



Town of Chino Valley

MEETING NOTICE TOWN COUNCIL

**STUDY SESSION
THURSDAY, APRIL 14, 2016
8:00 A.M.**

**Public Library Community Room
1020 W. Palomino Road
Chino Valley, Arizona**

AGENDA

- 1) CALL TO ORDER; ROLL CALL
- 2) Discussion regarding the reorganization of the engineering department. (Robert Smith, Town Manager)
- 3) Discussion regarding Council's strategic plan.
- 4) ADJOURNMENT

Dated this 7th day of April, 2016.

By: **Jami C. Lewis, Town Clerk**

The Town of Chino Valley endeavors to make all public meetings accessible to persons with disabilities. Please call 636-2646 (voice) or 711 (Telecommunications Arizona Relay Service) 48 hours prior to the meeting to request a reasonable accommodation to participate in this meeting.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at <http://www.chinoaz.net/agendacenter>, and in the Public Library and Town Clerk's Office.

CERTIFICATION OF POSTING

The undersigned hereby certifies that a copy of this notice was duly posted at Chino Valley South Campus, Chino Valley Post Office, and Chino Valley North Campus in accordance with the statement filed by the Town Council with the Town Clerk.

Date: _____ Time: _____ By: _____
Jami C. Lewis, Town Clerk



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

Item No. 2)

Meeting Date: 04/14/2016
Contact Person: Robert Smith, Town Manager
 Phone: 928-636-2646 x-1201
Department: Town Manager
Item Type: N/A
Estimated length of staff presentation:
Physical location of item: N/A

Information

AGENDA ITEM TITLE:

Discussion regarding the reorganization of the engineering department.

RECOMMENDED ACTION:

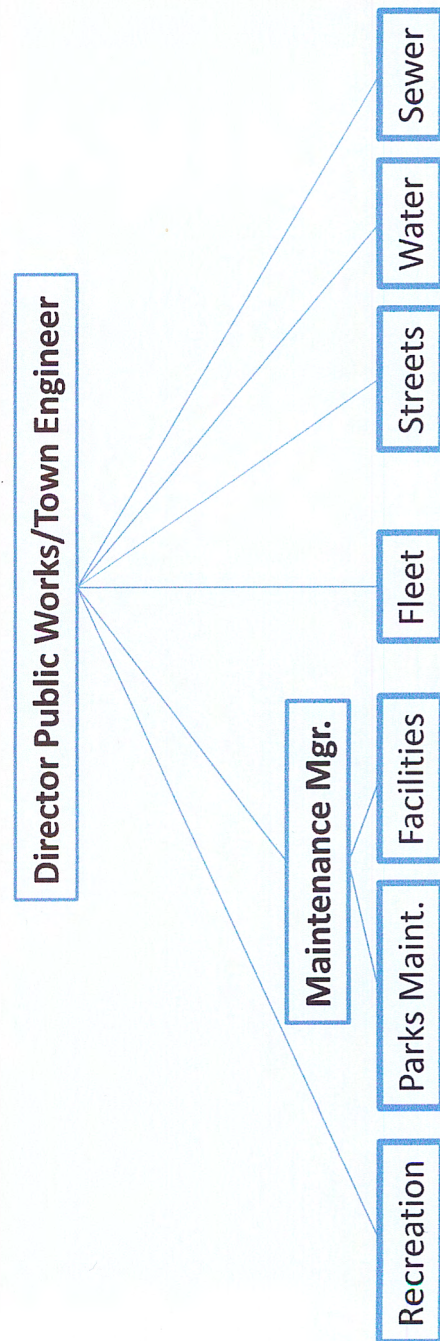
Fiscal Impact

Attachments

Public Works layout
 Public Works Administrative Plan

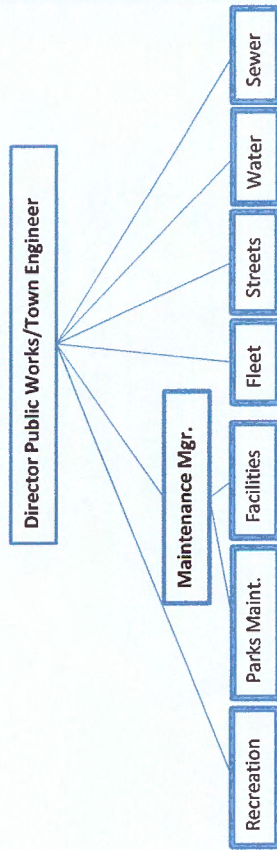


Post Recession Layout 2012



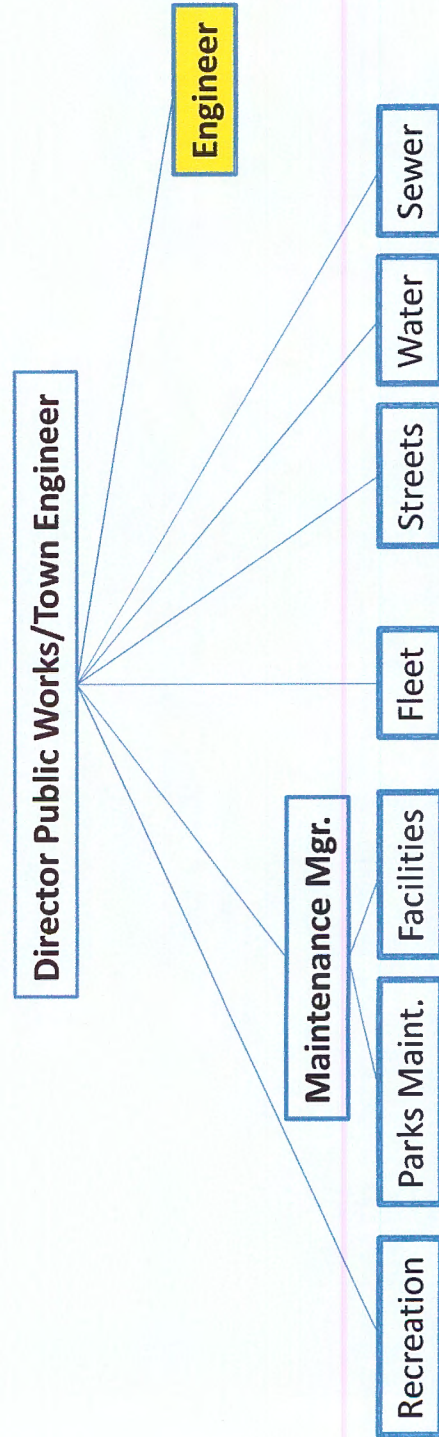


2012 Post Recession Layout



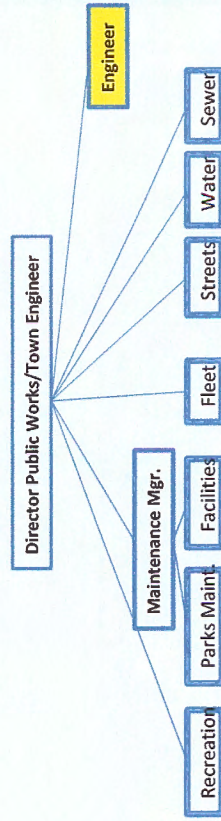
2013 - 2014

Added an Engineer



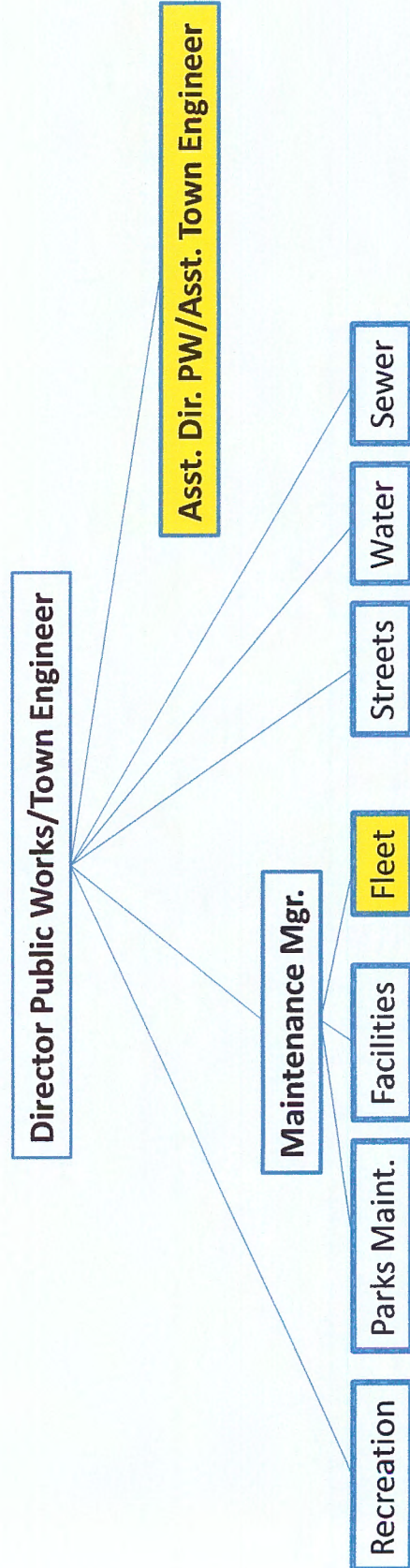


2013 - 2014



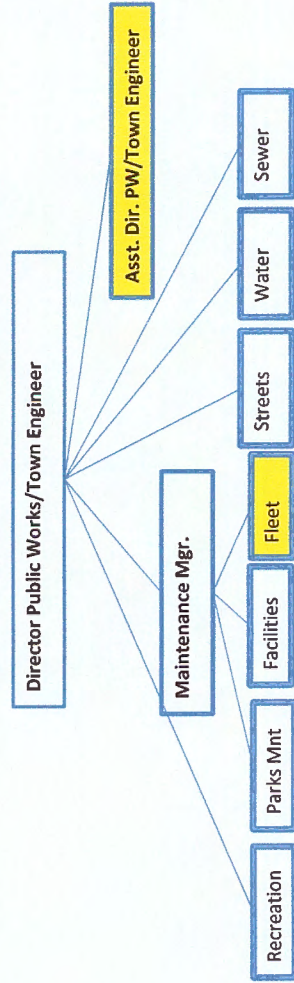
2014 - 2015

Fleet to MM, Repl. PE w ADPW/ATE



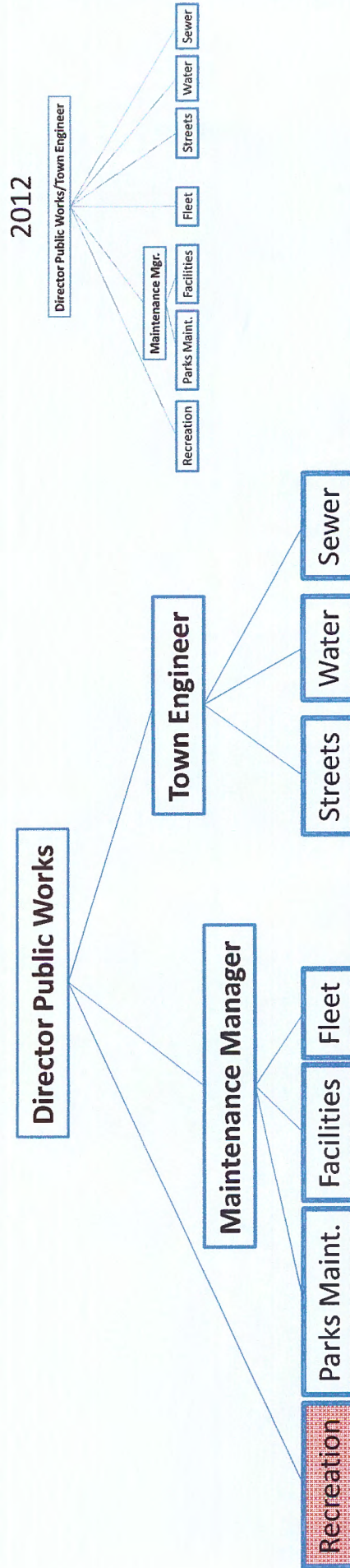


2014 - 2015

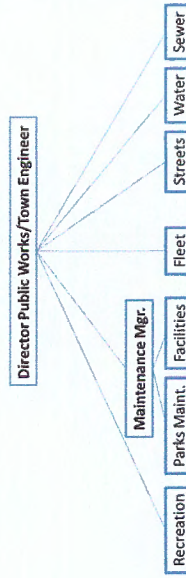


2016

Divide DPW and TE Roles



2012



At some point recreation will move out of public works

Staff Report – Public Works Management Structure

Public Works Director / Town Engineer Position

Performance Environment and Purpose

Unlike private industry, municipalities and other public entities are accountable to the public for outcomes as well as for the processes pursued to reach the outcomes. This accountability requires local governments to operate efficiently and transparently. Local governments are trustees of the public interest, using public resources to care for the community's health, safety and welfare. This public trust deserves the Town's best efforts to:

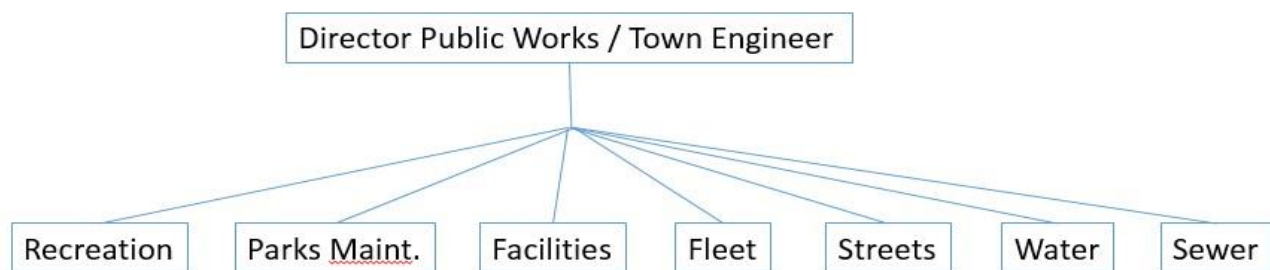
- (1) provide consistent and quality services with the least expenditure of public resources;
- (2) exhibit exemplary stewardship in the care of and planning for the public's resources and assets;
- (3) minimize the imposition on or reduction of the public's protected rights;
- (4) ensure that the local government's work is documented, transparent and above reproach.

Local government must operate in a regulatory environment and is exposed to sanctions any time it steps outside of that regulatory environment. This requires that there be processes, transparency and accountability to maintain regulatory compliance and safeguard public rights and privileges. Professionals and employees of local governments have a higher calling to safeguard the public's trust and interest, which sometimes can make their work more difficult to conduct properly.

Issue at Hand

The combination of Town Engineer (TE) and Public Works Director (DPW) positions into one role has negatively effected the operations of Public Works, as well as it's abilities to process work appropriately and coordinate with other departments. Further, the merged/consolidated nature of the two roles have presented challenges to the separation of duties and level of oversight required to properly conduct the Town's business. It has created potential weaknesses in the administration's transparency and accountability.

Prior to the RIF which occurred during the recession, the TE and DPW were two separate positions, held by two different professionals. In response to the recession, several positions were eliminated and some were combined, including DPW/TE, and several functions such as Parks Maintenance and Recreation were reassigned to Public Works. The flatness of the Public Works Department's organizational structure creates challenges for transparency and accountability within the department's wide operational area of responsibility.



Further, as the economy and Town emerge from the recession, workloads are increasing, and responsiveness to customers is more of a critical mission. The merged position as well as the RIF have resulted in a shortage of manpower necessary to timely serve the needs of the Town as well as the development community.

Staff Report – Public Works Management Structure

Public Works Director / Town Engineer Position

Information gained from the Town's last compensation and classification study (2012) reflects that most of the localities surveyed had separate positions for the two functions. This information sources from the survey that Matt Weatherly conducted to establish competitive wage and benefit information for the Town of Chino Valley, to reset our position descriptions, compensation and classification plans. Sedona currently has the engineering position (along with streets and maintenance responsibilities) under the Development Services directorate with public works functions of wastewater and parks/recreation distributed under other directorates. Camp Verde continues to retain the merged position seen in the 2012 data, but current information from their budget shows the Public Works

Position	Location	Population
Public Works Director	Wickenburg	6,363
Public Works Director	Winslow	9,655
City Engineer	Winslow	9,655
City Eng/PW Director	Sedona	10,031
Director, Public Works	Show Low	10,660
PW Dir/Town Engineer	Camp Verde	10,873
Public Works Director	Cottonwood	11,265
PW Director	Payson	15,301
Town Engineer	Payson	15,301
Public Works Director	Prescott Valley	38,822
Engineering Division Manager	Prescott Valley	38,822
Director of Public Works	Prescott	39,843
City Engineer	Prescott	39,843
Asst Dir Public Works	Yavapai County	215,133
County Engineer	Yavapai County	215,133

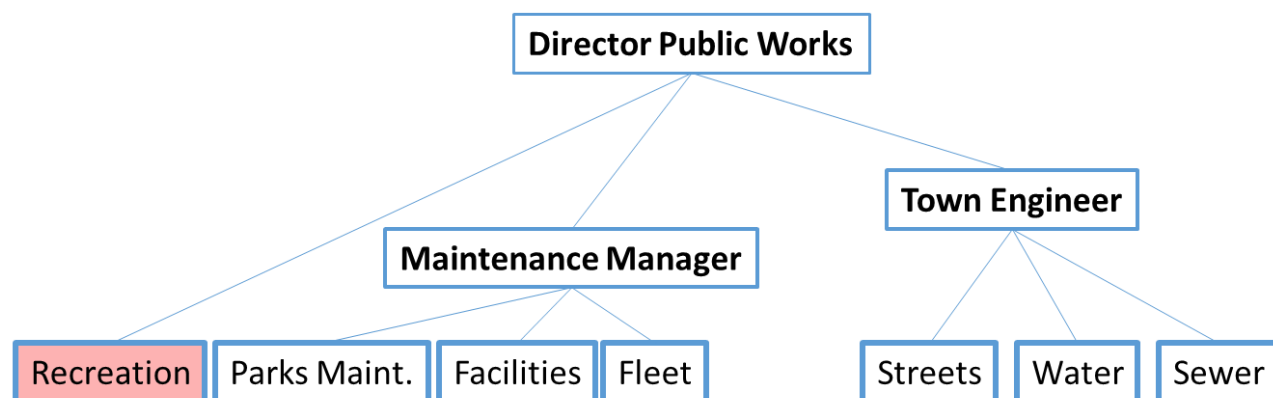
Director/Town Engineer with a subordinate engineer to supplement headcount for the workload. Staff believes that as the Town recovers from the recession and workloads increase, it is critical to have the positions as separated duties, and to have two full time employees serving that workload.

In 2013 the Town employed Richard Straub to serve as a project engineer to support the work that Public Works was encountering as the Town began to climb out of the recession. Richard's subsequent retirement left a gap in manpower that was later filled through the employment of Michael Lopez. Mr. Lopez's employment was designed to fill the project engineering vacancy, and to succeed the DPW upon his retirement. In other words, the employment search for this position was designed to find a suitable employee to take over the DPW role when it became open, and Mr. Lopez possesses the knowledge, skills and abilities to perform that function (see attached resume). Moreover, he has been working with the Town for over a year now, and is familiar with the Town's challenges. Mr. Lopez's recent appointment to Acting DPW again leaves a vacancy in the administrative ranks (in engineering) which needs to be filled to support workloads and continued succession planning.

Proposed Solution

Experience is proving to us that the current merged position of the DPW/TE is not an appropriate structure to optimize resources and efficiency in a normal, operational environment (ie post-recession), and continuation of this management structure may be creating damage to the organization and our relationships with our customers. Current experience indicates that the Town is experiencing an increase in activity related to and dependent upon Public Works and Engineering – from grant funded projects to private development investment in the community. Workloads already eclipse the abilities of one professional – additional bandwidth is required to service existing needs, and can be met through the employment of a Town Engineer.

Staff Report – Public Works Management Structure
Public Works Director / Town Engineer Position



At some point recreation will move out of public works

In order to improve the administration's service to Council and the community, and to further assure accountability and transparency, administrative work was launched in late January/early February to separate the DPW/TE roles back into two distinct positions; at this time, the division of duties will be effected through the Acting DPW's administrative delegation of duties to a Town Engineer (once hired).

Position descriptions are being drafted to reflect a new division of professional responsibilities between the two roles, and staff will begin the search/solicitation for a Town Engineer asap. This is being accomplished through current, authorized budgetary limitations approved by Council. Further, work is ongoing (under the acting DPW) to examine and optimize duties and responsibilities across middle management within Public Works missions – again, facilitating more impact within the ranks of our existing leaders and improving communications across Public Works and other departments.

As shown in the proposed organizational chart below, the DPW position will be superior to, and hold authority over, the TE position. This is a common structure for municipalities in Arizona.

The DPW will be the sole department head and will be responsible for:

- All professional and agency interfaces external and internal to the administration;
- The administration for all Town Public Works matters related to infrastructure, development, state and federal compliance;
- Administration of internal project development processes and work related to same;
- Being the executive professional for the Public Works mission;
- Making professional reports and recommendations to Council;
- Department personnel, finances and contractual obligations.

The TE will:

- Plan, direct, supervise and participate in the technical and supportive role in developing plans, projects and solutions/feedback to problems as assigned by the DPW;
- Conduct projects assigned by the DPW;
- Serve as the operational and maintenance manager of the Town's utilities, as directed by the DPW.

- Serve as the Town's Floodplain Administrator.
- Sign and Seal engineering plans, reports, specifications and contract documents.

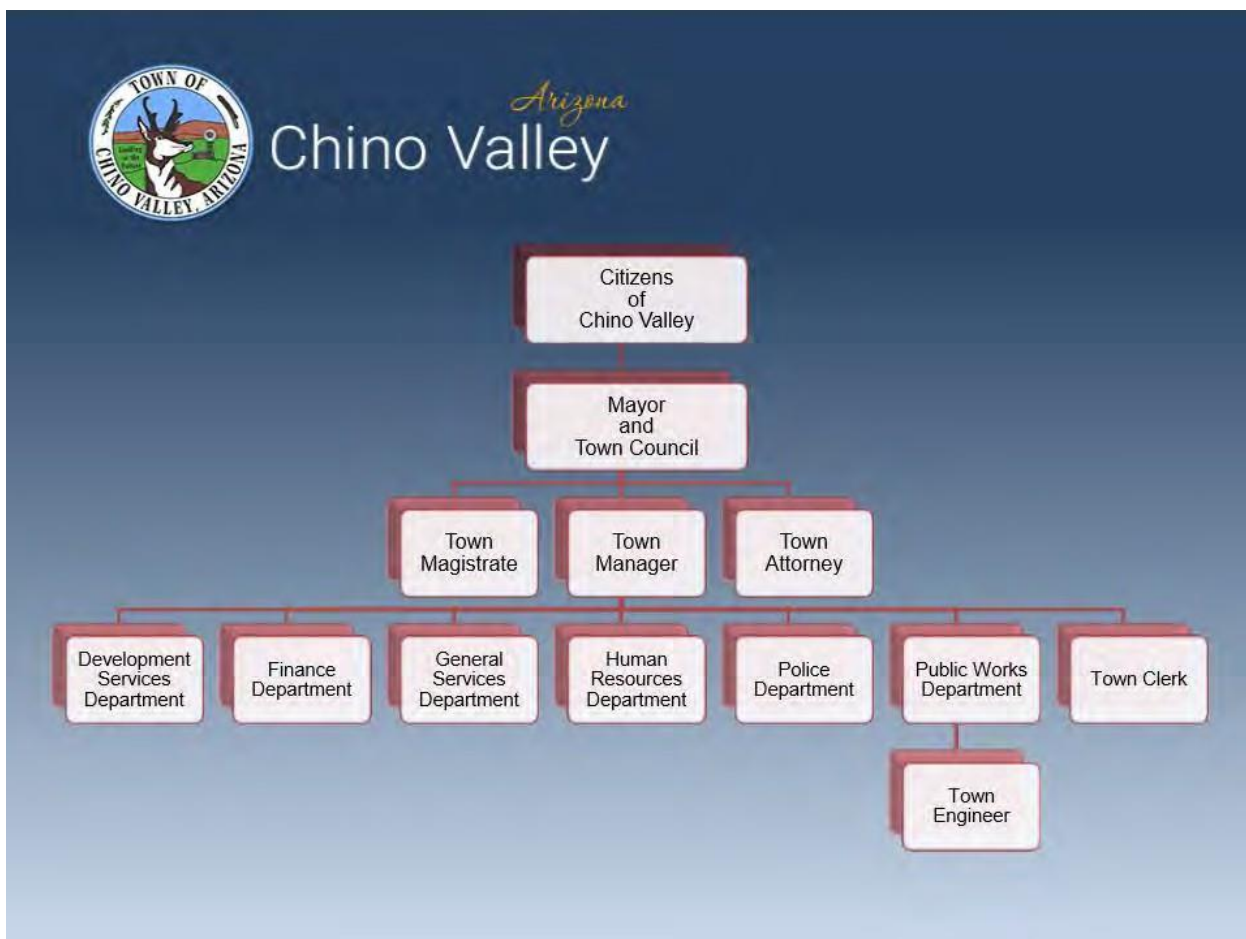
The TE's duties and responsibilities will be largely defined and/or delegated by the DPW, and per Town Code § 31.23, the TE may be assigned other duties by the Town Council. The TE will be immediately accountable to the DPW.

In order to bring this about, staff has begun the work to define the positions (above) and has planned to have the Acting DPW delegate the responsibilities to the TE once hired.

If Council determines a need to amend the Town's Organizational Chart and definition of duties for these two positions, minor alteration to the Town Code through Council Official action is required. Such action would,

1. Revise the code to reflect that the positions are separated again, and
2. Adjust the definition of the roles and duties to reflect that separation.

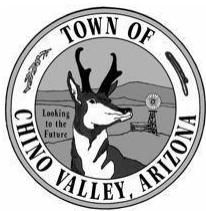
Proposed Organization Chart





Chino Valley





DEVELOPMENT SERVICES DIRECTOR

Department:	Development Services	Class Code:	35
Reports to:	Town Manager	FLSA Status:	Exempt

GENERAL PURPOSE: The Development Services Director plans, directs, organizes and administrates operations of the Development Services Department including, but not limited to: planning, organizing and coordinating the Town's efforts in promoting economic development and redevelopment. This Director also oversees long-range planning, zoning, building inspection, land use and development.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes and directs the activities of professional, technical, and clerical personnel in the compilations, analysis, and interpretation of data used in community planning, zoning, land use planning and building safety.
- Makes oral and written presentations to the Town Council, Planning and Zoning Commission, various committees, boards, and citizen groups.
- Plans long-range community and economic development goals, objectives, organizational structure, and overall direction for the department.
- Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure that long range goals and objectives are met.
- Develops and implements short- and long-term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses.
- Coordinates and implements an economic development program, including a proactive outreach and communication program that projects the image of the Town.
- Ensures that economic development activities comply with Town goals, policies and procedures, as well as federal, state and local regulations.
- Researches, analyzes and reports on economic and market trends. Researches redevelopment and economic development programs.
- Proposes and writes resolutions, proclamations, ordinances, staff reports and other official documents as required.
- Plans, allocates, and monitors time, people, equipment, and other resources for the department to ensure efficient organization and completion of work.
- Directs and participates in the development and administration of the department budget; directs the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures.
- Provides technical assistance to the Town Manager related to economic development programs and activities. Presents proposed programs and projects to Town Council, business community groups, and agencies.
- Represents the Town at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.

- Serves as the Town's liaison to the business community, Chamber of Commerce, economic development agencies and with other federal, state and local agencies responsible for economic development activities.
- Researches the potential for grant funding opportunities in areas of Economic Development and Housing. Prepares data for grant submission, prepares and administers grants in topic area.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's degree from a college or university in public or business administration, urban/community planning and development, market economics, urban geography, or a closely related field and five or more years of experience in an economic development.. Economic Development Institute (EDI) certification or designation as a Certified Economic Developer (CEcD) are desirable. Require valid Arizona Driver's License by starting date.

Required Licenses or Certifications:

Possession of a valid driver's license.

Required Knowledge of:

- Modern principles and practices of economic and community development.
- Principles and practices of public administration.
- Principles and practices of strategic planning.
- Principles and practices of land use planning.
- Real estate practices, management, organization, and legal practices pertaining to real property, right-of-way, acquisition, and relocation; survey laws and land transaction methods, title records and instruments.
- Economic research and analysis techniques related to market, feasibility and impact studies.
- Principles and practices of building inspection.
- Applicable state, federal and local laws, rules and regulations

Required Ability to:

- Performing demographic research and analysis.
- Understanding regional and local economic environment.
- Researching, compiling, and summarizing a variety of informational and statistical data and materials.
- Communicating effectively in written and oral form to a diverse audience, and to prepare and analyze technical and administrative reports, statements and correspondence.
- Establishing and maintaining effective working relationships with elected officials, staff, local business leaders, community groups and individual citizens.
- Understanding, interpreting and communicating complicated ordinances, codes, policies, procedures and protocols.
- Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.
- Preparing clear and concise reports, correspondence, ordinances and other written materials.
- Preparing and administering budgets.

Physical Demands / Work Environment:

- Occasionally requires reaching with hands, fingers, feet and arms, and talking or hearing.
- Specific vision abilities required by this job include close vision.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds.
- This position requires positive and active support of the Town, the citizens, and co-workers.

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. Management reserves the right to revise the job or to require that other different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job, or technical developments).

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____



FINANCE DIRECTOR

Department:	Town Manager	Class Code:	38
Reports to:	Town Manager	FLSA Status:	Exempt

GENERAL PURPOSE: Under administrative direction, serves as the Chief Financial Officer of the Town by managing and directing all financial operations.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Meets with internal and external parties on various situations or issues; serves as the main contact for the Finance Committee, including preparing agenda packets for committee meetings; coordinates with external consultants and attorneys as needed; review analyses prepared by external consultants for accuracy and completeness.
- Prepares, forecasts, monitors and adjusts the Town budget.
- Supervises and directs subordinate staff; assigns and reviews work; sets work priorities; monitors work; evaluates staff performance; approves time off from work.
- Monitors, records, analyzes, forecasts, researches cash flow to ensure daily requirements are met; anticipates expenditures, including planning for required debt service payments; reconciles daily cash receipts; prepares deposits; monitors cash activity to ensure tax payments are made by due dates.
- Reviews and approves various financial documents; signs or stamps checks; reviews all agenda items going to the Town Council for funding information, accuracy and completeness; reviews new employee setups for accuracy, modifying as necessary; monitors the progress of monthly and completed reconciliations assigned to staff; reviews monthly actual revenues and expenditures related to budgets, including ensuring that revenues and expenditures are accurately recorded; prepares monthly financial reports for the Town Council; prepares quarterly and annual reports, including external reports; prepares analysis, reports and information for both internal and external parties.
- Determines when tax and deduction rates set by external parties must be changed and makes the required changes; performs year-end close for accounts payable and payroll modules; performs the monthly and year-end closes for the general ledger module; performs year-end closes for payroll and accounts payable modules; sets up system users for access; provides training for staff and others as needed; creates and modifies reports; troubleshoots problems and resolves errors as needed.
- Interprets financial situations or issues; reviews proposed legislation and determines the fiscal impact; communicates and coordinates with others so the Town can proactively respond and plan for the potential fiscal impact.
- Serves as the main contact for external auditors; facilitates annual audits; prepares schedules, analyses and information for the audit; handles responses to audit findings; reviews and approves the final reports.
- Maintains the petty cash fund and reconciles as needed.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.

- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Accounting or a closely related field and five years of financial/audit/budget management experience, including three years of supervisory experience, in a government setting or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

CPA preferred.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of financial management, budgeting and auditing.
- Principles and practices of governmental accounting and GAAP, GASB and GAAS.
- Payroll rules and regulations.
- Principles and practices of leadership.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for financial information and determine the appropriate information format.
- Adapt financial presentations and training to various audiences.
- Prepare complex financial reports, including analysis and narrative.
- Determine broad financial impacts of complex financial situations and proposed legislation.
- Review studies and/or reports prepared by external consultants and auditors for accuracy and completeness.
- Prepare complex spreadsheets and construct and/or modify automated reports.
- Explain the financial impact of payroll rules or regulations.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 10 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____



ASSISTANT TOWN MANAGER

Department:	Town Manager	Class Code:	40
Reports to:	Town Manager	FLSA Status:	Exe pt

GENERAL PURPOSE: Under administrative direction, manages and directs the operations of Information Technology, Library, Channel 13 Access Channel, Prosecutor's staff and Geographic Information Systems, Administrative Pool and the Safety Committee. Responsible for the essential duties and responsibilities listed below as well as for assistance to the Town Manager and for promoting collaborative and unified public service among all Town departments.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides supervision and direction to the management areas of Information Technology, Library, Channel 13 Access Channel, Prosecutor's staff Risk Management, Geographic Information Systems and Administrative Pool.
- Reviews policies, budgets, operations and procedures for each area of responsibility and for Town-wide processes;
- Manages projects as directed by the Town Manager or by the Town Council; attends Council meetings; provides feedback to respective parties, including the CDBG grant, re-write of policies and procedures, research on various programs and their potential implementation and communication to various parties.
- As necessary, will represent the Town Manager to any citizen groups and act as a point of contact, keeping the Manager and/or the Council apprised on matters of concern, working with department heads toward the fulfillment of the Town's mission, goals, objectives, and help to ensure collaborative and unified public service among all departments.
- Prepare and update various lease agreements or service contracts between outside parties and the Town.
- Serves as ambassador for the Town; serves the role of ombudsman; acts in the role of Deputy Town Clerk as needed; attends various meeting or activities as a representative of the Town.
- Interprets and explains state and federal rules and regulations; participates in the interpretation and correct application of policies and procedures while maintaining confidentiality.
- Reviews various activity reports.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Serves as acting Town Manager in the Manager's absence.
- Assists the Manager in the formulation of organizational design, administrative regulations, and Town policies and procedures.
- Act as an assistive resource to Human Resources for organization development and training purposes.
- Act as interface with the Police Officer's Association (POA) for their annual Memorandum of Understanding with the Town;
- Serve as liaison with community organizations, including the School District, Fire District, Chamber of Commerce, CCEO, and any other community organizations.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals, core values and priorities in compliance with all policies and procedures.
- Assist, at the Town Manager's discretion, in economic development initiatives.
- Attends as alternate representative on the Board for Yavapai Combined Trust.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Master's degree in Public Administration or a closely related field and five years of management administration experience that includes project management in a government setting or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid State of Arizona driver's license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of project management.
- Principles and practices of human resource administration preferred.
- Principles and practices of project management.
- Principles and practices of leadership.
- Principles and practices of public administration and the public process.
- Town codes, Personnel manual and Town General Plan.
- Arizona state statutes and personnel laws and processes.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Evaluate various programs and make recommendations.
- Coach and supervise employees.
- Evaluate the need for training and provide same.
- Work with all levels of an organization and provide technical guidance and consultation in making strategic decisions.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 20 pounds.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
				40	Exempt	
Revised		1/2016		40	Exempt	

APPROVED: _____

DATE: _____



HUMAN RESOURCES DIRECTOR

Department:	Human Resources	Class Code:	35
Reports to:	Town Manager	FLSA Status:	Exempt

GENERAL PURPOSE: Under general supervision of the Town Manager, this position directs, plans, organizes and coordinates all programs, functions, and activities of the Human Resources department, acts as technical specialist in the interpretation and administration of the Town's Personnel Manual, and the administration and application of the Town's Classification and Compensation system. Position also serves as the Town's Risk Manager.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, and coordinates programs, functions and activities of the Human Resources department;
- Directs professional staff throughout the organization in the management and administration of HR functional areas of employment rights, recruiting / selection, classification, benefits, training and development, performance management, employee relations, FMLA, E-verify, ADA, and other policy compliance as required by regulations;
- Develops and administers the Town's Classification and Compensation plan, prepares job descriptions, evaluations and position classifications. Assists in the administration of the Town's annual performance management and review process, and makes recommendations for merit increase programs;
- Establishes and updates policies and procedures related to the personnel program; interprets and applies the Town's Personnel Manual, makes recommendations and appropriate changes to the Town's personnel codes.
- Confers with the Manager and Department Directors to define Human Resource needs and relevant actions required. Develops methods, training opportunities, and procedures to improve the quality and efficiency of the personnel function.
- Acts as custodian of all human resource records of the Town and ensures that release of any personnel records or data are in conformance with applicable state and federal laws, rules, and regulations. Directs the creation and maintenance of comprehensive manual and computer-based records relevant to all HR-related activities.
- In conjunction with the Town Manager, assist in the development of a strategic and comprehensive Human Resources plan.
- Manages and oversees the Town Risk Management program; processes any claims, whether by the public or employees; establishes and coordinates the Safety Committee; educates and communicates to various parties; provides appropriate training.
- Supervise, train, and evaluate assigned staff member(s).
- Responsible for the creation and administration of the department budget.
- Attends as a representative on the Board for Yavapai Combined Trust.
- At the direction of the Town Manager, assists various Town projects related to management.
- Supports the relationship between the Town staff and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors, and business.
- Performs other related job duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Minimum of a Bachelor's degree from an accredited college or university with a major in Human Resources, Business Administration or Management, Industrial or Organizational Management or Psychology, Public Administration or similar field required. Minimum of 5 years of progressive Human Resource experience at a management or division level, in an organization of 50 or more employees.

Required Licenses or Certifications:

PHR / SPHR preferred.

Valid Driver's license.

Required Knowledge of:

- Principles and practices of public and personnel administration, to include classification and compensation systems, employee grievance programs, employee development programs.
- Relevant state and federal laws, rules, and regulations, standards, policies and procedures for the administration of human resources management.
- Principles and practices for employee administration, per Personnel Policies and Procedures, and Town administrative policies.
- Current trends and developments in public-sector personnel / human resources management; application of computer-based resources to facilitate and optimize departmental activities.

Required Ability to:

- Communicate effectively both verbally and in writing.
- Read, interpret, communicate and apply policies, legislation, rules and procedures.
- Prioritize human resource needs throughout the organization and act as a resource to employees and management staff.
- Identify personnel/human resource needs and develop programs to maximize employee development.
- Ability to set goals and objectives and to create appropriate processes for their achievement, with a particular emphasis on the coordination of multiple and diverse activities that apply principles and practices of human resources management.
- Utilize problem solving skills and have a tolerance for ambiguity.
- Develop teams and focus on broader issues and implications.
- Evaluate facts and evidence, drawing logical conclusions, and making proper recommendations.
- Maintain composure and work effectively under stressful conditions.

Physical Demands / Work Environment:

Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and / or carrying supplies, materials, equipment and/or items weighing up to 20 pounds. Vision requirements include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Created				35	Exempt	
Revised 3.14.2015				35	Exempt	
Revised		1/2016		35	Exempt	

APPROVED: _____

DATE: _____



CHIEF OF POLICE

Department:	Police	Class Code:	38
Reports to:	Town Manager	FLSA Status:	Exempt

GENERAL PURPOSE: Under administrative direction, serves as the Chief Administrator of the Police Department. Work responsibilities extend to policy development, control and supervision of the Department with accountability for the effective delivery of law enforcement services.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees, directs and plans all activities of the Police Department; designs and implements various law enforcement programs; maintains field control during emergencies.
- Formulates Department policies and objectives in consultation with Town management; determines methods and procedures to accomplish objectives; develops standards and regulations for Department field and office operations.
- Prepares, implements and oversees the Department budget.
- Ensures that crime and complaint investigations are thorough and in compliance with applicable rules, regulations and ordinances; cooperates with local, state and federal law enforcement agencies in the apprehension and detention of wanted persons.
- Oversees internal affairs investigations.
- Ensures that Department record keeping, reporting and records retention functions conform to established procedures and all correspondence and regular reports are timely and appropriate.
- Maintains effective community relations by conducting speaking engagements and working with civic groups, schools, business groups, etc.; follows up on complaints and suggestions.
- Develops and maintains an effective organization, including selection of candidates, establishment of training and development plans, counseling individuals to develop their career potential and implementing disciplinary action as necessary.
- Works with other police departments and law enforcement agencies to stay current on developments in order to recognize patterns of crime; shares information; attends job-related meetings and functions.
- Interprets and explains state and federal rules and regulations; participates in the interpretation and correct application of policies and procedures while maintaining confidentiality.
- Reviews various activity reports.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Criminal Justice or a closely related field and seven years of progressive supervisory and leadership experience, including three years at the command level, or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

POST certification.

Possession of a valid State of Arizona driver's license.

Required Knowledge of:

- Principles and practices of administrative management
- Principles and practices of effective employee supervision.
- Principles and practices of modern police administration.
- Law enforcement principles, practices, procedures, techniques and equipment.
- Principles and practices of major case management and felony level investigations.
- Principles and practices of project management.
- Principles and practices of leadership.
- State statutes, local ordinances, and federal codes regarding law enforcement.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Apply law enforcement principles, practices and procedures to solve cases.
- Interpret laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.
- Effectively use firearms and operate law enforcement vehicles.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 100 pounds. Potential exposure to adverse weather conditions. May be exposed to potentially violent individuals. May be required to perform rescue work and CPR. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Required to pass Arizona POST background requirements.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____



PUBLIC WORKS DIRECTOR/TOWN ENGINEER

Department:	Public Works	Class Code:	38
Reports to:	Town Manager	FLSA Status:	Exempt

GENERAL PURPOSE: Under administrative direction, directs and manages the Town Public Works, Fleet Operations, Engineering, Water Resources and Utilities Departments.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees all purchasing and operations activities of the Public Works, Facilities, Fleet Operations, Utilities, Engineering and Water Resources Departments; communicates with the respective departments regarding various concerns or issues.
- Supervises and directs subordinate staff; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- Hires and trains staff.
- Prepares and presents budgets for the various departments; monitors expenditures.
- Develops capital project plans, bid preparations and the Town Council award.
- Discusses timelines and project specifications with subordinate supervisors and/or other departments.
- Performs construction oversight; processes contractor and engineering payment requests for the Capital Improvement Program.
- Prepares and reviews technical documents and bid specifications; prepares various position papers.
- Participates in the creation of development agreements representing the Town with developers, agents and attorneys.
- Develops proposals for new capital improvement projects and grant applications for the projects.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Civil Engineering or a closely related field and 10 years of experience, including five years of supervisory experience, in municipal engineering or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Registration as a Professional Civil Engineer in Arizona.

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of civil engineering and project management.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of road construction, maintenance and repair.
- The topography and political boundaries of the Town.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, vendors, contractors, consultants, Town Council, public groups/bodies, other public jurisdictions and the general public.
- Read and interpret plans, technical manuals and related sources.
- Plan, implement and evaluate various department programs and services.
- Effectively supervise staff.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple projects, tasks and demands.
- Operate a personal computer utilizing a variety of software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step

APPROVED: _____

DATE: _____



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Public Works Director

Department:	Public Works	Class Code:	38
Reports to:	Town Manager	FLSA Status:	Exer pt

GENERAL PURPOSE: Under administrative direction, directs and manages the Town Engineering, Public Works including roads, Water Resources, Utilities operations, Fleet operations and Facilities Management. Holds executive authorities relative to personnel, finances and contractual obligations associated with the department.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees all purchasing and operations activities of the Public Works including roads, Facilities, Fleet Operations, Utilities, Engineering and Water Resources; communicates with the respective departments regarding various concerns or issues.
- General executive officer in charge of all personnel, the entire operation, equipment and facilities of the Utility Department (water and wastewater), PUBLIC INFRASTRUCTURE, GENERAL MAINTENANCE AND FLEET MAINTENANCE.
- Supervises and directs subordinate staff; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- Hires and trains staff.
- Finalizes and presents budgets for the various departments; monitors expenditures.
- Develop capital project plans, bid preparations and the Town Council award.
- Discusses timelines and project specifications with subordinate supervisors and/or other departments.
- Performs construction oversight; processes contractor and engineering payment requests for the Capital Improvement Program.
- Participates in the creation of development agreements representing the Town with developers, agents and attorneys.
- Develops proposals for new capital improvement projects and grant applications for the projects.
- Oversees the selection of bidders, oversee the work of external consultants; ensures the development of schedules for bidding and construction.
- Provides technical direction, project management and assistance to developers, consultants, external agencies, and public works' staff regarding projects.
- Approves materials, methods, equipment, specifications, cost estimates and related documents.
- Negotiates rights-of-way acquisitions.
- Prepares and presents written and oral reports on projects for Town management and the general public.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.
- Ensures project documentation tracking using various reports and as-built submittals.
- Responds to and resolves citizen inquiries and complaints regarding engineering projects and infrastructure.
- Responsible for the enforcement of the TOWN'S policies regarding water and wastewater.

- Responsible for the general supervision over, subject to the approval of the Town Manager, all charges for water and sewer services, departmental policies, agreements, new connections, repairs and the like.
- Control the water supply and at all times insure the sufficiency thereof and shall notify the public, unless an emergency requires otherwise, of the necessity of shutting off any pipeline for the purpose of making repairs, extensions or connections, should we have cause to expect to know beforehand of the necessity to so shut off water from any line.
- May represent the Town on professional and technical committees.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Civil Engineering or a closely related field and 10 years of experience, including five years of supervisory experience, in municipal engineering or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Arizona Registered Professional Civil Engineer

Possession of a valid AZ driver's license

Required Knowledge of:

- Principles and practices of civil engineering and project management.
- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of road construction, maintenance and repair.
- The topography and political boundaries of the Town.
- Municipal budgets practices.
- MAG/YAG standards.
- Construction specification preparation and inspection.
- CAD drafting procedures and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, vendors, contractors, consultants, Town Council, public groups/bodies, other public jurisdictions and the general public.
- Read and interpret plans, technical manuals, legal descriptions and related sources.
- Plan, implement and evaluate various department programs and services.
- Effectively supervise staff.
- Possess a flexible and adaptive leadership style with the ability to change behavior in appropriate ways as situations dictate.
- Promote innovation and new processes, without neglecting fiscal responsibility and the public's trust through effective ideas and empowering staff.
- Identify, coach and mentor internal staff with the vision to fill future key leadership positions.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple projects, tasks and demands.
- Operate a personal computer utilizing a variety of software.

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Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Senior Engineering Project Manager	5/29/2012			31	Exempt	
		12/09/2014	Assistant PW Director / Asst. Town Engineer	34	Exempt	
		3/2016	Public Works Director	38	Exempt	

APPROVED: _____

DATE: _____

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Assistant Public Works Director/Assistant Town Engineer

Department:	Public Works	Class Code:	34
Reports to:	Public Works Dir./Town Engineer	FLSA Status:	Exempt

GENERAL PURPOSE: Under limited supervision, assists in the management of the Public Works Department and oversees the design and construction of various Town engineering projects.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the supervision and coordination of subordinate staff; sets work priorities; and performs formal employee evaluations.
- Plans, designs, coordinates and manages complex engineering projects, including capital improvement and private development projects.
- Oversees the work of external consultants; develops schedules for bidding and construction; participates in the selection of bidders.
- Prepares and reviews project schedules; investigates and resolves schedule issues on projects.
- Reviews and approves payments to consultants and contractors.
- Signs and seals engineering plans, reports, specifications and contract documents.
- Provides technical direction, project management and assistance to developers, consultants, external agencies, public works' staff and engineering staff regarding projects.
- Approves materials, methods, equipment, specifications, cost estimates and related documents.
- Performs civil engineering work regarding water, sewer, storm drainage and roadway design.
- Negotiates rights-of-way acquisitions.
- Inspects projects and/or supervises the inspection of projects.
- Coordinates all project plan submittals for review, approvals and distribution.
- Prepares and presents written and oral reports on projects for Town management and the general public.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.
- Ensures project documentation tracking using various reports and as-built submittals.
- Responds to and resolves citizen inquiries and complaints regarding engineering projects and infrastructure.
- Participates in the development of the Department budget.
- May represent the Town on professional and technical committees.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in Civil Engineering or a closely related field and five years of experience in management, general municipal engineering or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Possession of a valid AZ driver's license
Arizona Registered Professional Engineer

Required Knowledge of:

- Municipal budgets practices
- Engineering practices, principles, terminology and methods.
- MAG/YAG standards.
- Construction specification preparation and inspection.
- CAD drafting procedures and methods.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors and the general public.
- Read and interpret legal descriptions.
- Develop technical reports and computations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks and demands.
- Operate a personal computer utilizing a variety of diagnostic software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
Senior Engineering Project Manager	5/29/2012			31	Exempt	
		12/09/2014	Assistant PW Director / Asst. Town Engineer	33	Exempt	

APPROVED: _____

DATE: _____



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TOWN ENGINEER

Department: **Public Works** Class Code: **34**
 Reports to: **Public Works Director** FLSA Status: **Exempt**

GENERAL PURPOSE: Under limited supervision, directs and manages the Town Public Works, Water Resources and Utilities. Serve a technical role in developing plans, projects and solutions to problems as assigned by the Director of Public Works. May conduct projects as assigned, as well as serve as the operation manager of the Town's utilities and maintenance of same.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises and directs subordinate staff in designated departments; sets work priorities; performs formal employee evaluations; rewards and disciplines employees.
- Hires and trains staff as directed by the Public Works Director.
- Plans, direct, supervise and participates in the technical review of engineering plans, technical reports, and construction documents for private and public infrastructure, reviews designs, coordinates and manages complex engineering projects, including capital improvement and private development projects.
- Serves as the Town's Floodplain Administer; administers and enforces all development within Federal Emergency Management Agency (FEMA) flood hazard areas in accordance with National Flood Insurance Program (NFIP), County and Town Floodplain Regulations, and other state, and local, requirements. Approves technical documents such as Conditional and Final Letters of Map Revision (CLOMR/LOMR), Drainage Reports, Elevation Certificates; enforces the stipulations set forth on individual floodplain use permits; coordinates and represents the Town on interagency drainage studies and projects.
- Discusses timelines and project specifications with subordinate supervisors and/or other departments.
- Prepares and reviews project schedules; investigates and resolves schedule issues on projects.
- Reviews and approves payments to consultants and contractors.
- Performs civil engineering work regarding water, sewer, storm drainage and roadway design.
- Signs and seals engineering plans, reports, specifications and contract documents.
- Coordinates all project plan submittals for review, approvals and distribution.
- Prepares and reviews technical documents and bid specifications, as directed by Public Works Director.
- Prepares various position papers, as directed by Public Works Director.
- Inspects and/or supervises the inspection of assigned projects.
- Performs research; analyzes findings; prepares recommendations for infrastructure planning needs.
- Ensures project documentation tracking using various reports and as-built submittals.
- Participates in the development of the Department budget; monitors expenditures.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with Town staff, contractors, vendors, residents and visitors; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

- Performs related duties as required or assigned.

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MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's degree in Civil Engineering or a closely related field and 7-10 years of experience, including five years of supervisory experience, in municipal engineering and design or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Arizona Registered Professional Civil Engineer

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of civil engineering and project management;
- Principles and practices of administrative management;
- Principles and practices of effective employee supervision;
- Principles and practices of road construction, maintenance and repair;
- Municipal budgets practices;
- Management techniques and option to successfully motivate and supervise staff;
- Reviewing and checking complex engineering designs, computations, plans, and studies;
- Researching engineering and design issues and evaluating alternatives;
- MAG/YAG, and ADOT standards;
- Construction specification preparation and inspection;
- Customer service principles and practices;
- CAD/Civil 3D drafting procedures and methods;
- Hydrology and hydraulic principles;
- HEC/RAS, HEC/HMS procedures and methods;
- The topography and political boundaries of the Town; and
- Uses and applications of personal computers and various software including word processing, spreadsheet, power point, and database applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, contractors and the general public;
- Read and interpret plans, technical manuals, legal descriptions and related sources;
- Problem solving and decision making;
- Prepare and present effective staff reports;
- Develop technical reports and computations;
- Possess a flexible and adaptive leadership style with the ability to change behavior in appropriate ways as situations dictate;
- Promote innovation and new processes, without neglecting fiscal responsibility and the public's trust through effective ideas and empowering staff;
- Identify, coach and mentor internal staff with the vision to fill future key leadership positions;
- Communicate effectively, both orally and in writing;
- Assess and prioritize multiple tasks and demands; and
- Operate a personal computer utilizing a variety of diagnostic software.

Physical Demands / Work Environment:

- Work is performed in both indoor and outdoor work environments. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. Potential exposure to extreme weather conditions. May be exposed to moving vehicles and equipment. May

be exposed to hazardous chemicals. May be exposed to infectious diseases. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
PW Director/Town Engineer	3/5/2014			38	Exempt	
		3/2016	Town Engineer	34	Exempt	

APPROVED: _____

DATE: _____

DRAFT



TOWN CLERK

Department:	Town Clerk	Class Code:	30
Reports to:	Town Manager	FLSA Status:	Exempt

GENERAL PURPOSE: Under limited supervision, performs various administrative services in support of the Town Manager, Town Council and constituents.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administers all business transacted by the Town Council; prepares meetings; maintains meeting agendas; reviews and compiles all agenda items; prepares agenda reports for department activities, as well as the Mayor and Council, agendas, agenda packets and meeting minutes; administers the Town's compliance of the Open Meeting laws.
- Administers the membership of all public bodies appointed by the Town Council; recruits applicants for appointment to public bodies; prepares meetings for review and applicant interviews; administers the Open Meeting Law to ensure compliance; provides direct support to assigned public bodies; directs staff providing support to other public bodies.
- Administers all election-related services in accordance with local, state and federal laws, including regular and special elections, initiatives, referendums, recalls and campaign finance reporting; provides support to the County for county, state, federal and special district elections.
- Administers the records retention program; maintains inactive records; manages permanent records archiving; develops records policies and upholds State records policies; manages public records requests; performs local legislative research for staff and/or other agencies.
- Provides managerial services; manages projects; trains department staff members; trains other staff members on various topics; educates staff members and the public regarding various laws, procedures and practices; responds to inquiries and research requests from staff, the public and external agencies.
- Processes and maintains records approved by the Town Council, including filing, archiving, legal publishing and recording; directs staff in the execution of these activities.
- Administers the department budget; directs staff support of the Town Council budget.
- Provides support services to both internal and external customers; administers the citizen complaint process; administers and provides notary services; processes and maintains updates to the Town Code and Tax Code; maintains a legislative history for both; administers and maintains bankruptcy notices; maintains the Town fee schedule; provides public relations information.
- Directs staff support services to internal and external customers regarding business licensing, special event vendors, liquor uses, reception, public information, mail and shipping services and office supply purchasing.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.

- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS:**Education and Experience:**

Bachelor's degree in public administration or a closely related field and five years of experience as a Municipal Clerk, including two years of experience in project management, public relations, administration and organizational management, or an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Certified Municipal Clerk.

Certified Election Official.

Arizona Notary Commission.

Possession of a valid driver's license.

Required Knowledge of:

- Principles and practices of administrative management.
- Principles and practices of effective employee supervision.
- Principles and practices of public administration.
- Municipal government.
- Legal powers and the duties of town officials.
- Local, county, state and federal election and campaign finance laws and practices.
- Records management principles, practices and techniques.
- State laws regarding open meetings, public records and records management.
- State laws regarding liquor licensing, business licensing and notary.
- Code codification procedures, parliamentary procedures, municipal publishing and notification requirements, process for adopting local laws, government budgeting and financial management and procurement procedures.
- Uses and applications of personal computers and various software applications.

Required Ability to:

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Understand requests for various information and determine the appropriate information format.
- Perform research.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Maintain strict confidentiality.
- Operate a personal computer utilizing a variety of business software.

Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 35 pounds.

Core values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation

Classification	Adopted	Revised	Retitled	Class Code ■ Range	FLS Designation	Step

APPROVED: _____

DATE: _____

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TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Town Council Study Session

Item No. 3)

Meeting Date: 04/14/2016
Contact Person: Liz Hart, Deputy Town Clerk/Records Technician
 Phone: 928-636-2646 x-1210
Department: Council
Item Type: N/A
Estimated length of staff presentation:
Physical location of item: N/A

Information

AGENDA ITEM TITLE:
 Discussion regarding Council's strategic plan.

RECOMMENDED ACTION:

SITUATION AND ANALYSIS:

Issue Statement

Applicable "Policy"

Satisfaction of "Policy"

Summary of Issues and Staff Rationale

Findings of Fact

Fiscal Impact

Attachments

No file(s) attached.