
Assembly Position Subcommittee Agenda

Friday, June 7, 2019 6:00 p.m.

Harrigan Centennial Hall

Subcommittee Members:

Steven Eisenbeisz, Valorie Nelson, and Dr. Richard Wein

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. CORRESPONDENCE /AGENDA CHANGES**
- IV. PERSONS TO BE HEARD** *(not to exceed 3 minutes)*
- V. NEW BUSINESS**
 - A. Subcommittee Guidelines
 - B. Review of vacant positions:
 - 1. Planning Director
 - 2. Police Chief
 - 3. Police Officers
 - 4. Jail Officer
 - 5. HR Director
 - 6. Street Maintenance
 - 7. Community Affairs Director
 - 8. Lease Manager
 - 9. Grant Administrator
- VI. ADJOURNMENT**

City and Borough of Sitka

RECRUITMENT INFORMATION

The following positions are vacant or are anticipated to be vacant by June 25, 2019

Position (Advertised and or recruitment complete)	Department	Date of Vacancy	Grade/ Union	Salary Range (Matrix A-O) or Union vacancy (current pay)	Full Time (F/T) Part-Time (P/T) Seasonal (S)	Notes: (Effective 7/1/2019 nonUnion employees receive a 1.5% increase - Union Member increases effective 7/1/2019 unknown - <u>negotiations pending</u>)
Police Chief	Police	Baty Interim Chief since 4/1/19	38	\$45.01 to \$63.57/hr (Annual:\$93,620 to \$132,225)	F/T Exempt	Recruitment is complete - selection of candidate made; presentation to Assembly for final approval
Planning Director	Planning	8/3/2018	36	\$40.80 to \$57.64/hr (Annual \$84,864 to \$119,891)	F/T Exempt	
Police Officer	Police	4 open as of 6/3/19	PSEA	\$27.38 to \$37.19/hr (A-O)	F/T	
Jail Officer	Police	5/27/2019	PSEA	\$19.98 TO \$27.16/hr (A-O)	F/T	
Human Resources Director	HR/Admin	6/25/2019	37	\$42.84 to \$60.53/hr (Annual: \$89,107 to \$125,902)	F/T Exempt	
Streets Maintenance Worker	Public Works	5/22/2019	ASEA	\$20.65/hr	F/T	Recruitment is complete - selection of candidate pending approval by subcommittee
Position (recruitment has not been started)	Department	Date of Vacancy	Grade/ Union	Salary Range (Matrix A-O) or Union vacancy (current pay)	Full Time (F/T) Part-Time (P/T) Seasonal (S)	Notes
Community Affairs Director	Admin	Approximately 7/17/2019	34	\$36.97 to \$52.23/hr (Annual: \$76,897 to \$108,638)	F/T Exempt	
Grant Writer	Finance	New position	NonUnion	\$26 to \$31/hr	Contract	
Lease Administrator or Manager	Finance	New position	Union		F/T	

Memorandum

TO: Keith Brady, Municipal Administrator
City and Borough of Sitka

FROM: Lori Messer | Principal Consultant
Gallagher
Human Resources & Compensation Consulting

DATE: May 15, 2019

RE: Organizational Structure Analysis

CC: Ronnie Charles, National Managing Director
Gallagher

Gallagher Benefit Services Human Resources & Compensation Consulting practice was engaged by the City and Borough of Sitka to perform an analysis and provide recommendations regarding the City's current organizational structure and reporting relationships. The purpose of this report is to share our findings and recommendations for optimization in the utilization of key staff in order to facilitate efficient and effective operational performance.

Methodology

Gallagher was provided organizational charts and staffing levels in order to understand the overall structure of the organization and gain an understanding of supervisory responsibilities and service delivery. In reviewing the existing organizational structure the following items were taken into consideration:

1. Size of the organization;
2. Workforce demographics (skill and complexity of roles); and
3. Leadership responsibilities.

Findings

Overall, span of control for management positions is appropriate. However, when looking at the span of control for the top position in the organization, the Municipal Administrator, the number of direct reports is significantly misaligned with what we would expect to see in an organization



of the City/Borough's size and structure. We assessed the following items in determining that the span of control was misaligned with what we would recommend:

1. Roles and responsibilities of the position (multi-faceted);
2. Degree of cross-collaboration within the organization; and
3. Activities beyond direct span and situation.

Gallagher finds that typically, leaders of organizations of comparable size and service delivery to the City/Borough of Sitka would have no more than six (6) direct reports with each of those direct reports inherently responsible for agencies or departments that provide similar services. Although no perfect ratio exists, span of control is critical in leadership and employee interactions and the effectiveness of communication between each level within an organization.

Understanding the City/Borough's current structure and service delivery along with the best practices of comparable public sector organizations, we recommend the following changes to the Municipal Administrator's span of control:

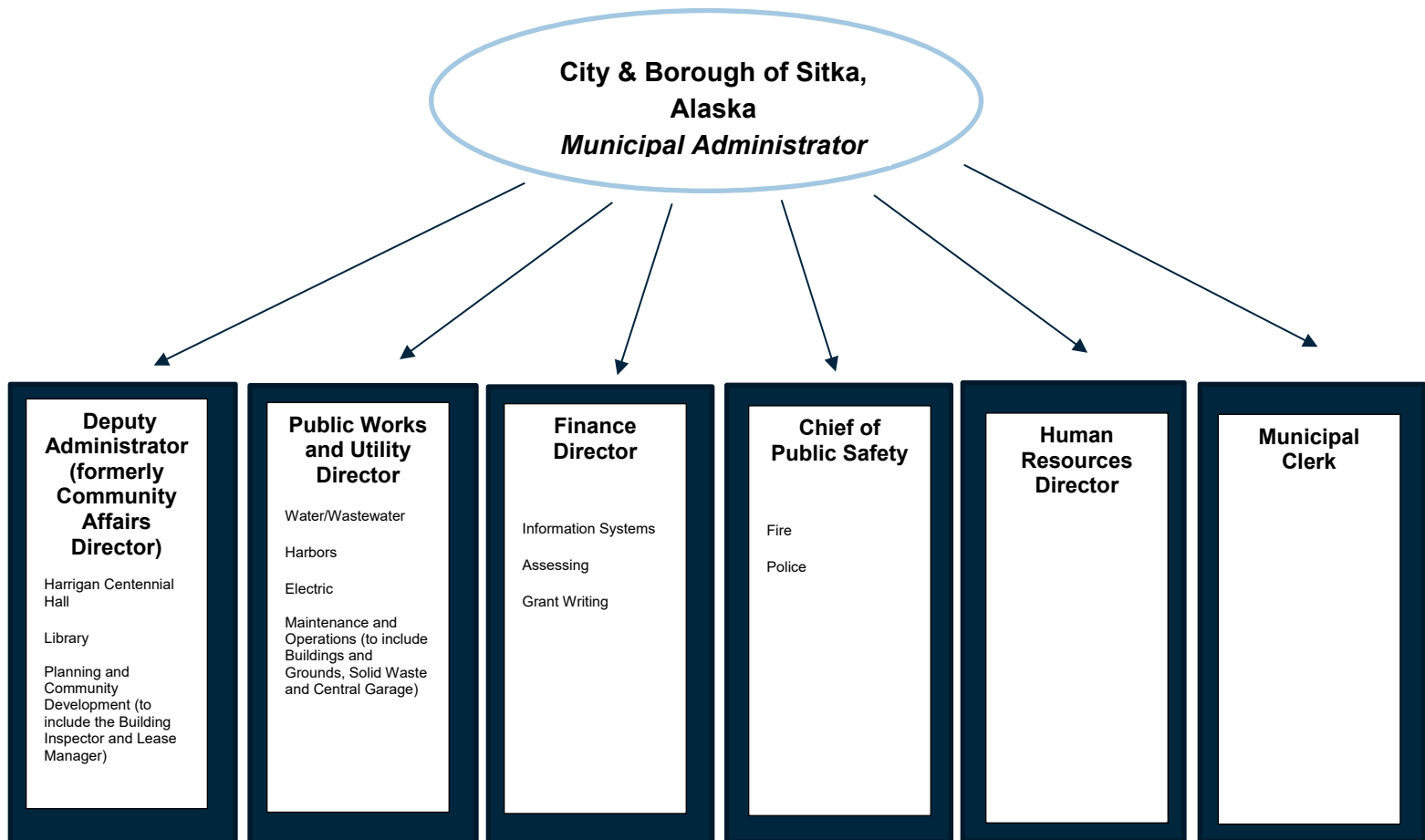
- The number of direct reports to the Municipal Administrator be reduced from the thirteen (13) to six (6) with the following positions reporting to the Municipal Administrator:
 1. Community Affairs Director – Reclassify the position to a Deputy Administrator; Reclassifying the current Community Affairs Director to a Deputy Administrator will assist in overseeing departments and important City functions, such as composing communications with delegates, commenting on Federal and State projects and projects on Federal and State lands, communicating with the public through various media outlets, etc.
 2. Public Works and Utility Director;
 3. Finance Director;
 4. Chief of Public Safety;
 5. Human Resources Director; and
 6. Municipal Clerk.
- We further recommend that the following changes in the reporting structure occur under the Municipal Administrator's direct reports recommended above:
 1. The Harrigan Centennial Hall, Library and Planning and Community Development (Private Works) departments, to include the Building Inspector and Lease Manager, report to the *Community Affairs – Deputy Administrator*
 2. The Water/Wastewater, Harbors, Electric and Maintenance and Operations departments, to include Buildings and Grounds, Solid Waste and Central Garage, report to the *Public Works and Utility Director*
 3. The Information Systems, Assessing and Grant Writing report to the *Finance Director*
 4. The Fire and Police departments report to the Chief of Public Safety

**Visual representation of the above recommendations appears below.*



Gallagher

Insurance | Risk Management | Consulting



Recommended Next Steps

While it is understood that implementation of the recommended changes will cause a major shift in the City/Borough's organizational structure, we believe such hierarchical changes are necessary for communication flow, oversight, approval and authority in facilitating effective operational efficiency.

The following next steps are recommended:

1. Municipal Administrator to review Gallagher's the recommendations for applicability and approve, if agreed upon;
2. City/Borough leadership along with appropriate legal counsel the review the general code and charter to ensure that such changes are permitted and that legislation supports such changes;
3. Municipal Administrator determine if the creation of the Deputy Administrator position is feasible with the current funding and position availability;
4. Municipal Administrator meet with the Human Resources Director to review the recommendations and potential salary changes, if appropriate, of affected personnel and to schedule meetings with such personnel;
5. Municipal Administrator should determine if further changes are necessary or possible (i.e. the Municipal Administrator should consider if the human resources function could be moved under the Finance Director);
6. Municipal Administrator meet with the affected personnel individually in the presence of the Human Resources Director to communicate and discuss the proposed changes;
7. Municipal Administrator work with the Human Resources Director to update the reporting structures of the affected positions on the City's organizational chart, in classification descriptions and in other areas where it is currently reflected; and
8. Municipal Administrator work with the Human Resources Director to determine the most appropriate method of communicating the changes to personnel.

City and Borough Sitka, Alaska

Class Specification

Class Title	Planning Director
Class Code Number	1060
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	36
Effective Date	April 2017

General Statement of Duties

Plans, organizes and directs the overall planning, economic development, zoning, community development, land management and related functions within the City and Borough; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise and perform short range and long range planning, economic research and development, land development and management, zoning review, community development and state and federal grant functions in accordance with assigned responsibilities. The work is performed under the direct supervision of the City Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employee(s) in the class of Planner I. An employee in this class performs the duties of other employees in the Planning Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials and the public. The principal duties of this class are performed in both a general office environment and at various fieldwork sites throughout the City and Borough.

Examples of Essential Work (Illustrative Only)

- Plans, organizes and directs all planning, economic development, land development and management and federal and state grant functions within the City and Borough;
- Researches and evaluates the capacities of the community to accommodate grants and development, and prepares related analyses and makes recommendations;
- Prepares long range plans, including comprehensive plans;
- Provides information to the public on land ownership patterns, land use regulations, economic trends and related matters;
- Researches and prepares economic and fiscal impact analyses relating to assigned community issues and/or projects and educates media representatives and the general public concerning such findings and impact;
- Coordinates the development of the Land Management Program;

- Administers zoning and subdivision regulations;
- Prepares and maintains land use studies, records, maps and refines new computer applications;
- Develops and administers economic development programs within the City and Borough;
- Provides staff and administrative support, prepares materials for and attends meetings of the Planning and Zoning Commission, Economic Development Commission, Comprehensive Plan Implementation Team and the City and Borough Assembly, including collect, analyzing and organizing planning, economic development and related reports to policy makers;
- Coordinates and writes public information documents for the municipal organization;
- Develops and implements a land sales strategy for municipality owned land;
- Processes tidelands lease requests;
- Acquires land for the City and Borough as dictated through City and Borough Assembly policies and market realities;
- Issues clearance for land use permits;
- Serves as the Municipal Lands Officer, including cataloguing, reviewing and requesting for lands under the Municipal Lands Act of 1978;
- Prepares coastal consistency determinations for projects contemplated within the political jurisdiction of the City and Borough;
- Prepares State and Federal grants for financial assistance within the municipality and administers related funds;
- Coordinates planning issues and projects within citizen groups and affected members of the public;
- Serves as a floodplain advisor along with the Building Official;
- Develops related ordinances, reviews building sites for approval and provides information and advice to business organizations as necessary and requested;
- Provides land use assistance in the removal of junked and abandoned vehicles on private property;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge the current practices and procedures involved in planning within a municipality;
- Comprehensive knowledge of land use needs and the analysis and recognition of related issues;
- Thorough knowledge of the current practices and procedures involved in economic development activities;
- Thorough knowledge of land development practices;
- Thorough knowledge of current state and federal grant programs;
- Thorough knowledge of local government operations, including the operations of the Finance and Public Works Departments;
- Thorough knowledge of administering zoning and subdivision regulations;
- Knowledge of coastal management programs;
- Knowledge of Geographical Information Systems (GIS) development and maintenance procedures;
- General knowledge of State and Federal real estate law and land mapping and disposal practices;

- Ability to use GIS, computer graphics and imaging processing software;
- Ability to develop comprehensive plans;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to work with citizens who may become emotional, concerning official policies and regulations and municipal initiatives;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelors Degree or equivalent in Urban Planning, a Master's Degree preferred and an AICP member; and
- Extensive experience in Urban Planning, Economic Development or a related field; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office experience and visit various work sites throughout the City and Borough including outlying areas.

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City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Mayor Paxton and Assembly Members

From: Keith Brady, Municipal Administrator

Date: 6-6-19

Subject: Police Department Position Explanation

Summary

The police department is a 24 hours, 7 days a week, 365 days a year service provider for the citizens and visitors to the City and Borough of Sitka. The police department has a direct impact on the quality of life in Sitka and that impact is through the services provided by police officers and jail officers who serve the community. The officers are only part of a team of police department staff that must be present every day and night to answer the call and respond. Every member of the police department is essential to the quality of life in Sitka.

Police officers are the publicly visible representatives of the police department and the vacant police officers' positions need to be filled with dedicated service-oriented professionals. The police department is currently running two 12 hours shifts (Day & Night) with a minimum of two police officers per shift. The vacant police officer positions have resulted in an increased expenditure of overtime funds to maintain the minimum staffing levels per shift. The current police officers are also being asked to cover additional shifts beyond their normal assigned shifts as a result of the vacant unfilled positions. The police officer positions are High on the level of importance and need to be filled to reduce the possibility of "burn-out" and reign in the overtime expenditure on shift coverage.

Jail officers are also High on the level of importance for vacant positions that need to be filled. The jail officers are the secondary line of defense after the police officers with regards to quality of life in Sitka. Unfortunately, sometimes people must be placed into confinement to protect the public and when they are placed into confinement they need to be guarded, fed and brought before a judicial officer. The jail officers provided that essential service to the community and vacancies cannot go unfilled because the jail has two 12 hours shifts (Day & Night) with a minimum staffing of one jail officer per shift. The unfilled positions also result in an increased expenditure of overtime funds to maintain minimum staffing levels.

All positions within the police department are essential and need to be filled when vacant, especially positions that work shifts providing day and night coverage. Those positions are police officers, jail officers, and dispatchers. Any vacancy within those positions will result in increased overtime fund expenditure in direct correlation with additional shift coverage. It is also important to point out that the officers and dispatchers also need to take a break from work and vacancies make it very difficult for

them to enjoy their free time when they are constantly asked to cover shifts due to vacant unfilled positions.

Recommendation

City and Borough Sitka, Alaska

Class Specification

Class Title	Police Chief
Class Code Number	8090
FLSA Designation	Exempt (Executive)
Pay Grade and Range	38
Effective Date	07/01/2014

General Statement of Duties

Plans, organizes and directs the Police operations and activities within the City and Borough of Sitka; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee all Police functions and personnel in the maintenance of public order and safety. The work is performed under the direct supervision of the Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of all Police personnel. An employee in this class performs the duties of other employees in the Police Department or related departments as required or as assigned by supervisory personnel. The principal duties of this class are performed in an office environment, an outdoor work environment involving all types of weather and one in which the employee is subject to potential personal danger.

Examples of Essential Work (Illustrative Only)

- Directs and supervises Police personnel in the enforcement of all City, State and Federal laws within the jurisdiction of the City and Borough of Sitka;
- Develops and implements policies which serve to create an environment of cooperation between Police Officers and the community regarding public safety issues;
- Coordinates the activities of the Police Department with other agencies, including State and Federal enforcement agencies;
- Reviews and approves of all applications for special licenses, including professional driver's licenses and liquor licenses;
- Oversees the development of court cases and Officer's preparedness;
- Coordinates the addressment of law enforcement procedures and problems with the municipal and District Attorney;
- Responds to citizen complaints and inquiries regarding Police operations;

- Provides information to the public on Police procedures and activities as requested and makes personal appearances at school programs, neighborhood watch groups etc., to maintain community relations and inform citizens on how they might better protect themselves against crime or injury of other forms;
- Oversees all official Police records within the City and Borough of Sitka;
- Prepares and administers the Police Department budget and monitors the expenditure of all funds;
- Prepares reports on Police operations for the City and Borough Assembly as requested;
- Maintains a knowledge of case status of major investigations;
- Administers contracts and grants, including jail, Forest Service and State and Federal grants;
- Maintains final say on personnel/disciplinary actions;
- Maintains a current knowledge of local, State and Federal laws and revises Departmental policy accordingly;
- Provides support for other Police Officers upon the arrival at a scene of an incident, remaining aware of any situation in which another Police Officer may encounter potential harm and taking appropriate actions to secure that Officer's safety;
- Performs a daily activity of public relations through speaking with citizens, responding to their needs as possible and explaining through actions and words the goals and purposes of the Sitka Police Department;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal officials and enforcement agencies, the mayor and Assembly, business and community organizations and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Trains, assigns, prioritizes, supervises, motivates and evaluates the work of assigned employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Comprehensive knowledge of local, State and Federal laws as applicable to community law enforcement;
- Comprehensive knowledge of the procedures and practices involved in Police Administration;
- Comprehensive knowledge of current law enforcement practices and methods;
- Comprehensive knowledge of court procedures and practices;
- Comprehensive knowledge of all police equipment, including vehicles, speed radar units, lock jacks, communications units, body armor, handcuffs, firearms, batons, medical kits, road flares, hand control remote traffic signals, chemical agents, riot gear, stop-sticks and other related equipment;
- Comprehensive knowledge of all State and Federal reporting requirements for law enforcement agencies;
- Comprehensive knowledge of budgetary procedures within a municipality;
- Ability to Supervise, train, coordinate and evaluate the work of others;
- Ability to work in situations involving confusion and potential danger to oneself, citizens or another Police Officer and to make quick decisions which secure the safety of all individuals involved;
- Ability to use good judgment regarding the use of force;
- Ability to command authority from members of the public through a calm demeanor and appropriate actions;
- Ability to quickly learn the policies and procedures of the Sitka Police Department;
- Ability to quickly learn the geographical layout of Sitka

- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to perform basic first aid procedures;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with an Associate's Degree in Criminal Justice, Police Science, Police Administration or a closely related field; and
- Extensive law enforcement experience with a managerial role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;
- Ability to pass a background check;
- Graduation from a certified Police Academy;
- Advanced certification by the Alaska Police Standards Council;
- Graduation from the FBI National Academy or Southern Police Institute preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify criminal activity;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate Police equipment and detain criminals;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas.

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City and Borough Sitka, Alaska

Class Specification

Class Title	Police Officer
Class Code Number	8060
FLSA Designation	Non-Exempt
Pay Grade/Bargaining Unit Contract	PSEA
Effective Date	September 2010

General Statement of Duties

Performs general and preventive patrol duties, enforcing all applicable laws and maintaining peace and order; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain community order through enforcing local, State and Federal laws. The work is performed under the direct supervision of assigned Police Sergeants and Lieutenants but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Police Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor work environment involving all types of weather and one in which the employee is subject to potential personal danger. An employee in this class may perform any one or more or any additional duties as assigned. A Police Officer may be asked to patrol in a vehicle, on foot or with other means of transportation. A Police Officer in Sitka may patrol in uniform or plain clothes as necessary and assigned.

Examples of Essential Work (Illustrative Only)

- Enforces all City, State and Federal laws within the jurisdiction of the City and Borough of Sitka;
- Patrols all assigned areas and monitors activity to identify violations of applicable law and takes appropriate actions to deal with the situation, including making arrests and charging a suspect, issuing citations, issuing written warnings or rectifying the situation through a dialogue with all parties involved as warranted;
- Enforces all traffic laws and issues citations for violations;
- Responds to calls and/or complaints from citizens, involving arriving at the scene, taking statements from all parties involved, identifying a violation if one exists, and taking appropriate arrest and/or citation steps as the situation warrants;
- Refers civil disputes to public services to help settle differences and prevent future calls;
- Maintains a highly visible presence within the community for the purpose of deterring crime as possible, maintaining good community relations and providing an identifiable source for citizens to go to for assistance, guidance, protection and service;

- Performs a daily activity of public relations through speaking with citizens, responding to their needs as possible and explaining through actions and words the goals and purposes of the Sitka Police Department;
- Informs commanding Officers immediately of any situation which appears to be out of the ordinary;
- Investigates misdemeanor crimes, traffic accidents and felonies and makes arrests as warranted;
- Performs residential and business security checks;
- Conducts traffic stops, including felony stops;
- Enforces parking ordinances and issues parking citations;
- Directs traffic and performs crowd control;
- Instructs, demonstrates and evaluates field sobriety tests and determines through observation those situations where such a test is warranted and needed;
- Maintains all appropriate reports and records of criminal and arrest activity for use in both documentation and prosecution;
- Collects evidence at crime scenes and interviews witnesses;
- Provides support for other Police Officers upon the arrival at a scene of an incident, remaining aware of any situation in which another Police Officer may encounter potential harm and taking appropriate actions to secure that Officer's safety;
- Reports inoperative traffic control equipment for City repair;
- Gives testimony in open court;
- Transports prisoners between a scene of a crime and the appropriate jail or facility;
- Transports prisoners to court appearances, medical services, funerals etc. as necessary;
- Serves as a jailer as necessary, maintaining security within the jail, enforcing all rules and regulations, serving meals, investigating complaints/illnesses, and ensures the health and location of inmates;
- Evaluates and determines the use of lethal force using the greatest level of discretion;
- Conducts building searches and secures crime scenes;
- Maintains an awareness of any situation in the community such as fire or other disasters and contact the appropriate City department or agency;
- Maintains security and possession of firearm and related Police equipment at all times;
- Performs preventive maintenance on vehicles and all related equipment;
- Takes inventories of Police supplies and requisitions replacements;
- Provides information to the public on Police procedures and activities as requested and makes personal appearances at school programs, neighborhood watch groups etc., to maintain community relations and inform citizens on how they might better protect themselves against crime or injury of other forms;
- Performs other emergency services as necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, other law enforcement officials, business and community organizations and the public.
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of local, State and Federal laws as applicable to community law enforcement;
- Good knowledge of current law enforcement practices and methods;
- Good knowledge of court procedures and practices;

- Good knowledge of all police equipment, including vehicles, speed radar units, lock jacks, communications units, body armor, handcuffs, firearms, batons, medical kits, road flares, hand control remote traffic signals, chemical agents, riot gear, stop-sticks and other related equipment;
- Ability to work in situations involving confusion and potential danger to oneself, citizens or other Police Officers and to make quick decisions which secure the safety of all individuals involved;
- Ability to use good judgment regarding the use of force;
- Ability to command authority from members of the public through a calm demeanor and appropriate actions;
- Ability to quickly learn the policies and procedures of the Sitka Police Department;
- Ability to quickly learn the geographical layout of Sitka;
- Ability to add, subtract, multiply, divide and derive percentages;
- Ability to perform basic first aid procedures;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED, preferably supplemented by an Associate's Degree in Criminal Justice or a closely related field; and
- Some law enforcement experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver's license issued by the State of Alaska;
- Ability to pass a background check;
- Graduation from a certified Police Academy;
- Certification as a Police Officer in the State of Alaska is preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to identify criminal activity;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate Police equipment and detain criminals;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas.

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City and Borough Sitka, Alaska

Class Specification

Class Title	Jail Officer
Class Code Number	8040
FLSA Designation	Non-Exempt
Pay Grade and Range	PSEA
Effective Date	September 2010

General Statement of Duties

Maintains inmate and facility safety and security within the City and Borough Jail Facility and performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise inmate activities, to ensure the safety of inmates, and the security of the Jail Facility. The work is performed under the direct supervision of the Jail Supervisor but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Police Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in a work environment in which the employee may be subjected to a variety of hazards and the potential for personal injury.

Examples of Essential Work (Illustrative Only)

- Provides direct supervision of inmates incarcerated within the City and Borough Jail Facility;
- Completes all booking and releases and related procedures, including fingerprinting, photographing, accounting and documentation of inmate's possessions, time accounting, classification and assignment of inmates to cells. conducting breath tests, collecting urine samples, administering medications and performing inmate and jail facility searches as needed;
- Conducts hourly checks of the inmates and facility, thoroughly documenting the inmates activities, based on set routines and emergency procedures, including monitoring for possible mental or physical health related issues;
- Serves inmate meals, processes special requests, prepares inmates for court appearances and attends to related inmate needs according to prescribed Departmental and Department of Corrections guidelines;
- Performs Jail Facility and cell inspections as necessary;
- Maintains thorough and accurate records of inmate activities and Jail Facility issues;
- Supervises all persons visiting inmates or the Jail Facility;
- Supervises all maintenance personnel and contractors working in the Jail Facility;

- Transports inmates to court appearances, medical appointments, the airport, and/or other locations, as needed;
- Performs dispatch duties on a limited basis;
- Performs specific duties of Police Officers as necessary and assigned on a limited basis;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and/or their designee fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Establishes and maintains effective working relationships other Department and City employees, the Department of Corrections, the Courts, and the public;
- Responds to citizens' questions, comments, and concerns in a courteous and timely manner;
- Communicates and coordinates regularly to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Willingness to wear uniform and issued equipment. Willingness to maintain a professional appearance at all times;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management.
- Ability and a willingness to quickly learn jail policies and procedures;
- Ability and a willingness to learn current practices, principles and procedures involved in the safe operations of the Jail Facility;
- Ability and a willingness to learn the procedures for safely and lawfully restraining inmates;
- Ability and a willingness to learn the methods for identifying the physical and mental problems of inmates;
- Ability and a willingness to follow prescribed guidelines for inmate and Jail Facility security;
- Ability and a willingness to handle confidential/sensitive information with tact and discretion;
- Ability and a willingness to physically restrain inmates as necessary following prescribed guidelines;
- Ability and a willingness to command authority and promote inmate safety/security within the Jail Facility;
- Ability and a willingness to function within a corrections environment which may involve dangerous situations involving inmate violence, suicide and/or riot;
- Ability and a willingness to learn how to determine dangerous or unruly inmate behavior for the purpose of seclusion and additional monitoring;
- Ability and a willingness to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability and a willingness to understand and follow oral and/or written policies, procedures and instructions;
- Ability and a willingness to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability and a willingness to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and a willingness to write accurate reports;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability and a willingness to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and a willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Some related public safety experience; or
- Any equivalent combination of education, work experience, and training which provides the knowledge, skills and abilities necessary to perform the duties of a Jail Officer;

Required Special Qualifications

- The ability to type a minimum 30 WPM on a computer keyboard;
- An understanding of basic Windows program commands;
- Possession of a driver's license issued by the State of Alaska;
- Ability to pass a criminal background check;
- Ability to become APSIN certified within six (6) months of employment;
- Certification from the Alaska Department of Corrections Municipal Correctional Officer Academy, or the ability to obtain certification within one (1) year of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor inmate behavior;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to restrain inmates and perform related physical requirements of the job;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the job.

• • • END • • •

City and Borough Sitka, Alaska

Class Specification

Class Title	Human Resources Director
Class Code Number	1095
FLSA Designation	Exempt
Pay Grade and Range	37
Effective Date	07-01-2014

General Statement of Duties

Under the direction of the Administrator, performs work in planning, organizing and directing a comprehensive human resource management program for the City and Borough of Sitka. Functional areas of responsibility include recruitment, employment and classification, continuing development of personnel policies, employee development, compensation and benefits administration, records management, safety policies and related work as required.

Distinguishing Features of the Class

Plans, organizes and directs the City human resource management program under the provisions of the Charter of the City and Borough of Sitka, the City and Borough Municipal Code, Memoranda of Agreement, Federal, State and local regulations and the City's Personnel Policies.

Directs the preparation and administration of the annual budget of the Human Resources Department and provides guidance and initiates strategies for the departmental operations within the parameters of the budget.

Plans, organizes, directs and gives overall policy guidance and review to the continuing work and special projects of the Human Resource Department. Confers with the Administrator, department heads, supervisors, employee representatives, the Assembly, the general public and civic groups to discuss human resource opportunities, plans, programs or problems.

Participates in negotiating and directs administration of labor contracts after agreement is reached; Advises City Administrator, Elected Officials, Department Heads and managers and others on labor relations and employee relations matters, including grievance and arbitration procedures and actions; works with managers and labor organizations to resolve problems.

Required Knowledge, Skills and Abilities

- Knowledge and ability to direct a comprehensive human resource management program;
- Knowledge of the principles, practices and procedures of public human resource administration;

- Knowledge of the principles, practices and procedures of public administration, organization and management;
- Knowledge of the techniques of recruitment and selection of personnel;
- Knowledge of methods to establish and maintain comprehensive classification and compensation plans;
- Knowledge of Workers' Compensation insurance procedures and reporting requirements;
- Ability to make effective oral presentations to individuals and groups;
- Knowledge of the principles and methods of research and statistics;
- Knowledge of applicable law and court actions;
- Knowledge of the occupations found in municipal service, including requirements, employment conditions, practices and trends;
- Knowledge of the principles and practices of affirmative action processes;
- Thorough knowledge of FLSA, ADA, FMLA/AFLA, COBRA, HIPAA, OSHA regulations and DOL Occupational Injury requirements;
- Thorough knowledge of City and Borough of Sitka personnel policies, practices and procedures;
- Thorough knowledge of the administration of group health, life insurance and other benefit programs;
- Thorough knowledge of oral interviewing techniques, practices and procedures;
- Skill in conducting interviews;
- Good knowledge of various methods of evaluating candidates, testing and the grading of tests;
- Thorough knowledge of the methods for maintaining personnel records;
- Ability to analyze technical and administrative human resource problems and make sound recommendations for their solutions;
- Ability to plan, organize, direct and evaluate the work of technical and clerical staff;
- Ability to prepare accurate, clear, concise and effective reports and memoranda;
- Ability to deal tactfully and effectively with others in emotional, possibly controversial situations;
- Ability to interpret and apply the pertinent provisions of the City Charter, the human resource regulations of the City and Borough of Sitka, the Sitka Municipal Code and other laws and regulations as they relate to the human resource management program of the City and Borough of Sitka;
- Ability to supervise the requisite research in the development of human resource rules, regulations, policies and programs;
- Ability to establish and maintain complex clerical records and files and to prepare written reports from such information;
- Ability to organize and coordinate a wide variety of materials, human schedules and supportive actions;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Examples of Essential Work (Illustrative Only)

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| <ul style="list-style-type: none">• Provides administrative support to the Administrator, the Municipal Assembly and all City and Borough departments on personnel issues, including federal and state requirements (i.e.: FLSA, FMLA/AFLA, ADA, OSHA/DOL), City personnel policy, staffing and other human resource related matters;• Serves as a resource for City and Borough departments to protect the City from liability issues relating to personnel processes;• Administrates the City and Borough FHWA random drug testing program and other drug testing for municipal employees; |
|--|

- Hears complaints from City and Borough employees regarding personnel issues, researches precedents and legal requirements in individual areas, interacts with all appropriate management personnel and takes actions as necessary;
- Maintains, updates, writes and revises personnel policy for the City and Borough;
- Coordinates and organizes City-wide human resources training including supervisor and manager training, harassment and discrimination prevention training, ADA training, and other training as requested by City and Borough departments;
- Meets with department heads to identify training needs, establish priorities, evaluate available courses or materials and coordinate participation in training and development programs;
- Reviews recruitment and examination plans, oversees the recruitment process, including advertising for position vacancies, processing job applications, interviews and notification of applicants;
- Screens applicants for City positions and may provide individual departments with a short list of the most eligible candidates;
- Coordinates all procedures involved in interviewing and the hiring process;
- Enrolls new employees in the group health, life insurance and other employee benefit programs, provides claims forms and explains coverage;
- Informs insurance companies of employee additions, deletions and coverage changes and maintains and updates related records;
- Acts as liaison with insurance companies to answer questions and resolve problems relating to group health, life insurance and other benefit programs;
- Confers with and answers personnel processing questions from employees, assisting employees as necessary;
- Administrates the Employee Assistance Program and participates in the administration of the benefits programs of the City;
- Prepares and distributes the staffing table of the City and Borough of Sitka;
- Manages and maintains employee personnel files;
- Manages and maintains the class specification program for City and Borough positions;
- Manages the performance evaluation process including training supervisory personnel, notifying supervisors and managers of expected completion dates, forwarding evaluation forms and routing and processing of completed evaluations;
- Liaison with the Sitka Community Hospital Personnel Officer;
- Coordinates the Municipal Safety program including risk management assessment;
- Prepares and submits personnel information and data reports to OSHA, FWH, DOL, the EEOC and other agencies as required;
- Appears before the Assembly for Human Resources issues;
- Keeps the Administrator and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in the Human Resources profession;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other departments and City employees, Federal and State agencies, insurance and benefit companies and the public;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's degree or equivalent in Human Resource Management, Master's Degree preferred; and
- Considerable experience in human resources support and personnel functions; or

- Any combination of training and experience equivalent to a Bachelor's degree from an accredited college or university in public, human resource, business administration, industrial relations or a related field and three (3) years of increasingly responsible human resource management experience.

Required Special Qualifications
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SPHR/PHR preferred.

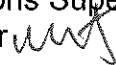
Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate well with other employees and the general public;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a computer keyboard and access files;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to move about in an office environment.

• • • END • • •

MEMORANDUM

To: Keith Brady, Municipal Administrator

From: Harry Greene, Maintenance & Operations Superintendent
Michael Harmon, Public Works Director 

Cc: Matthew lone, Human Resource Director
Jay Sweeney, Chief Finance & Administrative Officer

Date: June 5, 2019

Subject: Request to fill vacant Streets Maintenance position

Background

Our Streets Maintenance Crew consist of four positions:

- 1 Senior Operator
- 1 Heavy Equipment Operator
- 2 Streets Maintenance Positions

All Street staff shall carry special credentials (CDL, Hazwopper, CPR/First Aide, Certified Flagger) for a number of the duties they are tasked with to fulfill the job responsibilities.

The Streets crew performs an extensive list of tasks and as our infrastructure ages the maintenance requirements continues to grow. Attached is a percentage summary of the total hours for tasks performed in 2018. This report does not include sick, vacation and holiday leave or unworked hours due to vacancy within the department.

Without this positon it reduces the crew by 25%, if staff calls in sick or on holiday it reduces the crew 50% or more. The following tasks require a minimum of 4 staff in order to complete and maintain a safe work environment. Street ditching requires an equipment operator, dump truck driver and 2 flaggers for traffic control. Cleaning catch basins and culverts requires 2 staff to operate the camel and 2 flaggers for traffic control.

Critical 4 man crew activities:

- Cleaning catch basins
- Cleaning of drains
- Ditching
- Demolishing of boats for the Harbors
- Special projects

- Emergency Response
 - Water/Sewer repair
 - Snow removal
 - Drainage repair
 - Other emergency

We also keep a stand by person on call 24 hours a day in a 2 week rotation to respond to emergency situations that may occur any time day or night. Presently we only have 2 people qualified for this rotation. It will take approximately 6 months for the person to become qualified for the on call rotation due to the knowledge one needs to obtain. This also puts an extra strain on our team, stretches our resources, and limits our personnel to take earned time off.

There will also be impacts to snow removal. The city streets are divided into 3 routes, north, south and downtown. Per the Department of Transportation truck drivers can only drive for 12 hours due to fatigue hours, then an 8 hour break is required. It is common for staff to start their day clearing roads before 5 a.m. to allow safer transit for morning commuters. Without the ability to rotate staff and the hour restrictions for drivers, plowing could potentially be complete for the day by 5 p.m., this will be prior to commuters returning home from their work day.

Further stretching our resources, last winter we were unable to get a qualified contractor for snow removal for our parking lots. We were also unsuccessful in hiring temporary help to assist with parking lot snow removal. As a result this created another snow plowing route for the Streets crew. This would not be possible without this position.

Summary Conclusion

Over the last 14 years the Streets Division has decreased the number of personnel from 7 staff down to the current level. The impacts with not filling the Streets Maintenance will seriously diminish our ability to do just the routine maintenance of our aging infrastructure. The citizens will see a decrease in the level of services relating to street repair and patching, grading gravel roads and winter snow removal and de-icing.

Recommendation

Request to fill vacant Streets Maintenance position.

STREETS OPERATIONS 2018

Assigned Tasks Performed	% of Total Work
Streets Work 100-530-033-812:	36.6%
Grade Gravel Rds.	7.4%
Overlay Gravel	0.2%
Repair Pot Holes	3.8%
Spray Patch	2.9%
Asphalt Patch	0.3%
Traffic Control	0.6%
Move Material	0.9%
Brush	0.9%
Cold Patch	4.6%
Demolish Boats for Harbors	0.4%
Abandon Vehicles	0.9%
Dust Control	2.0%
Vegetation Clearing	1.1%
Pick up Debris	0.2%
Monastery Sewer	0.6%
Training	1.0%
Sweep	4.4%
Equipment Maintenance	4.4%
Signs & Markings 100-530-033-816:	2.2%
Repair Replace	2.2%
Painting 100-530-033-816:	2.2%
Crosswalks	2.1%
Striping	0.1%
Stop Bars	0.0%
Storm Drains Work 100-530-033-813:	14.1%
Clean Catch Basins	
Check Drains	5.8%
Repair or Replace Catch Basins	0.7%
Ditching	4.2%
Inspect Culvert	0.3%
Clean Culverts	1.8%
Repair or Replace Culverts	1.3%

Scrap Yard 230-600-622:	
Maintenance	4.6%
Bio solids 230-600-624:	2.3%
Prep.	1.7%
Bury	0.6%
Land Fill 230-600-621:	4.6%
CD Landfill	4.4%
Asbestos Land Fill	0.1%
Totals	
De-Ice and Snow Removal 100-530-033-815:	14.8%
Training	0.3%
Prep Equipment	1.0%
Snow Plowing	3.1%
Hauling Snow	0.0%
De-Icing	6.1%
Sanding	4.0%
Maintenance	0.2%
Totals	
Snow Removal Blue and Green Lake Rd	1.1%
100-530-033-812 31012-1	
Training	0.2%
Plowing	0.6%
Sanding	0.2%
De-Icing	0.1%
Totals	
Special Projects	14.0%
High School Parking Lot	0.4%
OWS Scrap Yard	0.9%
Restroom Crescent Waterline	0.2%
Sewer Force Main SEARHC	0.9%
Kirkman Water Dig	0.3%
Camel Storm Drain Lincoln St	1.9%
Hydrant Replace Viking Way	0.1%
Camel Lincoln St Storm Drain	0.3%
Eliason Harbor Parking	1.1%
Moller Drainage	0.9%
Tsunami	0.2%
Pump Failure Thompson Hbr.	0.1%

Indian River Water	0.5%
Moller Field	3.9%
Hazardous Waste Event	0.6%
Test Hole Mill	0.3%
Vilandri Field Ditching	0.5%
Grade Moller Track	0.5%
South Kramer Bridge	0.4%
Water Dig Water Dept.	0.1%

Recycle:

Glass	1.2%
Crush Light Bulbs	1.5%
Callison Water Hrs	0.8%

City and Borough Sitka, Alaska

Class Specification

Class Title	Streets Maintenance Worker
Class Code Number	5010
FLSA Designation	Non-Exempt
Pay Grade and Range	ASEA Bargaining Unit
Effective Date	September 28, 2018

General Statement of Duties

Performs maintenance and light construction on Public Works facilities and related projects; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain the upkeep of the physical infrastructure of the City and Borough of Sitka. The work is performed under the direct supervision of the Maintenance and Operations Superintendent but some leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department or related departments as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees and the public. The principal duties of this class are performed in an outdoor environment which may involve adverse weather conditions and related hazards.

Examples of Essential Work (Illustrative Only)

- Repairs and paints streets and sidewalks;
- Repairs and installs sewer and water mains and services;
- Performs minor building and plumbing repairs;
- Cleans, maintains and installs storm drains;
- Operates a sanitary land fill and keeps all related records for billing and permit compliance;
- Operates equipment for snow removal as weather dictates;
- Operates light to medium equipment, including dump trucks, loaders, backhoes, forklifts, bulldozers, plow trucks, vacuum truck, street patching machine, street sweeper, etc.;
- Operates mowers, chain saws and weed eaters and snow removal equipment to maintain right-of-ways, medians and common areas;
- Cleans and clears storm water inlets, drains, bridges, creeks and drainage;
- Plants trees, shrubs and plants, landscapes new construction areas and repairs or replaces landscaping disturbed during construction projects;
- Cleans and maintains City structures;

- Fuels, lubricates, performs preventative maintenance and inspects equipment for use in maintenance facilities and projects;
- Pours and forms City street markers and helps set finished products;
- Cleans and restores construction areas, job sites and other project areas;
- Cleans, maintains and repairs tools, equipment and facilities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Good knowledge of construction equipment, materials and methods;
- Good knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Good knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Some experience in the utility construction industry; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid Alaska commercial driver's license;
- Ability to obtain a first aid and a CPR certification within six (6) months of employment;
- Ability to obtain Water Distribution and Wastewater Collection Provisional Level 1 certification within two (2) years of employment.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools, join pipes and make repairs to or finish concrete;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in confined spaces, trenches, in rough terrain and access and operate construction equipment.

• • • END • • •



City and Borough of Sitka

100 Lincoln Street • Sitka, Alaska 99835

MEMORANDUM

To: Position Subcommittee Assembly Members

From: Keith Brady, Municipal Administrator

Date: 6-6-19

Subject: Community Affairs Position Duties

Summary

Community Affairs Director Responsibilities:

Public Relations

Lead Public Information Officer

- Emergency Operations Center
- PSA's
- Press Releases
- Website

Promotional and Design

- Administrators Blog
- Ask the Administrator
- Annual Report
- Presentations
- Various Design Projects- Fiscal Ferry, Budget infographic, Roberts Rules Infographic

Communications Plan and Branding Guideline

Social Media

Internal Communications – CBS Connection, CBS Newsletter

Hospital Transition Team Communications

Administration

Policy Creation

- Social Media Policy
- Art Gallery Policy

RFP Creation and Management

- SCVB Contract
- Federal Lobbyist RFP

- HCH RFP

Administrator Support

- Assembly Reports
- Speech and Presentation Assistance

Leasing

Government Relations

- Assembly Proclamations and Resolutions
- Agency Public Notice Responses
- Coastal Consistency Coordinator
- Legislative Priorities and CAPSIS
- Coast Guard City USA
- Sister City

Planning

- Long Range Planning – Sitka Comprehensive Plan, Hazard Mitigation Plan
- Interim Planning Director
- Baranof Warm Springs Liaison

Community Affairs

- Southeast Conference Board of Directors
- NSRAA Board of Directors
- Institutional Projects
- Census 2020 Lead

City and Borough Sitka, Alaska

Class Specification

Class Title	Community Affairs Director
Class Code Number	1062
FLSA Designation	Exempt (Administrative)
Pay Grade and Range	34
Effective Date	April 2017

General Statement of Duties

Directs City and Borough of Sitka (CBS) media, communications, public relations, inter-agency relations, advocacy and special projects. Serves as Intergovernmental relations contact, acting as primary liaison between the City and elected and appointed officials of other governmental agencies, including municipal, state, regional and federal legislatures. Works with other staff to promote awareness and understanding of City services, policies, projects, and issues; coordinates dispute resolution efforts and ensures response to citizen complaints and requests. Provides a high level of direct institutional-level support to Administrator.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as the primary City and Borough director for institution-wide communications, media contacts, government relations, legislative and congressional issues and advocacy, and agency and public issues. Monitors and responds to issues affecting Sitka, state and federal regulations and proposals, manages major issues and special projects affecting CBS.

The work is performed under the supervision of the Administrator but considerable leeway is granted for the exercise of independent judgement and initiative. An employee in this class may perform the duties of other employees within the City and Borough government as required or assigned by the Administrator. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and Federal Officials and the public. The principal duties of this class are performed in a general office environment and various work sites within the City and Borough of Sitka and the State of Alaska, with occasional additional travel required.

Examples of Essential Work (Illustrative Only)

- Develops and directs institutional Alaska Legislative and Federal Congressional funding requests, advocacy, problem resolution, legislative priorities, and other issues of importance to Sitka. Coordinates travel, advocacy efforts, and interactions with elected officials, state and federal agencies, tribal governments and visiting dignitaries.
- Develops and manages CBS communications, including social media, annual report, news releases, newsletters, publicity and public relations, and municipal information to CBS staff, media, agencies, organizations, and the public.
- Manages all aspects of communications between the City and public, including approval of all promotional materials to ensure a consistent look and message. Responsible for City's overall graphic design program. Oversees the structure, content and effectiveness of the City website in coordination with the Information Technology Department.
- Serves as Administrator's representative at city functions, committee and task force meetings, and community meetings as assigned. Serve as City liaison to other community and government organizations, public official, etc.
- Facilitates and ensures open and clear citizen access to City government. Develops methods and processes by which citizens may provide input and feedback to the City.
- Conducts surveys and polls, as necessary, with the public and community groups to identify information needs or opinions regarding programs, policies and procedures.
- Responsible for leading meetings and/or group processes. Work with a variety of participants including Assembly, community groups, department management and staff.
- Coordinates activities and manages the contractual relationship with City Lobbyists.
- Represents CBS by making presentations and/or providing comment to other organizations or entities, and in other situations as required, to advance and protect the interests of the City and its citizens.
- Manages public information efforts, including acting as representative spokesperson and interacting with the press, occasionally on camera or on air, regarding routine issues. Prepares briefings, story ideas, tours and background information. Arranges press conferences and prepares press kits when needed. Provides information packets to new or prospective residents and businesses.
- Sets standards and policy for customer service and complaint resolution. Oversees and coordinates response to citizen complaints and facilitates problem resolutions; acts as liaison for City departments; and coordinates meetings on issues related to complaints.
- Manages public information in emergency situations. Assists in emergency planning and preparedness activities as requested.
- Keeps broadly informed and coordinates municipal involvement and actions on issues of importance to CBS. Serves as a member of the executive team and core management group.
- Develops and directs institutional projects and initiatives (e.g. Coast Guard City, Bike Friendly Community).
- Prepares State and Federal financial assistance grants for institutional issues within the municipality, such as infrastructure, community and economic development, and affordable housing. Administers related funds.
- Coordinate and implement the City's Communications Plan including a social media policy.

- Staff liaison to Baranof Warm Springs.
- Provide oversight to the Public Relations Committee and assigned staff.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio visual materials to become and remain current on the principles, practices and new developments in assigned work areas.
- Performs other related duties as assigned.

Required Knowledge, Skills and Abilities

- Thorough knowledge of local, state and federal governmental structure, including legislative processes, regulating and service providing agencies;
- Principles and practices of public relations, mass communications and citizen involvement;
- Intermediate layout, graphics, design and printing techniques
- Community resources and organizations
- Presentation techniques
- Customer service programs
- Thorough knowledge of current issues facing city and borough governments in Alaska
- Demonstrated ability to communicate well with others, including media and the public, both orally and in writing, using both technical and non-technical language;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Ability to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with the general public and co-workers including management.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Public Administration, Political Science, Journalism or a related field;
- Experience in government administration, preferably involving institutional level planning, public affairs, legislative interactions and grant development;

Required Special Qualifications
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- Possession of a driver's license issued by the State of Alaska.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review documents in electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computers and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in a general office experience and visit various work sites throughout the City and Borough including outlying areas.

• • • END • • •

LEASE MANAGER

Job Summary

Under the guidance of the XXXXXXX, assists in the management of negotiating City & Borough of Sitka (CBS) real estate leases, licenses and contracts as well as other day-to-day real estate operations. Assists with lease negotiations when working with potential landlords to acquire space on behalf of CBS. Assembles and processes all lease, license and public way documents with landlords/tenants. Oversees leasing and management processes for property from a private seller or governmental agency. Assists in overseeing the acquisition and disposition processes of county property. Monitors, calculates and applies annual Cost Price Index (CPI) adjustments to agreements as needed. Inputs invoices, departmental and legislative documentation into multiple databases requiring various levels of approval. Tracks departments performance measures in CBS database. Performs other duties as assigned.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree is required.
- Four (4) years of professional work experience in a private, government, not-for-profit community development, or property Management Company as a Real Estate Broker, property manager, or lease manager managing real estate contracts or real estate contract negotiations is required.
- Experience using leasing management or invoicing system software is required.
- State of Alaska Licensed Real Estate Broker is required/preferred???
- Valid driver's license is required.

Preferred Qualifications

- Graduation from an accredited college or university with a bachelor's degree in Business, Urban Planning or Real Estate.
- Certified as a Notary Public.

Knowledge, Skills, Abilities and Other Characteristics

Thorough knowledge of the leasing and property management processes for property from a private seller or governmental agency. Skill communicating both verbally and in writing to department heads, vendors and external agencies. Excellent verbal, written, analytical and organizational skills. Skill in the utilization of Microsoft Office Suite programs. Skill negotiating and understanding the closing process. Ability to influence others and manage difficult situations with elected officials, brokers and building management. Ability to provide attention to detail while proofing and verifying complex data. Ability to effectively manage multiple assignments/projects with overlapping deadlines and keep them on task and schedule. Ability to work both independently in a dynamic environment with low to moderate supervision. Ability to interact with multiple departments and agencies to facilitate business. Ability to plan, coordinate and expedite work projects as well as interpreting complex rules and regulations.

Ability to maintain confidentiality.

Physical Requirements

Light Work

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

CBS IS AN EQUAL OPPORTUNITY EMPLOYER

LEASING MANAGER

SUMMARY:

XXXXXXXXXX seeks an energetic, organized self-starter for its Leasing Manager position. Reporting to the XXXXXXXX, the Leasing Manager will act as a facilitator for all leasing related activities from inception to close including negotiations, documentation, coordination and administration for the various aspects of the leasing process. The successful candidate will act as liaison between city personnel, tenants, outside counsel, architects, consultants, brokers and municipality customers to negotiate, organize, track, and support our leasing processes.

RESPONSIBILITIES: Responsibilities of the Leasing Manager include the following, which are subject to change or adjustment:

Leasing: • Monitor and report vacancy levels to management. • Monitor lease expirations and proactively contact existing customers for renewals or extensions. • Assist with prospective property showings. • Assist XXXXX in lease negotiations. • Provide administrative support to XXXXXX. • Coordinate, negotiate and track first & subsequent lease drafts from Letter of Interest to execution. • Develop lease concept plans with architect. • Coordinate construction pricing with XXXXXX and develop lease work letters. • Draft Letters of Intent. • Act as liaison between customers, in-house personnel, outside counsel, consultants and brokers to negotiate, prepare and review leases and related documents, amendments, renewals, extensions, licenses, terminations, subleases, lessor consents, right-of-first-offer & right-of-first-refusal notices, cell tower agreements, etc. • Oversee the internal lease review process. • Coordinate with finance personnel to provide ownership model updates. • Maintain a tracking database of all portfolio leasing matters.

Marketing: • Work with other City staff to maintain updated leasing plans for company repository; ensure square footages are consistent with plan details. • Maintain database of current marketing materials (e.g. leasing brochures). • Update relevant websites and/or listing services with current leasing-related information. • Negotiate, draft, and maintain brokerage listing agreements, if applicable. • Assist in developing property specific marketing programs as needed.

Acquisitions: • Coordinate preparation of purchase & sales agreements with counsel. • Facilitate comments on agreements between parties and arrange for revisions as necessary. • Oversee execution and distribution of agreements and related documents. • Prepare purchase/lease checklists and monitor for completion of items. • Review agreements for critical dates and contingencies, and calendar and track same. • Prepare and review due diligence contracts. • Assist in due diligence process & review. • Review title and exceptions, judgments or tax liens with counsel. • Coordinate contractual insurance requirements for due diligence access. • Coordinate closing with counsel.

REQUIREMENTS:

Job Prerequisites • Demonstrated strong writing, oral and presentation skills. • Proficiency with Microsoft WORD, Excel, Outlook. • Bachelor's degree and/or a minimum six to eight years' experience in municipal leasing, commercial real estate, commercial leasing or commercial real estate.

Job Title:	Grants Administrator	Department/Loc:	Planning
FLSA Classification:	Exempt	Date Drafted:	
Reports To:	Director of Planning		

Position Summary

The Grants Administrator will be responsible for performing a variety of activities to facilitate the completion of special projects, including activities involving municipal planning, data collection and analysis, zoning matters, community outreach, economic development, community development and other administrative functions. This position will also be responsible for all aspects of the grant application and administration process.

Position Responsibilities - Essential

This list of tasks is illustrative ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Compiles and reviews grant proposals for appropriate budgetary requirements; reviews contracts for compliance with Federal, State and City policies.
- Manages the distribution of Tax funds including accepting and reviewing applications, preparing reports and information for Assembly and Municipal Administrator and working with applicants for reimbursement.
- Reviews literature dealing with funds available through grants to determine feasibility of developing programs to supplement local annual fund allocations.
- Discusses program requirements and sources of funds available with administrative personnel.
- Confers with personnel affected by proposed program to develop goals and objectives, outline how funds are to be administered, and explains procedures necessary to obtain funding.
- Manages the administration of grants to include records management, community outreach, processing of applications and developing procedures.
- Provides technical assistance during grant negotiations and administration; reviews grant proposals.
- Reports grant activities to agencies/departments.
- Manages budget for all grants; coordinates reporting requirements.
- Collects data and research materials for grants.
- Prepares and conducts public hearings.
- Attends workshops/training for grant administration.
- Consults with Municipal Administrator and other officials to review department operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; provides reports, documentation and presentations to City officials and staff members as appropriate.
- Coordinates projects, special events and other activities as assigned by the Municipal Administrator.
- Communicates official plans, policies and procedures to staff and the general public.

- Assures that assigned areas of responsibility are performed within budget.
- Performs cost control activities.
- Monitors revenues and expenditures in assigned area to assure sound fiscal control.
- Determines work procedures, analyzes work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Compiles and analyzes data pertaining to City socio-economic conditions for use in strategic planning; researches and compiles various statistical, demographic, or administrative data; makes calculations, analyzes data, interprets data, and identifies trends; creates the necessary documents and presentations to assist in the City's annexation and economic development efforts.
- Provides technical assistance and information to citizens, property owners, land developers, staff members, City officials, or other individuals regarding project issues, applicable ordinances, planning/development issues, and related issues; responds to questions/complaints and initiates problem resolution.
- Participates in safety training, makes suggestions as necessary; serves on inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Follows safety rules and regulations and uses personal protective equipment.
- Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Position Responsibilities - Non-Essential/Other

- Serves as a member of various staff committees as assigned
- Other duties as assigned

Essential Skills and Experience

- Graduation from an accredited four-year college or university (Masters Degree in Public Administration highly preferred)
- Three (3) years' experience in municipal government project or grants management; or any equivalent combination of training, education and experience, which provides the required knowledge, skills and abilities
- Extensive knowledge of local government grants management; working knowledge of local government services and functions and; working knowledge of personal computers
- Skill in the operation of the listed tools and equipment:
 - a. Personal computer, including word processing, Excel, PowerPoint, and Publisher
 - b. Motor vehicle
 - c. Calculator
 - d. Phone
 - e. Standard office Equipment
 - f. Measurement tools and other related equipment

- Ability to: communicate effectively orally and in writing with architects, contractors, developers, owners, supervisors, employees and the general public; establish effective working relationships; quickly comprehend the techniques of comprehensive plans
- Ability to organize, prioritize, and effectively coordinate multiple projects simultaneously

Mental & Physical Demands- ADA Guidelines

Physical Demands

- | | | | |
|-----------------|------------|------------------------|------------|
| • Sit | Frequently | • Reach Above Shoulder | Frequently |
| • Walk | Frequently | • Climb | Frequently |
| • Stand | Frequently | • Crawl | Frequently |
| • Handling | Frequently | • Squat or Kneel | Frequently |
| • Reach Outward | Frequently | • Bend | Frequently |

Lifting Requirements

- | | | | |
|---------------------|------------|-----------------|--------------|
| • 10 pounds or less | Frequently | • 51-100 pounds | Occasionally |
| • 11-20 pounds | Frequently | • >100 pounds | Occasionally |
| • 21-50 pounds | Frequently | | |

Pushing and Pulling Requirements

- | | | | |
|---------------------|------------|---------------------|--------------|
| • 12 pounds or less | Frequently | • 41 to 100 pounds | Frequently |
| • 13 to 25 pounds | Frequently | • > than 100 pounds | Occasionally |
| • 26 to 40 pounds | Frequently | | |

Definitions

- | | | |
|--------------|----------------|---|
| • N/A | Not Applicable | Activity is not applicable to this occupation |
| • O | Occasionally | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day) |
| • F | Frequently | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day) |
| • C | Constantly | Occupation requires this activity more than 66% of the time (5.5+ hrs/day) |

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity, depth perception, and field of vision, hearing, speaking, and color perception.

Print Employee Name

Employee Signature

Date Signed

Print Manager/Supervisor Name

Manager/Supervisor Signature

Date Signed

GRANTS MANAGER (Public Sector)

JOB DESCRIPTION

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the administrative needs of the City.

GENERAL PURPOSE

The principal function of an employee in this class is to research various federal, state, and local grant opportunities; work with various departments, and agencies, in the application and monitoring process; prepare and coordinate grant accounting and reporting process. The work is performed under the supervision of a department director, but considerable latitude is granted for the exercise of independent judgment and initiative.

ESSENTIAL DUTIES:

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Research grant-making organizations and analyze them to identify likely funding sources for specific projects and programs.
- Manage the efforts of any City-wide grants' committees for the purpose of project planning.
- Exercise professional/independent judgment when working with City staff, including department heads, when determining whether grant opportunities fit within the strategic direction of the City and parameters of the funding agency.
- Work with legal counsel for review of contracts, IGA's and MOU's with funders for acceptance.
- Work with non-profit agencies to be successful recipients of funding for projects impacting the City.
- Manage grants by working with various departments, non-profit agencies and the local school district in the application and monitoring process to ensure successful grant awards and grant compliance.
- Through interviews and other means, gather information from city-wide departments that will allow for development of grant proposals.
- Acquire and maintain a base knowledge and understanding of the City of XXXXX, and use that knowledge to better comprehend all projects and programs for which grants will be sought.
- Compile, write and edit grant applications.
- Manage grants by preparing recurring notices to departments on grant program expenditures and reports that are due.
- Communicate regularly with other City employees in explaining and interpreting the regulations, practices and policies regarding grant application and administration activities.
- Prepare and manage grant budgeting, accounting and reporting process.
- Reviews grant revenues and expenditures.
- Research discrepancies.
- Obtain Assembly approval for and project grant revenue and expenditure budgets.

- Work independently with the payroll and accounts payable functions to facilitate accurate payments; this also includes the procurement function and ensuring federal requirements are part of the scope of the proposals (i.e. contractor's requirements to comply with Davis-Bacon requirements, ensuring disbarred vendors are not awarded contracts, etc.).
- Develop a grants administration work plan which includes goals, objectives and measurable workload indicators for the grants function.
- Prepare the annual Schedule of Expenditures of Federal Awards (SEFA schedule) required as part of the City's annual independent audit.
- Respond and develop systems to address annual audit findings as it relates to federal awards (included in the SEFA schedule).
- Develop and maintain Federal inventory processes for grant funded items.
- Maintain relationships with funding organizations as follows.
 - Call funding organizations at the beginning and end of each grant cycle to determine what other agencies were funded which guides City funding requests.
 - Review scores at the end of the grant cycle if grant applications are not awarded to determine areas of improvement for future grant requests.
 - Seek "fall out" awards from funding organizations which are de-obligated funds (unused funds grantee agencies return to funding organizations).
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Accounting or related field. Five (5) years technical experience and three (3) years of supervisory or lead experience directly related to grants administration. Must possess, or obtain upon employment, a valid XXXXX driver's license.

Any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this job, may be substituted for evaluation at the discretion of city management.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices and techniques of governmental grant research, writing, administration and monitoring
- Grant opportunities that match the needs and abilities of the City to comply with the requirements
- Grant compliance rules from authoritative documents such as OMB Circulars, Codes of Federal Regulations and specific contract compliance regulations and local, state and federal funding agencies
- Grant accounting, reporting principles, internal controls and record keeping techniques
- Implementing Performance Measurement Systems

Skills required:

- Strong written and verbal communication skills and the ability to make reports and keep records
- Competence in computer applications
- Federal, State, and City laws, codes and ordinances relating to grant awards
- Grants and grants accounting

- Budgetary theory, principles, objectives, and practices
- Employee supervision and evaluation techniques
- Operation of personal computer including job-related software applications that apply to the work performed
- Effective and open communication skills with employees and management to assist in measuring performance, analyzing the results, and incorporating the results into potential new initiatives
- Proficient with Microsoft Office Suite Word

Ability to:

- Prepare and present narrative and written reports, as required by the job
- Establish and maintain effective working relationships with project managers, finance department, legal department, all client departments, contractors, consultants, auditors, and the general public
- Maintain a high degree of organization, with attention to detail and accuracy
- Plan, implement, monitor and close grants agreements of all types and for a variety of purposes in a workable and concise manner
- Understand, interpret, and communicate, grant, and financial terminology
- Learn grant related terminology and project management principles and procedures
- Inspect and track varied grant projects and to monitor appropriate paperwork, authorizations, signatures, payments, reporting, and compliance
- Coordinate and communicate with parties involved in the grant and financial administration of on-going projects
- Organize and coordinate multiple tasks
- Assist employees in linking department program activities/performance goals to the overall City vision, mission and strategy
- Plan, implement, monitor, and close grant agreements of all types for a variety of purposes in a workable and concise manner
- Assist employees in linking department program activities and goals to the overall City mission and strategy
- Understand, interpret, and communicate grant and financial terminology
- Maintain a high degree of organization with attention to detail and accuracy
- Prepare and present narrative and written reports
- Present and work with a variety of people such as grantors, the Assembly and all levels of City staff
- Research, write and submit grant applications
- Assist departments with program planning which includes goals, objectives and evaluation measures
- Provide grant compliance guidance to all levels of city government. This includes the determination of whether funding opportunities fit within the City's strategic plan, the department's capacity to deliver on the grant agreement, the City's operating budget and the funders' parameters
- Implement non-profit funding program. This includes preparing the request for proposal, drafting the grant application, distributing applications to Assembly for scoring, presenting to Assembly and monitoring awarded agencies throughout the grant period for compliance
- Develop the grants operating budget
- Prepare Assembly agenda items and present at Assembly meetings

- Determine grant compliance requirements for all grants and guide decision making
- Interpret guidelines of OMB circulars, Code of Federal Regulations and grant agreements

PERFORMANCE APTITUDES

Physical Ability: Tasks require the ability to exert light physical effort including but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds or less). Tasks may involve extended periods of time in seated position and at a keyboard or workstation.

Project Management: Tasks require the ability to schedule, coordinate, and manage various projects of varying degrees of difficulty, size and complexity.

Equipment, Machinery, Tools, and Materials: Tasks require the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools, and/or materials, commensurate with duties of the position.

Social and Interpersonal Communication Skills: Position requires professional social and interpersonal communication skills, including the ability to function in a major organizational unit requiring significant internal and external interaction.

Reasoning: Position requires functional reasoning skills enabling the analysis of major problems that necessitate complex planning for interrelated activities that can span one or several work units. Position requires situational reasoning skills allowing for the ability to exercise judgment, decisiveness and innovation in situations involving broader aspects of the organization.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.