

RESOLUTION NO. 2002-150

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ELK GROVE
AMENDING THE 2002-03 FISCAL YEAR BUDGET TO CREATE THE POSITION OF
ASSISTANT CITY MANAGER OF DEVELOPMENT SERVICES
AND THE POSITION OF FINANCE ADMINISTRATOR**

WHEREAS, the City Council recognizes the need for additional executive level support to the Office of the City Manager, Administrative Services, Public Works and Community Development; and

WHEREAS, the City Manager recommends the position of Assistant City Manager of Development Services and the Finance Administrator positions be created;

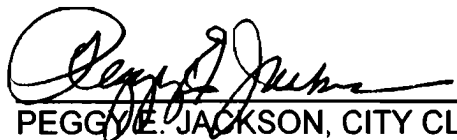
NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk Grove that the 2002-03 budget is amended to create the respective position of Assistant City Manager of Development Services, salary range E226, and the position of Finance Administrator, Salary Range E188.

PASSED AND ADOPTED by the City Council of the City of Elk Grove, California, this 21st day of August, 2002.




RICK SOARES, MAYOR of the
CITY OF ELK GROVE

ATTEST:



PEGGY E. JACKSON, CITY CLERK

APPROVED AS TO FORM:



ANTHONY B. MANZANETTI,
CITY ATTORNEY

AYES: Soares, Briggs, Scherman,
Cooper, Leary
NOES: None
ABSTAIN: None
ABSENT: None



CLASSIFICATION DESCRIPTION

Class Title: Finance Administrator	Department: Admin. Services
Division: None	Bargaining: None
Effective: August 16, 2002	Revised: _____
Salary Grade: E188	

GENERAL PURPOSE

This position will manage all public facilities finance districts and affiliated programs for the City. Handles all Debt management, Capital Project Analysis for the City's finance infrastructure, fee analysis, annexation studies, cash flow analysis, bond and debt issues. Assists in the audit of C.F.D.'s and the disclosure requirements. Provides expert, professional assistance to the Director of Administrative Services and the Assistant City Manager of Development Services.

SUPERVISION RECEIVED AND EXERCISED

Under general direction of the Director of Administrative Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The following is used as a partial description and is not restrictive to duties required.)

Plans and organizes the public facilities finance programs. Administers and manages studies and analysis relating to the activities or operations of The City or functional area to which assigned. Performs strategic financial analysis for budget, annexation studies, and debt management. Conducts economic and policy analysis of Capital Projects. Determines analytical techniques and information gathering processes and obtains required information and data for analysis. Analyzes alternatives and makes recommendations. Develop revenue estimates for the City budget and revenue forecasts. Conducts a variety of special projects and studies for the Administrative Services Department. Performs various financial analyses as requested. Manages all phases of debt financing including bond sizing, debt structure, official statement preparation, development and review of legal compliance. Provides technical advice to high level managers on debt and capital financing issues; assists in the development of multi year capital improvement programs. Develop and implement the debt management policies, practices and procedures.

EMPLOYMENT STANDARDS

Knowledge of:

Principles and practices of modern public administration, municipal bond issuance and management. Financing instruments, derivative products and credit enhancements. Federal and state regulations related to bond issuance. Principles of financial analysis, research methods and reporting techniques. Must have a strong understanding and hands on experience with C.F.D.'s, annexation studies and financial analysis. Principles of capital project analysis.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

Graduation from an accredited college or university with a (4)-year degree in public or business administration, economics, accounting, finance or a closely related field, and five (5) years of progressively responsible professional, analytical related work in a government environment.

Special Requirements

Must possess and maintain a valid California driver's license and acceptable driving record.

TOOLS AND EQUIPMENT USED

Personal computer including word processing and Excel spreadsheet software; 10 key calculator; telephone; email; copy machine; fax machine and other office devices that the City may provide or acquire in the future.

PHYSICAL DEMANDS

Employees of this department work in an office environment requiring sitting for extended periods. It also requires regular work with a personal computer, walking, standing, bending, stooping and reaching. Occasionally lift up to 35 pound and regularly operates a motor vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Approval: _____

John Danielson
City Manager



CLASSIFICATION DESCRIPTION

Class Title: **Assistant City Manager of
Development Services**

Department: **Public Works/CDD**

Division: **Engineering**

Bargaining: **None**

Effective: **August 16, 2002**

Revised: _____

Salary: **E 226**

GENERAL PURPOSE

Provide leadership and direction to the City's Community Development Department, the Public Works Department, Engineering division, Contract Building Inspection and the Planning Department. Briefing the City Council, negotiating with developers and being a driving force in representing the City at Regional JPA's, boards and commissions. Provide highly responsible and complex administrative support to the City Manager, City Council and commissions as a member of the City Manager's management team.

SUPERVISION RECEIVED

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Exercises direct supervision over management, professional, technical, clerical, City-contracted service providers and Consultants working on behalf of the Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Ensures that the objectives set forth by the City Council and City Manager are carried out. Make oral and written presentations to the City Council and other groups relating to public works activities and community development projects. Ensures that City policies are followed, contracts for services enforced, and that the Public Works function has adequate resources to maintain levels of service.

Serves as, or designates staff or consultants to staff the Planning Commission; prepare and review staff and agenda reports and recommendations to the Planning

Commission and for City Council consideration; attends meetings of the Planning Commission and City Council as required. Prepares and recommends long-range plans for City services and programs; develops specific proposals for action on current and future City Community Development needs.

Represents the City and work closely with citizen boards, commissions, public and private officials to provide technical assistance, directly or through subordinate staff or consultants.

Plans, directs and coordinates all public works engineering activities including all phases of development review, design, capital improvements program planning and execution, inspection of public improvements, utility services, and traffic engineering.

Coordinates, directs and personally participates in special projects of significant complexity and sensitivity; including preparation of a wide variety of reports or presentations for City management or outside agencies. Identify and recommend grant funding for public works activities and projects.

Assist businesses in opening or expanding through the City's regulatory process to promote business growth and development; assists homeowners in making improvements to their property through the City's regulatory process.

Plans, directs and coordinates field operations (as determined necessary) and maintenance activities including operation, maintenance or repair of the street system and equipment maintenance. Monitor and evaluate the delivery of refuse collection services.

Directs and participates in the preparation of the capital improvement program budget. Prepares and administers the departmental budget and ensures the accomplishment of departmental objectives within budget restrictions.

Prepares a variety of technical written and oral reports on the City's General Plan, land use, zoning, growth management, sphere of influence, annexation, and environmental matters.

Supervises the Building and Safety Division through the Chief Building Official and supervises the Code Enforcement Division. Manage consultant contracts, Planning and contract for services provided by other outside vendors within the scope of the position. Evaluate the performance of subordinates by developing and refining performance measures for contracted services and staff. Organizes, directs and coordinates the activities of the engineering, operational and maintenance personnel in a manner conducive to full performance and high morale. Directs and implements safety programs for employees and the public, in public works projects and make safety a number one priority.

PERIPHERAL DUTIES

Assists City staff in the enforcement of local ordinances and in interpreting City codes and master plans.

Assists in designs for parks, streetscapes, landscapes and other municipal projects.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited four-year college or university with a degree in Engineering, Urban Development, Architecture, Planning, Public Administration or related field. Master's Degree is desirable. Minimum of six years demonstrated leadership experience in professional civil engineering, land use planning and/or community development; or any equivalent combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

Necessary Knowledge, Skills and Abilities:

Ability to plan, organize, direct and control the City's public works activities including engineering, construction, vehicle maintenance, building maintenance, street maintenance, solid waste collection and disposal, water distribution and sewage collection and disposal.

Must have superior communication and consensus building skills.

Knowledge of principles and practices of engineering, management, and public works administration as applied to the construction of public works, utility services and traffic engineering. Knowledge of applicable City, state and federal law guidelines and standards affecting the administration of community development programs and projects. Strong understanding of technical disciplines and procedures involved in land-use and zoning issues. Understanding of California Environmental Quality Act (CEQA) and the California Subdivision Map Act. Work cooperatively and effectively with City Council, City Manager, other departments, officials and employees of other agencies.

SPECIAL REQUIREMENTS

Valid California Driver's License, or the ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word-processing, spreadsheet, and data base and computer-aided-design software; motor vehicle; telephone; mobile radio; fax machines; and electronic copiers.

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.

Work is performed mostly in office settings though field trips may be necessary. Some outdoor work is required in the inspection of various land use developments, building and safety complaints, code enforcement issues, construction sites, and public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb; or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet but may be louder while outside on inspection.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: _____
John Danielson
City Manager