


DATE SUBMITTED 9/12/2018
 SUBMITTED BY COMMUNITY SERVICES
 DATE ACTION REQUIRED 9/19/2018

COUNCIL ACTION
 PUBLIC HEARING REQUIRED
 RESOLUTION
 ORDINANCE 1ST READING
 ORDINANCE 2ND READING
 CITY CLERK'S INITIALS al

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: COMMUNITY SERVICES RESTRUCTURE	
1. APPROVAL OF THE RECLASSIFICATION OF LIBRARY ADMINISTRATOR TO PARKS SUPERINTENDENT; 2. APPROVAL OF THE RECLASSIFICATION OF LIBRARY TECHNICIAN TO LIBRARY SUPERVISOR; 3. APPROVAL OF THE RECLASSIFICATION OF ONE RECREATION SPECIALIST POSITION TO RECREATION COORDINATOR.	
DEPARTMENT INVOLVED: <u>COMMUNITY SERVICES</u>	
BACKGROUND/SUMMARY: The Department of Community Services includes the Library, Park and Recreation Divisions. There are no direct supervisory positions allocated in the Park or Recreation Divisions. With the resignation of the Library Administrator on July 20, 2018 the library is currently without direct supervision. In review of the structure of the department, it was determined to reclassify three (3) positions in order to meet the needs of the City and better serve the community.	
FISCAL IMPACT: \$17, 450.23 to the General Fund	FINANCE INITIALS <u></u>
STAFF RECOMMENDATION: It is the department's recommendation to proceed with the reclassification as presented to better meet the needs of the community.	DEPT. INITIALS _____
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS <u>AMO</u> <u>al</u>
MOTION:	
SECONDED: _____ AYES: _____ NAYES: _____ ABSENT: _____	APPROVED <input type="checkbox"/> REJECTED <input type="checkbox"/> DISAPPROVED <input type="checkbox"/> DEFERRED <input type="checkbox"/> REFERRED TO: _____

The Class Title: Park Superintendent
Bargaining Unit: Unrepresented Group
Range: 77
Salary: \$25.44 - \$35.80 Hourly
\$2035.20 - \$2864.00 Biweekly
\$52,915.20 - \$74,464.00 Annually

Description:

Under the general direction of the Community Services Director, plan, organize and manage parks, grounds and related facilities operations of the Parks Division within the Community Services Department; ensure safe, quality parks and facilities are made accessible to the public; recommend and oversee the upkeep, upgrade, and renovation of park facilities as needed; oversee city anti-graffiti program; coordinate and supervise personnel and resources.

Duties and Responsibilities:

- Organize, direct and implement a park maintenance program.
- Plans, prioritizes, and implements park maintenance and repairs.
- Manages, supervises, trains and schedules assigned staff; ensures safe work practices.
- Manages parks, facilities and assigned city properties and ensures the safety and cleanliness of parks equipment; inspects parks grounds and facilities and submits recommendations on the upkeep, upgrade, construction and/or renovation of parks.
- Participates in the development and implementation of city events.
- Manages city anti-graffiti-program.
- Researches and evaluates existing facilities and parks grounds to ensure the safety, general welfare and enjoyment of the public.
- Performs administrative and accounting duties, e.g. purchases Materials and supplies, submits purchase requisitions for payment; generates and submits reports and documentation, and researches special projects and issues.
- Provide communication and enforcement of park and special event policies; resolve problems and citizen complaints.
- Operate standard office equipment including a computer and assigned software.
- Assists in the planning, organization and implementation of parks and facilities goals and objectives; assists in the formulation of division policies and procedures.
- Ensure program goals and objectives are met.
- Perform related duties as assigned.

Qualifications:

Education and Experience:

Bachelor's Degree in Parks and Recreation Management or related field or three years combined experience in park maintenance and supervision or any equivalent combination of education and experience.

Licenses and Other Requirements:

Valid California Class C Driver's License and evidence of a safe driving record;
Valid First Aid/CPR Certification;
Certified Playground Safety Inspector.

Knowledge of:

- Principles, techniques, practices and procedures involved in planning, scheduling, developing, implementing and inspecting construction, installation, maintenance and repair projects;
- Principles of supervision and training;
- Health and safety regulations and procedures;
- Monitoring the performance of contractors and vendors;
- Developing, recommending, implementing, and monitoring policies, procedures, and work flow;
- Practices, procedures, methods, equipment and materials used in the construction and maintenance of parks, equipment, buildings and grounds.
- Applicable codes, ordinances, requirements, regulations and safety precautions;
- Applicable laws, rules, regulations, policies and procedures;
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Plan, organize and manage operations and maintenance of City parks and city property;
- Coordinate and direct division personnel, resources and communications to meet the City needs and ensure smooth and efficient Parks operations;
- Supervise and train assigned personnel;
- Plan, schedule, develop and implement construction, installation, maintenance and repair projects;
- Inspect projects for accuracy, completeness and compliance with established standards, requirements, specifications and procedures;
- Receive, prioritize, and coordinate response to requests and work orders;
- Operate standard office equipment including a computer and assigned software;
- Analyze situations accurately and adopt an effective course of action;
- Meet schedules and timelines;
- Plan and organize work;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures;
- Prepare and maintain reports, records, logs and files.

Working Conditions:

Work Environment:

- Indoor/Outdoor environment;
- Seasonal heat and cold or adverse weather conditions;
- Regular exposure to fumes, dust, oil and grease;
- Noise from equipment operation;
- Driving a vehicle to conduct work;
- Variable hours including evening, week-ends and holidays.

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

- Dexterity of hands and fingers to operate a computer keyboard, maintenance equipment and tools;

- Seeing to inspect projects and read a variety of materials;
- Hearing and speaking to exchange information;
- Sitting or standing for extended periods of time;
- Lifting, carrying, pushing and pulling heavy objects as assigned by the position;
- Walking over rough or uneven surfaces and to inspect projects;
- Bending at the waist, kneeling or crouching;
- Reaching overhead, above the shoulders and horizontally;
- Heavy physical labor;
- Climbing ladders.

Hazards:

- Working around and with machinery with moving parts;
- Working at heights;
- Exposure to chemicals and fumes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed.

Class Title: Library Supervisor
Bargaining Unit: Unrepresented Group
Range: 77
Salary: \$25.44 - \$35.80 Hourly
\$2035.20 - \$2864.00 Biweekly
\$52,915.20 - \$74,464.00 Annually

Description:

Under the general direction of the Community Services Director, plan, organize and supervise the day-to-day operations and activities of the Library Division within the Community Services Department; coordinate and supervise personnel, resources and communications to meet library needs and ensure smooth and efficient library operations; manage financial operations and provide accurate reports.

Duties and Responsibilities:

- Responsible for the daily operation of the Library including maintenance and circulation of all library materials, card catalog and computer catalog; monitor equipment and material needs; coordinate selection, acquisition and processing.
- Supervise library activities by scheduling, coordinating, implementing, administering and evaluating the workflow and scheduling ensuring consistent levels of service.
- Oversee the safety, security and maintenance of the library.
- Provide communication and enforcement of library policies; assist in difficult service interactions; resolve problems and patron complaints.
- Supervise and train staff to ensure smooth operations following established procedures.
- Manage collection activities related to overdue, lost or damaged library materials.
- Manage expenditures and ensure expenditures fall within designated allocation limits.
- Deposit incoming funds; submit invoices and purchase requisitions for payment.
- Operate standard office equipment including a computer and assigned software; oversee the operation of the library's automated systems.
- Maintain records and reports related to library materials, inventory, system patrons, personnel, financial activity and assigned duties.
- Ensure program goals and objectives are met.
- Perform related duties as assigned.

Qualifications:

Education and Experience:

Bachelor's Degree in Information/Library Science or related field or six years of library experience; one year lead or supervisory experience.

Licenses and Other Requirements:

Valid Library Certificate

Knowledge of:

- Principles of supervision and training;
- Applicable laws, rules, regulations, policies and procedures;
- Monitoring and maintaining a library collection;
- Monitoring the performance of contractors and vendors;
- Preparing a variety of reports related to the operation of the library;

- Developing, recommending, implementing, and monitoring policies, procedures, and work flow;
- Library organization, operations, policies and objectives;
- Library practices, procedures and terminology;
- Resolving conflict.

Ability to:

- Plan, organize and manage operations and activities of a library;
- Coordinate and direct personnel, resources and communications to meet the library needs and ensure smooth and efficient library operations;
- Supervise assigned personnel;
- Operate standard office equipment including a computer and assigned software;
- Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of library materials;
- Maintain library in a neat and orderly fashion;
- Maintain records, logs and files;
- Remain calm in high pressure situations;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures.

Working Conditions:

Work Environment:

- Indoor/Library environment;
- Fast-paced environment with changing priorities;
- Variable hours including evening or week-ends.

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

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Hearing and speaking to exchange information;
- Sitting or standing for extended periods of time;
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position;
- Bending at the waist, kneeling or crouching to shelve and retrieve materials;
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed.

Class Title: Recreation Coordinator
Bargaining Unit: Unrepresented Group
Range: 75
Salary: \$24.20 - \$34.06 Hourly
\$1,936.00 - \$2,724.80 Biweekly
\$50,336.00 - \$70,844.80 Annually

Description:

Under the direction of the Community Services Director, coordinate and manage the activities and operations of the Recreation Division within the Community Services Department including recreational and leisure services and the rental of City facilities; assist in the development, coordination and implementation of recreation programs and events; coordinate and supervise personnel and resources.

Duties and Responsibilities:

- Assist in the development and coordination of recreational and leisure services and special events.
- Identify community needs to recommend and implement appropriate programs.
- Organize the development of marketing materials to promote recreation programs, services and events.
- Manage programs and activities of the Community Services Department's Recreation Division.
- Monitor program equipment and material needs, coordinate procurement of necessary supplies, material and equipment.
- Supervise program activities by scheduling, coordinating, implementing, administering and evaluating the workflow and scheduling ensuring consistent levels of service.
- Supervise and train staff to ensure smooth operations following established procedures.
- Oversee the safety, security and maintenance of recreation facilities and event sites.
- Provide communication and enforcement of recreation and special event policies; resolve problems and citizen complaints; enforce city policies.
- Assure compliance of rules and regulations for special events.
- Coordinate the rental of City facilities.
- Manage expenditures and ensure expenditures fall within designated allocation limits.
- Deposit incoming funds; submit invoices and purchase requisitions for payment.
- Operate standard office equipment including a computer and assigned software.
- Ensure program goals and objectives are met.
- Prepare and maintain various records and reports.
- Perform related duties as assigned.

Qualifications:

Education and Experience:

- Bachelor's Degree in recreation and park administration or related field; or three years of increasingly responsible recreation program administration experience that includes one year supervisory experience.

Licenses and Other Requirements:

- Valid California Class C driver's license;
- Valid First Aid/CPR Certification.

Knowledge of:

- Operational characteristics, services, and activities of a recreation and leisure services program;
- Recreational, cultural, social, and leisure needs of youth, teen and adult populations of the community;
- Principles and practices of program development and administration;
- Techniques used in public relations and customer service practices;
- Principles of supervision and training;
- Marketing principles and practices;
- Health and safety regulations;
- Applicable codes, laws, rules, regulations, policies and procedures;
- Requirements of maintaining facilities in a safe, clean and orderly condition;

Ability to:

- Plan, organize and manage operations and activities of the recreation division;
- Promote community interest through recreational and community programs;
- Supervise assigned personnel;
- Operate standard office equipment including a computer and assigned software;
- Maintain community services facility in a neat and orderly fashion;
- Prepare and maintain a variety of records and reports;
- Meet and deal effectively with the public;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures.

Working Conditions:

Work Environment:

- Indoor/outdoor/recreation environment;
- Driving a vehicle to conduct work;
- Fast-paced environment with changing priorities;
- May be required to work extended hours including evening, week-ends and holidays.

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

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Hearing and speaking to exchange information;
- Sitting or standing for extended periods of time;
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position;
- Walking to inspect special event sites.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed.