



TOWN COUNCIL AGENDA PACKET

AMENDMENT *5 - 9 - 11*

REGULAR MEETING
MAY 10, 2011
6:00 p.m.

<u>Agenda</u>	<i>Amends agenda</i>
<u>Item #6.1</u>	<i>Adds</i> new agenda item, staff report, and backup material
<u>Item #6.2</u>	<i>Adds</i> continued item and staff report (backup material in May 5 packet, item #2)
<u>Item #6.3</u>	<i>Adds</i> continued item and staff report (backup material in May 5 packet, item #3)

AMENDED*
NOTICE OF THE REGULAR SESSION
OF THE CHINO VALLEY TOWN COUNCIL

MAY 10, 2011
6:00 P.M.

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Chino Valley Town Council and to the general public that the Chino Valley Town Council will hold a Regular Meeting open to the public on **Tuesday, May 10, 2011** at **6:00 p.m.** in the Chino Valley Council Chambers located at 202 N. State Route 89, Chino Valley, Arizona. Members of the Town Council will attend either in person or by telephone conference call.

RULES FOR ADDRESSING THE COUNCIL – AMENDED MAY 13, 2010

It is the Council's desire to hear public comment on agenda items. Because it is important to maintain order during the meeting, please adhere to the following rules of order if you wish to speak:

- 1) Members of the public wishing to speak must be first recognized by the Chairman.
- 2) Please state your name and whether or not you are a Town resident in an audible tone for the record.
- 3) TIME LIMIT: 3 MINUTES PER PERSON.
- 4) Remarks shall be limited to the agenda item under consideration.
- 5) All remarks shall be directed to the Mayor and to any or all members of the Council.
- 6) A person wishing to make a presentation that exceeds the three-minute time limit should make such a request of the Town Clerk prior to the meeting.
- 7) Members of the public are expected to observe rules of propriety and decorum.
- 8) Speakers shall not discuss employee performance, employee evaluations, or employee health, family or personal matters.

The **Agenda** for the meeting is as follows:

- 1) **Call to Order, Invocation; Pledge of Allegiance; Roll Call.**
- 2) **Introductions, Presentations and Proclamations**
 - 2a) Proclamation declaring May 15-21, 2011 as “**Emergency Medical Services Week**,” sponsored by Lifeline Ambulance Service.

- 2b) Chamber Update** by Ab Jackson, Chief Executive Officer, Chino Valley Area Chamber of Commerce.

3) Call to the Public

Call to the Public is an opportunity for the public to address the Council concerning a subject that is not on the agenda. Public comment is encouraged. At the conclusion of an open call to the public, individual members of the Council may respond to those who have addressed the Council, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Council shall not discuss or take legal action on matters raised during an open Call to the Public unless the matters are properly noticed for discussion and legal action.

Individuals are limited to speak for three (3) minutes. The total time for Call to the Public may be up to 30 minutes per meeting.

4) Mayor/Council/Manager Report

This item is for information only. Presentation on information requested by the Mayor and Town Council will be made and questions answered. No action will be taken.

Consent Agenda

No items designated.

Action Items

- 5)** Consideration and possible action to approve the “**Final Master Plan**” by BMA Architects for the Town Complex, South Campus site, located at 202 N. State Route 89, and including an adjacent parcel owned by the Chino Valley Fire District, addressed as 238 N. State Route 89.

Staff recommended motion: Move to approve the “Final Master Plan” by BMA Architects for the South Campus site.

- 6)** Consideration and possible action to adopt **Resolution No. 10-947** declaring the “Unified Development Ordinance – Amendments Dated May 10, 2011 Related to the **Medical Marijuana Act**” a public record, and adopt **Ordinance No. 10-742** to amend the Unified Development Ordinance (UDO) by adding provisions relating to medical marijuana.

Staff recommended motion: Move to adopt Resolution No. 11-958 declaring the “Unified Development Ordinance Amendments Dated April 5, 2011 Relating to the Medical Marijuana Act” a public record, and adopt Ordinance No. 11-745 amending the Unified Development Ordinance, subject to modifying the structure of the proposed amendments with attorney approval; OR

Move to make no amendments to the UDO and operate under state regulations for compliance with the Medical Marijuana Act.

***6.1) DISCUSSION REGARDING FISCAL YEAR 2011/2012 BUDGET.**

STAFF RECOMMENDED MOTION: TO BE DETERMINED PER COUNCIL DISCUSSION.

***6.2) *CONTINUED FROM MAY 5, 2011:* CONSIDERATION AND POSSIBLE ACCEPTANCE OF THE "PARKS AND RECREATION DEPARTMENT ORGANIZATIONAL ASSESSMENT" REPORT PREPARED BY PW CONSULTING SERVICES, LLC (PAUL WENBERT), DATED APRIL 6, 2011, AND AUTHORIZE THE TOWN MANAGER TO IMPLEMENT THE RECOMMENDATIONS MADE IN THE REPORT. THIS ITEM REPRESENTS A POSITIVE IMPACT TO THE TOWN'S FISCAL BOTTOM LINE.**

STAFF RECOMMENDED MOTION: MOVE TO APPROVE THE CHANGES RECOMMENDED BY MR. WENBERT OF PW CONSULTING SERVICES, LLC IN HIS ORGANIZATIONAL ASSESSMENT OF THE PARKS AND RECREATION DEPARTMENT, DATED APRIL 6, 2011 AND AUTHORIZE THE TOWN MANAGER TO IMPLEMENT SUCH CHANGES.

***6.3) *CONTINUED FROM MAY 5, 2011:* CONSIDERATION AND POSSIBLE APPROVAL OF THE REORGANIZATION OF THE **ADMINISTRATIVE OFFICES** WHICH ENTAILS RE-CLASSIFYING TWO POSITIONS, RESTRUCTURING TWO POSITIONS, AND DEVELOPING A NEW ORGANIZATIONAL CHART. THIS PROPOSAL OFFERS A REDUCTION WITH RESPECT TO THE FISCAL IMPACT. IT IS PROPOSED THIS REORGANIZATION SHOULD SAVE THE TOWN APPROXIMATELY \$52,000 IN SALARIES AND BENEFITS.**

STAFF RECOMMENDED MOTION: MOVE TO APPROVE THE REORGANIZATION OF THE ADMINISTRATIVE OFFICES WHICH ENTAILS RE-CLASSIFYING TWO POSITIONS, RESTRUCTURING TWO POSITIONS, AND ACCEPTING THE NEW ORGANIZATIONAL CHART.

7) Consideration and possible action to authorize Town staff to expend funds in the amount of \$2,000 for an **appraisal of a portion of Assessor's Parcel No. 306-01-019F, located on the Northwest corner of Perkinsville Road and Santa Fe Trail, which is part of the Town's Old Home Manor property, for the purpose of a possible land exchange between the Town of Chino Valley and Chino Valley Fire District. Funds to come from Town Manager Professional Services expenditure line in the General Fund. As a budget transfer will be required to facilitate this expenditure, staff recommends a transfer from Non-Departmental Contingencies expenditure line to the Town Manager Professional Services expenditure line.**

Staff recommended motion: Move to authorize Town staff to expend funds in the amount of \$2,000 for an appraisal of a portion of APN 306-01-019F for the purpose of a possible land exchange between the Town and Chino Valley Fire District.

8) Consideration and possible action to approve the Town's contribution toward employees' **health insurance rates at \$577 per month and its contribution rate**

toward family dependent coverage at 25%. Funds to come from various funds from each department's health benefits expenditure line.

Staff recommended motion: Move to approve the Town's contribution toward employees' health insurance rates at \$577 per month and its contribution rate toward family dependent coverage at 25%.

- 9) Consideration and possible action to approve March 3, 2011 Study Session **minutes**. (Absent: Councilmembers Baker and Moore)

Staff recommended motion: Move to approve March 3, 2011 Study Session minutes.

10) Adjournment.

Dated this 9th day of May, 2011.

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 636-1787 (TDD) 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/clerk/townagenda.shtml>, and in the Public Library and Town Clerk's Office.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. *6.1
☒ Regular Meeting ☐ Special Meeting ☐ Other _____
MEETING DATE: May 10, 2011 TIME: 6:00 pm SUBMITTING DEPARTMENT: Town Manager & Finance CONTACT PERSON: Michael Scannell & Vera Smith PHONE: 636-2646 x173

☐ Presentation Only	☐ Report Only	☐ Consent	Estimated Length of Staff Presentation: <u> 30 </u> min.
☐ Action-Presentation	☐ Action	☐ Executive	

ITEM LOCATION:

PROPOSED AGENDA ITEM: Discussion on Fiscal Year 2011/2012 budget.

FISCAL IMPACT? _____ If Yes, Budget Code: _____ Available: _____

FUNDING:

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

 Information Packet



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. ***6.1**

SITUATION AND ANALYSIS:

Staff has prepared a packet of information which includes a list of possible options for Council consideration in balancing the Fiscal Year 2011/2012 General Fund Budget. Staff would like to discuss items presented in this packet with Council, and receive feedback from Council.

RECOMMENDED MOTION:

ATTACHMENTS:

[Information packet](#)

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

_____ Author	_____ Department Head	<u>Vera J. Smith</u> Finance
_____ Other:	_____ Other:	_____ Legal
_____ Other:	_____ Other:	<u>Michael K. Scannell</u> Town Manager/Designee

<u>ATTACHMENT A</u>		REVISED 05/09/2011	
Adjusted Anticipated FY2011/2012 General Fund Budget Shortfall			\$ 611,382
Tier 1 Pending Expenditure Reductions	TOTAL GF REDUCTION		
Contract out police dispatch services to Yavapai County (net savings)	\$ (75,000)		
Elimination of Vacant Community Services Director Position	\$ (82,000)		
Reduce one Police Officer position to part time 0.50 FTE for FY 2011-12	\$ (25,000)		
Reduced pension cost associated with officer entering the DROP program	\$ (8,000)		
1/2 Year Vacant Police Chief Position Due to Retirement	\$ (38,950)		
Total	\$ (228,950)		
Adjusted Anticipated FY2011/2012 General Fund Budget Shortfall			\$ 382,432
Tier 2 Pending Expenditure Reductions	TOTAL GF REDUCTION		
Reduce funding flowing to the Chamber of Commerce	\$ (15,000)		
Human Resources/Town Manager/Administrative Department Changes	\$ (52,387)		
Implementation of Community Services Department Assessment Recommendations (excludes Senior Center)	\$ (72,775)		
	\$ (140,162)		
Adjusted shortfall if all budget adjustments are implemented effective July 1, 2011 or earlier			\$ 242,270

Town of Chino Valley

REVISED
05/09/2011

FY 2011-2012 Budgeted General Fund

Department Name	Personnel Budgeted Expenditures	Operational Budgeted Expenditures	Required Expenditure Reductions	Required Expenditure Reductions	Required Expenditure Reductions
Police	\$ 2,006,254	\$ 117,180	(\$247,923.85)	(\$155,081.58)	(\$98,243.91)
Dispatch	\$ 307,885	\$ 3,450	\$0.00	\$0.00	\$0.00
Fleet Maintenance	\$ 141,626	\$ 168,555	(\$42,104.39)	(\$26,337.18)	(\$16,684.56)
Facilities Maintenance	\$ 99,278	\$ 177,049	(\$37,509.00)	(\$23,462.67)	(\$14,863.56)
Town Manager	\$ 237,693	\$ 10,117	(\$33,638.07)	(\$21,041.32)	(\$13,329.64)
Finance	\$ 186,906	\$ 50,982	(\$31,748.27)	(\$19,859.21)	(\$12,580.78)
Parks Maintenance	\$ 173,530	\$ 260,075	(\$27,654.99)	(\$17,298.78)	(\$10,958.75)
Planning	\$ 195,822	\$ 6,107	(\$27,138.63)	(\$16,975.79)	(\$10,754.13)
Library	\$ 239,630	\$ 40,828	(\$20,952.76)	(\$13,106.39)	(\$8,302.88)
Senior Center	\$ 135,106	\$ 42,415	(\$17,912.57)	(\$11,204.69)	(\$7,098.15)
Human Resources	\$ 115,561	\$ 7,457	(\$16,698.63)	(\$10,445.34)	(\$6,617.11)
Municipal Court	\$ 226,421	\$ 49,877	(\$16,342.99)	(\$10,222.88)	(\$6,476.18)
Town Clerk	\$ 119,163	\$ 72,228	(\$15,697.27)	(\$9,818.97)	(\$6,220.30)
Recreation	\$ 101,949	\$ 30,295	(\$14,761.06)	(\$9,233.35)	(\$5,849.31)
Prosecutor	\$ 59,367	\$ 47,645	(\$14,525.95)	(\$9,086.29)	(\$5,756.15)
Mgmt Information Systems	\$ 62,569	\$ 39,669	(\$13,877.92)	(\$8,680.93)	(\$5,499.36)
Geographical Info Systems	\$ 61,433	\$ 5,348	(\$9,051.37)	(\$5,661.82)	(\$3,586.75)
Engineering	\$ 42,168	\$ 11,010	(\$6,519.39)	(\$4,078.01)	(\$2,583.41)
Code Enforcement	\$ 50,756	\$ 1,335	(\$6,120.71)	(\$3,828.64)	(\$2,425.43)
Animal Control	\$ 41,365	\$ 23,075	(\$6,032.35)	(\$3,773.36)	(\$2,390.42)
Public Works Administration	\$ 17,825	\$ 1,375	(\$2,606.23)	(\$1,630.25)	(\$1,032.76)
Mayor & Council	\$ 10,347	\$ 8,550	(\$2,565.10)	(\$1,604.53)	(\$1,016.46)
Aquatics Center	\$ 85,173	\$ 102,350	\$0.00	\$0.00	\$0.00
Building Inspection	\$ 75,361	\$ 6,583	\$0.00	\$0.00	\$0.00
	\$4,793,188	\$1,283,555	(\$611,382)	(\$382,432)	(\$242,270)

Note: Dispatch is excluded from the reduction computation because the savings from contracting out this function has already been considered. Figures are estimated and subject to change.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. ***6.2**
☒ Regular Meeting ☐ Special Meeting ☐ Other _____
MEETING DATE: May 10, 2011 TIME: 6:00 p.m.SUBMITTING DEPARTMENT: Town Manager's OfficeCONTACT PERSON: Michael Scannell PHONE: Ext 136

☐ Presentation Only	☐ Report Only	☐ Consent	Estimated Length of Staff Presentation: <u>15</u> min.
☒ Action-Presentation	☐ Action	☐ Executive	

ITEM LOCATION:

PROPOSED AGENDA ITEM:

Continued from May 5, 2011: Accept "Parks and Recreation Department Organizational Assessment" report prepared by PW Consulting Services, LLC (Paul Wenbert), dated April 6, 2011, and authorize the Town Manager to implement the recommendations made in the report.

FISCAL IMPACT? Y If Yes, Budget Code: _____ Available: \$**FUNDING:**

Positive impact to bottom line

TYPE OF DOCUMENT(S) FOR CONSIDERATION:

Report



**TOWN OF CHINO VALLEY
COUNCIL AGENDA ITEM STAFF REPORT**

Item No. *6.2 **SITUATION AND ANALYSIS:**

On January 25, 2011, the Town engaged Paul Wenbert of PW Consulting Services, LLC to perform an organizational assessment of the Parks & Recreation Department. Mr. Wenbert has completed his report which includes various recommendations.

RECOMMENDED MOTION:

Move to approve the changes recommended by Mr. Wenbert of PW Consulting Services, LLC in his organizational assessment of the Parks and Recreation Department, dated April 6, 2011 and authorize the Town Manager to implement such changes.

ATTACHMENTS:

The attachment below may be found in the May 5 agenda packet, item #2 OR in the web version of the May 10 meeting packet amendment:

“Parks and Recreation Department Organizational Assessment,” dated April 6, 2011, prepared by PW Consulting Services, LLC

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:**SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:**

CWatts
Author

Department Head

Vera J. Smith
Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell
Town Manager/Designee



Parks and Recreation Department Organizational Assessment Final Report

APRIL 6, 2011



Management Consulting to Local Governments & Nonprofits

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SECTION I

EXECUTIVE SUMMARY

The following provides a brief summary of the findings and recommendations associated with this project.

- All project objectives have been addressed as well as additional recommendations related to standardization of Parks and Recreation policies and revenue generation.
- Implementing recommendations is projected to result in \$148,000 of General Fund expense reduction which can be included in the 2011-12 Town budget and \$59,200 which can be included in future years' budgets.
- Implementing recommendations is projected to result in \$10,000 increase in General Fund revenue which may be able to be included in the 2011-12 Town budget.
- Recommendations will provide additional staff capacity to increase recreation programming, better address senior citizen referral and education needs, and better address peak Parks and Recreation and Public Works operations and maintenance needs.

SECTION II

PROJECT BACKGROUND

Section II provides background information about this project and the consultant.

Project Objectives

As with any organizational assessment the general purpose of this project is to determine how the efficiency and effectiveness of the Parks and Recreation Department can be improved. More specifically the project objectives are:

1. To identify each management and supervisory employee's duties, the percentage of work time that they allocate to each duty, and to compare the aforementioned with each employee's job descriptions;
2. To determine if the Department's current organizational structure needs to be modified;
3. To determine if the Department's staffing levels are appropriate;
4. To determine if any Department management and supervisory employees' duties need to be realigned; and
5. To identify any alternative service delivery options that may be available.

It is the Town's intent that this assessment will be used to guide Town staff in preparing the 2011-12 budget as well as for long-term planning and future years' budget development.

Consultant Background

The Town of Chino Valley contracted with PW Consulting Services in February 2011 to conduct this Parks and Recreation Department Organizational Assessment project. Paul Wenbert, President of PW Consulting Services, had a 30-year city management career which included serving as a city manager for a total of 13 years in two Midwest communities and culminated in his service as Deputy City Manager for the City of Mesa, Arizona. In 2007, Mr. Wenbert formed PW Consulting Services which provides management consulting services to local governments and nonprofits.

SECTION III

PROJECT METHODOLOGY

Section III outlines the methodology used to develop the findings and recommendations included in this report.

Town staff provided the consultant with considerable background information about the Town and the Parks and Recreation Department. The consultant reviewed the Department's job descriptions, organizational chart, budget, and relevant surveys and documents previously generated by the Department. Finally, the five primary Department staff (former Parks and Recreation Director, Recreation Coordinator II, Aquatic and Recreation Specialist, Parks and Trails Superintendent, and Senior Center Supervisor) completed an "Allocation of Duties" form created by the Consultant to determine the amount of time that each staff member spends on their various duties.

In early March, the consultant spent a one and one-half days in Chino Valley interviewing the five aforementioned Department staff and the following:

- Parks and Recreation Advisory Board Chairperson;
- Senior Center Advisory Board Chairperson;
- Chamber of Commerce CEO;
- Chino Valley Foundation for Seniors Chairperson and Board Member;
- Town Engineer/Public Works Director and Public Works Supervisor; and
- Town Manager

During the consultant's visit to Chino Valley, Town staff also provided the consultant with tours of the Department's parks and facilities. In addition, the consultant had lunch at the Senior Center to be able to observe how that program functions. The consultant appreciates the cooperation exhibited by Town staff and others he interacted with in Chino Valley in providing the consultant with information necessary to complete this project. The consultant was also impressed by the dedication to the overall good of the community displayed by those he met.

SECTION IV

TOWN/DEPARTMENT BACKGROUND

Town Background

The purpose of this Section is to help provide the reader with a sense of the context for the consultant's findings and recommendations.

Chino Valley is located in northern Arizona in the tri-city area that also includes Prescott and Prescott Valley. The community's 2010 population of 10,817 has been declining as evidenced by the 12 percent population reduction from 2005 to 2010. The community's median age of 45.2 years is 24 percent greater than the national average. The Town has adopted the following Mission Statement:

"We exist to provide public services to the citizens of Chino Valley an economically self-sustaining Town that cherishes and preserves its historic rural lifestyle."

Like most local governments, the Town of Chino Valley has had to deal with budget challenges the last several years due to the national recession. The following are highlights of the Town's declining revenue situation during the past four fiscal years (2007-2008 through 2010-2011):

- Town sales tax—\$875,000, or 21 percent decrease;
- State-shared revenues—\$900,000, or 25 decrease; and
- Licenses and permits—\$320,000, or 67 percent decrease.

The following are highlights of the actions the Town has taken during the last four fiscal years to respond to the above financial challenges:

- Laid-off approximately 12 percent of its workforce in 2007-08;
- No increases in Town employee salary schedules (ie. no cost-of-living increases) in 2007-2008 and 2008-2009;
- Town employee salary schedule decrease of 10 percent instituted in 2009-2010 with FLSA-exempt employees maintaining a 40-hour workweek and FLSA-nonexempt employees reducing their workweek from 40 to 36 hours; and
- Contribution and donation revenue increase of \$49,000 during past four fiscal years reflecting the Town's emphasis on seeking outside financial assistance.

The Town's Finance Department expects General Fund revenues to decline by an additional \$557,000 in 2011-2012 due several factors including the release of the 2010 Census data which will cause a \$322,000 reduction in the amount of state-shared revenues provided to the Town.

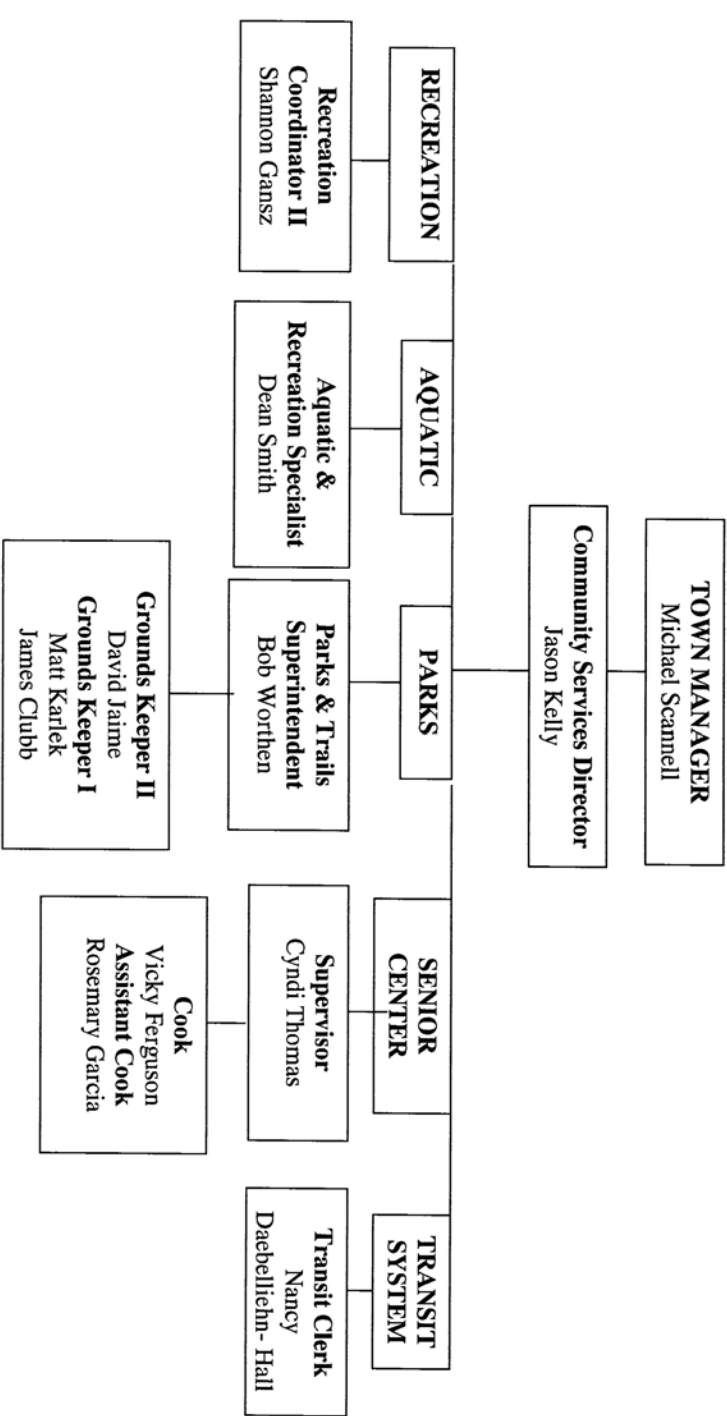
Department Background

The organizational chart on page 6 was in effect for the Parks and Recreation Department until February 2011. At that time, the Community Services Director, aka: Parks and Recreation Director vacated his position and now serves on a part-time basis as the Town's Interim Transit System Director reporting to the Town Manager. The Town Manager has also assumed the added responsibility of Acting Parks and Recreation Director.

The Parks and Recreation Department is responsible for services typically found in other parks and recreation departments with the exception of senior citizen programs and a large variety of special events. Below is a summary of what the Parks and Recreation Department provides through its employees shown on the organization chart on page 6, temporary contract staff, and volunteers.

- Maintenance of 4 parks including 5 ball fields, playground equipment, a skate park, and a 2-mile partially improved trail
- Adult and youth sports leagues and various recreation classes many of which are held at the Activities Center
- Aquatics Center offering recreational swimming and classes
- Special events including an Easter Egg Hunt, Springfest, July 4th, Territorial Days, Halloween Trick or Treat, Haunted Swamp, and Hometown Christmas
- Senior Center offering congregate meals Monday-Friday, a variety of recreational and educational programs, and home delivered meals.

Town of Chino Valley



SECTION V

FINDINGS AND RECOMMENDATIONS

This section presents the consultant's findings and recommendations and will encompass all of the project objectives identified on page 2.

1. Job Descriptions and Allocation of Duties

Project objective #1 is to identify each management and supervisory employee's duties, the percentage of work time that they allocate to each duty, and how those duties compare to the aforementioned job descriptions. Appendix A includes the job descriptions for the five positions under review, and Appendix B includes the Allocation of Duties forms that the five incumbents completed (note: former Parks and Recreation Director completed the form for that position).

The consultant reviewed the job descriptions and allocation of duties forms with each of the incumbents and believes that the percentage allocations to the various duties are a fair representation of each employee's duties. The job descriptions are outdated, and the Town plans to address this matter through a Town-wide wage and classification study in the near future.

2. Special Events

This recommendation addresses project objective #5 concerning alternative service delivery options. The Town is responsible for an inordinate number of special events especially for a community with a population of 10,817 and a relatively small revenue base. The following are the special events for which the Town is currently responsible:

- Easter Egg Hunt (Town sponsors with assistance from Chamber of Commerce);
- Springfest (Town sponsors with assistance from Chamber of Commerce);
- July 4th (Town sponsors with assistance from Chamber of Commerce);
- Territorial Days (Chamber of Commerce sponsors with assistance from the Town);
- Halloween Trick or Treat (Town sponsors with assistance from Chamber of Commerce);
- Halloween Haunted Swamp; and

- Hometown Christmas (Chamber of Commerce sponsors with assistance from the Town).

The Town spends a total of \$43,048 on special events annually including staff salaries and operating costs (see Appendix C for itemization of costs). The Chamber of Commerce has indicated a willingness to sponsor additional events if the Town increases the funding it provides to the Chamber through its Agreement for Contracted Services. This Agreement presently provides \$38,000 annually to the Chamber of Commerce for many different activities including \$1,000 for marketing and promoting Town-sponsored events.

In addition to the Chamber of Commerce's involvement in special events, Chino Valley services clubs, churches, and others volunteer their time to assist in conducting special events. These groups will likely be willing to assume more responsibility for special events.

Recommendation: Evaluate each of the special events to determine if there is sufficient public benefit to warrant the event's continuation; and if so, seek other sponsors to reduce the cost of special events to the Town. The Town should consider appointing a task force including representatives from the Town, Chamber of Commerce, service clubs, churches, and others to evaluate this matter and make a recommendation to the Town Council.

Fiscal Impact: the primary savings to the Town would be a reduction in the amount of time devoted by the Recreation Coordinator II to special events which relates to Recommendation #4 regarding the possibility of additional recreation programming that the Town can offer. In addition, the General Fund would realize a cost savings of up to \$10,200 in operating costs associated with special events.

3. Reorganization/Staffing Levels/Realignment of Duties

Project objectives #'s 2, 3, and 4 are interrelated and are addressed by these recommendations. Several persons interviewed by the consultant discussed their views on these topics with the consultant. The consultant has taken those views along with the consultant's knowledge of best practices into consideration in developing these recommendations.

One of the topics that many of those interviewed by the consultant discussed were possible changes to the Parks and Recreation Department organizational structure. Given the Town's ever-declining financial capacity, the consultant developed recommendations that are intended to maintain current service levels, take advantage of the skill-sets of current Town employees, and reduce costs to the

Town. One of the common ways that both public and private sector organizations have used to accomplish the aforementioned is to flatten organizational structures by reducing the number of supervisors.

There are a total of five positions in Parks and Recreation that perform similar functions to those performed by Public Works. Those five positions are the Aquatic and Recreation Specialist, Parks and Trails Superintendent, Grounds Keeper II, and two Groundskeeper I positions. The Grounds Keeper II and two Grounds Keeper I positions perform maintenance functions many of which including landscape maintenance and facility maintenance are similar to those performed by Public Works. The Parks and Trails Superintendent allocates 30 percent of his time to maintenance functions and 70 percent to administrative and supervisory functions. The Aquatic and Recreation Specialist performs water quality maintenance functions similar to those performed by Public Works and also spends a considerable amount of time hiring, training, and supervising seasonal Aquatics employees.

Based on the aforementioned Aquatics and Park Maintenance can be merged into the Public Works Department fairly seamlessly with the elimination of one supervisory position (Parks and Trails Superintendent) due to the availability of existing Public Works supervisory positions to supervise the remaining four Aquatics and Park Maintenance positions. This merger should result in an annual cost savings to the Town of approximately \$65,000. Also, there will be an additional savings estimated at \$5,000 annually to the General Fund due to the Aquatic and Recreation Specialist performing some duties for the Water Utility. Another advantage of this merger is that more employees will be available to address peak service needs in Aquatics, Park Maintenance, and Public Works Maintenance.

There are three caveats that will have to be addressed in order for this reorganization to be successful. The first is that recreation users have specific maintenance needs such as preparing ball fields in a timely manner that will need to remain a priority for the Town. Since Recreation and Park Maintenance are currently in the same Department working side-by-side, it is easier to coordinate recreation users' needs with Park Maintenance. Public Works will need to establish procedures to ensure that this coordination continues to occur.

The second caveat is that the Aquatic and Recreation Specialist will need to continue to devote a substantial amount of time to pool maintenance and operations. The incumbent is the only Town employee that has both Certified Pool Operator (CPO) and Aquatic Facility Operator (AFO) licenses. The incumbent is also the only Town employee who receives regular training and education about

how to address swimming pool liability issues. In that regard it should also be noted that in-service training for Aquatics staff is currently insufficient. The incumbent will need to devote some time to working with the Pool Managers to implement improved in-service training for the Aquatics staff.

The third caveat is that the Parks and Trails Superintendent is the only Town employee who has received certification in playground equipment safety. While this certification is not required, it would be beneficial for another Town employee to obtain this certification as a liability prevention measure since the Parks and Trails Superintendent position will be eliminated with this recommendation. The National Recreation and Park Association (NRPA) offers the training required to be certified periodically throughout the country for a nominal fee.

Recommendation: The Aquatic and Parks Maintenance functions should be merged into the Public Works Department as outlined above.

Fiscal Impact: reduce General Fund expenses by \$70,000 annually with a total reduction in Town expenses of \$65,000 annually

As previously mentioned, the former Parks and Recreation Director is now managing the Transit System on an interim part-time basis. While the incumbent does have recreation experience, it is difficult to justify having two full-time recreation professionals given the Town's current fiscal condition especially if Recommendation #2 regarding special events is implemented. Therefore it is recommended that the Recreation Coordinator II be given the entire responsibility for the Town's recreation program and that the position be reclassified to Recreation Manager (or something similar) to recognize that this position will be a division director. The Recreation Manager will report to the Town Manager at least until an evaluation of the Town's organizational structure is completed. It is expected that this recommendation will result in an annual cost savings of approximately \$78,000.

Recommendation: Establish a job classification for a Recreation Manager and make the other changes outlined above.

Fiscal Impact: \$78,000 reduction in expenses to the General Fund

4. Recreation Programming

This recommendation relates to projective objective #4 regarding realignment of employee duties. The Department is responsible for various recreation programs including adult and youth sports leagues and tournaments, recreation classes,

rental of park facilities and fields, and special events. The Recreation Coordinator II is currently the only position responsible for recreation programming. Prior to January 2011, the Parks and Recreation Director also assisted with recreation programming.

Many of those interviewed for this study indicated that Chino Valley offers very little in the way of recreation programs especially for youth. This is due partly to the fact that the Recreation Coordinator II spends 40 percent of her time on special events. Additional possible recreation programs include a spring softball league, summer softball tournament, and after-school and Friday (Chino Valley schools are only in session Monday-Thursday) recreation programs for youth and teens. Reducing the Town's responsibility for special events (recommendation #2) will provide additional resources that can be devoted to recreation programming. The fees for additional recreation programming need to be established in accordance with an overall recreation user fee policy adopted by the Town Council (see Recommendation #5).

Recommendation: Add additional recreation programming with user fees that are consistent with a recreation user fee policy (see Recommendation #5) to be adopted by the Town Council.

Fiscal Impact: there likely will be some net cost increase to the Town for expanding its recreation program offerings. However, that cost can be controlled if the Town Council adopts a recreation user fee policy (Recommendation #5).

5. Recreation User Fee Policy

This recommendation does not relate to any of the project objectives but is something the consultant believes needs to be addressed to create more consistency in the Town's fee policy and increase Town revenue. Many of those interviewed for this study indicated that the Town's recreation user fees are well below industry standards. This was corroborated by the consultant's review of the Town budget which shows a relatively small amount of recreation user fee revenue generated by the Town. As an example it was reported that there are no fees for Little League teams to use the Town's ball fields other than a nominal fee to pay for chalk to line the fields. The concept behind a user fee is that the users should pay for all or a substantial amount of the cost of services where the primary benefit is for a discreet, specific set of users as opposed to services such as law enforcement where the primary benefit is to the general public.

Unlike many other local governments, the Town does not have an overall recreation user fee policy. The benefit of establishing such a policy is that fees can

be developed and applied in a consistent manner with a known, predictable fiscal impact to the Town for budgeting purposes. Some of the items that would be included in a recreation user fee policy are:

- Direct and indirect cost recovery from adult programs--typically 100 percent of direct costs;
- Direct and indirect cost recovery from youth programs--typically 50-75 percent of direct costs. The fee amounts may vary depending on the priority of the program to the community.
- Minimum participation levels in order to hold programs or classes. If there are not enough participants enrolled in a particular program or class to allow it to be offered at the pre-established cost recovery amount, then the program will be cancelled.

Recommendation: Recreation staff should develop a recreation user fee policy in conjunction with the Town Manager for a recommendation by the Parks and Recreation Advisory Board to the Town Council for adoption.

Fiscal Impact: \$7,000 annual increase in revenue to General Fund

6. Senior Center Meals

This recommendation addresses project objective #5 concerning alternative service delivery options. The Town's Senior Center was built in 1985. The Senior Center offers congregate meals Monday-Friday, home-delivered meals, and a variety of recreational and educational programs including tax preparation services and trips. There are three Town staff members, a Senior Services Supervisor and two Cooks, as well as volunteers who support these services. The Senior Services Supervisor spends 30 percent of her time overseeing meal services (see page B-5 for more detail). Not including the time of the Senior Services Supervisor, the Town has a net expense of \$49,000 annually for meal services as shown below.

\$127,000 Gross expense

50,000 NACOG revenue

16,000 Yavapai County Long-Term Care revenue

12,000 Nutrition program revenue (meal attendees' payments)

\$ 49,000 Net expense

When the Town reduced its workweek to 36 hours in 2009-10, staff was not available to provide congregate meals at the Senior Center on Fridays. The Chino Valley Foundation for Seniors (CVFS) and the Town entered into an agreement in November 2009 for CVFS to have use of the Senior Center dining room on Fridays to provide congregate meals that are catered by local food establishments.

The Senior Services Supervisor recently surveyed several Arizona communities regarding their meal services. In some communities including Prescott and Prescott Valley meals are paid for and provided by nonprofit agencies instead of the Town. A major advantage of this approach is that nonprofit agencies have more access to outside funding such as private foundations than do local governments.

As shown in the table on page 12 the Northern Arizona Council of Governments (NACOG) and Yavapai County are the two primary non-Town resources used to fund the Town's senior meal services program. NACOG's funds are for congregate meals and Yavapai County's are for home-delivered meals. Both NACOG and Yavapai County typically require that organizations have at least a five-year successful track record of providing senior meal services before they will provide funding to an organization.

There are three alternative service delivery options shown below that the Town may wish to consider to reduce meal services costs.

1. Explore the feasibility of entering into an agreement with CVFS to be responsible for both congregate and home-delivered meals with the goal of eliminating the Town's \$49,000 subsidy of senior meals. CVFS has expressed an interest in providing this service. In order for this alternative to work, the two primary outside funders (NACOG and Yavapai County) would have to agree to transfer the funding it has been providing to the Town to CVFS. If the Town and CVFS work cooperatively to implement this alternative, NACOG and Yavapai County may reduce the five-year requirement discussed above prior to transferring their funds to CVFS.
2. Explore the feasibility of contracting with an established nonprofit agency such as Verde Valley Senior Services from Prescott or the CASA Senior Center in Prescott Valley to provide meal services with the goal of eliminating the Town's \$49,000 subsidy of senior meals. The advantage of this alternative is that these agencies already receive NACOG and Yavapai County funding and could likely begin providing meal services for Chino Valley in the near future. The disadvantage of this alternative is that Chino Valley would lose local control over its meal services.

3. Determine if others in Chino Valley are willing to form a 501(c)(3) to provide meal services with the goal of eliminating the Town's \$49,000 subsidy of senior meals. Interest has been expressed by some Chino Valley residents in pursuing this alternative. If the Town and the new nonprofit agency work cooperatively to implement this alternative, NACOG and Yavapai County may reduce the aforementioned five-year requirement prior to transferring their funds to the agency. The disadvantage of this alternative is that it would likely take longer for the Town to completely transition its meal services to a nonprofit agency since this 501(c)(3) has not yet been formed.

Recommendation: select alternative #1 above by exploring the feasibility of entering into an agreement with CVFS to provide both congregate and home-delivered meals.

Fiscal Impact: once CVFS is fully transitioned into providing meal services for the Town which may take several years, the Town has the potential of saving up to \$49,000 annually. Also, the Senior Services Supervisor allocates 30 percent of her time to meal services presently. This recommendation anticipates that as the position's time allocation to meal services is reduced additional time can be spent on senior referrals and education where service demands presently exceed Town resources.

7. Park Facility and Field Rental Policy

This recommendation does not relate to any of the project objectives but is something the consultant believes needs to be addressed to create more consistency in the park facility and field policy and increase Town revenue. Much like the user fee issue discussed in Recommendation #5, the Town needs to develop a standardized park facility and field rental policy. Fees and contractual terms, if any, are currently inconsistent for use of park ramadas, the Activities Center, ball fields, and other park system facilities. The benefits of establishing such a policy are:

- Users would have to sign contracts that clearly define the user's liability if any of the facilities are misused or damage occurs—typically refundable deposits are required to cover potential damages;
- Use of alcoholic beverages at park facilities and fields can be addressed;
- Standard rental fees would be established so that all users are treated consistently and fairly; and

- The Town would have a more predictable amount of revenue from this activity to use for budgeting purposes.

Recommendation: Recreation staff should develop a park facility and field rental policy in conjunction with the Town Manager for a recommendation by the Parks and Recreation Advisory Board to the Town Council for adoption.

Fiscal Impact: \$3,000 annual increase in revenue to General Fund

8. Staff Support for Parks and Recreation Advisory Board

This recommendation relates to projective objective #4 regarding realignment of employee duties. The Parks and Recreation Advisory Board meets monthly which is common for these types of Boards. It was reported that oftentimes up to three staff members are required to attend these Board meetings. In addition, considerable staff time is required to prepare for the meetings. Given the overall financial capacity of the Town and the staffing changes recommended herein, it may not be cost-effective for the Town to continue to provide this level of staff support to this Board.

Recommendation: The Parks and Recreation Advisory Board and Town staff should continue to monitor the staff support required for the Board and reduce that support if necessary.

Fiscal Impact: If staff support to the Parks and Recreation Advisory Board is reduced staff time can be redirected to other work activities.

APPENDIX

APPENDIX A—JOB DESCRIPTIONS

TOWN OF CHINO VALLEY JOB DESCRIPTION

TITLE: Parks and Recreation Director
DEPARTMENT: Parks and Recreation Department
JOB STATUS: Exempt
SALARY RANGE: Range 62, \$57,748 - \$81,598

GENERAL DUTIES STATEMENT:

Under the general direction of the Town Manager, the Parks and Recreation Director is expected to exercise a high degree of independence, initiative and professional expertise in the administration of the Parks and Recreation Department. This position is responsible for recreation, programming, park maintenance, park facilities, fiscal management and park upgrading.

ESSENTIAL DUTIES:

- Develops implements and monitors proper procedures, policies, and operations of the Parks and Recreation Department.
- Conducts master planning, long-range planning, short-range planning and objective development.
- Develops controls and monitors the Parks and Recreation Department budgets and coordinates with other departments involved in parks planning, development and maintenance.
- Responsible for staff supervision, scheduling, evaluating, training and selection.
- Performs administrative duties, including reviewing and approving timesheets, approving vacation leave, conducting budgetary, financial, procurement, and reporting activities.
- Directs the functions of the recreation programming; plans, implements, and coordinates special events, special interest programs, etc.; works with park user groups in support of sports programming and special events in the community.
- Plans and implements the building of a swimming pool(s) aquatic park appropriate to the needs and size of the Town of Chino Valley.
- Oversees daily operations of the parks maintenance personnel including capital improvement projects, and special projects; responds to members of the public concerning issues pertaining to programming needs.
- Writes grant proposals for additional funding.
- Coordinates and conducts recreation program proposals, feasibility, implementation, evaluation and effectiveness.
- Provides supervision and assistance to staff in the solution of problems involving programs, facilities, equipment, communication, coordination and citizen complaints.
- Develops, designs, negotiates and recommends contracts, leases and permits for the department.
- Keeps the Town Manager advised of current department activities through oral and written reports.
- Attends department head meetings and other miscellaneous meetings and committees associated with Parks and Recreation.
- Meets with representatives of other agencies involved in parks and recreation matters; follows up on citizen requests and concerns regarding parks and recreation matters.
- Makes presentations to civic groups and organizations to promote recreation programs.
- Assures excellent customer service to both internal and external customers through training and direction.
- Maintains currency in the profession by attending conferences, workshops, and professional association meetings to gain new insights into the current trends.

EDUCATION REQUIREMENTS:

- Bachelor's degree in Parks and Recreation, Physical Education, Leisure Studies, or a related field.
- Five years of responsible administrative and supervisory experience involved in a varied recreation program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of the principles and practices of parks and recreation program development and management with special reference to departmental policies, personnel and budget administration.
- Extensive knowledge of the objectives and goals of public recreation, including a thorough understanding of activities that make up a community recreation program.
- Extensive knowledge of the various types of programs offered and the attendance level of the participants.
- Extensive knowledge of the facilities and equipment needed in a broad recreational program and the proper arrangement of parks and recreational areas.
- Professional knowledge of master planning procedures, in reference to parks and recreation.
- Knowledge of park standards and design to assist in establishing a town-wide park system suitable to meet the Town's needs.
- Knowledge of proper methods, techniques, practices and chemicals used in maintaining a municipal swimming pool(s).
- Ability to direct a department concerned with varied activities and to organize for seasonal changes in operations.
- Ability to assist in the planning and directing of design, development and maintenance of parks and recreation facilities and improvements.
- Ability to interpret effectively the policies of the Parks and Recreation Department to the employees and to the general public.
- Ability to establish and maintain effective working relationships with other employees, Town officials, user groups and the general public.
- Knowledge of professional associations, conferences, and magazines related to parks and recreation management.
- Skill in conducting research and planning future parks/recreation facilities and programs.

PHYSICAL REQUIREMENTS:

- Frequently required to sit, stand, reach with hands, feet and arms, and talk or hear.
- Specific vision abilities required by this job include distance and close vision.

Extensive background check is required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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

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 or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

04/10:HR Dept.

TOWN OF CHINO VALLEY

JOB DESCRIPTION

TITLE: Recreation Coordinator II
DEPARTMENT: Community Services Department
JOB STATUS: Full-Time; Non-Exempt
SALARY: Range 36: \$16.23 - \$22.94
* In fiscal Year 2009/2010 the Town employees started participating in a 10% reduction/furlough program.

GENERAL DUTIES STATEMENT:

Under the direction of the Community Services Director, the Recreation Coordinator II assists in planning, directing, managing and overseeing the Town's recreation activities and programs. Must be available to work weekends, holidays and evenings.

ESSENTIAL DUTIES:

- Recommend and implement services to improve the Department's financial sustainability.
- Create, schedule and implement community events involving the Town and other organizations.
- Organize and coordinate multi-generational activities.
- Develop and implement community enrichment programming.
- Organize and coordinate a sports & tournament program.
- Assist in the design and implementation of the Department's marketing/advertising program.
- Attend staff meetings as required and prepare necessary reports.
- Assist in the preparation of departmental budgets and the administration of same.
- Assist the supervision and training of recreation staff.
- Implement and maintain an appropriate filing system.
- Maintain appropriate equipment inventory.
- Maintain accurate files of events and programs.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of relevant Federal, State, and local laws, codes and regulations with regards to programming.
- Must maintain a positive, can-do attitude.
- Required to work independently with little supervision.
- Show creativity in program development and implementation.
- Knowledge and experience with arts & cultural services.
- Experience with youth, adult, senior and special needs populations and programming.
- Experience with speaking in public including presentations to community organizations and Town Council.
- Ability to multitask.
- Knowledge of computer applications including Word, Powerpoint, Publisher, Vista, etc.
- First Aid / CPR certification or the ability to obtain within two months of employment.
- Ability to plan meetings and prepare agendas.
 - Ability to provide administrative support to management staff.
 - Ability to help develop procedures for providing effective and efficient recreation services which meets the needs of the community.

- Ability to communicate clearly and concisely, both orally, in writing, and in English; bi-lingual (English/Spanish) a plus.
- Ability to establish and maintain effective working relationships with other Town employees, members of the community, and members of the media.
- Support the Department's philosophy of inclusion.
- Working knowledge of municipal operations with emphasis on budgeting procedures.

EDUCATION AND EXPERIENCE:

- AA degree; BA in recreation, leisure services, or a related field highly preferred.
- Minimum of 2 years of experience in recreational coordination, or a combination of education and experience.
- Must possess a valid driver's license.

PHYSICAL REQUIREMENTS:

- Frequently required to lift heavy objects up to 50 pounds.
- Frequently required to sit, stand, run, reach with hands, feet and arms, talk, and hear.
- Specific vision abilities required by this job include distance and close vision.

Extensive background check required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires positive and active support of the Town, the citizens and the 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 or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

Revised 04/10:HR Dept.

TOWN OF CHINO VALLEY

JOB DESCRIPTION

TITLE: Aquatic Center Manager
DEPARTMENT: Parks and Recreation Department
JOB STATUS: Full-Time; Non-Exempt
SALARY: Range 40, \$37,271 - \$52,663

GENERAL DUTIES STATEMENT:

Under the direction of the Parks and Recreation Director, the Aquatic Center Manager is responsible for managing all aspects of the aquatic facility including advertising and promotion; recruitment, training and supervising facility staff; overseeing daily operations; and assuring that all mechanical systems are properly maintained and functioning. Must be available to work weekends, holidays and evenings.

ESSENTIAL DUTIES:

- Create and manage an organizational culture at the facility that leads to a motivational atmosphere for employees, and maximizes enjoyment and benefits to the public.
- Research and recommend operational policies and procedures to establish a safe, attractive, and highly functional facility.
- Employ various methods to evaluate customer satisfaction and make recommendations to adjust policies, procedures, and programs to meet the public's need.
- Prepare an annual business plan with measurable performance objectives.
- Coordinate with the Human Resources Director for recruitment selection, training, certification and evaluation of all seasonal staff; guest services staff, lifeguards, cashiers, and concessionaires.
- Prepare an annual operating budget and monitor revenues and expenses to meet financial objectives.
- Make recommendations on fees and charges.
- Research and purchase resale merchandise, chemicals, equipment and other operating supplies, and manage on-site inventory.
- Coordinate marketing, advertising, and publicity functions to maximize facility usage.
- Respond to customer complaint or suggestions and take appropriate action to resolve issues.
- Manage all daily financial activities and income at the facility, prepare financial reports, and assure compliance with accounting and financial control procedures.
- Facilitate staff training on accident prevention; respond to emergencies, and takes appropriate steps to minimize public risk.
- Operate and maintain mechanical systems including pool filtration, pump systems, concessions equipment and building infrastructure.
- Supervise maintenance of pool water quality and compliance.
- Identify new revenue sources and prepare grant applications/awards.
- Schedule pool usage to accommodate various groups of users.
- Assist recreation staff with recreation programming during pool off-season.
- Assist Director in promoting the Recreation Department through newsletters, speaking at community meetings, etc.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public outdoor recreation management and aquatic facility operation.
- Knowledge of youth behavior and the ability to relate to youth and adults.

- Possess basic skills in maintaining pools, concession equipment and buildings.
- Possess strong leadership qualities and supervisory and management skills.
- Possess skill in computer applications related to facilities management.
- Possess working knowledge of municipal budgeting procedures.
- Ability to work independently and to self-initiate sound problem solving strategies.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to research issues and produce effective written reports.
- Ability to show creativity in program development and implementation including communicating effectively with people of all ages.
- Ability to help develop procedures for providing effective and efficient recreation services which meets the needs of the community.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including Town departments, community groups, the general public, and media representatives.

EDUCATION AND EXPERIENCE:

- AA degree in recreation, leisure services, or a related field; two years of management experience in the operation of a public recreation facility; and one year supervisory experience; or an equivalent combination of education and experience.
- Certification in Lifeguard Instructor (LGI), Water Safety Instructor (WSI), Certified Pool Operator (CPO) or, Aquatics Facility Operator (AFO).
- CPR for the Professional Rescuer (CPR_PRE) and/or Standard First Aid.
- Must possess a valid driver's license.

PHYSICAL REQUIREMENTS:

- Frequently required to lift heavy objects up to 50 pounds.
- Physical abilities include standing and/or sitting for extended periods of time, reaching, bending, stooping, squatting, twisting, pulling, fingering.
- May be required at times to work in: extreme cold/heat, wet and/or humid weather, unfavorable/odorous environment including fumes, odors and dust.
- Specific vision abilities required by this job include distance and close vision.

Extensive background check required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires positive and active support of the Town, the citizens and the 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 or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

01/09HR Dept.

TOWN OF CHINO VALLEY

TITLE: Parks and Trails Superintendent
DEPARTMENT: Parks and Recreation
SUPERVISOR: Parks and Recreation Director
JOB STATUS: Full-Time; Non-exempt
SALARY: Range 50, \$46,776 – \$66,093

GENERAL DUTIES STATEMENT: - Under general direction of the Parks & Recreation Director, the Parks & Trails Superintendent provides overall management and supervision of the Parks and Trails Division, including the day-to-day supervision of personnel, projects, daily tasks and activities involved in the maintenance, repair, improvement and construction of the Town's parks, grounds, recreational facilities, sports fields, aquatics center, senior services center and related facilities.

ESSENTIAL DUTIES:

- Train, supervise, discipline and evaluate the performance of assigned full-time, part-time and seasonal-temp staff.
- Develop various programs related to divisional activities such as turf-grass care, sports field maintenance, various aspects of horticultural practices and the scheduling and procedures in the application of herbicides and pesticides.
- Requisition or purchase supplies, equipment and machinery as needed and maintain records and prepare work orders and inventory materials purchased.
- Develop a Preventative Maintenance Program.
- Design and oversee in-house improvements to existing facilities.
- Participate in the design of new and rehabilitation of related town facilities.
- Assists in developing annual and long range plans.
- Assists in the development of the departmental budget and monitors division expenditures.
- Coordinates and oversees all related contract services.
- Prepares oral and written reports for the department and represents the division at related Committees, Parks and Recreation Advisory Board and other related public meetings.
- Interact with user groups regarding the scheduling of town facilities and related events.
- Provide a variety of support services for the Town such as preparing for public events.
- Develops, enforces and maintains safe work practices and conditions to conform to local, state and federal regulatory agencies.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of parks and grounds maintenance and construction.
- Knowledge of soil, turf management, sports turf management and other related horticultural practices.
- Knowledge of principles and practices of supervision and training.
- Knowledge of set-up and maintenance of various types of ball fields and related events.
- Knowledge of horticultural practices, materials and chemicals needed to maintain grounds and sports turf areas.
- Knowledge of horticultural/grounds related equipment.
- Knowledge of complex irrigation systems and controllers.
- Ability to communicate clearly and concisely, both orally and in writing.

EDUCATION & EXPERIENCE:

- Graduation from an accredited college or university with a degree in Landscape Architecture, Horticulture, Park Management or a related field. A combination of education and experience may be considered for this requirement.
- A minimum of 5 years of progressively responsible experience in the field of parks, grounds, Sports turf and landscape maintenance with at least two years in a supervisory capacity.
- Certified Landscape Irrigation Auditor (CLIA)
- National Parks & Recreation Association Certified Playground Safety Inspector
- Valid Arizona driver's license.

PHYSICAL REQUIREMENTS:

Frequently required to stand and climb or balance.

Frequently required to walk, stoop, kneel, crouch, or crawl, talk and hear.

Frequently required to use hands to finger, handle, or feel objects.

Specific vision abilities required by this job include distance vision, close vision, peripheral vision, depth perception and the ability to adjust focus.

Regularly required to move or lift 25 pounds and occasionally lift and or move up to 50 pounds.

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

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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 or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

Revised 12/10:HR Dept.

TOWN OF CHINO VALLEY

JOB DESCRIPTION

TITLE: Senior Services Supervisor
DEPARTMENT: Parks, Recreation & Senior Services
JOB STATUS: Full-Time; Non-Exempt
SALARY: Range 36, \$30,389 – \$42,939

GENERAL DUTIES STATEMENT:

Under the supervision of the Director of Parks, Recreation and Senior Services, the Senior Services Supervisor assists in planning, managing and implementing the Town's aging services division including the supervision of senior services, community nutrition program, life-long learning opportunities, wellness programs, and facilities usage. Must be available to work weekends, holidays and evenings.

ESSENTIAL DUTIES:

- Organize and schedule services to meet the needs of aging adults.
- Create and manage an organizational culture at the senior center that leads to a motivational atmosphere for employees, and maximizes enjoyment and benefits to the public.
- Assist in preparing an annual business plan with measurable performance objectives.
- Assist in the administration of a comprehensive public relations program.
- Assist in the recruitment, selection, training, certification and evaluation of all staff.
- Attend community meetings as required and prepare necessary reports.
- Assist in the preparation and administration of departmental budgets.
- Research and recommend operational policies and procedures to establish a safe, attractive, and highly functional facility.
- Employ various methods to evaluate customer satisfaction and make recommendations to adjust policies, procedures, and programs to meet the public's need.
- Respond to customer complaints or suggestions and take appropriate action to resolve issues.
- Manage all daily financial activities and income at the senior center, prepare financial reports, and assure compliance with accounting and financial control procedures.
- Facilitate staff training on accident prevention; responding to emergencies, and other appropriate measures to minimize public risk.
- Identify new revenue sources and prepare applications.
- Schedule building usage to accommodate various groups of users.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work independently with little supervision.
- Possess strong leadership qualities and supervisory and management skills.
- Knowledge of relevant Federal, State, and local laws, codes and regulations with regards to nutrition service and elder needs.
- Knowledge of needs of aging adults.
- Knowledge of human behavior and the ability to relate to various ages.
- Possess basic skills in maintaining building and kitchen equipment.

- Possess skill in computer applications.
- Possess working knowledge of municipal budgeting procedures.
- First Aid / CPR certification or the ability to obtain within two months of employment.
- Ability to plan meetings and prepare agendas.
- Ability to show creativity in program development and implementation.
- Ability to provide administrative support to management staff.
- Ability to help develop procedures for providing effective services which meets the needs of the community.
- Ability to establish and maintain effective working relationships with those contacted in the course of work including Town departments, community groups, the general public, and media representatives.
- Ability to communicate clearly and concisely, both orally, in writing, and in English; bi-lingual (English/Spanish) a plus.

EDUCATION AND EXPERIENCE:

- AA degree in human service related field; two years management experience in the operation of a related facilities or services
- Minimum of 2 years of experience in public administration, or a combination of education and experience.
- Must possess a valid driver's license.

PHYSICAL REQUIREMENTS:

- Frequently required to lift heavy objects up to 50 pounds.

Extensive background check required.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

This position requires positive and active support of the Town, the citizens and the 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 or different tasks to be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

Revised 12/09:HR Dept.

APPENDIX B—ALLOCATION OF DUTIES

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

JASON KELLY PARKS AND RECREATION DIRECTOR 2/7/11
Name Title Date

#	Duty	% of Time Allocated
1	Manage and develop department budgets; fundraising	10
2	Contract and grant management	5
3	Facilitate and coordinate advisory boards	10
4	General park management	10
5	General recreation management; marketing; some coordination when necessary	15
6	General senior services management	10
7	General Administration: meetings, reports, public relations, purchase orders, etc.	30
8	Personnel Management	10
9		
10		
11		
12		

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Shannon Gansz

Name

Recreation Coordinator II

Title

02/03/2011

Date

#	Duty	% of Time Allocated
1	Administration (budget, bookkeeping, maintaining files, attending meetings)	20%
2	Events (5 events per year, which contain the following factors: administration, pre & post event, actual event)	40%
3	Recreation Programming	10%
4	Marketing (department as a whole)	10%
5	Contract (Instructors, youth leagues, IGA)	5%
6	Rentals (Parks, Fields, Buildings)	5%
7	Adult Services	6%
8	Senior Services	1%
9	Youth Services	2%
10	Special Needs	1%
11		
12		

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Dean W. Smith

Name

Aquatics and Recreation Specialist

Title

February 7, 2011

Date

POOL OPEN

OFF SEASON

#	Duty	% of Time Allocated	Duty	% of Time Allocated
1	Department Administration	11%	Department Administration	50.4%
2	Events/ Recreation programs	0%	Events/ Recreation programs	13.3%
3	Maintenance (building & pool)	11%	Maintenance (building & pool)	19.6%
4	Operations	33%	Operations	0%
5	Other Duties as assigned	0%	Other Duties as assigned	7.6%
6	Supervision	39%	Supervision	8.1%
7	Training	6%	Training	1%
8				
9				
10				
11				
12				

These percentages are based on a block set of 1600 hours of work time per year estimate. Vacations, illnesses, holidays and other days off have already been calculated out to reach this figure of 1600 hours.

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Bob Worthen
Name

Parks & Trails Superintendent
Title

February 4, 2011
Date

#	Duty	% of Time Allocated
1	<u>Administrative</u>	
2	Staff scheduling, planning, project & task development	20
3	Inventory/Order of materials & supplies for daily operations	10
4	Committee/Board tasks & projects	10
5	Accounts payable/Data entry	10
6	<u>Field Work</u>	
7	Managing/Supervising tasks, projects, activities & events	20
8	Assisting (hands-on) with projects, tasks, activities & events	30
9		
10		
11		
12		

CHINO VALLEY PARKS AND RECREATION DEPARTMENT ALLOCATION OF DUTIES

Cyndi Thomas

Senior Services Supervisor

2-4-2011

Name

Title

Date

#	Duty	% of Time Allocated
1	Daily Operations – answering phone, Greeting Clients, Bill Paying, daily record keeping, deposits, referrals for individuals to outside agencies, taking and picking up mail, Fueling of senior center vehicles, all other office responsibilities	40%
2	Grant writing and RFP bidding	5%
3	Federal and state mandatory meetings	10%
4	Administrative – yearly budget process, staff meetings, monthly federal reporting	5%
5	Meals on Wheels Operations (supervising, scheduling and training drivers, driving meals on wheels when need be)	15%
6	Congregate Meals Operations (oversee daily in house meal program)	15%
7	Social Trips (Drive for trips when a volunteer is unavailable, per risk management go on all overnight trips, plan and coordinate all trips)	5%
8	Educational/nutritional programs (plan, schedule and coordinate all programs)	5%
9		
10		
11		
12		

APPENDIX C—TOWN COST FOR SPECIAL EVENTS

	2010 Easter		2009 Springfest		2010 4th of July		2010 Territorial Days		2010 Halloween (Trick or Treat)		2010 Haunted Swamp		2010 Chamber Christmas		Total Cost (including benefits)	Total Hrs
	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost		
Recreation Coordinator	92	\$1,493.16	174	\$2,824.02	114	\$1,850.22	116	\$1,882.68	122	\$1,980.06			22	\$357.06	\$12,984.00	640
Parks Superintendent	11	\$271.70	38	\$938.60	11	\$271.70	15	\$370.50	19	\$469.30	16	\$395.20	6	\$148.20	\$3,581.50	116
Parks Staff	30	\$367.80	84	\$1,029.84	30	\$367.80	42	\$514.92	48	\$588.48	48	\$588.48	18	\$220.68	\$4,597.50	300
Aquatics Supervisor					8	\$170.40	10	\$213.00			165	\$3,514.50	32	\$681.60	\$5,724.38	215
Director	11	\$305.47	24	\$666.48	32	\$888.64	20	\$555.40	13	\$361.01	12	\$333.24			\$3,110.24	112
Benefits (25%)		\$609.53		\$1,364.74		\$887.19		\$884.13		\$849.71		\$1,207.86		\$351.89	\$6,155.04	
O/M Costs		\$811.73		\$3,675.26		\$1,970.76		\$1,349.64		\$1,349.00		\$1,073.00			\$10,229.39	
Indirect Costs		\$280.62		\$615.72		\$383.53		\$402.52		\$403.16		\$735.30			\$2,820.85	
Total Cost of Event	144	\$4,140.01	320	\$11,114.66	195	\$6,790.24	203	\$6,172.79	202	\$6,000.72	241	\$7,847.58	78	\$1,759.43	\$43,047.86	1383

Recreation Coordinator - \$16.23/hour (not including benefits)
Parks Superintendent - \$24.70/hour (not including benefits)
Parks Staff (includes 3 people, average salary) - \$12.26/hour (not including benefits)
Aquatics Supervisor - \$21.30/hour (not including benefits)
Director - \$27.77/hour (not including benefits)

Benefits are calculated at 25% of the hourly wage.



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. ***6.3**

The vacancy in the position of the Human Resources Director, which became effective in March 2011, offered the Town an opportunity to review its organizational structure and propose a model which is more efficient, more reasonable for the services we deliver, utilizes the strengths of our current staff, and offers a savings to the Town of over \$52,000.

The Human Resources Director had been on an extended leave for six months, and most of the duties associated with this position were performed by the Human Resources Clerk. She has essentially fulfilled the duties required of this position; therefore staff is requesting a reclassification of this position to Human Resources Analyst.

The workload of the Manager's Office is significant and varied. The manager is requesting a position be created which would carry the title of General Services Director. This position would have management responsibility for the Human Resources Analyst, Recreation Manager, and various other administrative functions, as well as performing projects as directed by the Town Manager or Council. This request would reclassify the current Management Assistant in the Manager's Office to this position, as the current employee has been performing many of these duties and others that are well outside the parameters of her job description, and possesses the requisite education, training and experience for this position. This proposal also includes the deletion of the position of Management Assistant in the Manager's Office and that a part-time administrative clerk position be created.

The final recommendation is to curtail the videographer services the Town receives for Channel Access 13. It is proposed that Council Meetings, Planning and Zoning Commission Meetings, and Chino Valley Unified School District meetings be broadcast, as well as having these meetings being uploaded onto the Town's website. The position would become a 15-20 hour/week position. The videographer may not have the time to do more than the cursory programming outlined above for Channel 13.

RECOMMENDED MOTION:

Move to approve the reorganization of the Administrative Offices which entails re-classifying two positions, restructuring two positions, and accepting the new organizational chart.

ATTACHMENTS:

The attachments listed below may be found in the May 5 agenda packet, item #3 OR in the web version of the May 10 meeting packet amendment:

A – Job descriptions:

- General Services Director
- Human Resources Analyst
- Administrative Clerk

B – Organizational Charts:

- Town Manager



TOWN OF CHINO VALLEY COUNCIL AGENDA ITEM STAFF REPORT

Item No. ***6.3**

- General Services Director

PERTINENT DOCUMENTS AVAILABLE UPON REQUEST:

SIGNATURES OF SUBMITTING AND/OR AFFECTED OFFICERS:

M Scannell
Author

Department Head

Vera J. Smith
Finance

Other:

Other:

Legal

Other:

Other:

Michael K. Scannell
Town Manager/Designee

ATTACHMENT "A"

Job Descriptions

**TOWN OF CHINO VALLEY
JOB DESCRIPTION**

TITLE: General Services Director
DEPARTMENT: Town Manager's Office
SUPERVISOR: Town Manager
JOB STATUS: Full-Time; Exempt, not eligible for overtime compensation
SALARY: Range 73, \$75,771 - \$107,063
*For the fiscal year 2010/2011 the Town employees are participating in a 10% pay reduction which is reflected in the salary figures listed above.

GENERAL DUTIES STATEMENT:

Performs difficult and complex administrative work involving research, analysis, and problem resolution. Supervises the Human Resources Analyst, the Recreation Director, Access 13, Information Technology, Prosecutor's Staff; acts in the role of Benefits Administrator and Risk Manager. Provides professional assistance to the Town Manager and Town Council.

ESSENTIAL DUTIES:

May include but are not limited to the following:

- Reports to the Town Manager.
- Works with a great level of autonomy on complex management issues.
- Assumes full management responsibility for all General Services Department operations and activities; manages the development, implementation, and administration of goals objectives, policies, budgets and priorities for each area of assignment.
- Oversees and participates in the development and administration of the General Services Department budget. Administers and recommends benefits for the entire organization.
- Manages projects as directed by the Town Manager or by the Town Council. Attends Council meetings and makes reports concerning activities for the areas of responsibility as directed.
- Assumes duties as Deputy Town Clerk as needed; acts as a recorder or participant for various committees or groups at the Mayor's or Manager's direction or discretion.
- Acts as Town Ombudsman in resolving citizen complaints or concerns; acts as Neighborhood Liaison for various neighborhood groups as necessary. Serves, when needed, as a member of various staff committees or external committees.
- Manages staff for the following departments: Access 13, Human Resources, Information Technology, Recreation Director, and Prosecution staff.
- Attends Yavapai Combined Trust Board Meetings and act as the Town's representative with respect to employee benefits.
- Drafts correspondence for all levels; may draft Council communications; may draft communication relating to legislation; may draft communication directed to the public; will prepare and present Council agenda items within the General Services' purview.
- Manages the Town's CDBG grant and other grants as appropriate.

- Develops Personnel policies and procedures.
- Assists the Human Resources Analyst in resolving employee grievances, policies, administration of benefits, staffing, human resource forecasting, and the development of job descriptions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of principles and practices of public administration, particularly in Municipal Government.
- Knowledge of research and analytical techniques.
- Ability to plan, coordinate, direct, and supervise the work of personnel in several administrative functions.
- Ability to resolve or mediate conflict between interested parties,
- Ability to establish and maintain effective working relationships with other employees, Council members, members of the community, and the general public.
- Strong writing and communication skills; ability to draft clear and concise Council communications, reports, and general business correspondence.

EDUCATION AND EXPERIENCE:

- Four year degree in Business, Human, or Public Relations; Master's Degree preferred, from an accredited college or university and minimum five years experience in a medium to high level administrative position.

PHYSICAL REQUIREMENTS:

- Frequently required to stand and sit for long periods.
- Occasionally required to reach with hands, feet and arms, and talk or hear.
- Specific vision abilities required by this job include close vision.

This position requires positive and active support of the Town, the citizens, and co-workers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the job.

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 or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

**TOWN OF CHINO VALLEY
JOB DESCRIPTION**

TITLE: Human Resources Analyst
DEPARTMENT: Human Resources
SUPERVISOR: General Services Director
JOB STATUS: Full-Time; Exempt, not eligible for overtime compensation
SALARY: Range 44, \$37,027 - \$52,318
*For the fiscal year 2010/2011 the Town employees are participating in a 10% pay reduction which is reflected in the salary figures listed above.

GENERAL DUTIES STATEMENT:

Under direct supervision of the Town's General Services Director, the Human Resources Analyst coordinates and administers the Town's personnel activities, benefits, recruitments, interviews, training and employee relations. Incumbent uses discretion in developing and implementing routine processes and/or programs.

ESSENTIAL DUTIES:

- Administers benefit plans for Town employees to include retirement plans, health insurance, short-term and long-term disability plans and life insurances.
- Interprets and explains Federal and state rules and regulations; assists with the interpretation and correct application of Town's policies and procedures while exercising the highest degree of confidentiality.
- Coordinates employee recruitment and selection process for the Town's departments; review personnel requests, and coordinates job advertisements, application review for minimum qualifications and monitors other screening procedures, testing and selection.
- Coordinates with Departments and hiring managers to define recruitment needs and timelines; oversees technical HR procedures, prepares announcements and advertisements, recommends advertisement methods, and develops applicant screening criteria and evaluation instruments.
- Maintains confidential files, records, and reports; creates initial folders for new recruitments; collects and files required documentation; prepares and reviews all necessary forms, records, and documentation for recruitments.
- Administers new hire orientations and exit interviews.
- Coordinates, reviews and administers a wide variety of programs within the human resources function which includes documenting and updating benefits files, enrolling and monitoring employees, monitoring payments and eligibility, processing changes, reviewing and approving claims/applications, compiling and evaluating data, and investigating routine complaints and allegations.
- Assesses organizational training needs and develops/facilitates new and continuing, customized and cost effective employee and supervisory training.
- Assists in the development and implementation of goals and objectives, policies and priorities of the Human Resources Department.
- Conducts and prepare reports, performs salary/benefit surveys for outside organizations.

- Respond to requests for information and assistance from employees, management, outside agencies and the public.
- Reviews bi-weekly timecards and prepares them for payment, works closely with the finance department to ensure accuracy in payroll records.
- Serves as a liaison between Human Resources and other Departments. Provides information and advice on Human Resources issues.
- Performs research related to human resources issues, including new practices, programs, techniques, and trends in the field.

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of principles, practices of human resources.
- Knowledge of Arizona State retirement systems.
- Knowledge of laws and regulations relating to human resources.
- Ability to effectively resolve operational and personnel problems.
- Ability to possess good organizational, analytical, writing, interviewing and statistical skills.
- Ability to ensure proper and consistent application of town policies and pertinent federal/state rules, regulations and laws.
- Ability to get along well with diverse personalities, both within and outside Town Government.

EDUCATION AND EXPERIENCE:

- Associate's Degree in Human Resources, Business or Public Administration, or related field; AND two years of Human Resources and recruiting experience, preferably in the public sector; OR an equivalent combination of education, training, and experience.

PHYSICAL REQUIREMENTS:

- Frequently required to stand and sit for long periods.
- Occasionally required to reach with hands, feet and arms, and talk or hear.
- Specific vision abilities required by this job include close vision.

This position requires positive and active support of the Town, the citizens, and co-workers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodation may be made to enable a qualified individual with a disability to perform the essential functions of the job.

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 or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

**TOWN OF CHINO VALLEY
JOB DESCRIPTION**

TITLE: Administrative Clerk
DEPARTMENT: Town Manager's Office
JOB STATUS: Part-time; Non-Exempt
SALARY: Range 23, \$11.78 - \$16.64 per hour
*In fiscal year 2010/2011 the Town employees are participating in a 10% furlough. This position is 18 hours per week.

GENERAL DUTIES STATEMENT:

Under the direct supervision of the Town Manager and General Services Director, this is an entry-level position that performs a variety of routine clerical, secretarial, and administrative work.

ESSENTIAL DUTIES:

- Answers in-coming phone calls and routes callers or provides information as required.
- Receives the public and answers questions. Provides customer service and performs ambassador duties.
- Schedules appointments for Town Manager, General Services Director, and members of the Council as directed or needed.
- Prepares correspondence for the office as needed.
- Prepares daily deposit reconciliation.
- Maintains administrative files.
- Performs computer data entry.
- Assist with processing incoming and outgoing mail.
- Functions well in a multiple task environment.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of modern office practices and procedures.
- Good organizational skills.
- Excellent written and verbal communication skills.
- Skills in computer data entry, word processing and general office machines.
- Ability to type 45 wpm.
- Ability to communicate effectively with public and co-workers.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Minimum one year office experience
- Relevant prior office experience working with the public.

An extensive background check is required.

PHYSICAL REQUIREMENTS:

- Frequently required to stand and or sit for long periods.
- Occasionally required to reach with hands, feet and arms, and talk or hear.
- 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.

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 or different tasks are performed when circumstances change (e.g. emergencies, changes in personnel, workload, rush job or technological developments).

03/11:HR Dept.

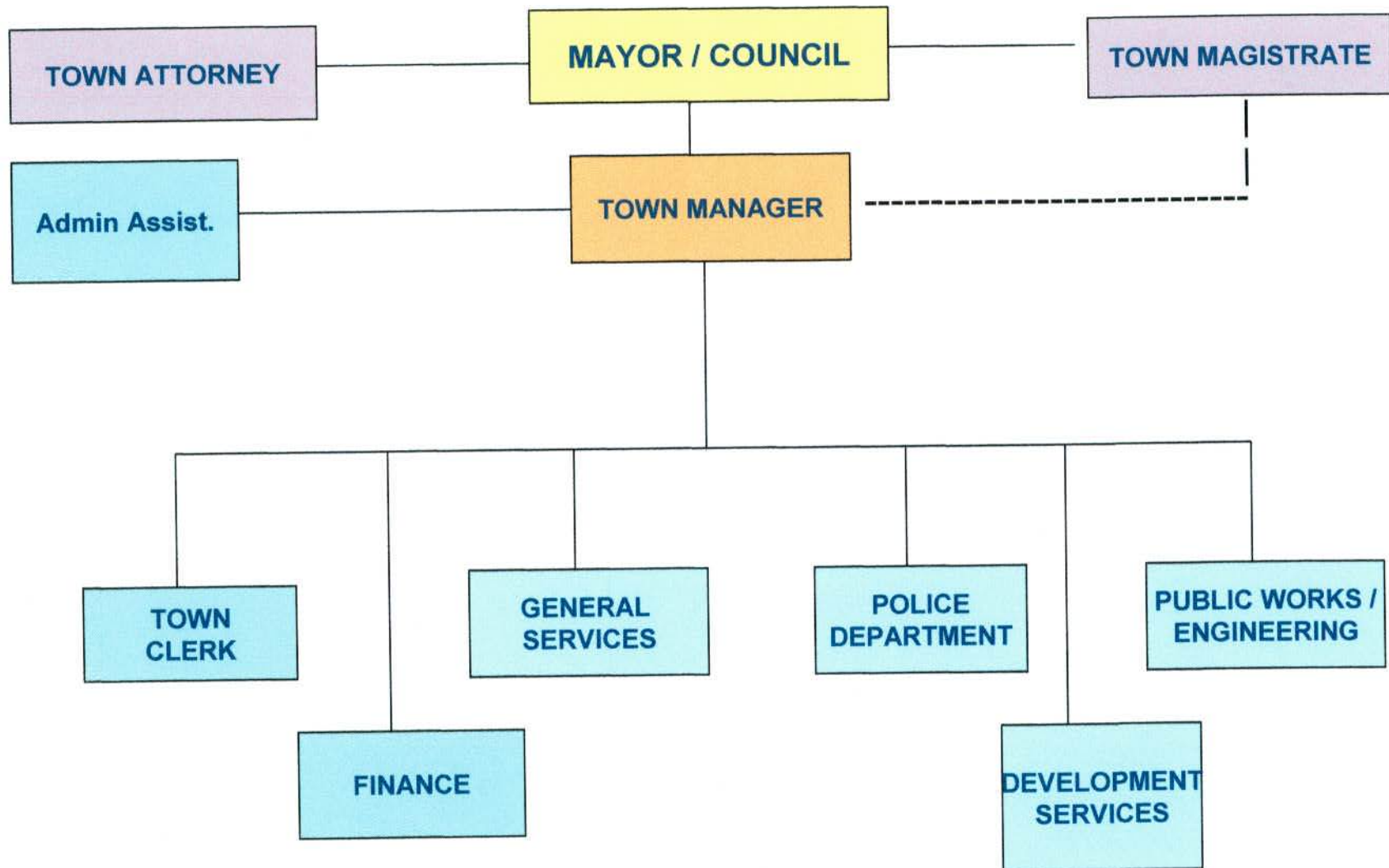
ATTACHMENT “B”

Organizational Charts



TOWN OF CHINO VALLEY

DRAFT





DRAFT

GENERAL SERVICES

