



**AGENDA
CITY COUNCIL ADJOURNED MEETING
7800 KATELLA AVENUE, STANTON, CA 90680
TUESDAY, FEBRUARY 28, 2017 – 5:00 P.M.**

As a courtesy to those in attendance, the City of Stanton respectfully requests that all cell phones, pagers and/or electronic devices be turned off or placed on silent mode while the meeting is in session. Thank you for your cooperation

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, CONTACT THE CITY CLERK AT (714) 379-9222. NOTIFICATION BY 9:00 A.M. ON MONDAY, FEBRUARY 27, 2017 WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING.

Supporting, descriptive documentation for agenda items, including staff reports, is available for review in the City Clerk's Office and on the City web site at www.ci.stanton.ca.us.

- 1. CLOSED SESSION** None.
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL** Council Member Donahue
Council Member Ethans
Council Member Ramirez
Mayor Pro Tem Shawver
Mayor Warren

SPECIAL ORDERS OF THE DAY

5. NEW BUSINESS

5A. MID-YEAR BUDGET REVIEW FY 2016-17

This report provides a status report on the FY 2016-17 budget and recommended changes based on the first six months of the fiscal year.

RECOMMENDED ACTION:

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(4); and
2. City Council provide any additional direction for staff on the 2016-17 Mid-Year Budget Review; and
3. City Council discontinue their 5% salary donation to the General Fund; and
4. City Council approve Budget Adjustment No. 2017-18; and
5. City Council adopt Resolution No. 2017-06 amending the Position Classification and Monthly Salary Schedule for City employees, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AMENDING THE POSITION CLASSIFICATION MANUAL".

6. ADJOURNMENT

I hereby certify under penalty of perjury under the laws of the State of California, the foregoing agenda was posted at the Post Office, Stanton Community Services Center and City Hall, not less than 72 hours prior to the meeting. Dated this 23rd day of February, 2017.

s/ Patricia A. Vazquez, City Clerk/Secretary

CITY OF STANTON

REPORT TO THE CITY COUNCIL

TO: Honorable Mayor and City Council

DATE: February 28, 2017

SUBJECT: MID-YEAR BUDGET REVIEW FY 2016-17

REPORT IN BRIEF:

This report provides a status report on the FY 2016-17 budget and recommended changes based on the first six months of the fiscal year.

RECOMMENDED ACTION:

1. City Council find that this item is not subject to California Environmental Quality Act ("CEQA") pursuant to Section 15378(b)(4).
2. City Council provide any additional direction for staff on the 2016-17 Mid-Year Budget Review;
3. City Council discontinue their 5% salary donation to the General Fund.
4. City Council approve Budget Adjustment No. 2017-18;
5. City Council adopt Resolution No. 2017-06 amending the Position Classification and Monthly Salary Schedule for City employees.

BACKGROUND:

Each year staff compares actual revenues and expenditures for the first half of the fiscal year to their current annual budgeted figures for the entire fiscal year, to determine whether the current budget still accurately reflects anticipated revenues and expenditures for the full fiscal year. The primary focus of this review is on General Fund revenues and expenditures.

ANALYSIS:

The amended General Fund budget currently estimates \$19.5 million in revenues, \$0.5 million of transfers in from other funds, \$1.2 million in City loan repayment, and \$19.6 million in expenditures and transfers out to other funds, for a net expected increase in the fund balance of the General Fund of \$1.6 million. For the first six months of FY 2016-17, actual General Fund expenditures were \$9.6 million and actual General Fund revenues were \$6.5 million. Expenditures exceeded revenues by \$3.1 million. Revenue shortfalls typically occur during the first half of the fiscal year, pending receipt of significant tax revenues in January.

A summary of the City's budget by fund is included as Exhibit 1 to this report. The chart shows the opening fund balance, current estimated revenues and expenditure appropriations, transfers in and out, net change to fund balance and ending fund balance for each of the City's 28 individual funds. Changes recommended in this report are included as a separate column in this exhibit as well.

At this point in time, with all known information considered and the changes to the budget as recommended in this report, the projected uncommitted fund balance of the General Fund is now expected to increase this year by \$1,616,106, from \$11.6 million to \$13.2 million. General Fund revenues and transfers in are now expected to exceed expenditures and transfers out by \$437,849, with the increase being due primarily to incremental increases in transient occupancy tax, transactions and use tax, sales tax and property tax. The actual committed fund balance amount is also being increased by a recommended \$100,284 to increase the size of the City's committed fund balance for emergencies.

As noted above, the uncommitted fund balance of the General Fund is expected to end the year at \$13.2 million, which is equivalent to 66% of annual General Fund expenditures. If the funds committed for emergency use is factored in, the City's fund balance reserve is equivalent to 91% of annual General Fund expenditures.

Most other funds are in relatively strong condition. Significant fund balances exist in a handful of those funds. There is capacity for capital and other expenditures to be funded from these fund balances, especially as it relates to street, storm drain and lighting and landscape-related projects.

General Fund Revenues

Property taxes are trending up. As noted on Exhibit 2, a \$92,750 increase is anticipated for the City's most significant revenue based on projections by HdL, the City's property tax consultants. Property taxes are budgeted to be \$5,068,486, or 25% of the total revenue budget.

Sales Tax revenue is currently budgeted at \$4,057,000 or 20% of total General Fund

revenues. The actual amount received through December 31 was \$1,487,910. City staff recently received an updated annual revenue budget estimate from our sales tax consultants, HdL, of \$4,164,000. The recommended increase appears reasonable given our collections to date this year. Using their revised budget number, it is estimated that sales tax for the year will be \$107,000 above the current budgeted amount.

This is the second full fiscal year that transactions and use tax revenue is coming into the City, and the local funding source continues to grow. As more quarters come in, it is easier for the City's transactions and use tax consultants, HdL to make informed estimates. Based on the proceeds that have already come in, HdL estimates that the City will receive \$3,923,000 in transactions and use tax proceeds in FY 16/17, resulting in an increase of \$154,000 or 4% over initial estimates.

Transient Occupancy Tax (TOT) is being forecasted to increase by \$160,000 for a total of \$550,000. All motels are up slightly, and the old Best Western, which was beginning to remit much higher TOT-equivalent revenue under the name of American Prep Residence in 2016, has now changed its name to Stanton Inn and Suites. That property is providing an estimated \$130,000 that was not available in previous years as a base, which is causing TOT to increase by over 40% over original estimates.

Franchise revenues are mostly trending in line with budget. Cable TV franchise revenues were originally budgeted at \$244,000. Receipts this year are on pace to come in lower than budgeted as fewer people pay for large cable television packages, and move to streaming services that are not required to charge franchise fees. As such, the recommended budget includes a reduction of \$25,000, a decrease of 8% over the prior years' actual.

No adjustment is recommended to Business License fees at this time. The increases from last year due to our internal Business License Specialist putting into place new procedures and providing excellent customer service and add value during interactions with our local business community are holding steady, however. Business license revenue is budgeted at \$390,000 or 2% of the City's revenue.

Utility users' tax (UUT) is decreasing this year, primarily due to a reduction in Electricity fees. Overall UUT revenues, which are the City's fourth most significant revenue, with almost 10% of total revenues, are proposed for a reduction of \$65,000. Decreases to Electricity of \$80,000 and Telephone of \$15,000, are slightly offset by an increase to Water of \$30,000. There are two main causes for the revenue decrease, which will cause a 3% decrease to overall UUT revenues. The main reason for the decrease in electricity consumption is due to the much cooler and rainier year compared to recent years. Secondly, there is an increase in internet phone usage, which is not subject to the Utility Users' Tax. Those decreases are partially offset due to a lifting of water restrictions, and a corresponding increase in water consumption.

Fees and Permits are expected to increase by \$36,750. Despite Mechanical and Plumbing Permits being projected down \$20,000 and \$15,000, respectively, a projected increase in Building Plan Check Fees, Electrical Fees and Other Fees and Permits of \$50,000, \$10,000, and \$10,000 respectively lead to the overall increase over the original budget. In addition, Parking Permits revenue is recommended to increase \$1,750 to \$6,750.

The expectation for Intergovernmental revenue is for a decrease by \$16,000. Mandated Cost Reimbursement revenues are recommended to decrease \$11,000 to \$34,000, though there is a chance the State of California could reimburse more if State revenues beat expectations this year. In addition, the Public Safety Augmentation Tax is projected to be up \$5,000, and the State Recycling Grant is down \$10,000 as the City did not apply for the grant last year.

Revenues from Developmental fees are estimated to decrease by \$58,500. There are a number of smaller adjustments in this area, but the three most significant are Conditional Use Permit and Precise Plan of Design, which are estimated to decrease \$10,000 each, and Other Developmental Fees, which are projected to be down \$40,000 due to a lack of larger-scale projects anticipated to be completed this fiscal year.

Revenue from recreation programs are currently running even with budget, which is currently \$39,670.

Fines and forfeitures are trending higher than budget this year, with a proposed increase of \$65,000. Motor Vehicle Fines is on pace to end the year up \$20,000, Parking Citations is estimated to be up \$35,000, and Administrative Citations are aiming towards an increase of \$10,000. As such, the total fines and forfeitures budget will increase to \$347,000.

Investment earnings are beginning to increase as investment rates are beginning to slowly but steadily improve. The investment earnings budget is recommended to increase by \$30,000 to a total of \$92,000.

In the area of Rental Income, there is one small recommended decrease, to reduce Pacific Bell Mobile Svcs-Rent account by \$7,300. The overall category is expected to be down 8% from the original budget with that change.

Miscellaneous revenue includes two minor revisions. Sale of Publications is anticipated to decrease by \$1,000 and Other Revenue is expected to increase by \$4,000. The net change of \$3,000 brings the anticipated account total to \$546,676.

The Pass-Thru Payment category represents the pass-thru of former Redevelopment Agency property tax increment to the City's General Fund. This amount is running right along with expectations, and as such there is no recommended budget adjustment for this category.

Transfers In includes transfers to the General Fund received from the Gas Tax and Fire Emergency Services funds. There are no changes to this budget area.

The net increase in General Fund revenues from all of these adjustments is \$476,700, a 2.4% upward adjustment.

General Fund Expenditures

Actual General Fund expenditures by City departments at mid-year were \$9,623,763, representing 49% of budgeted annual expenditures. At this time last year, General Fund expenditures totaled \$9,123,435, 49% of total actual expenditures for last year. Exhibit 3 is the expenditure analysis of the General Fund.

A recommended list of expenditure increases in the General Fund is included. Adjustments are recommended in the City Attorney, City Manager, City Clerk, Law Enforcement, Stanton Central Park and Transfers Out areas.

The most significant increase is to the Law Enforcement area. When the contract with the County of Orange was signed for the current year, they informed the City that the amount would increase as a result of negotiations with multiple unions. The City was notified that the mid-year increase amounted to \$186,406 (1.93% of the current contract). In addition, there are two increases to Materials & Supplies (\$3,400) and Vehicle Maintenance (\$4,000) relating to ongoing expenses to keep Stanton's traffic deputy on the road. The total recommended increase to Law Enforcement (all pertaining to the Transactions & Use Tax Fund) is \$193,806.

All other recommended increases are insignificant next to that one, but the next most significant increase relates to the City Manager area. There are two adjustments being recommended in this area, with both adjustments pertaining to the 2015 Strategic Plan. The adjustments pertain to Strategic Plan Initiative 6.5, which called for conducting and implementing a classification and compensation study and reform. This action has been taken and will be described later in the staff report in more detail. The requested appropriation to fulfill that initiative amounts to \$74,700.

In the current year, over \$25,000 has been spent in the City Attorney department on actively litigating on one case through December 2016. In addition to that, multiple other lawsuits have been resolved this year. The current spending through December's billing, is \$111,164. Since it is not anticipated for litigation expenditures to decrease in the second half of the year, staff is recommending an increase to the City Attorney: Professional Services line item of \$40,000.

The Stanton Central Park department is also requesting an addition to the budget, specifically pertaining to the Part-Time salaries. The original estimate of time needed to

fully staff the park was low, and a proposed increase of \$18,280 is being recommended. That figure would be the only adjustment to the department, and the total recommended change.

Transfers Out are recorded in the Non-Departmental area, but shown on their own line in the support attached to this staff report. There are two proposed adjustments in the Transfers Out area. First, the Families and Communities Together (FaCT) Grant does not provide 100% reimbursement of fully-burdened employee expenses. As such, the City contributes \$31,200 annually to offset the differences. As it is impossible to hit the reimbursement rate exactly right (and in previous years the contribution was \$40,000), there has been an accumulation of negative fund balance in this fund. We cannot know exactly where the account will end the year, but at this point a recommendation is being made to transfer an additional \$17,100 on a one-time basis to help zero out the negative fund balance. In addition, the Stanton Central Park Maintenance account needs a contribution as well to maintain a positive balance. A proposed increase to this Special Revenue Fund will be detailed in a later section, but the effects of it is that a transfer from the General Fund of \$45,250 is being proposed. The total increase to the Transfers Out department is \$62,350.

The final expenditure increase recommended is in the City Clerk section. Already this year a marijuana initiative has been brought forth, and the counting of signatures from that initiative cost \$6,000. It is anticipated that another marijuana initiative will be coming before the fiscal year ends. The proposed increase of \$12,000 in the Elections account is to account for the unbudgeted counting of both of those initiatives.

The net total expenditure appropriation increase for the General Fund is \$401,136, a 2.05% increase.

General Fund Committed Fund Balance

The City Council's policy is to set aside 25% of annual General Fund expenditures as a commitment of fund balance to be used only in the event of a disaster to City infrastructure. The amount of this set-aside needs to be adjusted to reflect 25% of the current level of General Fund expenditures. With mid-year adjustments to expenditures, the Committed account balance should be \$4,889,122. Based on the \$19,957,624 in General Fund expenditure appropriations recommended in this report, the committed fund balance amount should be 25% x \$19,957,624, or \$4,989,406. This is an increase in the amount of the reserve of \$100,284, which decreases the amount of uncommitted fund balance.

Total General Fund Spendable Fund Balance

As shown on Exhibit 4, the net of the adjustments in General Fund revenues and expenses (+\$75,564), and the downward adjustment to the committed fund balance of \$100,284, results in a total decrease to the uncommitted fund balance of \$24,720.

The percentage that General Fund uncommitted fund balance represents of total annual General Fund expenditures was expected to increase from 59.3% to 67.7% as a result of the adopted budget and budget amendments prior to this mid-year report. As a result of the changes recommended in this report, the fund balance percentage is now projected to rise to 66.2% of General Fund expenditures.

If the recommendations in this report are approved, total General Fund spendable fund balance (committed plus uncommitted) will be \$4,989,406 (committed) plus \$13,215,590 (uncommitted), or \$18,204,996, or 91% of the total General Fund budget.

Other Funds:

Gas Tax

The City receives annual funding from the State of California from the gasoline tax that is paid by drivers at the pump. The state recently released revised expectations for the revenues to be received in the current fiscal year. The net result is a decrease of \$36,758. In addition, adjustments to the expenditures are proposed. \$27,600 relates to Strategic Plan Initiative 6.5 as described later. In addition, there is a recommended increase of \$42,000 to Contractual Services pertaining to street sweeping expenses and \$1,000 in the Equipment Maintenance account for repairing a pressure washer used for removing graffiti. The net effect of all the adjustments is a decrease of \$107,358, but after that revision, the account is still anticipated to have the fund balance increase in the current fiscal year.

FaCT Grant

The City receives funding from the Families and Communities Together (FaCT) Grant, but it is supplemented with a transfer from the General Fund. To make up for a deficit fund balance that does not relate to timing, the General Fund is contributing an additional one-time transfer to the FaCT Grant. As such, a proposed increase in Transfers In is being recommended in the amount of \$17,100.

Stanton Central Park Maintenance

The inaugural budget for this special revenue fund was an estimate, but it has been determined that the cost of maintaining the landscaping at the park (in the Contractual Services account) needs to be increased by \$35,000. In addition, \$25,000 of the current years' budgeted contributions came in during the previous fiscal year, so the Donations account is being reduced by that previous donation. The final recommended change is a Transfer In from the General Fund to make the account whole. That transfer is being recommended at \$45,250. The net effect of all the adjustments is a \$14,750 decrease from the original budget, but allow the proposed fund to be in the black at fiscal year end.

Housing Authority

The Housing Authority has a few minor recommended revisions. An increase of \$10,000 is requested in Professional Services to allow the Authority's consultant to review developer-proposals relating to the Tina/Pacific Project. \$5,100 is requested in the Relocation Assistance account to pay for an unplanned emergency relocation. Lastly \$2,000 is being recommended in the Contractual Services account to pay for landscape maintenance for Housing Authority-owned properties. The total effect of these recommendations is an increase to expenditures of \$17,100. Despite these recommended increases, the fund would still add over \$50,000 to reserves in the current year if all budgeted revenues and expenditures are realized.

Parks and Recreation Facilities

The Parks and Recreation Facilities Capital Project Fund receives revenue from Park In-Lieu fees (or Quimby Fees). The Capital Projects Fund was used to fund Stanton Central Park, which was placed in service in June 2016. However, capital expenditures pertaining to the park were still incurred in the current fiscal year though they were not originally budgeted. A proposed increase to the budget of \$75,000 is being recommended at this time. Though the fund began the year with a deficit balance of \$70,221, and \$75,000 is being recommended at this time, with budgeted revenues that are anticipated to come this fiscal year from future developments, the Capital Projects Fund should end the year in the black.

Position Revisions:

In response to Strategic Plan Initiative 6.5, the mid-year budget includes an amendment of the Position Classification Manual as detailed in Resolution 2017-06. The City's consultant performed a classification and compensation study and helped evaluate and revise the job description for every full-time funded position in the City. The consultant's recommendations include three position reclassifications and a salary range adjustment for two positions.

Position Reclassifications (with salary ranges in parenthesis):

Current Classification

Administrative Services Coordinator (16)
Departmental Assistant – Personnel (10)
Administrative Clerk – City Manager (1)

Proposed Classification

Administrative Services Supervisor (19)
Human Resources Specialist (21)
Departmental Assistant (10)

Salary Range Changes (with salary ranges in parenthesis):

Current Salary Range

Business License Specialist (10)
City Clerk (19)

Proposed Salary Range

Business License Specialist (12)
City Clerk (35)

Several job title changes were also suggested for positions where the salary range will remain the same. In addition, a few job classifications that do not exist and are not being funded at this time are also being added to the list of approved positions. The consultant also recommended a revision to the City's salary schedule by increasing all salary ranges by one step and adding Step F. This would be the first cost of living adjustment for City employees since 2008. Longer-term employees currently at Step E would have the opportunity to advance to Step F on a merit basis during their subsequent annual performance review. The cost to the General Fund for implementing these changes in the current fiscal year is approximately \$65,100 and as identified in an earlier section, is reflected as a budget adjustment in the City Manager's section. The cost to other funds of the City for implementing these changes in the current fiscal year is approximately \$27,600 and as identified in an earlier section, is reflected as a budget adjustment in the Gas Tax Fund.

Also included in the mid-year budget is the elimination of two part-time Administrative Clerk positions and the establishment of a full-time Administrative Clerk covering the Public Works front counter. Much of the work performed by this position relates to streets and is funded by the Gas Tax Fund and this change will allow the position to work more in that area. As such, in the process of creating the full-time position, the position's salary allocation will be adjusted so that the fully burdened increase to the City (\$12,500) will be picked up entirely by the Gas Tax Fund.

The resolution amending the Position Classification and Monthly Salary Schedule can be found as Exhibit 6. The adjustments to the Position Classification Manual can be found as Attachment A. The job descriptions for the new and revised classifications can be found as Attachment B. The updated Monthly Salary Schedule can be found as Attachment C.

FISCAL IMPACT:

The City's General Fund budget, prior to this mid-year review, anticipated an increase in the General Fund uncommitted fund balance of \$1,640,826 (\$462,569 from revenues and transfers in exceeding expenditures and transfers out, and \$1,178,257 due to an installment repayment of the City loan to the former redevelopment agency). This review recommends a net decrease of a \$24,720 for a total anticipated increase in the uncommitted fund balance of \$1,616,106.

Based on the adopted budget and amendments prior to this report, the fund balances of all funds other than the General Fund were expected to increase by a net of \$122,121. In this report, the recommended adjustments to funds other than the General Fund are negative. The total recommended net decrease in this report to fund balances for all funds other than the General Fund is \$197,108 for a total anticipated decrease in uncommitted fund balance of \$74,987.

In total, the recommended net decrease in this report to fund balances for all City funds is \$221,828, and the anticipated increase in uncommitted fund balance is \$1,250,993.

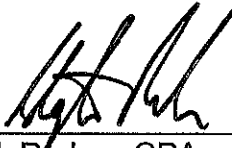
ENVIRONMENTAL IMPACT: None.

PUBLIC NOTIFICATION: Through the normal agenda process.

STRATEGIC PLAN OBJECTIVE ADDRESSED:

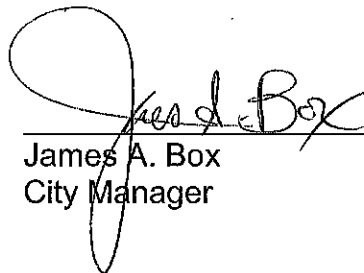
4. Ensure Fiscal Stability and Efficiency in Governance

Prepared by:



Stephen M. Parker, CPA
Administrative Services Director

Approved:



James A. Box
City Manager

Attachments:

- Exhibit 1: Budget Summary Information
- Exhibits 2A and 2B: Revenue Presentation
- Exhibit 3: Expenditure Presentation
- Exhibit 4: Change in General Fund Uncommitted Fund Balance
- Exhibit 5: Budget Adjustment 2017-18
- Exhibit 6: Resolution No. 2017-06 amending the position classification manual
 - Attachment A: Adjustments to the Position Classification Manual
 - Attachment B: Revised Job Descriptions
 - Attachment C: Current Salary Schedule

2016-17 BUDGET SUMMARY

Amended Budget as of 2/28/17

Fund	Fund #	7/1/2016 Opening Available/ Balance/ Working Capital	Estimated Revenues	Appropriations	Revenues less Appropriations	Transfers In/(Out)	Net Change	Proposed Changes This Report	City Loan Repayment	6/30/2017 Ending Available Fund Balance/ Working Capital
CITY:										
General Fund:										
Uncommitted Fund Balance (Assigned and Unassigned)	101	11,599,484	19,479,057	19,525,288	(46,231)	508,800	462,569	(24,720)	1,178,257	13,215,590
Special Revenue Funds:										
Gas Tax	211	1,722,518	813,574	513,884	299,690	(180,000)	119,690	(107,358)		1,734,850
Measure M	220	1,105,218	542,700	500,000	42,700	-	42,700			1,147,918
CDBG	222	241,806	212,400	212,000	400	-	400			242,206
Fire Emergency Services	223	31,451	380,000	3,750	376,250	(360,000)	16,250			47,701
Lighting Maintenance (1919 Act)	224	849,097	381,766	-	381,766	(385,000)	(3,234)			845,863
Lighting/Median Maint. (1972 Act)	225	922,493	202,000	757,230	(555,230)	385,000	(170,230)			752,263
Air Quality Improvement	226	166,123	48,000	4,300	43,700	-	43,700			209,823
State COPS Grant 2015-16	239	-	40,000	40,000	-	-	-			-
State COPS Grant 2016-17	240	-	100,000	100,000	-	-	-			-
FACT Parks and Recreation Grant	250	(22,263)	300,000	325,989	(25,989)	31,200	5,211	17,100		48
Senior Transportation	251	35,173	32,875	48,545	(15,670)	-	(15,670)			19,503
Stanton Central Park	253	25,000	-	-	-	-	-			25,000
CalGRIP Grant 15-16	255	-	500,000	497,669	2,331	-	2,331			2,331
Street Fee	261	36,899	3,980	-	3,980	-	3,980			40,879
Traffic Signal Fee	262	8,252	890	-	890	-	890			9,142
Community Center Fee	263	25,575	2,950	-	2,950	-	2,950			28,525
Police Services Fee	264	23,148	2,670	-	2,670	-	2,670			25,818
Stanton Central Park Maintenance	280	10,854	100,000	96,100	3,900	-	3,900	(14,750)		4
Housing Authority	285	9,509,544	528,000	454,871	73,129	-	73,129	(17,100)	294,564	9,565,573
Capital Projects Funds:										
Capital Projects	305	785,934	464,755	691,755	(227,000)	-	(227,000)			558,934
Parks and Recreation Facilities	310	(70,221)	152,000	-	152,000	-	152,000	(75,000)		6,779
Enterprise Fund:										
Sewer Maintenance Fund	501	3,201,365	1,027,621	1,211,585	(183,964)	-	(183,964)			3,017,401
Internal Service Funds:										
Workers' Compensation	602	677,417	118,134	124,562	(6,428)	-	(6,428)			670,989
Liability Risk Management	603	142,283	95,000	110,000	(15,000)	-	(15,000)			127,283
Employee Benefits	604	141,103	335,641	355,423	(19,782)	-	(19,782)			121,321
Fleet Maintenance	605	381,545	91,612	92,548	(936)	-	(936)			380,609
TOTAL CITY		31,549,798	25,955,625	25,665,499	290,126	-	290,126	(221,828)	1,472,821	32,796,353

City of Stanton
General Fund
Mid-Year Revenue Analysis
FY 2016-17

	Amended Budget	2016-17 Actual thru 50% of Year	Percent Received to Date	2016-17 Projected	Projected vs. Adopted Budget	Percentage Difference Projected vs. Adopted	New Budget with Adjustments
Property tax	4,975,736	588,224	12%	5,068,486	92,750	2%	5,068,486
Property transfer tax	90,000	37,001	41%	90,000	0	0%	90,000
Sales tax	4,057,000	1,487,910	37%	4,164,000	107,000	3%	4,164,000
Transactions and use tax	3,769,000	1,555,146	41%	3,923,000	154,000	4%	3,923,000
Transient occupancy tax	390,000	204,505	52%	550,000	160,000	41%	550,000
Franchise	1,051,000	262,070	25%	1,026,000	(25,000)	-2%	1,026,000
Business license	390,000	106,955	27%	390,000	0	0%	390,000
Utility user tax	2,000,000	876,658	44%	1,935,000	(65,000)	-3%	1,935,000
Fees & permits	1,174,895	476,121	41%	1,211,645	36,750	3%	1,211,645
Intergovernmental	185,000	82,180	44%	169,000	(16,000)	-9%	169,000
Development fees	138,640	49,175	35%	80,140	(58,500)	-42%	80,140
Parks and recreation fees	39,670	23,508	59%	39,670	0	0%	39,670
Fines & forfeitures	282,000	170,580	60%	347,000	65,000	23%	347,000
Investment earnings	62,000	2,554	4%	92,000	30,000	48%	92,000
Rental income	95,440	38,867	41%	88,140	(7,300)	-8%	88,140
Miscellaneous	543,676	294,257	54%	546,676	3,000	1%	546,676
Pass-thru payment	235,000	0	0%	235,000	0	0%	235,000
 Total Revenues	 19,479,057	 6,255,709	 32%	 19,955,757	 476,700	 2%	 19,955,757
 Transfers In	 540,000	 270,000	 50%	 540,000	 0	 0%	 540,000
 GRAND TOTAL	 <u>20,019,057</u>	 <u>6,525,709</u>	 <u>33%</u>	 <u>20,495,757</u>	 <u>476,700</u>	 <u>2%</u>	 <u>20,495,757</u>

**General Fund
Revenue Trends
Last 10 Years**

	Actual 2006-07	Actual 2007-08	Actual 2008-09	Actual 2009-10	Actual 2010-11	Actual 2011-12	Actual 2012-13	Actual 2013-14	Actual 2014-15	Actual 2015-16	Amended Budget 2016-17	(50% of year) 12/31/2016 Actual	Revised Budget 2016-17
Property tax	1,262,255	1,105,456	1,076,805	677,573	1,059,670	1,052,657	4,950,932	4,982,405	4,623,703	4,780,097	4,975,736	588,224	5,068,486
Property transfer tax	100,000	62,690	76,102	61,961	54,228	45,565	88,742	95,183	88,342	97,062	90,000	37,001	90,000
Sales tax	4,177,392	3,537,975	3,075,670	3,079,791	3,091,571	3,579,392	3,693,199	3,925,838	4,012,917	4,169,215	4,087,000	1,487,910	4,164,000
Transactions and use tax	0	0	0	0	0	0	0	0	792,300	3,591,594	3,789,000	1,555,146	3,923,000
Transient occupancy tax	357,422	358,535	316,794	289,855	326,316	357,092	341,838	323,938	375,876	437,676	390,000	204,505	550,000
Franchise fees	682,179	735,830	756,130	721,326	932,977	932,917	996,947	1,031,034	964,450	1,011,630	1,051,000	282,070	1,028,000
Business license	173,004	210,842	233,089	239,330	251,241	304,047	282,089	281,659	397,890	471,769	390,000	106,955	390,000
Utility user's tax	2,202,032	2,219,986	2,272,122	2,219,051	2,123,881	2,083,748	2,110,373	2,189,067	2,177,808	2,015,948	2,000,000	876,658	1,935,000
Fees & permits	437,588	313,886	429,034	455,820	763,211	865,685	917,433	1,121,116	1,143,115	1,088,020	1,174,895	476,121	1,211,645
Intergovernmental	3,448,989	3,545,623	3,434,379	3,265,206	3,255,087	3,096,819	201,385	249,756	272,166	219,508	185,000	82,180	169,000
Developmental fees	131,629	91,329	108,500	130,508	71,361	93,938	92,299	131,613	129,136	146,132	138,640	49,175	80,140
Parks and recreation fees	68,036	84,484	89,003	58,476	86,998	75,515	51,021	55,216	49,177	56,163	39,670	23,508	39,670
Fines & forfeitures	391,847	389,159	402,363	430,763	436,153	329,492	320,212	279,541	292,491	296,608	282,000	170,580	347,000
Investment earnings	1,031,781	876,265	1,104,088	1,373,345	679,434	288,010	221,644	163,201	142,548	163,581	62,000	2,554	92,000
Rental income	1,370,160	1,384,913	452,380	122,957	138,356	142,214	139,528	146,786	168,824	90,240	95,440	38,867	88,140
Miscellaneous	98,091	122,205	4,575,087	106,817	195,638	147,651	102,244	506,251	493,081	553,838	543,676	294,257	546,676
Pass-thru payment	170,952	225,276	504,138	212,765	171,970	202,998	174,228	189,920	227,097	253,712	235,000	0	235,000
Total Revenues	<u>16,113,337</u>	<u>15,254,455</u>	<u>18,885,694</u>	<u>13,445,545</u>	<u>13,638,100</u>	<u>13,597,741</u>	<u>14,654,113</u>	<u>15,582,534</u>	<u>16,350,721</u>	<u>19,442,793</u>	<u>19,479,057</u>	<u>6,255,709</u>	<u>19,955,757</u>
Transfers in	859,940	743,112	1,395,765	2,265,890	1,544,732	724,932	724,932	1,858,445	580,500	568,148	540,000	270,000	540,000
GRAND TOTAL	<u>16,973,277</u>	<u>15,997,567</u>	<u>20,281,459</u>	<u>15,711,435</u>	<u>15,182,832</u>	<u>14,322,673</u>	<u>15,379,045</u>	<u>17,440,979</u>	<u>16,931,221</u>	<u>20,010,941</u>	<u>20,019,057</u>	<u>6,525,709</u>	<u>20,495,757</u>

CITY OF STANTON
GENERAL FUND
MID-YEAR EXPENDITURE ANALYSIS
FISCAL YEAR 2016-17

Department	(General Fund only)					
	Amended Budget 2016-17	2016-17 Actual thru 50% of Year	% of YTD Spent	2016-17 Projected	Projected vs. Budget	Adjusted Budget 2016-17 Percentage
City Council	131,549	75,733	57.6%	131,549	-	0.0%
City Attorney	200,200	94,895	47.4%	240,200	40,000	20.0%
City Manager	365,391	173,760	48.1%	440,091	74,700	20.4%
City Clerk	143,798	59,767	41.6%	155,798	12,000	8.3%
Personnel/Risk Mgmt	94,040	45,980	48.9%	94,040	-	0.0%
Liability/Risk Mgmt	74,000	73,739	99.6%	74,000	-	0.0%
Administrative Services	771,035	362,139	47.0%	771,035	-	0.0%
Information Technology	182,225	124,604	68.4%	182,225	-	0.0%
Emergency Preparedness	11,200	(4,821)	-43.0%	11,200	-	0.0%
Non-Dept (net of transfers)	354,247	147,862	41.7%	354,247	-	0.0%
Administration	2,327,685	1,155,656	49.6%	2,454,385	126,700	5.4%
Law Enforcement	9,972,519	5,002,961	50.2%	10,166,325	193,806	1.9%
Fire Protection	4,049,304	2,068,601	51.1%	4,049,304	-	0.0%
Public Safety	14,021,823	7,071,562	50.4%	14,215,629	193,806	1.4%
Engineering	160,251	85,877	53.6%	160,251	-	0.0%
Public Facilities	365,903	161,596	44.2%	365,903	-	0.0%
Parks Maintenance	353,702	158,142	44.7%	353,702	-	0.0%
Street Maintenance	232,414	112,569	48.4%	232,414	-	0.0%
Storm Drains	126,194	28,876	22.9%	126,194	-	0.0%
Public Works	1,238,464	547,060	44.2%	1,238,464	0	0.0%
Planning	354,659	129,790	36.6%	354,659	-	0.0%
Building Regulation	203,645	68,571	33.7%	203,645	-	0.0%
Parking Control	147,690	72,935	49.4%	147,690	-	0.0%
Business Relations	129,278	41,700	32.3%	129,278	-	0.0%
Community Development	835,272	312,996	37.5%	835,272	0	0.0%
Parks and Recreation	525,660	241,651	46.0%	525,660	-	0.0%
Community Center (Beach)	27,985	10,457	37.4%	27,985	-	0.0%
Stanton Central Park	147,122	93,509	63.6%	165,402	18,280	12.4%
Parks and Recreation	700,767	345,617	49.3%	719,047	18,280	2.6%
Code Enforcement	401,277	190,872	47.6%	401,277	-	0.0%
Redevelopment Programs	401,277	190,872	47.6%	401,277	0	0.0%
Total Expenditures	19,525,288	9,623,763	49.3%	19,864,074	338,786	1.7%
Add: Transfers Out	31,200	15,600	50.0%	93,550	62,350	199.8%
GRAND TOTAL	19,556,488	9,639,363	49.3%	19,957,624	401,136	2.1%

CHANGE IN GENERAL FUND UNCOMMITTED FUND BALANCE

	7/1/16 Uncommitted Fund Balance	16-17 Increase (Prior to This Review)	16-17 Increase (Changes This Review)	16-17 Increase in Committed Fund Balance	6/30/17 Uncommitted Fund Balance
GENERAL FUND UNCOMMITTED FUND BALANCE	11,599,484	1,640,826	75,564	(100,284)	13,215,590
Gen Fund Uncommitted Fund Balance as a percentage of expenditures	59.3%	67.7%			66.2%

CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION

Fiscal Year: 2016-17
 Department: Administrative Services
 Requested By: Stephen Parker
 City Council Approval: _____
 Availability of Funds: _____
 Administrative Services Department

BA # 2017-18
 Date: February 28, 2017
 Title: Administrative Services Director
 Date: February 28, 2017
 Title: Administrative Services Director

Transfer		Current Budget	Increase (Decrease)	Amended Amount
Account Description	Account Number			
1 General Fund: Current Yr-Secured/Unsecured	101-0000-430100	\$ (1,052,000)	\$ (20,000)	\$ (1,072,000)
2 General Fund: Property Tax - Supplemental	101-0000-430115	\$ (20,000)	\$ (5,000)	\$ (25,000)
3 General Fund: Property Tax - In Lieu	101-0000-430121	\$ (3,476,000)	\$ (63,750)	\$ (3,539,750)
4 General Fund: Property Tax - Public Utility	101-0000-430125	\$ (36,000)	\$ (2,000)	\$ (38,000)
5 General Fund: Tax Administration Fees	101-0000-430130	\$ 8,700	\$ (2,000)	\$ 6,700
6 General Fund: Sales and Use Tax	101-0000-430200	\$ (4,057,000)	\$ (107,000)	\$ (4,164,000)
7 General Fund: Transient Occupancy Tax	101-0000-430300	\$ (390,000)	\$ (160,000)	\$ (550,000)
8 General Fund: Cable TV	101-0000-430405	\$ (244,000)	\$ 25,000	\$ (219,000)
9 General Fund: Util Users Tax/Electricity	101-0000-430600	\$ (980,000)	\$ 80,000	\$ (900,000)
10 General Fund: Util Users Tax/Telephone	101-0000-430605	\$ (460,000)	\$ 15,000	\$ (445,000)
11 General Fund: Util Users Tax/Water	101-0000-430615	\$ (350,000)	\$ (30,000)	\$ (380,000)
12 General Fund: Building Plan Check Fees	101-0000-431100	\$ (50,000)	\$ (50,000)	\$ (100,000)
13 General Fund: Mechanical Permits	101-0000-431105	\$ (50,000)	\$ 20,000	\$ (30,000)
14 General Fund: Plumbing Permits	101-0000-431115	\$ (30,000)	\$ 15,000	\$ (15,000)
15 General Fund: Electrical Permits	101-0000-431120	\$ (37,000)	\$ (10,000)	\$ (47,000)
16 General Fund: Parking Permits	101-0000-431185	\$ (5,000)	\$ (1,750)	\$ (6,750)
17 General Fund: Other Fees and Permits	101-0000-431195	\$ (35,000)	\$ (10,000)	\$ (45,000)
18 General Fund: Mandated Cost Reimbursement	101-0000-432135	\$ (45,000)	\$ 11,000	\$ (34,000)
19 General Fund: Public Safety Augmentation Tax	101-0000-432180	\$ (130,000)	\$ (5,000)	\$ (135,000)
20 General Fund: State Recycling Grant	101-0000-432230	\$ (10,000)	\$ 10,000	\$ -
21 General Fund: Conditional Use Permit	101-0000-433200	\$ (25,250)	\$ 10,000	\$ (15,250)
continued				

JUSTIFICATION:

To adjust various estimated revenue and expenditure appropriation accounts based on revised projections as of mid-year.

Budget Adjustment Request Approved:

 City Manager

 Date

Budget Adjustment Processed:

 Date posted

 Entered by

*** PRINT ON BLUE PAPER ONLY ***

CITY OF STANTON BUDGET ADJUSTMENT AUTHORIZATION

Fiscal Year: 2016-17

BA # 2017-18

Department: Administrative Services

Date: February 28, 2017

Requested By: Stephen Parker

Title: Administrative Services Director

City Council Approval: _____

Date: February 28, 2017

Availability of Funds: _____

Title: Administrative Services Director

Administrative Services Department

Transfer		Current Budget	Increase (Decrease)	Amended Amount
Account Description	Account Number			
22 General Fund: Precise Plan of Design	101-0000-433205	\$ (23,650)	\$ 10,000	\$ (13,650)
23 General Fund: Preliminary Plan Review	101-0000-433220	\$ (1,300)	\$ (1,500)	\$ (2,800)
24 General Fund: Foreclosure Registration	101-0000-433227	\$ (10,000)	\$ (2,000)	\$ (12,000)
25 General Fund: Sign/Ban'r/Gar Sa/Temp Use I	101-0000-433245	\$ (9,000)	\$ 3,000	\$ (6,000)
26 General Fund: Ministerial Services	101-0000-433250	\$ (4,500)	\$ (1,000)	\$ (5,500)
27 General Fund: Other Developmental Fees	101-0000-433285	\$ (50,000)	\$ 40,000	\$ (10,000)
28 General Fund: Motor Vehicle Fines	101-0000-434105	\$ (30,000)	\$ (20,000)	\$ (50,000)
29 General Fund: Parking Citations	101-0000-434110	\$ (160,000)	\$ (35,000)	\$ (195,000)
30 General Fund: Administrative Citation	101-0000-434120	\$ (20,000)	\$ (10,000)	\$ (30,000)
31 General Fund: Interest Earned	101-0000-435100	\$ (62,000)	\$ (30,000)	\$ (92,000)
32 General Fund: Pac Bell Mobile Svcs-Rent	101-0000-436135	\$ (17,900)	\$ 7,300	\$ (10,600)
33 General Fund: Sale of Publications	101-0000-437100	\$ (1,800)	\$ 1,000	\$ (800)
34 General Fund: Other Revenue	101-0000-437195	\$ (89,287)	\$ (4,000)	\$ (93,287)
35 General Fund TUT: Transactions & Use Tax	102-0000-430250	\$ (3,769,000)	\$ (154,000)	\$ (3,923,000)
36 Gas Tax: Section 2103 Allocation	211-0000-432183	\$ (95,113)	\$ 368	\$ (94,745)
37 Gas Tax: Section 2105 Allocation	211-0000-432185	\$ (244,949)	\$ 14,165	\$ (230,784)
38 Gas Tax: Section 2106 Allocation	211-0000-432190	\$ (124,362)	\$ (19,816)	\$ (144,178)
39 Gas Tax: Section 2107 Allocation	211-0000-432195	\$ (340,150)	\$ 42,041	\$ (298,109)
40 Transfer From General Fund	250-0000-439101	\$ (31,200)	\$ (17,100)	\$ (48,300)
41 Stanton Central Park Maint: Donations	280-0000-437125	\$ (100,000)	\$ 25,000	\$ (75,000)
42 Transfer From General Fund	280-0000-439101	\$ -	\$ (45,250)	\$ (45,250)
43 City Attorney: Professional Services	101-1200-608105	\$ 200,000	\$ 40,000	\$ 240,000
44 City Manager: Salaries-Regular	101-1300-501110	\$ 236,928	\$ 65,100	\$ 302,028
45 City Manager: Retirement	101-1300-502100	\$ 33,127	\$ 9,600	\$ 42,727
46 City Clerk: Elections	101-1400-608140	\$ 29,000	\$ 12,000	\$ 41,000
47 Non-Departmental: Transfer to FaCT Grant	101-1600-800250	\$ 31,200	\$ 17,100	\$ 48,300
48 Non-Departmental: Transfer to SCP Maint	101-1600-800280	\$ -	\$ 45,250	\$ 45,250
49 Stanton Central Park: Salaries-Part Time	101-5300-501120	\$ 114,986	\$ 18,280	\$ 133,266
50 Law Enforcement: Materials & Supplies	102-2100-602140	\$ -	\$ 3,400	\$ 3,400
51 Law Enforcement: Vehicle Maintenance	102-2100-603125	\$ -	\$ 4,000	\$ 4,000
52 Law Enforcement: Sheriff Contractual Svcs	102-2100-608160	\$ 1,616,211	\$ 186,406	\$ 1,802,617
53 Gas Tax: Salaries-Regular	211-3500-501110	\$ 71,114	\$ 17,100	\$ 88,214
54 Gas Tax: Retirement	211-3500-502100	\$ 6,852	\$ 10,500	\$ 17,352
55 Gas Tax: Contractual Services	211-3500-608100	\$ 90,000	\$ 42,000	\$ 132,000
56 Gas Tax: Equipment Maintenance	211-6300-603105	\$ 2,000	\$ 1,000	\$ 3,000
57 Stanton Central Park Maint: Contractual Svcs	280-3400-608100	\$ 27,100	\$ 35,000	\$ 62,100
58 Housing Authority: Professional Services	285-4100-608105	\$ 50,000	\$ 10,000	\$ 60,000
59 Housing Authority: Relocation Assistance	285-4100-610135	\$ 50,000	\$ 5,100	\$ 55,100
59 Housing Authority: Contractual Services	285-6400-608100	\$ 2,200	\$ 2,000	\$ 4,200
60 Parks and Rec Facilities: Community Park	310-5100-750101	\$ -	\$ 75,000	\$ 75,000

RESOLUTION NO. 2017-06

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF STANTON, CALIFORNIA, AMENDING THE POSITION CLASSIFICATION MANUAL

WHEREAS, Chapter 2.44.02 of the Stanton Municipal Code requires the establishment of a Position Classification Plan; and

WHEREAS, Resolution No. 87-15 adopted that Position Classification Plan as a Position Classification Manual; and

WHEREAS, Objective 6.5 in the 2015 Strategic Plan called for conducting and implementing a Classification and Compensation Study; and

WHEREAS, the City engaged Hobson Consulting Group to review all full-time employees' classifications; and

WHEREAS, there is a need to revise the Position Classification Plan by adding or deleting job classifications and or changing certain elements of job classifications; and

WHEREAS, the new and revised classifications are detailed in Attachment "A" of this Resolution; and

WHEREAS, City employees have not received raises since 2008; and

WHEREAS, employees have borne the full cost in health insurance increases from 2011 through 2015; and

WHEREAS, long-tenured employees with families take home much less from their employment now than in 2008; and

WHEREAS, in order to help offset some of the reduced take-home pay that long-term employees have borne all salary ranges will be increased by one step and a Step F will be added to the salary schedule; and

WHEREAS, no employee will be able to progress to Step F automatically; and

WHEREAS, only employees who are currently at Step E and who's subsequent performance evaluation justifies a step/merit increase will advance to Step F; and

WHEREAS, the increase to General Fund salaries in the current year as a result of moving to the new Salary Schedule and creating Step F is estimated at \$65,100; and

WHEREAS, the current Salary Schedule is attached as Attachment "C" to this Resolution.

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

1. The changes as detailed in Attachment "A" are incorporated into the Position Classification Manual.
2. The above cited position classifications are effective March 5, 2017.
3. The job descriptions for the above cited position classifications attached as "Attachment B" to this Resolution are hereby adopted.
4. All parts of the Position Classification Manual not changed by Attachment "A" shall remain effective.
5. The Salary Schedule attached as Attachment "C" to this Resolution is hereby adopted.

ADOPTED, SIGNED AND APPROVED this 28th day of February, 2017.

CAROL WARREN, MAYOR

APPROVED AS TO FORM:

MATTHEW E. RICHARDSON, CITY ATTORNEY

ATTEST:

I, Patricia A. Vazquez, City Clerk of the City of Stanton, California DO HEREBY CERTIFY that the foregoing Resolution, being Resolution No. 2017-06 has been duly signed by the Mayor and attested by the City Clerk, all at a special meeting of the Stanton City Council, held on February 28, 2017, and that the same was adopted, signed and approved by the following vote to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

PATRICIA A. VAZQUEZ, CITY CLERK

ATTACHMENT "A"

Pursuant to Resolution 2017-06, the following position classification and associated salary range and description are added or modified in the Position Classification Manual:

POSITION – NEW CLASSIFICATION

SALARY RANGE

Insert: Administrative Services Supervisor	19
Insert: Human Resources Specialist	21
Insert: Associate Engineer (unfilled)	26
Insert: Planner (unfilled)	33
Delete: Assistant City Manager	50
Insert: Deputy City Manager (unfilled)	53

POSITION – CLASSIFICATION TITLE CHANGE

Senior Accounting Technician (from Accounting Technician)	18
Community Services Supervisor (from Parks & Recreation Supervisor)	26
Community Services Manager (from Parks & Recreation Manager) (unfilled)	35
Community & Economic Development Director (from Community Development Director)	50
Community Services Director (from Parks & Recreation Director)	50

POSITION – SALARY RANGE CHANGE

Business License Specialist	12
City Clerk	35

POSITION – REVISED DESCRIPTIONS

Administrative Clerk	1
Facilities Maintenance Worker II	8
Departmental Assistant	10
Parking Control/Code Enforcement Specialist	10
Community Services Coordinator	16
Engineering Assistant	18
Code Enforcement Officer	19
Planning Specialist	21
Associate Planner	26
Facilities Maintenance Supervisor	26
Code Enforcement/Parking Control Supervisor	26
Accounting Manager	35
Public Works Director/City Engineer	50
Administrative Services Director	50

CITY OF STANTON

Job Title: **Administrative Services Supervisor** Department: Administrative Services

Salary Range: 19 Reports to: Administrative Services Director

SUMMARY DESCRIPTION

The purpose of this position is to supervise key activities within the Administrative Division including Accounts Payable/Receivable, Business Licensing, Purchasing, Records Management/Retention and Financial Management; to oversee the provision of customer services at the front counters; to supervise clerical staff performing administrative support and customer service duties; to receive, safeguard and account for cash and other funds; and to personally perform a variety of duties in support of Administrative Services functions.

The incumbent of this single position class works under general supervision to plan and coordinate the provision of administrative support functions for city operations. The duties require the exercise of judgment and initiative in determining the order and priority of tasks and the method of completion. The incumbent is also required to exercise a high degree of tact and discretion in her interactions with callers and visitors to the City offices and in dealing with internal communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide direct supervision to lower level personnel providing administrative and clerical support for city operations, including cashiering, city hall reception, processing and posting of mail.
- Plan, organize, and direct key activities within the Administrative Division including Accounts Payable/Receivable, Business Licensing, Purchasing, Records Management/Retention and Financial Management.
- Coordinate and perform the audit of vouchers and purchase orders for correctness; input data and verify for accuracy; generate accounts payable checks; update and maintain files and lists on vendors; generate warrant register for reports and ensure proper posting to the general ledger.
- Maintain a variety of office and departmental files and records; update, record, organize and process files and documents; assist in maintaining various ledgers, registers and journals; compile financial and statistical reports; administer the City's records retention procedures.
- Serves as cashier, including balancing the cash register; prepare for and make bank deposits and develop daily cash summaries.
- Coordinate and oversee the business license function, including processing applications for issuance of business licenses and generation of certificates; input, post and maintain related data; generate and mail renewal and billing information; verify billing and collection of delinquent business licenses; maintain the business license computer program.
- Maintain City-wide stores inventory; process departmental supply requisitions and fill orders; issue and verify accuracy of purchase orders; coordinate office printing; maintain vendor files and coordinate maintenance and repair of office equipment.

- May assist customers at the public counter by providing information, explaining procedures and requirements, answering questions and resolving problems or complaints.
- Maintains certification as a Notary Public; notarizes city documents as needed.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.
-

KNOWLEDGE REQUIRED

- Advanced knowledge of modern office practices and methods and proper English usage, grammar and spelling.
 - Principles, practices and techniques of effective communication, customer services and conflict resolution.
 - General accounting principles and procedures of municipal financial management including accounts payable and receivable, business licensing, purchasing and treasury.
 - Principles of basic mathematics.
 - Principles and practices of effective supervision, general personnel and training practices.
 - Centralized accounting, auditing and treasury management, revenue, purchasing practices and business licensing.
 - Terminology of financial and statistical record keeping.
 - Functions and responsibilities of municipal government.
 - Laws, regulations and ordinances affecting the operation of a municipal governmental entity.
 - Various computer software programs used in general office tasks, including spreadsheet and word processing applications.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Maintain financial and statistical records.
 - Interpret and apply municipal policies and procedures.
 - Plan and organize work to meet deadlines on a timely basis.
 - Work with considerable independence.
 - Exercise discretion and judgment in a variety of situations.
 - Prepare manual and computerized financial reports and maintain ledgers and journals.
 - Plan, prioritize and assign a variety of clerical and paraprofessional accounting tasks.
 - Operate modern office equipment including computer equipment.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Minimum of four years of increasingly responsible general municipal clerical, accounting and finance experience, including experience in supervising clerical personnel and providing customer service.
- Equivalent to the completion of the twelfth grade, supplemented by training or course work in the areas of municipal financial practices, business licensing or related subjects.

Desirable Qualifications:

Associate Degree in Business, Office Management or related field.

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate valid California driver's license.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities. May require light lifting of office files, supplies and products.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Occasional overtime, weekend and/or evening work may be required.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Human Resources Specialist**

Department: Administration

Salary Range: 21

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to perform responsible administrative staff work in the areas of recruitment and selection, employee relations, benefit administration, staff development and training, risk administration and liability claim administration, and classification and compensation; to maintain and update personnel files and records related to the area of assignment; to respond to inquiries regarding employee benefits, personnel policies and procedures, processing records related to recruitment and selection, classification and compensation, employee insurance benefit programs, Worker's Compensation claims, liability claims; and to administer the DMV pull notice and employee safety programs.

Successful performance in this position requires the possession of specialized knowledge in a broad range of personnel administration areas and the ability to exercise a high degree of confidentiality and discretion in performing the duties of the position. The incumbent works independently under general direction and within a broad frame of guidelines in handling complex and confidential matters and is required to exercise considerable initiative and discretion. The work requires creativity and resourcefulness to accomplish goals and objectives and to apply concepts, plans and strategies under general direction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate and conduct recruitment and selection activities to ensure citywide consistency, job-related screening and evaluation techniques and conformance to federal and state laws and regulations; evaluate the effectiveness of recruiting methods and seeks opportunities to improve on the process; coordinate placement of recruitment ads and posting of job flyers for current openings.
- Maintain applicant tracking and employment records; copy and forward applications to requisitioning departments; set up and schedule oral board panel interviews; assist new hires in complying with pre-employment requirements (fingerprinting, background check, physical examination) and submitting required legal documents.
- Administer employee benefits programs and provide assistance and information to employees concerning City benefits, disability and retirement programs and related personnel policies and procedures; conduct new employee orientation; coordinate open enrollment procedures and changes for health, dental and other benefits.
- Analyze, interpret and apply state and federal legislation and regulations regarding employment law and practices; makes recommendations and implements changes; interpret and apply

personnel policies and procedures and advise City staff on correct interpretation. Conducts research, gathers and analyzes data.

- Update and compile job descriptions/job flyers; incorporate changes in class specifications and listing.
- Monitor employees' performance evaluation system and prepare Personnel Action Forms (PAF) for salary adjustments and benefit changes.
- Ensure City's compliance with state and federal labor laws and safety requirements.
- Explain personnel policies and procedures and respond to and resolve employee concerns and issues; update Personnel Manual as needed Maintain and update employees' personnel files and medical records.
- Compile incident reports, issue/fill out workers' compensation claim forms and prepare required state and federal reports.
- Maintain liability claim files and evaluate traffic reports submitted by the Sheriff's Department.
- Oversee and coordinate the City's safety training program; update Safety manual and maintain employees' safety training records.
- Coordinate the City's safety program; coordinate meetings/trainings conducted by the Safety and Emergency Planning Committee; maintain inventory of and requisition first aid/safety supplies.
- Assist in the preparation and compilation of the budget; fill out required accounting forms for expenditures and ensure timely payment of invoices.
- Prepare and submit time sheets for Administration staff.
- Coordinate employee holiday functions and other special events including employee recognition programs, birthdays and anniversaries.
- Coordinate the payment/reimbursement for educational expenses, computer purchase and rideshare incentives.
- Type and proofread a variety of documents related to the assignment. Organize, reproduce, disseminate, scan and file documents.
- Enter and update information in departmental or City computer databases as well as process changes online for outside agencies/companies with internet service capability.
- Track and process DMV records for prospective and existing employees.
- Coordinate the issuance of keys for City facilities and maintain employee I.D. cards and alarm/security code cards.

Additional Tasks and Responsibilities:

- Perform other related duties as assigned.

KNOWLEDGE

- Principles and practices of human resource administration, labor and employment laws and regulations; recruitment and selection, employee benefits administration, risk management, liability and workers' compensation; and employee relations techniques.
- Principles and practices of public administration, organization and management, and research and information sources.
- English usage, spelling, grammar and punctuation.

- Modern office procedures, methods, and computer equipment.
 - Basic Math
 - Pertinent Federal, state and local laws.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Maintain tactfulness and courtesy in explaining City procedures and requirements.
 - Perform mathematical calculations quickly and accurately.
 - Assemble, check and organize a variety of City records and documents.
 - Operate a computer and use word processing and spreadsheet software applications programs and electronic communications.
 - Type, proofread and disseminate letters, correspondence, and memos.
 - Communicate clearly and concisely, both orally and in writing.
 - Maintain confidentiality with discretion and independence and work with little direction.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Three years of responsible human resources experience, preferably in a municipal environment.
 - Associate degree in Personnel Management or related field.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Occasional overtime, weekend and/or evening work may be required.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.

- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Associate Engineer**

Department: Public Works/Engineering

Salary Range: 26

Reports to: Public Works Director/City Engineer

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform the full range of professional engineering tasks; to administer complex construction and projects related to the City's engineering and public improvement functions; to review complex plans, capital improvement proposals, public improvements and permit applications; to administer engineering contracts; to provide information and assistance to the public and to prepare complex engineering and technical reports, studies, and calculations.

Positions in the Engineering Assistant classification differ from the Associate Engineer in the performance of the less complex engineering review and project management tasks and the limited scope of work performed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform and/or oversee technical engineering review of permit applications, plans, specifications, studies and reports for the construction, alteration, and/or maintenance of roads, storm drainage systems, sidewalks, bikeways, traffic intersections, signage/stripping, traffic signalization, and other public works projects.
- Administer multiple engineering, construction and design projects.
- Prepares and reviews the computation of engineering calculations in order to detect potential problems and determine appropriate solutions.
- Prepares cost estimates and develops engineering plan and design criteria.
- Assists the City Engineer in identifying needed infrastructure improvements.
- Administer the contract process; schedule, notice and participate in pre-bid and pre-construction conferences; hold bid openings and maintain appropriate records. Prepare contract documents, specifications and requests for proposal.
- Administer construction contracts; prepare notices to proceed; participate in field meetings; develop progress payment quantities and approve and process progress payments according to contract requirements.
- Administer contracts for City services related to infrastructure improvements and maintenance.
- Maintain accurate accounting of budget expenditures; monitor various contract accounts and process final payments. Prepare contract change orders under direction of the City Engineer; process all change orders for approval.
- Prepare a variety of reports related to construction contracts and assigned engineering functions; prepare requests for proposals for public service contracts; maintain records.

- Maintain and revise tract and parcel maps; verify conditions of tentative maps; prepare and submit final maps to City Council for approval.
- Assist contractors and the general public in advising on engineering requirements and City ordinances.
- Process public improvement plans; investigate and prepare recommendations related to public improvements; prepare routine precise plans; coordinate contract plan checking.
- Conduct engineering and technical survey and studies; analyze technical problems. And prepare recommendations; perform special engineering related projects as assigned.

Additional Tasks and Responsibilities:

- Performs other duties as assigned.

KNOWLEDGE REQUIRED

- Concepts of civil engineering.
- Engineering practice as it applies to public works, including infrastructure related to utilities, public and private construction.
- Design, materials and methods used in the improvement and construction of City infrastructure, right-of-ways, streets and utilities.
- City, County and State standards and legal limitations and requirements of construction and design in public right-of-way.
- Principles and practices of effective project management.
- Principles of effective supervision, leadership and effective communication.
- Symbols, equipment and techniques used in engineering and drafting.
- Construction equipment, materials and methods.
- Principles, practices and laws relating to the municipal bidding process.
- Operational characteristics of a computer; functionality and use of AutoCad, GIS and other related software programs.
- Basic procedures and techniques of budget administration.
- Record keeping and reporting procedures.
- Standard methods and practices of financial and statistical record keeping.
- Modern office methods, practices, procedures and equipment.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Understand, interpret and prepare engineering records and maps.
- Prepare accurate engineering calculations and review the calculations of others.
- Operate a computer terminal to perform mathematical applications and data storage and retrieval.
- Prepare and maintain accurate financial and statistical records.
- Manage complex engineering projects from start to finish and oversee work being performed under contract.
- Prepare technical and analytical reports, recommendations and requests for proposal.

- Determine and monitor contract compliance within prescribed guidelines. Gather data and perform routine engineering computations.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Communicate clearly and concisely, both orally and in writing.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Bachelor's degree in Engineering or a related field.
 - Three years of experience in performing professional civil engineering work that includes some experience in a municipal agency.
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LICENSE/CERTIFICATE

- Professional registration as an Engineer in Training
 - Possession of, or ability to obtain, an appropriate, valid California driver's license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities. Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers, engineering measurement equipment and office equipment.
 - Willingness to work variable hours including weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - May be exposed to outdoor conditions.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Planner**

Department: Community Development

Salary Range: 33

Reports to: Community & Economic Development
Director

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform complex professional planning tasks for assigned projects including planning, development, economic development, housing, building and other development related services and functions; to serve as project manager on complex development related projects and issues; and to provide competent advice to the Community/Economic Development Director, City Manager, various commissions, and the City Council.

Positions in this classification are responsible for the management of the most complex Community Development projects and programs. Incumbents are required to possess an advanced level of professional planning expertise and to exercise independent judgment and discretion in representing the City's interests in resolving difficult or complex development service related issues and negotiating contracts and agreements. Positions at this level differ from the Associate Planner classification in their responsibility for performing the most complex general planning, planning review, economic development and project management tasks, the greater breadth of responsibility, and the high level of independence and discretion required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage the most complex development related projects and issues; plan, prioritize, assign, oversee, and review the work of City staff and contractors responsible for planning, housing, economic development/planning and other related services and functions.
- Inspect buildings and examine plans and specifications of new construction additions and alterations to residential, commercial, and industrial buildings to determine compliance with the provisions of applicable codes, ordinances, and regulations.
- Perform long-range planning tasks related to zoning and other code revisions.
- Accept and analyze development applications; prepare appropriate noticing; attend public hearings and follow up on matters requiring a zoning administration decision.
- Manage housing related issues, including administration of housing rehabilitation loans and sales; rentals and maintenance of city-owned low income housing; relocation of residents; and coordination of resource services for residents.
- Ensure project compliance with federal, State and City regulations and codes related to environmental review, labor standards, fair housing, equal opportunity, procurement and financial management.
- Coordinate economic development efforts through communication with the business community, other City departments and outside agencies. Confer with professionals, agencies,

and the general public to acquire information, coordinate community and economic development matters provide information regarding City development requirements, and facilitate agreement on acceptable site plans.

- Serve as liaison with various groups and participate in professional groups and committees. Assist the public at the front counter and over the phone by providing information on development, planning and zoning regulations.
- Conduct and supervise studies; develop and present reports and recommendations on various issues related to assigned projects.
- Research, analyze, and interpret fiscal, economic, business development, and housing data and trends; prepare written staff reports, financial statements and agenda items; prepare and present reports to the City Council, commissions, committees, and boards.
- Perform technical research related to the General Plan, land use, and other related development ordinances; interpret and apply laws and regulations.
- Conduct needs assessments; assist in determining program priorities and identifying areas of economic and community development needs; analyze the effectiveness of existing programs.
- Maintain current knowledge of best practices, trends and innovations in the field of development services and functions.
- Prepare and disseminate press releases and notices; provide information to media representatives regarding public and private projects.
- Participate in the preparation of grant funding applications for City projects and programs and in monitoring, and reporting grant funding activities.
- Assist with budget preparation, reports, correspondence and other documents.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as assigned

KNOWLEDGE REQUIRED

- Advanced knowledge of the principles and practices related to development, planning, zoning, urban economics, demographics, building, engineering, and environmental management.
- Operational characteristics, services and activities of a comprehensive Community Development program.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Principles and practices of project management, program development, and administration.
- Recent developments, current literature, and sources of information related to municipal planning, development, and administration.
- Research and report preparation techniques.
- General concepts of architecture, landscaping, grading, drainage, and engineering.
- Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.
- Complex principles and techniques of building inspection work. Principles of structural design and engineering mathematics. Major types of building construction, materials, and methods.
- Principles and practices of budget preparation and administration, program analysis, and revenue forecasting.

- Principles of supervision and training.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of business writing and record keeping.
- Principles and techniques for effective communication and practices used in dealing with the public.
- Modern office methods, practices, procedures, and equipment including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Provide administrative oversight and direction for assigned Community/Economic Development Department projects and activities.
- Perform responsible and difficult development services work involving the use of independent judgment and initiative in the absence of supervision.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient development services.
- Identify and respond to community, commissions, City Manager and City Council issues, concerns and needs.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other development services, activities, and issues.
- Read and interpret complex building plans, specifications, and codes.
- Determine whether construction systems comply with City code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices; enforce necessary regulations with firmness and tact.
- Compile and analyze technical and statistical information.
- Evaluate and assess the impact of legislation on community development, housing, building, engineering, and redevelopment issues and activities.
- Effectively administer a variety of land use and development programs and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze and develop policies related to land use and community development and economic development.
- Prepare and administer budgets.
- Interpret and apply Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Gain cooperation through discussion and persuasion.
- Handle multiple concurrent projects and manage priorities and tasks.
- Respond to requests and inquiries for information regarding Department services and activities and related policies and procedures.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EXPERIENCE/TRAINING/EDUCATION

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

- Five years of progressively responsible professional urban planning, development, engineering, or related experience in a municipality.
- Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, engineering, public administration, or a related field.

LICENSE/CERTIFICATE

Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate effectively, orally and in writing, with developers, City officials, the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Deputy City Manager**

Department: Administration

Salary Range: 53

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to assist the City Manager in the development and management of operational goals and objectives for all City Departments; to plan, direct and implement City Council directives for the furtherance of the City's core goals; and to provide highly complex staff assistance to the City Manager and City Council.

The incumbent of this single position class works under general policy direction from the City Manager and assumes authority and responsibility for all City operations upon temporary absence of the City Manager, including supervision of the City's executive management team. Successful performance in the position requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council. Performance of the work requires the exercise of considerable independence, initiative, judgment and decision-making.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Under direction of the City Manager, participate in the development and implementation of City goals, objectives, policies and priorities; confer with the City Manager, City Council and Department Directors concerning the operational activities of various departments and the development of citywide programs and policies.
- Act for the City Manager during temporary absences, including supervision of the City's executive management team; assist the City Manager in planning, organizing and directing the administrative activities and operations of the City and in strategic planning.
- Develop, plan, implement and administer goals, objectives, policies and procedures necessary to provide a wide range of city services; approve new or modified programs, systems, policies and procedures.
- Participate in the development and administration of the City budget.
- Coordinate activities of the City Manager's Office with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.

- Assess community expectations and service requirements and develop appropriate methods to address them; coordinate service delivery levels with community needs to address problems and complaints of the public.
- Negotiate contracts and solutions on a variety of administrative, fiscal and special projects; participates in the preparation and planning of programs and special projects.
- Serve as technical advisor to the City Manager and City Council; develop comprehensive recommendations for management use.
- Respond to, investigate and resolve difficult citizen inquiries and complaints.
- Maintain up-to-date knowledge of current federal, state and local laws, rules and regulations; monitor City projects and practices to ensure City compliance with applicable statutes and regulations.
- Meet with commissions and the public in small and large groups to discuss City policies, practices and problems.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Public policy, municipal functions and activities, including the role of an elected City Council.
- Technical, legal, financial requirements related to the management of municipal programs; federal, state and local laws, codes and regulations.
- Principles and accepted best practices for the development and administration of programs and services in municipal government.
- Advanced knowledge of current economic, social and political trends and operating problems and priorities of municipal government.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Effective techniques for representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Modern methods and techniques for research, statistical analysis and report preparation.
- Principles of personnel administration, supervision and training.
- Principles and practices of budget preparation and administration. Modern office practices, methods and computer equipment; related software applications and procedures; methods for writing and making formal presentations.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Administer a wide variety of City programs, services and activities.
- Develop and implement goals, objectives, policies, procedures and work standards and internal controls for City programs and functions.
- Deal with newly emerging trends in municipal planning and operations.
- Effectively administer, direct and coordinate a wide variety of City programs and functions.

- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility and schedule and program work on a long-term basis. Select, train and evaluate professional, technical and clerical staff.
- Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Analyze problems, identify creative alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and sound policy.
- Work independently and exercise a high degree of independence, initiative and judgment in decision-making.
- Prepare and analyze technical, administrative and fiscal reports, statements and correspondence.
- Develop and administer budgets.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.

EXPERIENCE/TRAINING/EDUCATION

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Six years of progressively responsible professional and administrative experience in public or business administration, including supervision of staff.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in economics, public administration, business or a related field.

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.

- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Senior Accounting Technician** Department: Administrative Services

Salary Range: 18 Reports to: Accounting Manager

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform a variety of specialized and technical accounting work related to the preparation and maintenance of variety of fiscal records, including but not limited to: payroll processing, accounts payable/receivable, journal entries, grant accounting, general ledger analysis and financial reporting.

This is an advanced journey level classification. Incumbents are expected to perform the full range of duties within a framework of established procedures, and with only occasional instruction and assistance. The work requires the interpretation of policies, procedures and guidelines, and the exercise of independent judgment and initiative.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Input data into spreadsheets for various accounts and/or payroll actions.
- Check reports and records for accuracy, completeness and compliance with established standards.
- Interpret, produce, process and report various Federal, State, payroll, retirement and other related daily, weekly, monthly and year-end reports, taxes, notices and forms.
- Prepare, process, reconcile and/or balance the actions of bank accounts, the general ledger, labor and EDD accounts, vendors accounts, grant accounts, accounts receivable, accruals, depreciations and fixed asset acquisitions and deletions.
- Maintain complex systems of interrelated computer and hard files and records.
- Verify requisitions, revenues and/or expenses for coding and proper departmental authorization.
- Process various payroll, garnishments and related reporting actions and documentations.
- Prepare and analyze a variety of fiscal reports, statements and schedules; prepare new year, mid-year and year end reports; ensure timely preparation and submission of various reports.
- Administer and maintain the City's automated accounting system; train staff in the use of software programs; troubleshoot and resolve operational problems.
- Assist with annual audit; coordinate and prepare working papers; answer technical questions.
- Maintain knowledge of financial, record-keeping principles, practices and terminology; basic governmental accounting principles; and automated information systems; maintains current knowledge of City policies and accounting procedures.

Additional Tasks ad Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Basic understanding of operational characteristics, services and activities of a governmental accounting program.
- Modern and complex principles and practices of governmental accounting, auditing, budgeting, reporting, recordkeeping and financial analysis.
- Application of generally accepted governmental accounting principles and procedures to a variety of accounting audits, transactions and problems.
- Principles, best practices and methods for the preparation and maintenance of a complex automated payroll system, including preparation and processing of payroll and related disbursements, accounting, reporting, recordkeeping, reconciliation and regulatory compliance.
- Cost accounting and fixed assets accounting theory and practices.
- Sound principles and practices of financial auditing.
- Financial research and report preparation methods and techniques.
- Automated financial management systems.
- Principles and practices of budget preparation and administration.
- Pertinent Federal, State and local laws, codes and regulations including payroll and Federal and State Tax Accounting Techniques for providing effective customer service in dealing with City staff and others contacted in the course of the work.
- Modern office practices, methods and computer equipment.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Perform responsible and difficult accounting work involving the use of independent judgment and personal initiative under minimal supervision.
- Conduct full-cycle payroll processing; calculate retroactive pay adjustments and other calculations required for the processing of a complex payroll.
- Apply accounting principles to the maintenance of governmental financial and accounting transactions and the auditing of financial records.
- Accurately perform general mathematical calculations, including addition, subtraction, multiplication, division and calculation of percentages, fractions, and decimals; ability to reconcile financial data.
- Prepare, analyze and maintain the full range of financial records, reports, analyses and statements.
- Examine and verify the full range of financial documents and reports.
- Develop, revise, install and utilize manual and automated fiscal management systems.
- Analyze situations carefully and adopt effective courses of action.
- Research, collect, compile and analyze information and data.
- Interpret, explain and ensure compliance with Federal, State and local policies, procedures, laws, codes and regulations.
- Use modern auditing and accounting methods, procedures, forms and records.
- Provide, resolve and implement solutions to operational problems.
- Assist in designing and implementing operating systems, policies and procedures.

- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations.
 - Work independently with minimal supervision; organize and prioritize work activities independently.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Two years of professional governmental accounting and auditing experience.
 - Equivalent to 60 semester units of related college course work or an Accounting Certificate equivalent to a least 26 semester units from an accredited college or university, **and** equivalent two years of responsible accounting experience including personal computers using MS Word and spreadsheet programs.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain an appropriate valid California driver's license.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Occasional overtime, weekend and/or evening work may be required.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Community Services Supervisor** Department: Community Services

Salary Range: 26 Reports to: Community Services Director

SUMMARY DESCRIPTION

The purpose of this position is to plan, organize, coordinate and supervise activities and operations of the Community Services Department, including the supervision of recreation, senior and grant programs for the community; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide responsible staff assistance to the Community Services Director.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assist in developing, planning and implementing program goals and objectives; assist in the development of and implementation of policies and procedures.
- Supervise and participate in the development of assigned program work plans; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Supervise, direct and organize municipal recreation and community center activities; manage and participate in developing and implementing social and recreational programs for the Community Center; coordinate and schedule use of Center by other agencies and organizations.
- Meet with individuals, community groups and school officials; evaluate program content and the methods used in providing activities; make recommendations for areas of improvement; implement appropriate recommendations.
- Respond to inquiries and requests for service from interested community groups and citizens; assist in establishing and maintaining a volunteer program.
- Assist in the development and administration of the Community Services budget; assist in forecasting additional funds needed for staffing, equipment, materials and supplies; monitor the approved budget.
- Assist in planning, directing and reviewing assigned activities including athletic programs, senior nutrition program, commodity distribution program and special community events.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; establish and monitor employee performance objectives; prepare and present employee performance reviews; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Coordinate program activities with those of other divisions, departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Prepare and review public relations announcements and newsletters.
- Respond to and resolve difficult citizen inquiries and complaints.

- Assist in determining need for new and additional recreation equipment, facilities, staffing and materials.
- Participate in professional groups and organizations as necessary.

Additional Tasks and Responsibilities:

- Perform related duties as assigned.

KNOWLEDGE

- Operational characteristics, services and activities of Community Services programs.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of program development and administration.
- Modern and complex principles and practices of parks and recreation program supervision.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs.
- Recent developments, current literature and sources of information related to community services program administration and implementation.
- Principles and practices of organization, effective supervision and personnel management.
- Principles and techniques of budget development and administration.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office practices, methods and computer equipment; principles of effective record keeping and reporting.
- English usage, spelling, vocabulary, grammar and punctuation.
- Principles of basic mathematics.
- Modern techniques for effective communication with members of the public.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Provide professional leadership and direction for Community Services programs.
- Recommend and implement goals, objectives, and practices for providing effective and efficient Community Services programs.
- Direct and coordinate the work of assigned personnel.
- Select, supervise, train and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer budgets.
- Prepare clear and concise reports.
- Interpret, explain and fairly apply pertinent Federal, State and local laws, codes and regulations.
- Maintain and update records, logs and reports.

- Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Four years of increasingly responsible community services/grant program experience, including one year of lead supervisory responsibility.
 - Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration or a related field.
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LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Willingness to work variable hours including nights, weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - Exposure to outdoor conditions and inclement weather.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Community Services Manager** Department: Community Services

Salary Range: 35 Reports to: Community Services Director

SUMMARY DESCRIPTION

The purpose of this position is to manage, direct, plan and organize a variety of programs, activities and functions including recreation, human services and grant programs for the community; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide responsible staff assistance to the Community Services Director.

Positions at this level have full managerial responsibility and accountability for specific assigned functions within the assigned department and for providing high level assistance to the department director on a wide range of programs and functions within the department. Incumbents are required to function independently with only occasional policy direction from the department director; and to exercise a significant level of discretion and initiative in completing tasks within broadly defined parameters. This position is distinguished from the Community Services Director by its narrower focus on specific programs and functions within the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Direct and develop a diversified program of recreation, leisure, and human services programs and activities to meet the needs and desires of the public including senior citizen and youth activities and services, sports programming, special interest classes, special service programs, multigenerational and community-wide events.
- Assist in developing, planning and implementing program goals and objectives; assist in the development of and implementation of policies and procedures.
- Supervise and participate in the development of assigned program work plans; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Manage, direct and organize municipal recreation and community center activities; manage and participate in developing and implementing social and recreational programs for the Community Center; coordinate and schedule use of Center by other agencies and organizations.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Community Services Department programs, policies, and procedures as appropriate.
- Participate in the coordination of media coverage and marketing of facilities, programs, and activities to maximize usage and revenue; oversee and participate in development of marketing materials including brochures and newsletters; make presentations before civic, school, and other groups.
- Assist in directing and overseeing the usage of all recreational facilities and parks.

- Manage and assist in partnerships between the City and private recreational entrepreneurs.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community services.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Meet with individuals, community groups and school officials; evaluate program content and the methods used in providing activities; make recommendations for areas of improvement; implement appropriate recommendations. Participate in professional groups and organizations as necessary.
- Respond to inquiries and requests for service from interested community groups and citizens; respond to and resolve difficult citizen inquiries and complaints.
- Assist in the development and administration of the budget; assist in forecasting additional funds needed for staffing, equipment, materials and supplies; monitor the approved budget.
- Assist in planning, directing and reviewing assigned activities including athletic programs, senior nutrition program, commodity distribution program and special community events.
- Participate in recommending the appointment of personnel; provide or coordinate staff training; establish and monitor employee performance objectives; prepare and present employee performance reviews; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Coordinate program activities with those of other divisions, departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Prepare and review public relations announcements and newsletters.
- Assist in determining need for new and additional recreation equipment, facilities, staffing and materials.
- Maintain knowledge of community needs regarding assigned services, activities and programs.

Additional Tasks and Responsibilities:

- Perform related duties and responsibilities as assigned.

KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of a comprehensive Community Services program.
- Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration, facility planning and facility marketing and management.
- Modern principles, practices and techniques for locating grant funding opportunities, writing successful grant applications, administering grants and administering/reporting on grant funds.
- Procedures for planning, implementing and maintaining a variety of recreation and leisure time activities and programs.
- Recent developments, current literature and sources of information related to parks and recreation program administration and implementation.
- Principles and practices of organization, supervision and personnel management.
- Principles and techniques of budget development and supervision.
- Standard program evaluation methods and report writing procedures.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Assess community needs and design, develop and implement recreation and leisure programs suited to the needs of the community.
- Interpret and apply City policies, procedures, rules and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prepare and analyze recreation program administration reports, statements and correspondence.
- Supervise, train and evaluate personnel.
- Communicate clearly and concisely, both orally and in writing.
- Assist in the development and administration of a budget.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate modern office equipment including computer equipment.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient community services and programs.
- Identify grant opportunities and write grant proposals that comply with grant parameters.
- Provide a high level of customer service.

EXPERIENCE/TRAINING/EDUCATION

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

- Four years of increasingly responsible recreation/grant program experience, including one year of lead supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration or a related field.

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.

- Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - Exposure to outdoor conditions and inclement weather.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
 - Administer the volunteer program; plan and organize volunteer recognition events.
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CITY OF STANTON

Job Title: **Community & Economic
Development Director**

Department: Community Development

Salary Range: 50

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, organize and direct the activities of the Community Development Department including planning, community development, code enforcement and building inspection; to plan, direct and implement City Council directives for the furtherance of the City's core goals for economic development; and to provide highly complex staff assistance to the City Manager, City Council and Planning Commission.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop, plan, implement and administer Department goals and objectives as well as policies and procedures necessary to provide assigned planning, code enforcement, building inspection, redevelopment and housing programs and services; approve new or modified programs, systems, policies and procedures.
- Direct the development and administration of the Department's budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend and implement mid-year corrections.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Planning Commission, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.
- Direct, coordinate and review all building inspection service functions including on-site inspection and plan checking.
- Confer with and advise administrative staff on problems related to the design and construction of public facilities systems and the interpretation and enforcement of construction specifications.
- Serve as technical advisor to the City Manager and City Council on Community Development related matters; develop comprehensive recommendations for management use.
- Respond to and resolve difficult citizen inquiries and complaints.

- Meet with commissions and the public in small and large groups to discuss City Community Development policies, practices and problems.

Additional Tasks and Responsibilities:

- Perform related duties as assigned.

KNOWLEDGE REQUIRED

- Public policy, municipal functions and activities, including the role of an elected City Council, as well as community and economic development factors related to a municipality.
- Principles and practices of planning as applied to the development and implementation of current and advanced planning activities and projects.
- Principles and practices related to economic development.
- Principles and practices of capital improvement design, funding and long-term maintenance.
- Technical, legal, financial requirements related to the management of municipal programs; federal, state and local laws, codes and regulations.
- Principles and accepted best practices for the development and administration of programs and services in municipal government.
- Advanced knowledge of current economic, social and political trends and operating problems and priorities of municipal government.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs.
- Effective techniques for representing the City in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.
- Modern methods and techniques for research, statistical analysis and report preparation.
- Recent developments, current literature and sources of information in municipal planning, code enforcement and building inspection.
- Principles of personnel administration, supervision and training.
- Principles and practices of budget preparation and administration. Modern office practices, procedures, methods and equipment. Technical and administrative report preparation and presentation.
- Modern office practices, methods and computer equipment; related software applications and procedures; methods for writing and making formal presentations.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Administer a wide variety of economic and community development programs, services and activities.
- Develop and implement goals, objectives, policies, procedures and work standards and internal controls for assigned programs and functions.
- Deal with newly emerging trends in planning, code enforcement and building inspection.
- Effectively administer, direct and coordinate a wide variety of community and economic development programs and functions.

- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility and schedule and program work on a long-term basis. Select, train and evaluate professional, technical and clerical staff.
- Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.
- Analyze problems, identify creative alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals and sound policy.
- Work independently and exercise a high degree of independence, initiative and judgment in decision-making.
- Prepare and analyze technical, administrative and fiscal reports, statements and correspondence.
- Develop and administer budgets.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work; gain cooperation through discussion and persuasion.
- Communicate clearly and concisely, both orally and in writing.

EXPERIENCE/TRAINING/EDUCATION

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

- Six years of professional and administrative experience in community planning and development or economic development.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, public administration or a related field.

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.

- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Community Services Director** Department: Community Services

Salary Range: 50 Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, direct, manage, and oversee the activities and operations of the Community Services Department, including a variety of recreation, leisure, and human services programs, parks and recreational facility planning, and marketing and managing City and private recreational facilities; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

This position has department head level responsibility for a broad range of services and activities of the Community Services Department and reports directly to the City Manager. Positions at this level are required to possess expert level specialized knowledge and expertise in the functions of the department. Successful performance in this classification requires a high degree of judgment, initiative, creativity, and independence in determining the day-to-day operational activities of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, direct, manage and oversee all Community Services Department services and activities including a variety of recreation, leisure, and human services programs, parks and recreational facility planning, and marketing and managing City and private recreational facilities.
- Manage the development and implementation of Community Services Department goals, objectives, policies, and priorities for each assigned service area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Represent the Community Services Department to other City departments, elected officials and outside agencies; explain and interpret Parks and Recreation Department programs, policies, and activities; negotiate and resolve sensitive, significant and controversial issues.
- Select, train, motivate and evaluate Community Services Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Conduct strategic planning; plan, direct and coordinate preparation of the department work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Direct oversee the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the

monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

- Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Parks and Recreation Commission, City Manager, and City Council; prepare and present staff reports and other necessary correspondence.
- Direct and develop a diversified program of recreation, leisure, and human services programs and activities to meet the needs and desires of the public including senior citizen and youth activities and services, sports programming, special interest classes, special service programs, multigenerational and community-wide events.
- Direct the media coverage and marketing of facilities, programs, and activities to maximize usage and revenue; oversee and participate in development of marketing materials including brochures and newsletters; make presentations before civic, school, and other groups.
- Direct in the marketing and managing of recreational facilities including the City's Cultural Arts and Recreation Center as well as other public/private facilities; direct the usage of all recreational facilities and parks.
- Direct partnerships between the City and private recreational entrepreneurs for golf practice ranges, soccer facilities, and other related facilities.
- Administer the City's Commodity Distribution Program; coordinate activities with other agencies involved in the program.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of community services.
- Respond to and resolve difficult and sensitive inquiries and complaints.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.
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KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of a comprehensive Community Services program including recreation, leisure, and human services programs.
 - Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
 - Modern and complex principles and practices of program development and administration, facility planning, and facility marketing and management.
 - Recent developments, current literature, and sources of information related to community service program administration and implementation.
 - Principles and practices of public relations, publicity, and marketing. Advanced principles and practices of budget preparation and administration.
 - Principles of effective supervision, training and performance evaluation.
 - Pertinent Federal, State, and local laws, codes and regulations.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient community services and programs.
- Direct a diverse community services program including recreation, senior services, and youth activities.
- Plan, organize, direct and coordinate the work of supervisory, professional, and technical personnel; provide administrative and professional leadership and direction for staff; delegate authority and responsibility. Select, supervise, train and evaluate staff.
- Identify, evaluate and respond to community, City Manager, Community Services Commission, and City Council issues, concerns and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Develop and administer partnerships between the City and private recreation entrepreneurs for various programs and services.
- Effectively market and promote community services programs and facilities to maximize usage and revenue.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Provide high level of customer service.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Maintain knowledge of community needs regarding assigned services, activities and programs.

EXPERIENCE/TRAINING/EDUCATION

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

- Six years of responsible professional experience in community or recreation services administration activities including three years of administrative and supervisory experience.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in recreation, public administration, business administration, or related field.

Desirable Qualifications:

Master's Degree

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Willingness to work variable hours including nights, weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - Exposure to outdoor conditions and inclement weather.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Business License Specialist**

Department: Administrative Services

Salary Range: 12

Reports to: Administrative Services Director

SUMMARY DESCRIPTION

The purpose of this position is to administer and enforce the City's business license ordinance by conducting field inspections, and examining businesses and various sources to ensure compliance; to review, process and record business licenses; to provide assistance to the public related to business license regulations and procedures; and to perform audits to verify business license reporting procedures.

This is a journey level classification. Incumbents are expected to perform the full range of duties within a framework of established procedure, and with only occasional instruction and assistance. Work requires frequent interpretation of municipal code, policies, procedures and guidelines, and the exercise of independent judgment on business license enforcement activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Conduct field inspections to locate individuals and organizations that are doing business in the City; ensure that business owners/operators possess the appropriate licenses.
- Instruct individuals on the requirement to obtain licenses and follow up to ensure compliance; initiate notices of violation, collection statements, citation and/or court action in instances of violations; appear and testify in court as needed.
- Receive and process license applications and issuance of licenses; provide information on license fees and regulations to applicants; assist applicants in completing forms; collect fees and issue licenses; maintain associated files and records; prepare and send renewal and delinquent notices to businesses for licenses.
- Respond to inquiries and/or problems over the phone and in person; make appointments and direct individuals to appropriate information sources.
- Perform administrative support duties; prepare tables, reports, forms, and other documents; operate a variety of office equipment.
- Locate and contact new or transferred businesses using information obtained from expired licenses, advertisements, fictitious name filings, phone directories and inquiries, Chamber listings, social media, online marketing, and records from Secretary of State, Franchise Tax Board, Board of Equalization, and County Assessor; may assist with records requests as requested.
- Inspect Department of Cosmetology licenses, and massage facilities for CAMTC certification.
- Investigate possible violations of licensing regulations and endeavors to obtain cooperation and compliance; after consultation with City prosecutor, may initiate misdemeanor criminal

complaints against those in violation of City business license ordinances; collaborate with other agencies and/or departments.

- Assist the public regarding Municipal Code violations observed while in the field.
- Perform special projects as required by the Administrative Services Director including but not limited to the Comprehensive Annual Financial Report, Budget document, budget forecasts, user fee study, Requests for Proposal, updating the Stanton Municipal Code and the Administrative Rules and Regulations.
- Uses a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Maintain files and documentation.
 - Performs other duties as required.
-

KNOWLEDGE REQUIRED

- Municipal tax, business licenses, and related revenue and control ordinances.
 - Principles, regulations, and procedures associated with a business license or similar program.
 - Financial record keeping and basic accounting and math.
 - Modern office methods, practices and equipment.
 - Basic computerized word processing, spread sheets and databases.
 - Methods and techniques of field inspection,
 - Principles, practices and techniques of effective communication, persuasion and conflict resolution.
 - English usage, spelling, grammar and punctuation.
 - Pertinent Federal, state and local laws.
 - Safe driving principles and practices.
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ABILITIES/SKILLS

- Learn, apply, and explain principles, regulations, and procedures associated with business license administration or similar program.
 - Maintain tactfulness and courtesy in explaining City procedures and requirements; communicate effectively and persuade others.
 - Perform mathematical calculations, including addition, subtraction, multiplication, division and calculation of percentages and fractions quickly and accurately.
 - Conduct field interviews.
 - Assemble, check and organize a variety of City records and documents.
 - Operate a computer and use word processing and spreadsheet software applications programs and electronic communications.
 - Use a computer to type, proofread and disseminate letters, correspondence, and memos.
 - Communicate clearly and concisely, both orally and in writing.
 - Work confidentially with discretion and independently with little direction.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Two years of experience performing municipal business licensing processing, inspection, and/or investigation duties in a municipal agency.
- Equivalent to high school graduation, supplemented by training or coursework in Business Administration, computer database applications or a related area.

Desirable Qualifications:

Verbal fluency in Spanish or Vietnamese language

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Occasional overtime, weekend and/or evening work may be required.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public
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CITY OF STANTON

Job Title: **City Clerk**

Department: Administration

Salary Range: 35

Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, organize and direct City Clerk activities and functions, including legislative proceedings, preparation of agendas and recording actions of City Council meetings and other meetings; to administer the citywide records management program; to serve as the filing official for regulatory filings required under the Political Reform Act; to oversee the processing of claims and summonses and subpoenas; and to conduct municipal elections.

This position is appointed by and serves at the pleasure of the City Manager and exercises direct supervision over assigned clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate and schedule items for the Council agenda. Direct the organization, preparation, printing, assembly and distribution of the City Council agenda and related materials. Attend City Council meetings and direct the recording and maintenance of the minutes of the proceedings; receive items entered into the public record. Oversee the publication, filing and indexing of all City Council proceedings; the indexing, retrieval and retention of all official City documents; and maintenance of legislative history.
- Plan, coordinate and direct all municipal election activities to ensure compliance with local, State, and federal laws and standards. Serve as the filing officer for requirements of the Political Reform Act; monitor changes in law, and administer campaign disclosure laws. Coordinate City ballot issues with the County Clerk.
- Maintain custody of documents of all municipal records and documents; certify municipal actions and official documents including deeds, contracts, public notices, agendas and historical documents. Serve as official custodian of the City seal and oversee administration of oaths and affirmations. Coordinate and supervise the maintenance of a comprehensive filing and index system for Council related materials.
- Prepare correspondence for Mayor/Council/City Manager's approval and signature.
- Develop and administer the operating budget for the City Clerk's Office.
- Maintain current knowledge of State, federal and local regulations and best practices regarding elections, the Political Reform Act, public meetings, and municipal city clerk/public records management.
- Ensure City Clerk staff employs a positive customer service approach and provides responsive service in contacts with others; receive and respond to requests regarding City Council actions
- Use a computer to perform job related tasks.

Additional Tasks and Responsibilities:

- Perform related duties as assigned.
-

KNOWLEDGE REQUIRED

- Principles and practices for the management of activities in a municipal City Clerk office; public policy, and municipal elections; current knowledge of electronic document management systems and other electronic systems for the management of City Clerk operations.
 - Functions and organization of California local government and municipal administration.
 - Principles, practices and procedures of legal filing, retention and reporting associated with municipal recordkeeping and general office management practices and procedures.
 - State and federal laws, regulations and practices related to municipal elections, open meetings, parliamentary procedure, the California Fair Political Practices Act, Maddy Act, Ralph M. Brown Act, the government code and the election code.
 - Political environment present in municipal government operations, and in dealing with elected and appointed officials, candidates for office, other entities and the public.
 - Basic principles of supervision and training.
 - Advanced principles and methods of modern office practices and procedures; business English, including vocabulary, correct grammatical usage, spelling and punctuation; proper business memorandum and correspondence formats.
 - Ordinances, resolutions and laws affecting the operation of a City Clerk's office.
 - Business Math, Accounting functions and advanced record-keeping practices.
 - Principles of positive public relations and customer service techniques.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Understand, interpret and apply the Political Reform Act, Fair Political Practices Commission regulations, Public Records Act, Maddy Act, Ralph M. Brown Act, the Government and Election Codes. Utilize a variety of other advisory data and information such as State and federal regulations, Municipal Code, election materials, campaign statements and forms, legal notices, administrative manuals and non-routine correspondence.
- Exercise the judgment, decisiveness, and creativity required in situations involving the direction, control, and planning of an entire program or multiple programs. Manage multiple, competing priorities within a heavy workload, and rapidly revise priorities based upon immediate needs or changing directions.
- Communicate effectively, orally and in writing, with elected and appointed officials, City Manager, Assistant City Manager, department directors, various commissions and task forces, attorneys, vendors, consultants, citizens and other City personnel; participate appropriately in high level, complex and sensitive communications with others. Make effective oral presentations to elected officials, City management, other groups, and members of the public.
- Plan, organize and coordinate the work of the City Clerk function.

- Understand, organize, index and reference a wide variety of administrative records, publications and files. Efficiently operate computerized records management scanning system.
 - Recommend policies and procedures and establish project objectives.
 - Efficiently operate a personal computer using windows based software for word processing and/or spreadsheet.
 - Handle confidential and/or sensitive situations with tact and discretion.
 - Type at an acceptable speed with accuracy on a typewriter with comparable speed on a personal computer.
 - Supervise, assign, direct, train and evaluate the work of assigned clerical staff.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Five (5) years of increasingly responsible administrative/secretarial support work with at least three (3) years of municipal experience, including the conduct of elections as a Clerk or Deputy of a Council/Commission or other Boards.
- High School diploma or GED supplemented by college coursework or certification in office/records management.
- Certification as a Notary Public in the State of California.

Desirable Qualifications:

Bachelor degree in Public Administration, Business Administration or closely related field.
Certified Municipal Clerk designation from the International Institute of Municipal Clerks.

LICENSE/CERTIFICATE

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

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.

- Ability to travel to different sites and locations.
 - May be exposed to outdoor conditions.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
-

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CITY OF STANTON

Job Title: **Administrative Clerk**

Department:

Salary Range: 1

Reports to: Department Head/ Manager

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform a variety of responsible administrative and clerical duties related to the function and department assigned and to provide information and assistance to the public regarding departmental procedure.

Incumbents are required to exercise tact and discretion in their interactions with callers and visitors to the City offices. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform general administrative and clerical duties related to assigned functional area and department.
- Type, proofread and process a variety of documents including general correspondence, memos, forms and statistical charts.
- Act as a receptionist; answer the telephone and receive the general public, giving information on department and assigned program policies and procedures.
- Issue, receive, type and process various applications, permits and other forms.
- Schedule inspections, appointments and interviews as assigned.
- Perform a wide variety of routine clerical work including filing, billing, checking and recording information.
- Sort and file documents and records, maintaining alphabetical, index, and cross-reference files.
- Compile information and data for statistical and financial reports.
- Maintain a variety of statistical records; check and tabulate statistical data; prepare simple statistical reports.
- Create and maintain needed database for department use.
- Receive, sort and distribute incoming and outgoing correspondence.
- Order office supplies; submit expense claims.
- Purchase and pick-up parts and supplies as assigned. Use a computer to perform job-related tasks.
- May schedule appointments, training and meetings; may maintain calendars for staff supported.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Proper English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, procedures and computer equipment.
- Principles, practices and techniques for providing customer service and effective communication.
- Basic record-keeping methods and techniques.
- Basic math, including addition, subtraction, multiplication and division.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Maintain tactfulness and courtesy in explaining City procedures and requirements.
- Perform the full range of duties assigned with only occasional instruction or assistance.
- Learn the organization, procedures and operating details of the City department to which assigned.
- Perform routine clerical work including maintenance of appropriate records and preparation of general reports.
- Understand and carry out both oral and written directions.
- Perform simple mathematical calculations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a variety of office equipment such as a copier, calculator, typewriter and computer.
- Type at a speed necessary for successful job performance.

EXPERIENCE/TRAINING/EDUCATION

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

- Two years of responsible general clerical experience.
- Equivalent to the completion of the twelfth grade.

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Occasional overtime, weekend and/or evening work may be required.
- Ability to hear and convey detailed or important instructions or information verbally and accurately, including over the telephone.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Facilities Maintenance Worker II** Department: Public Works/Engineering

Salary Range: 8

Reports to: Facilities Maintenance Supervisor

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform a wide variety of semi-skilled and skilled tasks in the construction, maintenance and repair of City streets, parks, facilities and vehicles.

This is the journey level class in the Facilities Maintenance Worker series and is distinguished from the I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. Incumbents work under the general supervision of the Facilities Maintenance Supervisor and receive technical or functional supervision from higher level field maintenance staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Perform street maintenance duties; operate construction and maintenance equipment such as welders, trucks, tractors, sweepers, asphalt repair equipment, and skip loaders for a variety of construction and maintenance operations involving streets, sidewalks and gutters. Patch potholes; spread asphalt to patch and repair streets.
- Perform concrete repairs; use concrete cutting and breaking equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work.
- Perform street, sewer, storm drain, catch basin and other public service maintenance work for normal maintenance and in emergency situations to ensure the safety of the public and protect and preserve city infrastructure.
- Perform routine preventive maintenance, cleaning and repair of equipment as needed.
- Perform traffic control for accident scenes and other emergencies, including placement of safety warning devices and barricades.
- Paint or stencil barricades, guard rails and traffic directional markings including crosswalks, safety loading zones, bus stops, parking and center lines and railroad and school crossings.
- Lay out, fabricate and install regulatory, guide, warning and construction signs; repair, straighten and reset street signs and parking meter poles.
- Utilize proper safety precautions related to all work performed.
- Perform landscape maintenance duties, including parks, medians, and athletic facilities; operate mowers, tractors, trencher, vehicles and equipment; utilize a variety of hand and power tools; clean restrooms and pick up litter around parks and medians
- Water, mow, weed, trim, renovate and fertilize lawns; prune trees and shrubs; plant trees, flowers and shrubs; rake leaves and clean walks, fields, courts and other facilities.

- Apply herbicides, fungicides and pesticides safely; maintain records of fertilizers and chemicals used.
- Perform a variety of duties in the maintenance and repair of the City's irrigation system.
- Perform preventive maintenance, troubleshooting and repair for City facilities, including repair or replacement of various electrical, plumbing and equipment systems and components, painting, patching, and repair and replacement of various facility amendments; may assemble and move furniture and make or hang signs and decorative items.
- Perform graffiti abatement duties throughout the city limits; removal or covering of paint and other materials used in graffiti; repair vandalism to surfaces and structures; document damage for evidence and record cost of repair.
- Perform a variety of support duties related to the abatement of homeless issues, including removal/storage of abandoned possessions, removal of shopping carts, and cleaning of dirt and debris left in public areas.
- May perform maintenance and troubleshooting tasks related to the information technology network.
- May provide functional direction and training to other employees in the completion of tasks.
- Purchase materials, equipment and supplies necessary to complete assignments.
- Perform difficult manual labor including lifting heavy weights, stooping, bending and twisting.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- May assist in other sections of the Department as necessary.
- Perform related duties as assigned.

KNOWLEDGE REQUIRED

- Hazards associated with the work and proper safety precautions.
- Traffic laws, ordinances and rules involved in truck and equipment operations.
- Safe driving principles and practices.
- Uses and purposes of general construction, maintenance and repair tools and equipment as utilized in assigned area of work.
- Methods, techniques and procedures related to parks, street and vehicle maintenance.
- Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic and hydraulic equipment.
- Techniques and methods of irrigation system repair and maintenance.
- Lubricating systems and oils, greases and attachments used in lubricating automotive and related equipment.

ABILITIES/SKILLS

- Perform semi-skilled tasks in a variety of construction, maintenance and repair activities related to area of assignment.
- Operate a variety of vehicles and equipment in a safe and effective manner.

- Use and operate hand tools, mechanical equipment and power tools including motorized, pneumatic and hydraulic equipment required for the work in a safe and efficient manner.
 - Assist in the training and supervision of others in the safe operation of equipment.
 - Exercise judgment and discretion in assessing damage to city property or danger to the public occurring as the result of accidents and determining appropriate abatement actions to safeguard the public and city property.
 - Work effectively in the absence of close supervision.
 - Work safely and adhere to principles of safety when working near traffic or in other environments.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Understand and carry out oral and written directions.
-

EXPERIENCE/TRAINING/EDUCATION

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

- One year of experience performing construction and maintenance work.
 - Equivalent to completion of the twelfth grade.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, a valid Class B California driver's license.
 - Possession of, or ability to obtain, a valid Pesticide Applicator's Certificate from the State of California.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to be called out for emergency repair and maintenance duties; willingness to work variable hours including nights, weekends and/or holidays.
 - May require pushing, pulling, dragging and lifting equipment and/or office items weighing 50 lbs. or more.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - Exposure to outdoor conditions and inclement weather.
 - Exposure to sounds generated by construction equipment, power tools and utility vehicles as well as standard noise levels resulting from communication with co-workers and the general public.
-

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CITY OF STANTON

Job Title: **Departmental Assistant**

Department:

Salary Range: 10

Reports to: Department Head/Manager

SUMMARY DESCRIPTION

The purpose of positions in this class is to act as a primary point of contact for the public; to provide exceptional customer service to visitors and callers; to perform a variety of office support, basic accounting and records processing functions in support of the assigned department, including receiving payments and issuing receipts, inputting data into the computer, explaining procedures and resolving customer complaints; tabulating and balancing receipts; and to perform a variety of other functions.

Incumbents are required to exercise tact and discretion in their interactions with callers and visitors to the City offices and to develop a comprehensive knowledge of the procedures and requirements related to their area of assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Provide front counter and telephone assistance; explain policies and procedures related to assigned department, including regulations, procedures and practices; respond to and resolve customer concerns and issues.
- Perform a wide range of office support duties, including preparing and maintaining records and documents and scheduling appointments and meetings,
- Check, accept, review and track the status of permits, applications and related documents for conformity with City standards and other requirements.
- Compute fees and accept payments for permits, license renewals, utility payments, and other City services; record license and other accounting changes.
- Log, receive and process vendor and contractor payments and purchase orders.
- Prepare customer service requests and work orders for staff and disseminate related records and schedules.
- Type and proofread letters, memos, take minutes and prepare correspondence.
- Compile data and produce monthly activity reports and other records.
- Enter and update information in departmental or City computer databases.
- Explain work procedures and records to regular and temporary office support staff.
- Organize, reproduce, disseminate and file documents, including special mailings.
- Prepare materials related to public notices and agenda packets.
- Receive, open, date and distribute incoming mail and prepare outgoing mail.
- Schedule and confirm reservations.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Assist staff and other departments with work needs.
 - May monitor radio communications.
 - Perform other duties as required.
-

KNOWLEDGE REQUIRED

- Principles, practices and techniques for providing customer service, effective communication and conflict resolution.
 - Basic accounting and record keeping methods and techniques.
 - Cash handling procedures.
 - Modern office procedures, methods, and computer equipment.
 - Basic math, including addition, subtraction, multiplication and division.
 - Federal, state and local laws, codes and ordinances pertaining to the area of assignment.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Maintain tactfulness and courtesy in explaining City procedures and requirements.
 - Perform mathematical calculations quickly and accurately; ability to calculate fees and maintain expense records
 - Ability to use a computer to perform work-related tasks.
 - Assemble, check and organize a variety of City records and documents.
 - Operate a computer and use word processing and spreadsheet software, the internet and specialized application programs and to perform assigned tasks.
 - Type, proofread and disseminate letters, correspondence, and memos.
 - Communicate clearly and concisely, both orally and in writing with residents, developers, contractors, vendors, office staff, management and other public and private representatives.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Read, interpret and apply laws, codes, regulations and ordinances and advise others on their interpretation.
 - Research, understand and apply various government code provisions.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Two years of varied customer service, office support, records processing, and basic accounting experience.

- Equivalent to high school graduation, preferably supplemented by training or coursework in customer service principles and word processing and spreadsheet software programs.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Occasional overtime, weekend and/or evening work may be required.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
-

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CITY OF STANTON

Job Title: **Parking Control/Code Enforcement Specialist**

Department: Community Development

Salary Range: 10

Reports to: Parking Control/Code Enforcement Supervisor

SUMMARY DESCRIPTION

The purpose of this position is to enforce the municipal codes of the City of Stanton as they relate to vehicles and vehicles within the public right-of-way; to assist with code enforcement activities pertaining to public nuisance, safety and building inspections; and to perform duties related to the maintenance of records on enforcement activities.

This position performs independently and works a flexible schedule covering some evening, weekend and holiday hours. The incumbent spends the majority of his time out in the field patrolling the city to look for violations of codes related to vehicles and parking. The incumbent is required to exercise judgment and discretion in performing self-directed duties and reacting to unexpected situations on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforce a variety of vehicle parking restrictions and prohibitions; issue citations as needed.
- Coordinate storage of vehicles in the public right-of-way determined to violate on-street parking time restrictions.
- Locate abandoned, inoperable and un-registered vehicles in need of towing.
- Assist in the processing of citation reviews requested by apparent violators or as requested by the Code Enforcement/Parking Control Supervisor.
- Represent the City of Stanton as witness on parking citation court trials.
- Review changes in postings of parking restrictions and prohibitions and make recommendations as necessary to provide adequate notice for enforcement purposes.
- Coordinate activities with other City departments as they relate to parking control and code enforcement.
- May conduct inspections of residential and commercial properties and issue notices of violation or citations for safety and zoning code violations.
- May assist with traffic control for accident sites.
- May assist with checking businesses to ensure they are appropriately licensed.
- Assist in identifying public nuisances, safety hazards and illegal postings and signage.
- Respond to citizen complaints and assist the public in general by giving routine information on parking citation issues and code enforcement regulations.
- Write and maintain daily reports, logs and required forms.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.
-

KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of Parking Control and Code Enforcement programs.
 - General characteristics of parking restrictions and prohibitions of the California Vehicle Code.
 - Principles, practices, methods and technique of code violation investigation and enforcement, parking control and code enforcement.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Enforce provisions of the municipal code and City Council Resolutions with efficiency and impartiality.
 - Learn geography of the City, including the location and layout of the street system.
 - Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.
 - Identify code sections which pertain to potential violations.
 - Operate a mobile radio and cellular telephone.
 - Communicate clearly and concisely, both orally and in writing with City officials and employees, business owners, residents and others including those at all economic levels. Understand and follow oral and written instructions.
 - Work independently in the absence of supervision.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Six months of responsible experience in a public enforcement capacity.
 - Educational achievement equivalent to the completion of the twelfth grade.
-

LICENSE/CERTIFICATE

- Possession of a valid California driver's license.
 - Successful completion of CPC 832 training following appointment.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Ability to operate a city vehicle to patrol the city for several consecutive hours during each scheduled work period.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner; ability to use persuasive skills in resolving conflicts.
- Ability to travel to different sites and locations.
- Exposure to outdoor conditions and inclement weather.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Community Services Coordinator** Department: Community Services

Salary Range: 16 Reports to: Community Services Supervisor

SUMMARY DESCRIPTION

The purpose of positions in this classification is to plan, develop, implement and oversee a wide range of community services and recreation programs and special events and to supervise other staff in preparing and implementing programs and events. Incumbents may be assigned to coordinate the programs, events and day-to-day operations of the Stanton Community Services Center or Stanton Central Park, depending on current need.

Positions in this classification are required to operate with considerable independence and to exercise sound judgment and initiative in developing and implementing programs and events. A high degree of tact and discretion are required in incumbents' interactions with the City's many public and private collaborative partners and with residents who participate in City programs and events.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop community knowledge and build partnerships that will benefit the youth and at-risk youth of the community and their programs.
- Plan, organize and implement programs for the community that foster healthy living, cultural unity, and community identity.
- Provide advisory support and act as liaison to committees, community organizations and schools involved in human service programs.
- Assist with the development and implementation of a program budget and prudently allocate resources to accomplish program activities.
- Develop public relations materials and develop strategic alliances with media for the marketing of programs and promotion of the benefits of human service programs to the participants and the community.
- Work cooperatively with community organizations and agencies to build coalitions that will improve human service programs for the Stanton community.
- Prepare and present verbal and written reports to governmental agencies and community groups.
- Respond to and resolve difficult citizen inquiries and complaints.
- Administer instructor/provider contracts; develop program budgets and monitor for contract compliance and appropriate expenditures.
- Maintain and update records, including registration information on program participants.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as required
-

KNOWLEDGE REQUIRED

- Theories, principles and practices common to the field of youth development, recreation and human services.
 - Current human services and social issues affecting the lives of citizens in the city.
 - Techniques for counseling, education, intervention, and conflict resolution.
 - Effective practices for budgeting and personnel supervision and management.
 - Requirements for working within grant guidelines and for maintaining grant-required accounting and other records.
 - Principles and practices of effective supervision, employee motivation and team building.
 - Techniques for effective verbal and written communication, including preparation of reports, grants, evaluations and other material as appropriate.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Ability to assess community needs and to develop and locate providers for specific programs and services to address those needs; ability to obtain and evaluate input from related community groups, committees and individuals.
 - Skills in resource development to garner grants, donations, sponsorships and in-kind services beneficial to human service programming.
 - Understanding of cultural diversity and how it is pertinent to working with youth and their families.
 - Good judgment, analytical and conflict resolution abilities.
 - Ability to effectively prioritize and handle competing priorities and demands.
 - Ability to facilitate effective collaboration and agreement among employee and community groups.
 - Ability to empower at-risk youth in the planning and leadership of youth activities.
 - Ability to communicate effectively both orally and in writing with city staff, outside agencies and service providers and the public; ability to communicate in Spanish is desirable.
 - Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Ability to assess the human services needs of those contacted in the course of the work, and to provide services or make referrals to needed resources as needed.
 - Ability to effectively supervise part-time Community Services staff, volunteers and interns.
 - Ability to work evenings, weekends and holidays as needed for special events and meetings; flexibility to adapt to changing priorities and schedules.
-

EXPERIENCE/TRAINING/EDUCATION

- Three years experience in handling human service programs and supervising community recreation programs and activities.
 - Equivalent to a bachelor's degree from an accredited college or university with major course work in recreation, public administration, education, health, human services, or a related area.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
 - Ability to obtain CPR and First Aid certification after appointment.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Occasional pushing, pulling, dragging and lifting office items weighing 25-50 lbs.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - Exposure to outdoor conditions and inclement weather.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
-

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CITY OF STANTON

Job Title: **Engineering Assistant** Department: Public Works/Engineering

Salary Range: 18 Reports to: Public Works Director/City Engineer

SUMMARY DESCRIPTION

The purpose of this position is to assist in administering construction and public service contracts related to the City's engineering and public improvement functions; to provide information and assistance to the public and to prepare administrative and technical reports and studies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Prepare public noticing and required advertising for construction bids; verify bids and perform background and reference checks.
- Schedule, notice and participate in pre-bid and pre-construction conferences; hold bid openings and maintain appropriate records.
- Assist in administering construction contracts; prepare notices to proceed; participate in field meetings; develop progress payment quantities and approve and process progress payments according to contract requirements.
- Prepare contract change orders under direction of the City Engineer; process all change orders for approval.
- Maintain accurate accounting of budget expenditures; monitor various contract accounts and process final payments.
- Prepare a variety of reports related to construction contracts and assigned engineering functions; prepare requests for proposals for public service contracts.
- Maintain and revise tract and parcel maps; verify conditions of tentative maps; prepare and submit final maps to City Council for approval.
- Process public improvement plans; investigate and prepare recommendations related to public improvements; prepare routine precise plans; coordinate contract plan checking.
- Establish and maintain filing system for public improvement documents and tract and parcel maps.
- Assist in public service contract administration for underground service, trash disposal, engineering and inspection services and other public service contracts.
- Investigate traffic accident reports; prepare ordinances and resolutions relating to traffic engineering; process citizen complaints.
- Assist in a variety of engineering and technical survey and studies; analyze technical problems and prepare recommendations; perform special engineering related projects as assigned.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Fundamental concepts of civil engineering.
 - Symbols, equipment and techniques used in engineering and drafting.
 - Construction equipment, materials and methods.
 - Principles, practices and laws relating to the municipal bidding process.
 - Operational characteristics of a computer.
 - Basic procedures and techniques of budget administration.
 - Record keeping and reporting procedures.
 - Standard methods and practices of financial and statistical record keeping.
 - Modern office methods, practices, procedures and equipment.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Understand, interpret and prepare engineering records and maps.
 - Operate a computer terminal to perform mathematical applications and data storage and retrieval.
 - Prepare and maintain accurate financial and statistical records.
 - Prepare technical and analytical reports, recommendations and requests for proposal.
 - Determine and monitor contract compliance within prescribed guidelines. Gather data and perform routine engineering computations.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Communicate clearly and concisely, both orally and in writing.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Two years of experience in performing technical engineering related work.
 - Equivalent to the completion of the twelfth grade supplemented by two years of college course work in engineering or a related field.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Willingness to work variable hours including weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - May be exposed to outdoor conditions.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
-

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CITY OF STANTON

Job Title: **Code Enforcement Officer**

Department: Community Development

Salary Range: 19

Reports to: Code Enforcement/Parking Control
Supervisor

SUMMARY DESCRIPTION

The purpose of this position is to enforce City of Stanton municipal codes, including zoning, land use, public nuisance; health and safety violations and related code provisions; to enforce business license ordinances; to inspect properties; to patrol to look for possible Code violations; to prepare notices of violation and citations; and to perform a variety of duties related to records maintenance.

This position performs with a high degree of independence, and spends the majority of time out in the field and away from direct supervision. Assignments are received from supervision on a daily basis, with frequent changes as needs dictate. The incumbent is required to exercise judgment and discretion in performing self-directed duties and reacting to unexpected situations on a regular basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Enforce a variety of public nuisance, safety and zoning codes for residential and commercial properties.
- Respond and investigate complaints of alleged violations and take follow-up actions as necessary to ensure compliance.
- Inspect commercial premises to verify type of business and detect, advise and explain violations of code provisions.
- Inspect residential premises to determine whether violations exist and advise resident of code provisions and corrections needed.
- Issue notices of violation/correction and citations as needed.
- Ensure correct zoning information on new business license applications.
- Maintain detailed filing system on business license information; update, revise and delete information from files.
- Respond to complaints of unlicensed businesses operating within the City limits; visit businesses to verify compliance with business licensing regulations.
- Assist the public at the counter on business license, code enforcement and building and zoning questions or complaints.
- Compile court case evidence and file claims. Prepare and file misdemeanor complaints; testify in administrative hearings and court as required.
- Recommend condemnation proceedings and ensure compliance on abandoned and sub-standard buildings through demolition or rehabilitation.
- Maintain inspection files and records.
- Write and maintain daily reports and chronologies.

- Review changes in legislation and judicial law and develop and recommend changes in City policies.
- Assist in preparing and monitoring Code Enforcement section budget.
- Coordinate activities with other City departments as they relate to code enforcement.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Principles, practices, methods and techniques of code enforcement, including familiarity with criminal law and enforcement.
- General characteristics of a wide variety of businesses and residential structures and areas commonly requiring adherence to fire, parking, zoning and public nuisance regulations.
- General characteristics of zoning, safety, public nuisance and business license codes and regulations enforceable by the City.
- General knowledge of the laws relating to arrest and code enforcement.
- Applicable business license and related municipal codes and ordinances.
- Modern office methods, practices, procedures and equipment.
- Investigative techniques useful in inspecting residential and business activities to ensure compliance with code and ordinance requirements.
- Principles and practices of effective communication and conflict resolution.
- Basic techniques of record keeping including financial record keeping.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Enforce provisions of the municipal code with efficiency and impartiality.
- Learn geography of the City, including the location and layout of streets.
- Learn and explain fire codes and land use regulations and to apply this knowledge to specific work problems.
- Respond to inquiries, complaints and requests for service in a fair, tactful and firm manner.
- Use persuasion and conflict management skills in dealing with those contacted in the course of performing assigned duties.
- Identify code sections which pertain to potential violations.
- Operate a mobile radio.
- Communicate clearly and concisely, both orally and in writing with City officials and employees, business owners, residents and others at all economic levels, including homeless individuals.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.

EXPERIENCE/TRAINING/EDUCATION

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

- Two years of increasingly responsible experience performing code enforcement work in a municipal agency.
- Equivalent to the completion of the twelfth grade supplemented by specialized training in matters related to code enforcement.

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, a valid California driver's license.
- Successful completion of CPC 832 training following appointment.

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- Exposure to outdoor conditions and inclement weather.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Planning Specialist**

Department: Community Development

Salary Range: 21

Reports to: Community & Economic Development
Director

SUMMARY DESCRIPTION

The purpose of this position is to perform a variety of journey level professional duties in support of the Community Development Department including planning, zoning, development, housing, economic development and other development related services and functions.

Incumbents are responsible for providing professional assistance on Community Development Department projects and issues which require making decisions based on evaluation and analysis of alternatives. Incumbents exercise independent judgment and discretion based on their specialized training and experience.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Provide a variety of professional support to Community Development Department projects including those in the area of planning, zoning, development, housing, and other development related services and functions.
- Confer with a variety of professionals, agencies, and the general public to acquire information and coordinate development services matters; provide information regarding City development requirements; work with a variety of professionals, agencies, and the public to reach agreement on acceptable site plans; prepare reports of recommendations.
- Coordinate a variety of Community Development Department activities and services with other City departments, divisions, and outside agencies.
- Conduct various assigned studies in the community to gather data for evaluating assigned projects and issues including environmental assessments, the General Plan, regional or local area issues, and land use data and trends; develop and present reports and recommendations on various issues related to assigned projects.
- Participate in the research, analysis, and interpretation of fiscal, economic, business development, and housing data and trends; prepare written staff reports, financial statements, and agenda items regarding various development services issues and activities; may prepare and present reports to the City Council, commissions, committees, and boards.
- Perform extensive research regarding implementation of policies established by the General Plan, land use, and other related development ordinances; interpret and apply laws and regulations to ensure the compliance of Community Development Department projects with municipal code amendments and environmental quality laws and regulations.

- Conduct needs assessments and determine program priorities; identify areas of economic and community development needs and analyze the effectiveness of existing programs in these areas.
- Attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of development services and functions.
- Perform the full range of duties associated with the assigned project including the maintenance of appropriate records, statistics, and materials necessary for project activity.
- Examine plans and specifications of new construction additions and alterations to residential, commercial, and industrial buildings to determine compliance with provisions of applicable zoning regulations.
- Prepare and disseminate press releases and assigned notices related to Community Development Department services and activities; provide information to media representatives regarding public and private projects.
- Assist with budget preparation, reports, correspondence and other documents relevant to the development process.
- Accept and analyze development applications; prepare appropriate noticing; attend public hearings and follow up on matters requiring a zoning administration decision.
- Perform related duties and responsibilities as assigned.

Additional Tasks and Responsibilities:

- Perform other related duties as assigned.

KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of a comprehensive Community Development program.
 - Recent developments, current literature, and sources of information related to municipal planning, development, and administration.
 - Research and report preparation techniques related to a variety of community development programs and projects.
 - Development, planning, zoning, urban economics, demographics, and environmental management principles and procedures.
 - General concepts of architecture, landscaping, grading, drainage, and engineering as they relate to development services processes.
 - Pertinent Federal, State, and local laws, codes and regulations.
 - Principles of business letter writing.
 - Principles and procedures of record keeping.
 - Principles and practices used in dealing with the public.
 - Modern office methods, practices, procedures, and equipment including computer hardware and software necessary for graphic presentation, mapping, and database management.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
 - Perform responsible development services work involving the use of independent judgment and personal initiative in the absence of supervision.
 - Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other development services, activities, and issues.
 - Read and interpret building plans, specifications, and codes.
 - Compile and analyze technical and statistical information for the development of comprehensive reports, statements, recommendations, and correspondence.
 - Evaluate and assess the impact of legislation on community development and housing issues and activities.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Prepare and administer budgets.
 - Interpret and apply Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
 - Gain cooperation through discussion and persuasion.
 - Handle multiple concurrent projects and manage priorities and tasks.
 - Respond to requests and inquiries for information regarding Community Development Department services and activities and related policies and procedures.
 - Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
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EXPERIENCE/TRAINING/EDUCATION

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Two years of responsible professional urban planning and redevelopment experience.
 - Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, economics, urban studies, geography, environmental studies, public administration, or a related field.
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LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid California driver's license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
-

- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Willingness to work variable hours including weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - May be exposed to outdoor conditions.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Associate Planner**

Department: Community Development

Salary Range: 26

Reports to: Community & Economic Development
Director

SUMMARY DESCRIPTION

The purpose of positions in this classification is to perform journey level professional duties in support of Community/Economic Development Department activities including planning, development, economic development, building and other development related services and functions; to serve as project manager on development related projects and issues; and to provide responsible staff assistance to the Community/Economic Development Director, City Manager, various commissions, and the City Council.

Incumbents are responsible for the management of Community Development projects and make independent decisions requiring evaluation and analysis of alternatives. Incumbents exercise independent judgment and discretion based on their specialized training and experience to make decisions and to represent the City's interests in resolving difficult or complex development services related issues. Positions at this level differ from the Planner classification in the latter's greater breadth of responsibility, independence and discretion and its responsibility for the most complex project management and planning review assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Manage development related projects; plan, prioritize, assign, oversee, and review the work of City staff and contractors responsible for planning, economic planning/development and other related services and functions.
- Inspect buildings and examine plans and specifications of new construction additions and alterations to residential, commercial, and industrial buildings to determine compliance with the provisions of applicable codes, ordinances, and regulations.
- Accept and analyze development applications; prepare appropriate noticing; attend public hearings and follow up on matters requiring a zoning administration decision. Exercise independent judgment and initiative in the negotiation of contracts, agreements, and solutions.
- Ensure project compliance with federal and State and City regulations and codes related to environmental review, labor standards, fair housing, equal opportunity, procurement and financial management.
- Coordinate economic development efforts through communication with the business community, other City departments, and outside agencies; participate in administration of the Community Development Block Grant (CDBG). Confer with professionals, agencies, and the general public to acquire information, coordinate community development matters provide

information regarding City development requirements, and facilitate agreement on acceptable site plans.

- Serve as liaison with various groups and organizations including business and community interest groups; assist business representatives with site selection in designated development project areas; attend and participate in professional groups and committees. Assist the public at the front counter and over the phone by providing information on development, planning and zoning regulations.
- Conduct and supervise studies to gather data on issues; develop and present reports and recommendations on various issues related to assigned projects.
- Research, analyze, and interpret fiscal, economic, business development, and housing data and trends; prepare written staff reports, financial statements and agenda items; and prepare and present reports to the City Council, commissions, committees, and boards.
- Perform technical research related to the General Plan, land use, and other related development ordinances; interpret and apply laws and regulations.
- Conduct needs assessments and determine program priorities; assist in identifying areas of economic and community development needs; analyze the effectiveness of existing programs.
- Maintain current knowledge of best practices, trends and innovations in the field of development services and functions.
- Prepare and disseminate press releases and notices and provide information to media representatives regarding public and private projects.
- Participate in the preparation of grant funding applications for City projects and programs and in monitoring, and reporting grant funding activities.
- Assist with budget preparation, reports, correspondence and other documents relevant to the development process.
- Use a computer to perform job-related tasks.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of a comprehensive Community Development program.
- Organization and management practices for evaluation of programs and operational needs.
- Principles and practices of project management, program development, and administration.
- Recent developments, literature, and sources of information related to municipal planning, development, and administration.
- Research and report preparation techniques related to a wide variety of community development, housing, building, and engineering programs and projects.
- Development, planning, zoning, urban economics, demographics, building, engineering, and environmental management principles and procedures.
- General concepts of architecture, landscaping, grading, drainage, and engineering as they relate to development services processes.
- Accepted safety standards and methods of building construction for commercial, industrial, and residential buildings.

- Complex principles and techniques of building inspection work. Principles of structural design and engineering mathematics. Major types of building construction, materials, and methods.
- Principles and practices of budget preparation and administration, program analysis, and revenue forecasting.
- Principles of supervision and training.
- Pertinent Federal, State, and local laws, codes and regulations.
- Principles of business letter writing.
- Principles and procedures of record keeping.
- Principles of effective communication and practices used in dealing with the public.
- Modern office methods, practices, procedures, and equipment including computer hardware and software necessary for graphic presentation, mapping, and database management.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
- Provide administrative oversight and direction for assigned Community/Economic Development Department projects and activities.
- Perform responsible and difficult development services work involving the use of independent judgment and initiative in the absence of supervision.
- Develop, implement and administer goals, objectives, and procedures for providing effective and efficient development services.
- Identify and respond to community, commissions, City Manager and City Council issues, concerns and needs.
- Analyze site design, terrain constraints, circulation, land use compatibility, utilities, and other development services, activities, and issues.
- Read and interpret complex building plans, specifications, and codes.
- Determine whether construction systems comply with City code requirements.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices; enforce necessary regulations with firmness and tact.
- Compile and analyze technical and statistical information.
- Evaluate and assess the impact of legislation on community development, housing, building, engineering, and redevelopment issues and activities.
- Effectively administer a variety of land use and development programs and activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Analyze and develop policies related to land use and community development and economic development.
- Prepare and administer budgets.
- Interpret and apply Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures.
- Gain cooperation through discussion and persuasion.
- Handle multiple concurrent projects and manage priorities and tasks.
- Respond to requests and inquiries for information regarding Department services and activities and related policies and procedures.

- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Four years of responsible professional urban planning, building, redevelopment, engineering, or related experience.
 - Bachelor's degree from an accredited college or university with major course work in urban planning, building, engineering, public administration, or a related field.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate, valid driver's license.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Willingness to work variable hours including weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate effectively, orally and in writing, with developers, City officials, the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - May be exposed to outdoor conditions.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Facilities Maintenance Supervisor** Department: Public Works/Engineering

Salary Range: 26

Reports to: Public Works Director/City Engineer

SUMMARY DESCRIPTION

The purpose of this position is to organize, coordinate and supervise the work of maintenance workers and contractors as part of the Maintenance Division of the Public Works Department; to participate in the completion of more skilled construction and maintenance assignments involving the City's fleet, grounds, streets, signage, sewers, parks, medians, buildings, and facilities; and to complete work records and reports and assist other departmental personnel as needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, organize, prioritize and schedule daily assignments for work crews, including ongoing service requests and preventative maintenance; assign tasks to employees and arrange for equipment and supplies.
- Supervise maintenance personnel performing preventive and corrective maintenance tasks; orient employees regarding proper work methods and techniques, the operation of equipment, and safety procedures.
- Inspect work in progress or upon completion for conformance with departmental standards.
- Investigate and respond to public complaints and resolve field problems involving the interpretation of City standards and procedures; survey particular geographic quadrants of the City to establish future work needs.
- Participate in the completion of the most difficult maintenance assignments involving the operation of heavier equipment, or jobs involving more maintenance personnel, and involving all types of City facilities such as streets, sanitation improvements, signage, buildings, parks, trees, medians, irrigation, fleet, pest control, and cultivation programs.
- Complete and review time sheets and daily work records and prepare activity reports for management level review.
- Participate in the selection and evaluation of employees.
- Assist in drafting specifications for the purchase of City equipment or facility repairs, including material and labor cost estimates.
- Coordinate NPDES inspections and the completion of waste discharge reports.
- Respond to emergency service requests and resolve citizen inquiries and complaints.
- Maintain knowledge of codes related to maintenance, repair and improvement of buildings and facilities, fleet, grounds, streets, signage, sewers, parks, and medians; methods, materials, tools and equipment used for these purposes; safety practices; basic municipal accounting and budgeting systems; personnel administration and practices; and effective supervision techniques.

- Use a computer to perform job related tasks.

Additional Tasks and Responsibilities:

- Coordinates construction and repair projects with other divisions and departments.
 - Perform related duties as assigned.
-

KNOWLEDGE REQUIRED

- Codes related to maintenance, repair and improvement of buildings and facilities, vehicle fleets, grounds, streets, signage, sewers, parks, and medians; methods, materials, tools and equipment used for these purposes.
 - Maintenance and public works construction methods and standards related to streets, sanitation, parks, trees, medians, signage, facilities maintenance, building maintenance, irrigation maintenance, and related programs.
 - Principles, practices, methods, materials and equipment used in the maintenance and construction of public facilities.
 - Function, purpose and safe operation and maintenance of a wide variety of construction equipment, including backhoes, loaders, rollers, patch units, spreader bars, boom trucks, chippers, and other units.
 - NPDES regulations and requirements for annual inspection and report of fixed facilities.
 - Federal, State and local laws and regulations as they pertain to public building and infrastructure issues, including Uniform Building Codes, Health & Safety Codes, and Fire, Electrical, Plumbing and Mechanical Codes.
 - Safety and traffic codes, methods and techniques.
 - Purposes and uses of a variety of vehicles, equipment, power tools and hand tools including motorized pneumatic and hydraulic equipment.
 - Proper applications of herbicides and pesticides, and cultivation techniques.
 - Safe driving principles and practices.
 - Basic municipal accounting and budgeting systems; personnel administration and practices; and effective supervision principles and techniques.
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ABILITIES/SKILLS

- Organize and supervise the work of maintenance personnel and prepare related records and reports.
- Perform skilled maintenance, construction and repair work and demonstrate the proper set-up, operation and maintenance of equipment.
- Use a wide variety of advisory data and information such as regulations, blueprints, electrical and plumbing diagrams, work orders, maintenance requests, contracts, purchase orders, requisition requests, accident/injury reports, maintenance schedules, equipment manuals, maps, equipment/supplies catalogs, hazardous materials lists, correspondence, equipment warranty information, chemical reports, technical bulletins and general operating manuals.
- Use and operate hand tools, mechanical equipment and power tools and equipment required for the work in a safe and efficient manner.

- Enforce safety standards and follow appropriate procedures regarding handling and containment of hazardous materials.
 - Communicate effectively, orally and in writing, with contract and City personnel, County health personnel, building inspectors, repair personnel, engineers, firefighters, law enforcement personnel, contractors, vendors, and the general public. Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Five years of experience performing a variety of field construction and maintenance assignments related to public works operations.
 - Equivalent to high school graduation, supplemented by coursework or certification in maintenance practices, principles of supervision, and vehicle maintenance and repair methods.
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LICENSE/CERTIFICATE

- Possession of, or ability to obtain, a valid Class B California driver's license.
 - Possession of, or ability to obtain, a valid Pesticide Applicator's Certificate from the State of California.
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PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to operate, maneuver, and steer equipment and machinery requiring simple to complex adjustments, such as vehicles, forklifts, hoists, water testing equipment, electrical and common hand tools.
 - Ability to exert moderate physical effort in maintenance work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
 - Ability to be called out for emergency repair and maintenance duties.
 - Willingness to work variable hours including nights, weekends and/or holidays.
 - May require pushing, pulling, dragging and lifting equipment and/or office items weighing 25 lbs. or more.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - Exposure to outdoor conditions and inclement weather.
 - Adapt to sounds generated by construction equipment, power tools and utility vehicles as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Code Enforcement/
Parking Control Supervisor**

Department: Community Development

Salary Range: 26

Reports to: Community & Economic Development
Director

SUMMARY DESCRIPTION

The purpose of this position is to supervise, plan and coordinate the activities and operations of the City's Code Enforcement and Parking Control programs and services; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to the Community Development Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Coordinate the organization, staffing, and operational activities for the City's Code Enforcement and Parking Control programs and services.
- Participate in the development and implementation of goals, objectives, policies, and priorities for the City's Code Enforcement and Parking Control programs; identify resource needs; recommend and implement policies and procedures.
- Select, train, motivate and evaluate assigned personnel; provide and coordinate staff training in the areas of work methods and techniques, and the use and operation of equipment; update employees on current codes and regulations pertaining to parking control and code enforcement; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, coordinate and review the work plan for the City's Neighborhood Services program; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow.
- Verify work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards; ensure adherence to safe work practices and procedures.
- Participate in the development and administration of the Code Enforcement and Parking Control programs budget; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.
- Coordinate assigned services and activities with those of other City departments, divisions, and outside agencies and organizations; meet with City planning, building and public works staff and legal counsel regarding complaints.
- Plan, direct, and participate in the investigation of potential violations and the enforcement of municipal codes, ordinances, standards, and health and safety regulations; document violations by securing photographs and other pertinent data; research ownership records, prior

complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

- Oversee and initiate contacts with residents, business representatives and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards.
- Direct the preparation of and prepare notices of violation or noncompliance and citations according to applicable codes and regulations; issue letters to property owners notifying them of violation; as appropriate, affix notice of violation on property to abate fire and public safety hazards and public nuisances; prepare paperwork for conferences and hearings.
- Direct, coordinate and conduct follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conduct follow-up investigations to ensure compliance with applicable codes and ordinances; prepare non-compliance cases for legal action; present testimony at nuisance abatement hearings.
- Respond to public inquiries and complaints in a courteous manner; provide information to violators, the general public, business community and other government agencies regarding codes, laws and ordinances; resolve complaints in an efficient and timely manner; refer complaints to other City departments for action as necessary.
- Prepare comprehensive technical records and reports to present and interpret data, identify alternatives, and make and justify recommendations; maintain files and records.
- Draft and recommend revisions to City Code Enforcement policies, procedures and standards; assist in preparing revisions to appropriate codes and ordinances.
- Provide staff assistance to the Community Services Commission and Planning Commission regarding Code Enforcement and Parking Control related issues.

Additional Tasks and Responsibilities:

- Perform related duties and responsibilities as assigned.

KNOWLEDGE REQUIRED

- Operational characteristics, services and activities of Code Enforcement and Parking Control programs.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles, practices, methods and techniques of code violation investigation and enforcement. Operational characteristics of code enforcement and parking control equipment and tools. Practices and techniques of research and report preparation.
- Principles of supervision, training and performance evaluation.
- Methods and procedures used in code enforcement including citation issuance procedures, methods to obtain various types of inspection warrants, and principles involved in the preparation of legal documents.
- Pertinent Federal, State and local laws, codes and regulations.
- Modern office practices, methods and computer equipment.
- Occupational hazards and standard safety practices necessary in the area of code enforcement.

- Principles of record keeping and reporting.
 - Principles and practices used in dealing with the public.
 - Basic mathematical principles.
 - English usage, spelling, vocabulary, grammar and punctuation.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
 - Provide professional leadership and direction for the Code Enforcement and Parking Control program.
 - Recommend and implement goals, objectives, and practices for providing effective and efficient Code Enforcement and Parking Control programs.
 - Manage and coordinate the work of assigned personnel.
 - Select, supervise, train and evaluate staff.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods, procedures, and techniques.
 - Prepare and administer budgets.
 - Prepare clear and concise reports.
 - Interpret, explain and fairly apply pertinent Federal, State and local laws, codes and regulations.
 - Independently perform the most difficult code enforcement and parking control work. Read and interpret maps, plans, and legal descriptions.
 - Maintain and update records, logs and reports.
 - Respond to inquiries, complaints, and requests for service in a fair, tactful and timely manner.
 - Communicate clearly and concisely, both orally and in writing.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

Any combination equivalent to experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three years of responsible general code enforcement experience including some supervisory experience.
 - Equivalent to the completion of the twelfth grade supplemented by college level course work in planning, building inspection, investigation, criminal justice or a related field.
-

LICENSE OR CERTIFICATE

- Possession of, or ability to obtain, a valid California driver's license.
- Possession of, or ability to obtain, a P.O.S.T. 832 Certificate.

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- Exposure to outdoor conditions and inclement weather.
- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.

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CITY OF STANTON

Job Title: **Accounting Manager** Department: Administrative Services
Salary Range: 35 Reports to: Administrative Services Director

SUMMARY DESCRIPTION

The purpose of this position is to direct, plan, organize and coordinate the processing of financial transactions and the preparation and reconciliation of financial and accounting records and reports; to perform a variety of complex professional accounting duties including the maintenance of the City's general fund accounting system; and to review accounting records for accuracy and preparation of financial reports, statements and special financial analyses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, direct, organize and coordinate the financial accounting activities of the City; organize and oversee day-to-day financial processing, monitoring, analyzing, forecasting, reporting, and record-keeping activities.
- Manage and participates in all activities related to the City's accounting records; examine accounting transactions to ensure accuracy; approve journal vouchers to post transactions to accounting records; perform month-end, fiscal year-end, and calendar year-end accounting system processing. Prepare and analyze a variety of complex financial reports, statements and schedules.
- Maintain and reconcile a variety of ledgers, reports and account records; examine and correct accounting transactions to ensure accuracy; prepare journal vouchers to adjust and correct errors in accounting records; perform month end, fiscal year end and calendar year end accounting system processing.
- Manage the fixed asset accounting system; monitor and maintain the inventory system; monitor grant requirements to ensure compliance and assist in the reporting process of various departmental grants.
- Prepare and submit information and annual reports including, but not limited to, State Controller's Report, Annual Street Report and the Redevelopment Agency's Annual Statement of Indebtedness.
- Coordinate annual audit; prepare journal entries for year-end closing, compile and prepare general and subsidiary ledgers and supporting schedules; answer technical questions; prepare the comprehensive Annual Financial Statements.
- Provide financial and budgetary planning assistance to City departments; provide technical assistance and training to City staff in matters related to accounting, payroll and budget principles and practices.
- Participate in the compilation and preparation of the City's annual budget; prepare cash flow and expenditure projects.
- Administer and maintain the City's automated accounting system; train staff in the use of software programs; troubleshoot and resolve operational problems.

- Provide guidance and supervision to less experienced technical and professional accounting staff.
- Identify opportunities for improving service delivery methods and procedures; develop and implement accounting and fiscal control systems and procedures; review, develop and modify accounting methods to improve existing procedures to ensure conformity to policy and to increase effectiveness; ensure compliance with sound accounting practices and applicable regulations.
- Coordinate and review the work plan for assigned accounting programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
- Respond to and resolve difficult inquiries and complaints.

Additional Tasks and Responsibilities:

- Perform related duties assigned.

KNOWLEDGE REQUIRED

- Principles and practices of public agency finance, including general and governmental accounting, auditing, financial analysis and reporting functions.
- Principles and practices of public agency budget development and administration and sound financial management policies and procedures.
- Basic understanding of operational characteristics, services and activities of a governmental accounting program.
- Application of generally accepted governmental accounting principles and procedures to a variety of accounting audits, transactions and problems.
- Cost accounting and fixed asset accounting theory and practices.
- Financial research and report preparation methods and techniques.
- Automated financial management systems.
- Applicable federal, State and local laws, codes, ordinances, regulations and procedures relevant to municipal financial operations, including Federal and State Tax regulations.
- Modern office practices, methods and computer equipment.
- Safe driving principles and practices.

ABILITIES/SKILLS

- Plan, organize, direct and personally perform responsible and difficult accounting work involving the use of independent judgment and personal initiative under minimal supervision.
- Apply accounting principles to the maintenance of governmental financial and accounting transactions and the auditing of financial records.
- Prepare, analyze and maintain the full range of financial records, reports, analyses and statements.
- Examine and verify the full range of financial documents and reports.
- Develop, revise, install and utilize manual and automated fiscal management systems.
- Conduct audits of financial systems.
- Analyze situations carefully and adopt effective courses of action.
- Research, collect, compile and analyze information and data.
- Interpret, explain and ensure compliance with federal, State and local policies, procedures, laws, codes and regulations.

- Use modern auditing and accounting methods, procedures, forms and records.
- Plan, organize, assign, review and evaluate the work of technical and clerical staff; prioritize and manage complex projects.
- Provide, resolve and implement solutions to operational problems.
- Assist in designing and implementing operating systems, policies and procedures.
- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate modern office equipment including computer equipment.

EXPERIENCE/TRAINING/EDUCATION

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

- Three years of progressively responsible experience in professional governmental accounting and auditing.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting or a related field.

Desirable Qualifications:

Designation as a Certified Public Accountant, Certified Managerial Accountant and/or Certified Internal Auditor.

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, an appropriate valid California driver's license.

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
- Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
- Willingness to work variable hours including nights, weekends and/or holidays.
- Ability to hear and convey detailed or important instructions or information verbally and accurately.
- Average visual acuity to prepare and read documents.
- Ability to communicate with both the public and co-workers in a clear and concise manner.
- Ability to travel to different sites and locations.
- May be exposed to outdoor conditions.

- Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Public Works Director/City Engineer** Department: Public Works/Engineering

Salary Range: 50 Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, organize and direct the activities of the Public Works Department including engineering, and public works facilities maintenance; to coordinate activities with other departments; and to provide highly complex staff assistance to the Parks and Recreation Commission, City Manager and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop, plan, implement and administer Department goals and objectives as well as policies and procedures necessary to provide assigned engineering, public works, and facilities maintenance programs and services; approve new or modified programs, systems, policies and procedures.
- Direct the development and administration of the Department's budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; recommend and implement mid-year corrections.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Planning Commission, City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Administer and manage various programs such as Fats, Oils and Grease (FOG), Waste Discharge Requirements (WDR), and Sewer Overflow Spills (SOS).
- Recommend appointment of, train, motivate and evaluate staff; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; approve time cards and expense reports.
- Plan, direct, and review all Engineering activities including design, surveying, plan checking and inspection.
- Plan, direct and review all public facilities maintenance and service functions including equipment maintenance, building, sewer, street and park and median maintenance.
- Act as capital improvement project manager; supervise and participate in the development and implementation of the capital improvement program and budget.

- Confer with and advise administrative staff on problems related to the design and construction of public facilities systems, the interpretation and enforcement of construction specifications, and the design and operation of traffic systems.
- Monitor and direct the program to eliminate and control the illegal disposal of hazardous wastes.
- Serve as technical advisor to the City Manager and City Council on public works and engineering related matters; develop comprehensive recommendations for management use.
- Respond to and resolve difficult citizen inquiries and complaints.
- Meet with commissions and the public in small and large groups to discuss City public works and engineering policies, practices and problems.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.
-

KNOWLEDGE REQUIRED

- Principles and practices of engineering and administration as applied to the design and construction of public facilities, public facilities maintenance services.
 - Methods, materials and techniques employed in public works construction and maintenance services.
 - Recent developments, current literature and sources of information in municipal public facilities administration, public works and engineering.
 - Principles of personnel administration, supervision and training.
 - Principles and practices of budget preparation and administration.
 - Modern office practices, procedures, methods and equipment.
 - Technical and administrative report preparation and presentation.
 - Safe driving principles and practices.
-

ABILITIES/SKILLS

- Deal with newly emerging trends in public engineering, facilities maintenance and public works.
 - Direct and coordinate multiple departmental functions including public facilities maintenance, engineering, and capital improvement program administration.
 - Delegate authority and responsibility and schedule and program work on a long-term basis.
 - Select, supervise, train and evaluate professional, technical and clerical staff.
 - Interpret applicable laws, rules and regulations.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
 - Communicate clearly and concisely, both orally and in writing.
 - Develop and administer a department budget.
 - Prepare and analyze technical, administrative and fiscal reports, statements and correspondence.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Six years of professional experience in municipal engineering and public works management.
 - Equivalent to a Bachelor's degree from an accredited college or university in civil engineering, or a related field.
-

LICENSE/CERTIFICATE

- Possession of, or ability to obtain, a valid California driver's license.
 - Registration as a Professional Civil Engineer with the State of California is required.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Occasional pushing, pulling, dragging and lifting office items weighing 25 lbs.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Willingness to work variable hours including nights, weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - Exposure to outdoor conditions and inclement weather.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Job Title: **Administrative Services Director** Department: Administrative Services

Salary Range: 50 Reports to: City Manager

SUMMARY DESCRIPTION

The purpose of this position is to plan, direct, manage and oversee the activities and operations of the Administrative Services Department including the City's finance, fiscal planning, internal controls, auditing, purchasing, data processing and central reception functions; to coordinate assigned activities with other City departments and outside agencies; to serve as City Treasurer and to provide highly responsible and complex administrative support to the City Manager and City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Assume full management responsibility for all Administrative Services Department services and activities including accounting, investments, fiscal planning, internal controls, auditing, payroll, revenue collections, licensing, purchasing, data processing and central reception functions and services.
- Manage the development and implementation of Administrative Services Department goals, objective, policies and priorities for each assigned service area; establish within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Review, develop, and modify accounting and control methods to improve existing procedures; ensure conformity to policy and increase effectiveness.
- Represent the Administrative Services Department to other City departments, elected officials and outside agencies; explain and interpret Department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Select, train, motivate and evaluate department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Plan, direct and coordinate the department's work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.

- Plan, organize and coordinate the development of the City's annual operating and redevelopment budgets; coordinate the publishing of preliminary and final budget documents.
- Coordinate departmental activities with those of other departments and outside agencies and organizations; provide staff assistance to the City Manager and City Council; prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations and operational studies; recommend modifications to departmental programs, policies and procedures as appropriate.
- Direct, evaluate and oversee the City-wide data processing services; evaluate system requirements; provide recommendations and assistance to City staff in the selection and purchasing of data processing equipment and computer software; oversee the installation, operation and maintenance of hardware and software systems for mainframe and personal computers.
- Direct the preparation for the annual City audit; coordinate activities with financial auditors; provide information and assistance as necessary.
- Direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager and City Council.
- Supervise and participate in the preparation of special studies, fiscal analyses and projections and the development of budgetary analyses.
- Serve as City Treasurer; invest and maintain records on City funds; prepare treasury reports and present related documentation to the City Council.
- Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of administrative services.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Perform related duties and responsibilities as assigned.

Additional Tasks and Responsibilities:

- Perform other duties as assigned.

KNOWLEDGE

- Basic knowledge of the operational characteristics, services and activities of a comprehensive administrative services program which includes financial management, treasury, data processing and purchasing functions and services.
- Organization and management practices as applied to the development, analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Recent developments, current literature and sources of information related to the administration and implementation of an administrative services program.
- Principles of financial administration including accounting, budgeting, auditing and treasury management.
- Advanced principles and practices of accounting, budgeting, auditing, treasury administration, capital financing as well as budget preparation and administration.
- Data processing applications related to municipal functions.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations including those regarding financial administration of City government.
- Techniques of program analysis, fiscal impact analysis and revenue forecasting.

- Safe driving principles and practices.
-

ABILITIES/SKILLS

- Operate modern office equipment including computer equipment.
 - Provide administrative and professional leadership and direction for the Administrative Services Department.
 - Develop, implement and administer goals, objectives and procedures for providing effective and efficient administrative services.
 - Plan, organize, direct and coordinate the work of supervisory, professional and technical personnel; delegate authority and responsibility.
 - Select, supervise, train and evaluate staff.
 - Identify and respond to community, City Manager and City Council issues, concerns and needs.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods, procedures and techniques.
 - Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
 - Prepare complex administrative and financial reports and analyses.
 - Develop, install and maintain sound accounting and financial reporting systems and procedures.
 - Analyze and interpret financial and accounting records.
 - Establish policy guidelines and control procedures for the City's treasury investment program.
 - Assess and evaluate data processing needs and evaluate computer hardware and software.
 - Utilize spreadsheet, word processing, financial management and database software applications and programs.
 - Interpret and apply Federal, State and local policies, procedures, laws and regulations.
 - Communicate clearly and concisely, both orally and in writing.
 - Pursue and obtain grants and other revenue sources for funding of services.
 - Provide high level of customer service.
 - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
-

EXPERIENCE/TRAINING/EDUCATION

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

- Six years of responsible professional experience in finance and accounting including three years of administrative and supervisory experience.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration or a related field.

Desirable Qualifications:

Master's Degree

LICENSE/CERTIFICATE

- Possession of, or ability to obtain an appropriate valid California driver's license.
-

PHYSICAL ACTIVITIES AND REQUIREMENTS

- Ability to work in a standard office environment requiring prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, crouching and stooping in the performance of daily activities.
 - Movements frequently and regularly require using the wrists, hands and fingers to operate computers and office equipment.
 - Willingness to work variable hours including nights, weekends and/or holidays.
 - Ability to hear and convey detailed or important instructions or information verbally and accurately.
 - Average visual acuity to prepare and read documents.
 - Ability to communicate with both the public and co-workers in a clear and concise manner.
 - Ability to travel to different sites and locations.
 - May be exposed to outdoor conditions.
 - Adapt to standard office sounds generated by office equipment as well as standard noise levels resulting from communication with co-workers and the general public.
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CITY OF STANTON

Monthly Salary Schedule Effective 3/5/2017

<u>RANGE NO.</u>	<u>STEP</u>	<u>POSITION/MONTHLY SALARY</u>					
		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>
1A		12.37	12.99	13.64	14.32	15.04	15.79
		2144	2251	2364	2482	2606	2763
		<i>Intern</i>					
		<i>Park Ranger</i>					
1							
2		17.50	18.38	19.30	20.26	21.27	22.34
		3034	3185	3345	3512	3687	3872
		<i>Administrative Clerk</i>					
		<i>Facilities Maintenance Worker I</i>					
5							
8		17.94	18.84	19.78	20.77	21.81	22.90
		3109	3265	3428	3600	3780	3969
		<i>Code Enforcement Technician</i>					
10		19.32	20.28	21.30	22.36	23.48	24.66
		3349	3516	3692	3876	4070	4274
		<i>Senior Administrative Clerk</i>					
12		20.80	21.84	22.94	24.08	25.29	26.55
		3606	3786	3976	4174	4383	4602
		<i>Facilities Maintenance Worker II</i>					
13		21.86	22.95	24.10	25.30	26.57	27.90
		3789	3978	4177	4386	4605	4835
		<i>Departmental Assistant</i>					
		<i>Parking Control/Code Enforcement Specialist</i>					
13		22.96	24.11	25.32	26.58	27.91	29.31
		3980	4179	4388	4608	4838	5080
		<i>Business License Specialist</i>					
13		23.54	24.71	25.95	27.25	28.61	30.04
		4080	4284	4498	4723	4959	5207
		<i>Senior Facilities Maintenance Worker</i>					

RANGE NO.**STEP****POSITION/MONTHLY SALARY****A B C D E F**

16 25.35 26.62 27.95 29.34 30.81 32.35
4394 4613 4844 5086 5340 5607

Administrative Services Coordinator
Assistant to the City Manager
Community Services Coordinator
Youth Outreach Coordinator

18 26.63 27.96 29.36 30.83 32.37 33.99
4616 4847 5089 5344 5611 5891

Building Inspector
Engineering Assistant
Senior Accounting Technician

19 27.30 28.66 30.09 31.60 33.18 34.84
4731 4968 5216 5477 5751 6039

Administrative Services Supervisor
Code Enforcement Officer

21 28.68 30.11 31.62 33.20 34.86 36.60
4971 5220 5480 5755 6042 6344

Housing Specialist
Human Resources Specialist
Planning Specialist

22 29.40 30.87 32.41 34.03 35.73 37.52
5095 5350 5618 5898 6193 6503

Accountant

26 32.45 34.07 35.77 37.56 39.44 41.41
5624 5905 6201 6511 6836 7178

Associate Engineer
Associate Planner
Code Enforcement/Parking Control Supervisor
Community Services Supervisor
Facilities Maintenance Supervisor
Housing Associate
Redevelopment Associate

33 38.57 40.50 42.52 44.65 46.88 49.23
6685 7020 7371 7739 8126 8532

Civil Engineer
Planner

RANGE NO.**STEP****POSITION/MONTHLY SALARY****A B C D E F**

35 40.52 42.55 44.68 46.91 49.26 51.72
7024 7375 7744 8131 8538 8964

Accounting Manager
Administrative Services Manager
Building Official
City Clerk
Community Services Manager
Planning Manager
Public Works Manager

43 49.37 51.84 54.43 57.15 60.01 63.01
8558 8986 9435 9907 10402 10922

Assistant City Engineer

50 58.69 61.62 64.70 67.94 71.34 74.90
10173 10681 11215 11776 12365 12983

Administrative Services Director
Community & Economic Development Director
Community Services Director
Public Works Director/City Engineer

53 63.20 66.36 69.68 73.16 76.82 80.66
10995 11503 12078 12682 13316 13981

Deputy City Manager

The annual salary for the City Manager is \$170,628.00 (\$14,219.00/mo.) effective 3/5/2017.

The monthly salary for City Council Members is \$850 effective 3/5/2017.

Revision Dates: 11/28/2012
03/10/2015
05/12/2015
03/05/2017