions.
Math	Ability to perform arithmetic, algebra, geometry, and trigonometry calculations.
Writing	Write technical reports, analysis of engineering-related issues, Town ordinances, memos, and general correspondence.
Managerial	Project future infrastructure needs, develop implementation plans, prepare project budgets,
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Widely varied work, involving analyzing complex factors. Develops or recommends Town-wide policies, procedures, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observing work duties and activities, at job site.
Sitting	F	Deskwork, meetings, driving.
Walking	O	At job sites.
Lifting	R	Supplies, plans, reports.
Carrying	R	Supplies, plans, reports.
Pushing/Pulling	R	Supplies, plans, reports.
Reaching	O	Plans, reports.
Handling	R	Supplies, plans, reports.
Fine Dexterity	C	Writing, drawing,sketching, computer keyboard, calculator.
Kneeling	O	Field review.
Crouching	R	Field review.
Crawling	N	N/A
Bending	R	Field review.
Twisting	R	Field review.
Climbing	O	Field review.
Balancing	O	Field review.
Vision	C	Reading, computer monitor, driving, plan and field review.
Hearing	C	Communicating with personnel and general public.
Talking	C	Communicating with personnel and general public.
Foot Controls	F	Driving.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicle, drafting equipment, calculator, general office supplies, computer and related software, hand-held radio, surveying and measuring equipment, telephone.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, steel toe boots, safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Traffic Signal Technician II

Department: Development Services

Immediate Supervisor: Street Superintendent

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs skilled journey-level technical work in the installation, maintenance, operation, and repair of traffic signals, control devices, intelligent transportation systems, and street luminaries. Performs installation/removal maintenance and inventory control for all traffic control devices and pavement markings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Installs, maintains, operates and repairs traffic signals, control devices, intelligent transportation systems, and street luminaries. Performs installation/removal, maintenance and inventory control for all traffic control devices and pavement markings.
2	H	Repairs or replaces traffic signal equipment in the field on an emergency basis including storm and accident damage, faulty equipment, burned out lamps and other electrical or equipment problems. Repairs or replaces traffic control devices as per the MUTCD.
3	H	Reviews electrical and construction plans for traffic signals and inspect all phases of construction. Interprets plans and work orders to determine and confirm proper placement of traffic signals and street lights. Ensures proper location of utilities and other work hazards prior to digging. Performs blue staking of traffic signal electrical conduits and inductance loops.
4	H	Works cooperatively with neighboring cities to maintain traffic signal operations
5	H	Maintains records of traffic signal repairs, power outages and preventive maintenance work. Maintains parts inventory and orders parts for traffic signals, control devices, and intelligent transportation systems, and street luminaries. Maintains records of all traffic control devices including inventory.
6	H	Performs other work as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	H.S. diploma or GED. Knowledge of methods, materials, tools and standard practice for the installation, operation, and maintenance of traffic signal and supporting and related systems. Knowledge of the operation, maintenance, and repair of electronic, solid state, digital, analog, and other electro-mechanical devices and equipment related to traffic signal and control systems. Knowledge of proper use of testing equipment. Knowledge of traffic control and safety requirements. Knowledge of Federal (OSHA) regulations and Town policies regarding safe work practices. Knowledge of electrical repair work. Knowledge of Manual on Uniform Traffic Control Devices (MUTCD) as it pertains to signalized intersections, traffic control devices and pavement markings.
Experience	Minimum of three years experience in traffic signal maintenance. Minimum of two (2) years experience in traffic control devices and pavement markings.
Certifications and Other Requirements	IMSA Traffic Signal Technician Level II Certification. IMSA Signs and Markings Level II Certification. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read blueprints, technical and engineering manuals and specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, algebra and geometry.
Writing	Work requires the ability to write daily logs reports and bid documents.
Managerial	N/A
Budget Responsibility	Participate in budget preparation and administration thereof. Prepare cost estimates for traffic-related budget recommendations. Justify traffic-related budget items. Monitor and control traffic division expenditures.
Supervisory / Organizational Control	May oversee subcontractors hired by the Town for traffic maintenance work. Work may require the occasional direction of helpers or assistants. Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training and instructing.
Complexity	Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town such as Engineering. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or projects.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input checked="" type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job sites, field inspections and working in shop
Sitting	O	Deskwork, driving, operating ATMS
Walking	F	Around job sites and working on existing signals
Lifting	F	Tools and equipment
Carrying	F	Tools and equipment
Pushing/Pulling	R	Equipment
Reaching	R	Above head
Handling	F	Supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	Making repairs
Crouching	O	Making repairs
Crawling	R	Making repairs
Bending	O	Making repairs
Twisting	O	Making repairs
Climbing	O	Onto equipment, ladder
Balancing	R	On equipment, ladder
Vision	F	Reading, computer monitor, driving, observing work activities. Inspections, investigations and/or troubleshooting problems.
Hearing	F	Communicating with personnel and on radio
Talking	F	Communicating technical information to customer and staff
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Electrical testing gauges, bucket trucks, directional arrow boards and cones, computer and related software, electric jackhammer. .

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	W
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	X
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

Electrical safety gloves, safety glasses, hard hat and safety shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Volunteer Coordinator

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Responsible for recruiting, screening, placement, and ongoing management and support of volunteers. Tracks a volunteer's involvement, such as number of hours served; keeps the database of volunteers updated, and provides assistance when requested by a volunteer or staff member ..

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Recruits volunteers for placement in various Town departments, events, and activities to further the Town's work, interviewing potential volunteers and placing them according to their interests and skills. Provides orientation that will encourage the volunteer's success.
2	S	Serves on task forces and committees related to volunteerism for the Town. Maintains public contacts in the community sectors in order to recruit and discuss program. Coordinates the preparation and printing of publicity materials; for example, flyers, banners and posters .
3	S	Monitors and evaluates volunteers' performance in regard to having positive public relations skills and being good ambassadors for the Town. Holds regular meetings with the volunteers to update current policies and information. Maintains volunteer time records, applications and database.
4	S	Plans, organizes, and implements volunteer recognition events and activities, including annual Volunteer Reception, volunteer coffees, newsletters, etc. Coordinates the "Give a Lift" program, Make a Difference Day; serves as Advisor to the Mayor's Youth Council; assists with such local events as the Volunteer EXPO,
5	S	Reviews proposed legislation and Town, departmental, and program policies and procedures for issues related to volunteers. Performs other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand principles, techniques, tools and media used in promoting good public relations, in addition to principles and practices of volunteer management. Level of knowledge equivalent to four years of high school and two years of college minimum. Knowledge of Town Hall activities and local interests.
Experience	Minimum of two (2) years of experience in professional volunteer management or public relations. Experience in customer service, . Must be able to relate with people and follow up with tasks.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record; CPR/AED Certification; Basic First Aid Certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports, letters, correspondence, schedules, budget materials, and requisitions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write reports, letters, correspondence, purchase requisitions, thank you notes, and newsletters.
Managerial	None
Budget Responsibility	Assists in preparing the Volunteer Program annual budget.
Supervisory / Organizational Control	None.
Complexity	Work requires analysis and judgment in accomplishing diverse duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization and cooperatively works with individuals to resolve problems and coordinate projects. Communicates with clients, the general public, Town employees, facility staff, vendors and guests either through personal contact, computer, or telephone. Human relations skills are important to this position.

OVERALL PHYSICAL STRENGTH DEMANDS:

<input checked="" type="checkbox"/> Sedentary	<input type="checkbox"/> Light	<input type="checkbox"/> Medium	<input type="checkbox"/> Heavy	<input type="checkbox"/> Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, copying, and assisting the public.
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment and other departments and during programs
Lifting	O	Boxes and books., coffee, pates, pictures of volunteers, etc.
Carrying	O	Light weight equipment and office supplies
Pushing/Pulling	R	Light weight equipment and piano.
Reaching	O	For supplies and files
Handling	C	Paperwork .
Fine Dexterity	C	Computer keyboard and calculator
Kneeling	R	Retrieving filing items and organizing equipment and supplies
Crouching	R	Retrieving filing items and organizing equipment and supplies
Crawling	R	Retrieving small pieces of equipment and supplies under tables
Bending	O	Retrieving filing items, small equipment, and supplies
Twisting	R	Retrieving filing items, small equipment, and supplies
Climbing	R	Stairs and ladder.
Balancing	R	On ladder.
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with staff and the general public on the phone and in person.
Talking	C	Communicating with staff and the general public on the phone and in person.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copy machine, fax machine, laminator, telephone, calculator, general office supplies, Automated External Defibrillator, and first aid kits.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)