COMMUNITY DEVELOPMENT DIRECTOR

DEFINITION

Under administrative direction of the City Manager, the Community Development Director plans, directs and coordinates the full range of community development activities including planning, zoning administration, building, code compliance, economic development and housing; coordinates activities with other City officials, departments, outside jurisdictions, organizations and the public; and provides highly responsible and technical staff assistance to the City Manager, Planning Commission and City Council.

DISTINGUISHING CHARACTERISTICS

This is a management level position. Working under general direction from the City Manager, the principal function of an employee in this class is to plan, organize, implement and direct the administration and operation of the Community Development Department. The incumbent of this position spends more than 50% of their time performing office work directly related to management policies of general business operations. The incumbent customarily and regularly exercises discretion and independent judgment. The position may be required to supervise employees.

EXAMPLES OF DUTIES_ (Illustrative Only)

Duties may include, but are not limited to the following:

- Plans, directs and coordinates the development and implementation of planning, building, economic development, housing and code compliance goals, objectives, priorities and programs: makes recommendations on administrative and business matters.
- Prepares agendas for meetings, including status reports on prior direction, financial status reports, committee reports and staff reports in support of proposed actions.
- Plans, organizes and directs preparation of a recommended department budget; provides periodic performance reports to the City Manager; works closely with and provides staff reports to the Planning Commission and City Council.
- Administers various funding programs to address housing and economic development projects, such as the Community Development Block Grant Program and HOME funds; prepares grant applications; plans and conducts informational meetings; advises the City Manager and City Council on project applications.
- Is responsible for the updating and administration of the General Plan.
- Monitors and analyzes federal and state legislation and regulations relating to planning, community development, redevelopment and economic development to determine impact upon the City; advises City Manager and other department directors concerning changing regulatory requirements.

- Develops housing and economic development program resources; responds to inquiries and works with individuals interested in pursuing the development of projects; makes referrals to financing agencies; develops working relationships with federal, state, other local and nonprofit agencies offering economic development and housing assistance programs.
- Identifies funding sources; maintains relationships with funding sources and ensures compliance with reporting requirements; administers contractual agreements with government agencies to ensure appropriate fiscal controls.
- Manages consultants contracted to perform various tasks in support on community development activities.
- Performs related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Federal, state and municipal laws and regulations governing housing and community development projects and programs, and related supportive services including HUD regulations, and other federal and state funding mechanisms.
- Basic principles and practices of city planning and zoning administration.
- Specific knowledge of rental inspection and housing maintenance programs.
- Management and administrative principles and practices: including budgeting, team building, development of goals and objectives, and work planning and organization.
- Contract compliance, proposal writing, and grant implementation.
- Real estate economics and transactions.
- Housing production, construction, rehabilitation techniques and practices.
- Housing code enforcement techniques and practices, and use of abatement in eliminating blight.
- Basic principles and practices of energy conservation.
- Principles, practices and trends in affordable housing and housing maintenance.
- Basic principles and practices of Community Development Block Grants as they relate to housing programs.
- Principles and practices of effective conflict resolution and problem solving.

Ability to:

- Draft ordinances and develop programs to address a broad program to eliminate substandard housing.
- Communicate effectively both orally and in writing, prepare and make public presentations, and reports to the City Council.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare and administer a department budget.
- Administer all aspects of a housing department in compliance with applicable laws and according to established procedures for assigned areas.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Organize workload to ensure responsibilities are carried out in a timely manner.
- Interpret and apply municipal building, housing and zoning codes and ordinances.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Use sound independent judgment within established guidelines.
- Write clear and concise correspondence, and prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Education and Experience:

Bachelor's Degree in finance, business administration, urban planning, economics, or a closely related field and five or more years of responsible experience in city planning.

Other Requirements:

Ability to obtain a valid Class C California State Driver's License within 3 months of employment.

PHYSICAL DEMANDS:

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

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
Vision: frequently see items between 12 inches and 20 feet away: frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.
Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.
Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

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

Work is performed in an office environment involving continuous contact with staff and public and in the field under various weather conditions.

CHIEF OF POLICE

DEFINITION

Directs, organizes, and manages all City law enforcement operations and Animal Control Operations for the City; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

This is a management level position. Working under general direction from the City Manager, the principal function of an employee in this class is to plan, organize, and direct the administration and operation of the City Police Department to ensure the protection of life, and the maintenance of law and order for all City residents.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Provides administrative management, leadership, and motivation to all Police Department personnel to facilitate the provision of efficient and effective public safety measures, the maintenance of a positive quality of life for all City residents, and to ensure professional standards are maintained by Department personnel at all times.
- Establishes Department goals and objectives and evaluates goals to determine if they are being met through communication with the public, and review of daily documentation and status of current projects.
- Plans, organizes, directs, and evaluates the work of Department personnel in implementing the expressed goals, policies, and directives of the City Police Department.
- Develops and implements policies and procedures designed to increase the efficiency and effectiveness of law enforcement operations, and to address the City's public safety needs.
- Selects, trains, motivates, and evaluates Police Department personnel, including making hiring and other personnel decisions, ensuring proper training of department personnel, monitoring performance evaluations, and implementing discipline and termination procedures as necessary.
- Assigns personnel to specific projects/investigations to meet the goals and needs of the department.
- Plans, directs, and coordinates through subordinate level supervisors the Department's work plan.
- Provides fiscal administration of the Police Department budget, including monitoring expenditures, approving materials, equipment and supplies, approving

specifications for major expenditures, and seeking out funding sources such as grants and donations to help meet the Department's financial needs.

- Evaluates programs within the Department to appraise effectiveness, and to assess general conformance with orders, rules, and regulations.
- Works with employees and advises them regarding policies, criminal investigations and departmental procedures for specific tasks, including case dispositions, evidence dispositions, investigative procedures, etc.
- Develops, reviews, and discusses proposals and ideas for policies, programs, procedures, and/or operating standards.
- Analyzes and recommends approaches to current and anticipated law enforcement problems.
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs.
- Enforces all local, State, and Federal laws within City jurisdiction, and in coordination with surrounding jurisdictions and law enforcement entities, including State and Federal agencies as necessary.
- Patrols the City and communicates with members of the public, primarily regarding the performance of the Police Department and issues or concerns within the community.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Evaluates major incidents or situations, and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.
- Studies crime reports and adjusts personnel assignments to ensure all major incidents and trends are addressed in an appropriate manner.
- Monitors the work of all City law enforcement personnel to ensure all official Police Department business is conducted in a professional manner, and in accordance with established laws and procedures.
- Communicates and coordinates activities with other law enforcement and public service agencies, including participating in high profile or complex investigations as necessary.
- Evaluates complaints or concerns regarding actions taken by employees. Generally this includes an explanation of procedure or law to clarify to a member of the public the reason why an officer did or did not take a certain action.
- Stays abreast of trends and developments affecting law enforcement management.
- Prepares written communications for the City Manager regarding current events within the department that are important for the City Manager to know, in order to address questions from the media, citizens, or members of the City Council.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public 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 directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- The principles and practices of law enforcement program development, organization, administration and management.
- The principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Federal, State, County, and City codes, laws and regulations and how those laws are applied within the field of law enforcement and animal control.
- Criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
- Standard Police practices, methods, and procedures, including patrol, apprehension, arrest, crime prevention, traffic control, investigation, and identification techniques.
- Laws and rules relating to the seizure and preservation of evidence and the retention, release, and destruction of records.
- Offensive and defensive weapons nomenclature and theory and self defense tactics. The safe and appropriate use of firearms and other weapons or equipment.
- Effective and appropriate interviewing and interrogation techniques.
- First aid and CPR procedures.
- General principles and practices of supervision, training, and administration.
- Advanced principles and practices of municipal budget preparation and administration, and budget preparation methods.

Ability to:

- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, organize, direct, and coordinate the work of supervisory, professional, and technical personnel.
- Provide effective professional and administrative leadership and direction, supervision, and motivation to all Police Department personnel.
- Effectively develop, implement, interpret and apply laws, regulations, policies, and procedures.
- Effectively and calmly analyze and resolve complex problems and make decisions in crisis situations.
- Effectively deploy personnel in a manner consistent with the goals of the department and the City.
- Demonstrate skill and efficiency in firearms use.

- Effectively apply principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
- Effectively maintain composure under adverse conditions such as public harassment, critical injuries, and death.
- Establish and maintain effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
- Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.
- Present evidence in court in an effective and professional manner.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Education and Experience:

Possession of Bachelor's Degree with a major in Police Science, Criminal Justice, Law Enforcement Administration, Business or Public Administration or a related field;

-And-

Seven (7) years of experience as a sworn law enforcement officer, including three or more years of supervisory/management experience.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements:

Possession of a valid Class C or higher level California State driver's license.

Graduation from a California P.O.S.T. approved academy and possession, at a minimum, of a P.O.S.T. Advanced Certificate. A P.O.S.T. Supervisory Certificate is highly desirable.

PHYSICAL DEMANDS:

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

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
Vision: frequently see items between 12 inches and 20 feet away: frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.
Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.
Strength and Mobility: to lift, push, and pull items that are frequently up to 150 pounds and occasionally up to 250 pounds; to frequently stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally climb.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather ,incumbents work around moving objects and vehicles on a daily basis; are frequently exposed to dust, grease, electrical energy, and fumes, smoke or gases; and frequently work on slippery or uneven surfaces.

POLICE SERGEANT

DEFINITION

Directs, manages, supervises, and coordinates the programs and activities of a major division within the Police Department; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to direct, manage, supervise, and coordinate the organization, staffing, and operational activities for an assigned Division within the Police Department, including Field Operations, Criminal Investigations, or Management Services. The work is performed under the supervision and direction of the Police Chief, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over all personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Directs, manages, supervises, and coordinates the organization, staffing, and operational activities for an assigned Division within the Police Department, including the Field Operations, Criminal Investigations.
- Plans, organizes, directs and evaluates the work of divisional personnel in implementing the expressed goals, policies and directives of the Police Department.
- Provides administrative management, leadership, and motivation to personnel to facilitate the provision of efficient and effective public safety measures, and to ensure the maintenance of a positive quality of life for all City residents and the general public.
- Confers with the Police Chief in the development and implementation of goals, objectives, policies, and priorities for assigned programs and activities, including monitoring and evaluating the efficiency and effectiveness of service delivery needs, and making appropriate recommendations regarding the administration of policies and procedures, and service and personnel needs.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Assesses and monitors the effectiveness and efficiency of service delivery methods and procedures, including assessing work load, administrative and support systems, and internal relationships, and makes appropriate recommendations for improvements to the Police Chief.
- Plans, organizes, directs, and evaluates the work of Departmental personnel in implementing the expressed goals, policies, and directives of the City Police Department.
- Participates in various aspects of personnel administration, including selecting, training, motivating, and evaluating assigned personnel.
- Oversees training and educational directives throughout the organization, including coordinating staff training, identifying employees' deficiencies, and implementing discipline and termination procedures as necessary.
- Plans, directs, coordinates, and reviews the work plan, including meeting with personnel to identify and resolve problems, assigning work activities, monitoring work flow, and reviewing and evaluating completed work to ensure efficiency.
- Participates in the development and administration of the annual budget, including estimating operational funds for staffing, equipment, materials, and supplies, monitoring and approving expenditures, and directing and implementing adjustments as necessary.
- Communicates with all related personnel in efforts to encourage, motivate, promote leadership, and encourage teamwork in accomplishing the objectives set forth by the department.
- Provides effective professional liaison between the Police Department and other City departments, outside agencies, and the general public.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures as necessary to ensure an expedient and satisfactory resolution.
- Provides administrative assistance to the Police Chief, including preparing and presenting staff reports, and other related correspondence as required.
- Monitors the work of all law enforcement personnel to ensure all official Police Department business is conducted in a professional manner and in accordance with established laws and procedures.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing ICS and standardized emergency management system(SEMS) regulations, including participating in organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Provides computer systems management for the Department, including maintaining Department computers, providing technical support and advice to departmental personnel, researching and making recommendations on new software, and troubleshooting software as necessary.
- Assumes the responsibilities and duties of the Police Chief in his/her absence.
- Stays abreast of new trends and innovations in the field of law enforcement.
- Keeps Chief of Police and designated others 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 principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public 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 directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of the principles and practices of law enforcement administration and management techniques.

Comprehensive knowledge of the organizational and management practices of law enforcement program development and administration.

Knowledge of: Continued

Comprehensive knowledge of the technical and administrative phases of crime prevention and law enforcement, including investigation and identification, patrol, traffic control, records management, and care and custody of persons and property.
Comprehensive knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
Comprehensive knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
Comprehensive knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.
Comprehensive knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, and custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
Comprehensive knowledge of offensive and defensive weapons nomenclature and theory.
Comprehensive knowledge of appropriate self defense tactics.
Comprehensive knowledge of effective and appropriate interviewing and interrogation techniques.
Comprehensive knowledge of first aid and CPR procedures.
Comprehensive knowledge of the safe and appropriate use of firearms and other related police equipment.
Comprehensive knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
Thorough knowledge of the general principles and practices of supervisory, training, and administrative principles and practices, and budget preparation methods.

Skill in:

Providing effective supervision, training, leadership, and motivation to assigned division Personnel.
Effectively interpreting and applying laws, regulations, policies, and procedures.
Gaining knowledge of supervisory and administrative techniques and methods, including budget preparation methods.

Skill in: Continued

Meeting required first aid standards as prescribed by the State of California, and effectively administering appropriate first aid as necessary.
Demonstrating skill and efficiency in firearms use.
Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.
Establishing and maintaining effective working relationships with supervisory personnel, other City employees, City officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
Analyzing situations quickly and objectively, and recognizing actual and potential dangerous situations, and to determine proper course of action.
Presenting evidence in court in an effective and professional manner.
Working flexible hours and shifts as assigned.
Prioritizing work and working independently using good judgment in decision-making.
Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
Effectively observing and accurately recalling names, faces, numbers, incidents, and places.
Meeting physical requirements established by Department.
Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
Understanding and following oral and/or written policies, procedures, and instructions.
Preparing and presenting accurate and reliable reports containing findings and recommendations.
Operating a personal computer using standard or customized software applications appropriate to assigned tasks.

Skill in: Continued

Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
Performing 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.

Other Requirements:

Valid Class C California State Driver's license.
P.O.S.T. Advanced Certificate.
Ability to obtain a P.O.S.T. Middle Management Certificate within the required time period as determined by the Department.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- Associate's Degree in Police Science, Criminal Justice, Law Enforcement Administration, or a related field.
- Some (one to three years) experience as a Police Sergeant and/or Police Lieutenant.

POLICE OFFICER

DEFINITION

Performs a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principle function of a police officer is to perform a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of public peace, prevention of crimes, protection of life and property. The work is performed under the supervision and direction of a higher level supervisory and management personnel, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires the police officer to establish and maintain effective working relationships with all others contacted in the course of work. The principle duties of the officer are performed in a variety of emergency and non-emergency situations which may involve exposure to potential danger.

EXAMPLES OF DUTIES (Illustrative Only)

- Performs a variety of law enforcement duties in the enforcement of all Federal, State, and local laws and ordinances to ensure the preservation of the public peace, prevention of crime, and protection of life and property.
- Patrols designated areas of the City, monitors activity to identify violations of applicable law, and takes appropriate actions to deal with the situation, including issuing warnings or citations, or charging suspects and making arrests as necessary.
- Operates a patrol vehicle at high rates of speed while exercising good judgment and quick reflexes to ensure for the officer's personal safety and the safety of other motorists and the general public.
- Provides information and assistance to motorists, pedestrians, and the general public as it relates to law enforcement functions.
- Assists motorists with inoperable vehicles and arranges for the immediate removal of stranded vehicles to ensure public safety.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Responds to emergency calls, complaints, and requests for assistance from the public, and investigates reports of alleged criminal acts and/or legal infractions, including making contact with various persons, determining if a crime has been committed, identifying involved parties, and taking the necessary and prudent action to ensure an expedient resolution or conclusion to the incident.
- Performs a variety of written and oral communication duties in the process of interacting with the public and other law enforcement personnel, including preparing complete and accurate reports of crimes, arrests, and accidents for criminal prosecution purposes and departmental uses, communicating with the public, prosecutors, attorneys, judges, and court officials in person, on the telephone, or in writing, and appearing and testifying in court proceedings as necessary.
- Performs investigations of criminal activities, crime scenes and traffic accidents, including interviewing victims, suspects and witnesses, photographing crime scenes, collecting and logging evidence, and identifying and interrogating suspects, and apprehending and arresting offenders as warranted.
- Investigates felony and misdemeanor crimes and traffic accidents and makes arrests as warranted, including interviewing victims and witnesses, and collecting and preserving evidence.
- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing an identifiable source for assisting the public, including speaking before various civic and community groups, patrolling assigned divisions on foot, bicycle, or vehicle, and performing other related duties as required.
- Performs a variety of law enforcement duties to ensure the security and protection of private property, including making residential and business security checks, and responding to burglar alarms, armed robberies, and other reports of property violations.
- Protects and secures accident, disaster, and crime scenes to ensure the preservation of evidence for investigation and protection of persons and property.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Communicates with the public formally or informally at crime scenes, traffic stops, residences, and a variety of public locations, and provides general information on laws and ordinances, crime prevention, neighborhood watches, community meetings, and mediation services.
- Stays abreast of new trends and innovations in the field of law enforcement.
- Oversees the use and care of equipment as required.
- Confers with school administrators to identify and discuss criminal and other public safety issues, interpreting Juvenile, Municipal, State, and Federal laws to school officials and parents, and advising and referring juveniles to appropriate community resources as requested or as necessary.
- Conducts comprehensive investigations into felony and high level crimes as assigned, including conducting surveillance activities, coordinating and maintaining activities at crime scenes, developing and implementing strategies for investigating and solving crimes, collecting and processing evidence, and preparing complete and accurate reports for department use and prosecution purposes in accordance with prescribed policies and procedures.
- Prepares and serves warrants within the department and with outside agencies, and remains current on laws and procedures pertinent to processing warrants.
- Provides emergency medical attention to the public when responding to calls for assistance, and requests appropriate medical assistance as necessary.
- Evaluates and determines the use of lethal force using the greatest level of discretion.
- Maintains security and possession of a firearm and related equipment at all times.
- Addresses complaints or concerns from the public regarding significant and/or controversial issues, and takes appropriate measures to ensure an expedient and satisfactory resolution.
- Keeps immediate supervisor and designated others 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 principles, practices, and new developments in assigned work areas.

EXAMPLES OF DUTIES (Illustrative Only) Continued

- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public 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 directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

Substantial knowledge of Federal, State, County, and City Municipal codes, laws and regulations.
Substantial knowledge of criminal behavior and causes underlying criminality and social, psychological and physical needs of criminals.
Substantial knowledge of standard Police practices, methods, and procedures, including patrol, crime prevention, traffic control, investigation, and identification techniques.
Substantial knowledge of Criminal Law and criminal procedures, including references regarding apprehension, arrest, custody of offenders, and rules relating to the seizure and preservation of rules of evidence.
Substantial knowledge of offensive and defensive weapons nomenclature and theory.
Substantial knowledge of appropriate self defense tactics.
Substantial knowledge of effective and appropriate interviewing and interrogation techniques.
Substantial knowledge of first aid and CPR procedures.
Substantial knowledge of the safe and appropriate use of firearms and other related police equipment.
Substantial knowledge of the principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.

Skill in:

Effectively interpreting and applying laws, regulations, policies, and procedures.
Meeting required first aid standards as prescribed by the State of California, and effectively administering appropriate first aid as necessary.
Demonstrating skill and efficiency in firearms use.
Effectively applying principles and techniques of modern crime prevention, investigation, apprehension, rules of evidence, and other related aspects of law enforcement.
Effectively maintaining composure under adverse conditions such as public harassment, critical injuries, and death.
Establishing and maintaining effective working relationships with other employees, officials, and the general public from a variety of racial, ethnic, and economic backgrounds.
Analyzing situations quickly and objectively, and to recognize actual and potential dangerous situations, and to determine proper course of action.
Presenting evidence in court in an effective and professional manner.
Working flexible hours and shifts as assigned.
Prioritizing work and working independently using good judgment in decision-making.
Administering defense tactics and other defensive measures in a diplomatic and appropriate manner.
Effectively employing a variety of patrol tactics in the enforcement of laws, including spatial distancing, verbal and non-verbal communication, utilizing specialized tools and equipment, firearms, and self-defense techniques.
Safely and effectively operating a patrol vehicle at high rates of speed requiring good judgment and quick reflexes to ensure for one's personal safety and the safety of other motorists and the general public.
Effectively observing and accurately recalling names, faces, numbers, incidents, and places.
Meeting physical requirements established by Department.
Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
Understanding and following oral and/or written policies, procedures, and instructions.
Preparing and presenting accurate and reliable reports containing findings and recommendations.

Skill in: Continued

Operating or quickly learning to operate a personal computer using standard or customized software applications appropriate to assigned tasks.
Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
Performing a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
Willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
Exercising integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Other Requirements:

Valid Class C California State Driver's License.
Graduate of a California P.O.S.T. approved academy.
Laterals must have a P.O.S.T. Basic Certificate.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED.
- One to three years experience working with public.

September 2010

WATER ROADWAYS SUPERINTENDENT

WATER SUPERINTENDENT DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's water distribution system and treatment facilities. Manages the acquisition, maintenance and repair of all City water equipment. Performs other related duties as assigned. Serves as a backup to the Wastewater Superintendent in his/her absence.

ROADWAYS SUPERINTENDENT DEFINITION

Under general supervision, to plan, organize, assign and supervise the work of crews assigned in the construction, maintenance and repair of streets, sidewalks, drains, signs, street cleaning and weed control, to provide responsible and technical staff assistance, train and evaluate staff, and to do related work as required.

REPORTS TO: City Manager / Public Works Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Manager/Public Works Director. Exercises general supervision, including training over Water Treatment Operators and Utility Lead and on occasion, the Roadways Field Crew.

PART I

WATER SUPERINTENDENT

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the CITY MANAGER / PUBLIC WORKS DIRECTOR, the incumbent has overall responsibility for the City's water system, including directing, supervising and performing operations and maintenance activities for the City's water system, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Ensures the City's compliance with the California Department of Public Health.
- Plans, schedules, supervises and performs all operation and maintenance activities relating to water distribution and treatment, including the water treatment plant and booster station.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps and meeting of effluent requirements.
- Maintains and adjusts the water treatment record data logging system and the SCADA system for the water treatment facilities.
- Trains staff on safe use of equipment; maintains Material Safety Data Sheets on all hazardous substances that the water staff may work with or around.
- Ensures that Material Safety Data Sheets are readily available to employees and that water staff has read and understands the information contained in them.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory agencies; and serves as the City's representative with representatives from water regulatory agencies.
- Makes recommendations for improvement and construction of treatment facilities, assists in the review of plans and specifications and monitors the work of consultants and contractors.
- Ensures an adequate inventory of supplies, parts and equipment for plant and laboratory operations; researches type and source of equipment and prepares justifications for major purchases.
- Attends, meetings, workshops and trainings in addition to reading professional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process and makes hiring recommendations for positions within the water division of the Department of Public Works.
- Formally evaluates the work of others within the parameters of the City's evaluation guidelines.
- Prepares requisitions for the purchase of tools, equipment and other materials; maintains inventory for areas of responsibility.
- Assists the City Manager / Public Works Director in the development and administration of the annual operating budget for the water division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Serves as the backup to the Wastewater Superintendent in his/her absence.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Principles and practices of supervision, training, and employee development.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.
- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, and employees in other City departments, contractors, vendors and representatives of regulatory agencies.
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience

Possession of a high school diploma or GED.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of water treatment, distribution, and booster facilities and systems.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Must possess and maintain the following:

- Valid California Class C State Driver's license with satisfactory driving record
- Valid California Class B State Driver's license with air brake endorsement may be required.
- State of California Department of Health Services, Water Treatment Operator Certificate - Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II
- California State Water Resources Control Board, Wastewater Treatment Plant Operation - Certificate Grade II
- Satisfactory certificate as a forklift operator within 60 days of appointment.

PART II

ROADWAYS SUPERINTENDENT

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the CITY MANAGER / PUBLIC WORKS DIRECTOR, the incumbent has overall responsibility for the City's roadways and drainage systems, including directing, supervising and performing operations and maintenance activities for the City's roadways and drainage systems, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

Typical duties may include, but are not limited to, the following:

- Plan, assign, participate and supervise work crew engaged in a wide variety of street maintenance and limited construction activities such as street repairs, cleaning, painting and signing of streets; maintenance of storm drains, and general grounds keeping, mowing and weed eating of city owned property and right of ways.
- Estimate and order material and equipment needs, keep time and material records, make reports of work performed.
- Inspect work in progress and assist crew in resolving difficult work problems.
- Investigate and resolve complaints related to street maintenance.
- Assist in making cost estimates.
- Assist in budget preparation and administration, including material purchases and equipment needs.
- Coordinate and prioritize street maintenance activities within the city and with outside utility agencies.
- Report hazardous conditions.
- Respond to public inquiries.
- Respond to emergencies as directed by Public Safety.
- Maintain records of all training hours.
- Survey streets for asphalt, cleaning, pain, signage and storm drain maintenance.
- Respond and generate work orders.
- Coordinate storm control activities.
- Coordinate equipment repairs with Vehicle Maintenance, keep maintenance logs and records.
- Maintain crew safety, conduct safety and training meetings and implement and enforce safety regulations and/or procedures.
- Assist in the development and implementation of new procedures and safety guidelines; including procedures for new equipment or work processes.
- Assist in recommending and arranging new training.
- Supervise, train and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Types and level of maintenance and repair activities generally performed in street maintenance programs.
- Materials, methods, practices and equipment used in street maintenance activities.
- Occupational hazards and standard safety precautions necessary in the work.
- Principles and practices of supervision, training and performance evaluation.
- Safe work practices.
- Safe driving principles and practices.
- Principles, practices and methods of handling or responding to hazardous spills.
- Traffic control safety.

Ability to:

- Understand and carry out oral and written instructions.
- Maintain records and prepare reports.
- Modify routine maintenance methods and practices to handle unusual problems.

- Demonstrate the use and care of street maintenance repair tools and equipment.
- Establish and maintain effective working relationships with co-workers and the general public.
- Use a personal computer.
- Attend and participate in seminar and/or training opportunities related to street maintenance activities.
- Work with various chemicals and/or materials.
- Supervise, train and evaluate subordinates.
- Work overtime as required.

Education and Experience:

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

Education: Equivalent to the completion of the twelfth grade. Supplemental college level courses in English, Math and elements of supervision are highly desirable.

Experience: Five years' experience in street maintenance and repair, including some supervisory experience.

PHYSICAL DEMANDS:

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

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.

Vision: frequently see items between 12 inches and 20 feet away: frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.

Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.

Strength and Mobility: carry, push, pull, reach items that are frequently up to 20 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or

with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

City Manager:	Signature	Date

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CITY OF RIO DELL CALIFORNIA

WASTEWATER SUPERINTENDENT

DEFINITION

Provides and performs a variety of tasks required to manage, plan, supervise and direct the operation, maintenance, modification, and improvement of the City's wastewater collection, treatment and disposal facilities and system. Manages the acquisition, maintenance and repair of all City wastewater equipment. Performs other related duties as assigned. Serves as backup to the Water Superintendent in his/her absence.

DISTINGUISHING CHARACTERISTICS

This is a mid-management, supervisory position. Working under the general supervision of the Public Works Director, the incumbent has overall responsibility for the City's wastewater system, including directing, supervising and performing operations and maintenance activities for the City's wastewater system, assisting with the development and implementation of the section budget, special projects, goals, objectives, policies and procedures.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Ensures the City's compliance with United States Environmental Protection Agency (USEPA), the California Environmental Protection Agency (CALEPA), the National Pollution Discharge Elimination System (NPDES) requirements and the State Regional Water Resources Control Board.
- Plans, schedules, supervises and performs all operation and maintenance activities relating to wastewater collection, treatment, and disposal, including wastewater collection systems, wastewater lift stations and wastewater treatment plant.
- Establishes rules, procedures and standards of work; is responsible for the training of staff with regard to established rules, procedures and work standards.
- Supervises and performs water sampling activities and chemical analysis to assure proper balance of treatment steps and meeting of effluent requirements.
- Maintains and adjusts the wastewater treatment record data logging system and the SCADA system for the wastewater treatment facilities.
- Trains staff on safe use of equipment; maintains Material Safety Data Sheets on all hazardous substances that the water staff may work with or around. Ensures that Material Safety Data Sheets are readily available to employees and that wastewater staff has read and understands the information contained in them.
- Prepares a variety of activity and operational reports and maintains records required by government agencies; assures compliance with reporting requirements of regulatory agencies; and serves as the City's representative with representatives from wastewater regulatory agencies.

- Makes recommendations for im provement and c onstruction of treatment facilities, assists in the review of plans and specif ications and monitors the work of consultants and contractors.
- Ensures an adequate inventory of supplies, parts and equipm ent for plant and laboratory operations; researches type and source of equi pment and prepares jus tifications for major purchases.
- Attends, meetings, workshops and trainings in addition to reading profes sional manuals to stay abreast of new and existing regulations affecting areas of responsibility.
- Participates in interview process an d makes hiring recommendations for positions within the wastewater division of the Department of Public Works.
- Formally evaluates the work of others wi thin the p arameters of the City's evaluation guidelines.
- Prepares requisitions for the purch ase of t ools, equipment and other m aterials; maintains inventory for areas of responsibility.
- Assists the Public W orks Director in th e development and adm inistration of the annual operating budget for the wastewater division.
- Coordinates activities with other divisions, departments and agencies.
- Responds to complaints, inquires and audit requests.
- Serves as the backup to the Water Superintendent in his/her absence.
- Performs other related duties as assigned.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of water and wastewater collection, storage, treatment and distribution system operations.
- Operating principles of valves, pumps, motors, and a wide variety of electronic and computerized control systems.
- Federal, state, local and other regulations that apply to municipal water and wastewater operations.
- Principles and methods of bacteriological and chemical water and wastewater analysis.
- Applied chemistry and mathematics as used in the analysis of water and wastewater sampling.
- Effects and problems of industrial waste in wastewater treatment processes.
- Principles and practices of supervision, training, and employee development.
- The City's wastewater and water facilities and systems
- Principles of budget preparation and expenditure control.
- Principles and practices of safety program development and control.
- Principles and practices of Standard English grammar, spelling and punctuation.
- Principles of executive report preparation and presentation.

- Standard office computer software, including word-processing, spreadsheets, and data base programs.

Ability to:

- Work independently and direct staff in daily activities and emergency response situations.
- Diagnose operating problems associated with water and wastewater systems and determine appropriate and effective corrective procedures.
- Prepare written correspondence, required reports, and maintain complete record keeping procedures.
- Supervise, train and evaluate employees.
- Motivate employees in an atmosphere that promotes positive morale
- Read, understand and interpret and apply a wide variety of written materials including legal requirements, regulations, safety material, and technical manuals
- Calculate complex formulas and quantities
- Communicate clearly both orally and in writing
- Establish and maintain effective working relationships with co-workers, supervisor, employees in other City departments, contractors, vendors and representatives of regulatory agencies
- Use standard and specialized computer software applications.
- Estimate equipment, materials, and labor needs to assist in budget preparation.
- Deal effectively and courteously with others.
- Respond to and prioritize multiple requests, projects, and activities
- Operate computer equipment and software programs to enter and retrieve data and prepare a variety of correspondence and reports.
- Work under pressure and perform a wide variety of duties with accuracy and speed.
- Quickly learn and apply new skills and knowledge brought about by rapidly changing information and technology.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Five (5) years of progressively responsible experience in the operation and maintenance of wastewater treatment, collection, and disposal facilities and systems

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Must possess and maintain the following:

- valid Class C or higher level California State driver's license

- California State Water Resources Control Board, Wastewater Treatment Plant Operation - Certificate Grade II
- State of California Department of Health Services, Water Treatment Operator Certificate - Grade II
- State of California Department of Health Services, Water Distribution Operator Certificate - Grade II

PHYSICAL DEMANDS:

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

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
Vision: frequently see items between 12 inches and 20 feet away: frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.
Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.
Strength and Mobility: carry, push, pull, reach items that are frequently up to 30 pounds and occasionally up to 100 pounds; frequently climb, stoop, kneel, crouch, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally crawl.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather, incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals and electrical energy; occasionally be exposed to fumes, smoke or gases; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, or with hands in water; occasionally be exposed to pesticides; occasionally works below ground, on ladders or scaffolding, or in confined spaces.

PUBLIC WORKS CREW SUPERVISOR

DEFINITION

Performs a variety of skilled utility maintenance and repair work on the City's water and wastewater treatment facilities and systems; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

The principal function of an employee in this class is to perform a variety of skilled utility maintenance and repair work on the City's water and wastewater facilities and systems. The work is performed under the supervision and direction of the Water & Roads Superintendent, but considerable leeway is granted for the exercise of independent judgment and initiative. Technical and functional supervision is exercised over subordinate employees. This class is distinguished from the class of Utility Worker II by supervisory responsibility and additional work experience and certifications. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides functional and operational supervision and training to water and/or wastewater maintenance staff, including reviewing work orders, scheduling preventative and corrective maintenance, planning projects, and other related activities.
- Inspects and maintains the water and/or wastewater treatment plants and pump stations, including checking proper equipment operation, notifying supervisors of alarms and equipment failure, and writing work orders for needed repairs.
- Performs corrective maintenance on water and/or wastewater facilities and equipment, including disassembly, rebuilding, cleaning, and overhaul/replacement of valves, filters, pipe fittings, pumps, and other assorted equipment.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

- Operates and maintains and supervises the operation and maintenance of light and heavy equipment such as backhoes, dump trucks, utility trucks, tampers, plate compactors, etc.
- Supervises and performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Coordinates with contractors in providing contract utility maintenance services.
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Makes recommendations to supervisor regarding minor and major equipment repairs, maintenance, and replacement.
- Assists in the development and oversees the implementation of operational, safety, and maintenance policies and procedures.
- Responds to questions and comments from the public 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 directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- Principles and practices of utility construction, maintenance, and repair, including buildings, grounds, streets, water and wastewater facilities and systems.
- The operation and maintenance of hand and power tools, vehicles and other related construction equipment.
- Basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and training.
  mechanical servicing of pumps, motors, and valves.
- Safety principles and practices related to maintenance and repair activities, including hazardous materials and equipment in water and wastewater treatment facilities and systems.
- Federal, State, and local ordinances and regulations governing specified maintenance operations.
- Techniques, methods, and materials related to the construction and maintenance work in the area of assignment.

Ability to:

- Supervise, train, plan, organize, schedule, assign, review and evaluate the work of staff.
- Organize, implement and direct utility maintenance operations and activities

- Analyze, interpret, apply and enforce Federal, State and local policies, procedures, laws and regulations.
- Identify problems, research and analyze relevant information, develop and present recommendations and justification for solution.
- Perform the most complex maintenance duties and operate related equipment safely and effectively.
- Maintain accurate records and files of work performed.
- Organize own work and work of crew, set priorities and meet critical time deadlines.
- Develop and recommend systems and procedures related to assigned operations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Use tact, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work, including subordinates, co-workers, supervisor, members of the public, and contractors.
- Work independently with minimal supervision.
- Operate assigned heavy equipment, including backhoe and tractors.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Prepare and present accurate and reliable reports containing findings and recommendations.
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Three years experience equivalent to a Utility Worker II for the City of Rio Dell

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying

Other Requirements:

Must possess and maintain the following;

- valid California Class B driver's license with air brake endorsement and a satisfactory driving record.
- valid Grade II or higher certificate as a Water Distribution Operator issued by the California State Department of Health Services.

- satisfactory certificate as a forklift operator.

PHYSICAL DEMANDS:

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

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
Vision: frequently see items between 12 inches and 20 feet away: frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.
Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.
Strength and Mobility: carry, push, pull, reach items that are frequently up to 25 pounds and occasionally up to 100 pounds; to frequently stoop, kneel, crouch, crawl, reach, stand, walk, sit, push, pull, and maintain balance; to occasionally climb.

WORKING CONDITIONS:

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

Work is performed both inside and outside in various types of weather ,incumbents may work with constant noise; frequently be exposed to dust, grease, solvents/chemicals, smoke or gases, pesticides and fumes ;occasionally be exposed to electrical energy; frequently work on slippery or uneven surfaces, around machinery with moving parts, around moving objects or vehicles, on ladders or scaffolding, or with hands in water; occasionally works below ground or in confined spaces.

UTILITY WORKER I/II

DEFINITION

Performs a variety of skilled utility maintenance and repair work on the City's water and wastewater treatment facilities and systems upon attaining proper certification; performs directly related work as required.

DISTINGUISHING CHARACTERISTICS

Utility I

Utility I is the entry/trainee level in the Utility Worker Series. The principal function of an employee in this class is to perform a variety of skilled utility maintenance and repair work on the City's water and wastewater facilities and systems. The work is performed under the supervision and direction of the Public Works Director, but considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished from the class of Utility Worker I by the performance of the full range of utility maintenance and repair work, which requires a Class B commercial driver's license and/or additional required certifications specific to functional area of assignment. Positions in this class are flexibly staffed and incumbents are expected to advance to the higher level after successfully completing a probationary period, gaining experience, demonstrating proficiency, and obtaining certification(s) which meet the qualifications for the higher level class as determined by the department. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a water and/or wastewater treatment facility.

Utility II

Utility II is the journey level of the Utility Worker Series. Employees at this level are expected to be fully proficient in all functions of the Utility I Classification. Positions in this class are normally filled by advancement from the lower level Utility I, or if filled from the outside, require equivalent prior experience.

EXAMPLES OF DUTIES (Illustrative Only)

- Inspects and maintains the water and/or wastewater treatment plants and pump stations, including checking proper equipment operation, notifying supervisors of alarms and equipment failure, and writing work orders for needed repairs.
- Performs corrective maintenance on water and/or wastewater facilities and equipment, including disassembly, rebuild, cleaning, and

overhaul/replacement of valves, filters, pipe fittings, pumps, and other assorted equipment.

- Performs preventive maintenance, including providing for and checking proper fluid levels, maintaining accurate records of work performed, and logging amount of sludge distributed into the ground.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

EXAMPLES OF DUTIES: (Illustrative Only) Continued

- Performs a variety of ground maintenance activities, including mowing, edging, and trimming landscape areas as scheduled and painting pumps and pipes when needed.
- Keeps immediate supervisor and designated others 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 principles, practices, and new developments in assigned work areas.
- Responds to questions and comments from the public 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 directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Knowledge of:

Substantial knowledge of basic principles and practices of construction, maintenance, and repair activities specific to functional area of assignment.

Substantial knowledge of the safe and proper use of basic hand tools, power tools, and other related construction equipment.

Substantial knowledge of mechanical servicing of pumps, motors, and valves.

Substantial knowledge of basic safety principles and practices of maintenance and repair activities.

Substantial knowledge of related Federal, State, and local ordinances and regulations governing specified maintenance operations.
Substantial knowledge of the techniques, methods, and materials related to the construction and maintenance work in the area of assignment.
Substantial knowledge of the maintenance and operation of related light and medium duty equipment used in functional area of assignment.

Skill in:

Working independently with minimal supervision;
Complying with specified safety regulations and procedures.
Operating assigned heavy equipment, including backhoe and tractors.
Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
Understanding and following oral and/or written policies, procedures, and instructions.
Preparing and presenting accurate and reliable reports containing findings and recommendations.
Operating a personal computer using standard or customized software applications appropriate to assigned tasks.
Using logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
Performing 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.

Other Requirements:

Valid California Class C Driver's License.

Desirable Education and Experience:

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED.

ADMINISTRATIVE TECHNICIAN

DEFINITION

Provides a wide variety of technical office administrative and secretarial support to a department head and related management, professional, and supervisory staff; performs technical support work related to the department to which assigned; creates, implements, and participates in technical processes, procedures and programs; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced technical and administrative support classification. Working under general supervision, incumbents perform a variety of technical and specialized administrative and office support work for an assigned department. The work performed has technical and programmatic aspects, requiring the interpretation and application of policies, procedures and regulations and may involve frequent contact with the public, as well as performing various research and budgetary functions. This class is distinguished from the Administrative Assistant classification in that it provides higher-level office administrative and technical support to a department head and related management, professional, and supervisory staff, works with significant independence on assigned programs or projects, and performs technical support work related to the department to which assigned, including project research, analysis, and report preparation and program development.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Performs technical administrative assistance and support duties for an assigned department; creates, implements, and participates in various technical processes, procedures and programs; provides information and assistance to the public on technical processes, procedures and programs;
- Attends to a variety of office administrative details, such as keeping informed of departmental activities, transmitting information, ordering and coordinating supply orders, entering and submitting information for grant funded projects, arranging for equipment purchases and maintenance, attending meetings, and serving on various task forces and committees.
- Processes bills and invoices for payment; prepares and transmits a variety of financial documents; assists in budget preparation and maintains records of purchase orders, expense statements and other fiscal transactions.
- Performs project research, analysis, and report preparation and develops training related to the activities of the department to which assigned; may prepare technical reports, issue permits and perform other technical work related to the department to which assigned.

- Compiles information and data for administrative, statistical and financial reports; checks and tabulates statistical data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Organizes, coordinates, maintains, and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries.
- Coordinates calendars and makes meeting arrangements; schedules meetings between City staff or between City staff and other groups or organizations; arranges for necessary materials to be available at meetings.
- Organizes, coordinates and promotes city-wide special events, such as City Recycling Days
- Prepares, processes and tracks purchase requisitions for services and materials; enters purchase information into computer system; ensures issuance of purchase order; coordinates delivery of services and materials; receives vendor invoice; prepares demand for payment for department head approval.
- Prepares, makes recommendations, and monitors department/division budget relative to assigned areas of responsibility.
- Acts as the City's representative and liaison on relevant topics, including responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues.
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- . Performs other duties as assigned

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- Applicable codes, regulations, policies, technical processes and procedures related to the department or program to which assigned.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- Budgeting and fiscal monitoring, and the City's budget process.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- Business arithmetic and basic statistical techniques.
- Basic principles of record keeping and cash handling.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Perform responsible technical administrative and secretarial support work with accuracy, speed, and minimal supervision.
- Provide varied, confidential and responsible secretarial and office administrative work requiring the use of independent judgment, tact and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Develop, interpret, apply, and explain a wide variety of technical policies and procedures, and communicate difficult procedures and regulations to those encountered in the course of work.
- Research, analyze, and summarize data, and prepare and present accurate and reliable reports containing findings and recommendations.
- Compose correspondence and reports independently or from brief instructions.
- Organize, maintain, and update office database and records systems.
- Make accurate arithmetic, financial and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Take notes rapidly and accurately transcribe own notes.
- File materials alphabetically, chronologically, and numerically.
- Organize own work, manage multiple projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Prepare and conduct training and make presentations related to area of assignment.
- Prepare and monitor a budget for assigned department or program.

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade, supplemented by college-level coursework in business or public administration, or technical, administrative, or secretarial training.

-And-

Three (3) years of varied administrative support experience, comparable to that of Administrative Assistant, preferably involving some public contact.

Note: A combination of education and experience equivalent to that listed above may be considered as qualifying.

Other Requirements

Valid California class C driver's license with satisfactory driving record may be required.

PHYSICAL DEMANDS:

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

Speech/Hearing: Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
Vision: frequently see items between 12 inches and 20 feet away: frequently use both eyes; occasionally distinguish colors, shades of colors, and use depth perception.
Manual Dexterity: frequently grasp, feel, type on a keyboard, and pick up objects with fingers.
Strength and Mobility: carry, push, pull, reach items that are up to 25 pounds; to occasionally kneel and reach; to frequently stand, walk and sit.

WORK ENVIRONMENT

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

Work is performed in an office environment involving continuous contact with staff and public.

ADMINISTRATIVE ASSISTANT

DEFINITION

Provides varied office administrative, secretarial and general clerical assistance for the implementation and monitoring of specific departmental/divisional programs; provides information externally and internally regarding City /departmental policies and/or procedures; performs varied general and specialized and clerical support work for an assigned department such as telephone and counter reception, service coordination, word processing, data entry, report preparation, records management and document completion/processing; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced administrative support class. Working under general supervision, incumbents perform a variety of specialized and confidential administrative, secretarial, and clerical work for various City departments, including coordinating assigned programs and projects, providing general information to the public, and performing other administrative and support work.

EXAMPLES OF DUTIES (Illustrative Only)

Duties may include, but are not limited to the following:

- Plans, organizes, and carries out administrative assignments and special projects related to assigned area of responsibility including assisting with budget preparation, planning, and implementation; maintaining accurate and detailed records; verifying accuracy of information; researching discrepancies and recording information;
- Prepares, submits, and receives claims and requisitions; obtains quotes for specialized supplies and equipment; processes payments and purchases;
- Coordinates travel arrangements and accommodations for department personnel and processes related paperwork;
- Coordinates and schedules meetings, appointments, and speaking engagements for departmental personnel, appointed boards and commissions; arranges for meeting rooms; may attend meetings and take minutes;
- Researches, compiles, and summarizes information; prepares specialized reports relating to departmental operations;
- Serves as a liaison, through a variety of mediums, between key department personnel and other City departments, news media, and the general public;
- Receives and responds to concerns, inquiries, or complaints from the general public and takes appropriate action to ensure an expedient and satisfactory resolution;

- Assists with researching State and Federal codes and statutes and other regulatory policies and procedures related to department projects;
- Develops, verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records and files.
- Coordinates the completion of one or more departmental processes with little to no supervision; may include contracts, applications, licenses, insurance documents, and permits.
- Performs various fiscal and financial activities such as making bank deposits, processing accounts receivable/payable, and maintaining departmental accounts; receives cash for designated items, makes appropriate change, and reconciles cash timely and accurately;
- Organizes and maintains various administrative, confidential, reference, imaging, and follow-up files; purges files as required;
- Prepares, copies, and distributes a variety of documents including agendas, bid packages, contracts, and specifications; ensures proper filing of copies in departmental or central files;
- Screens calls, visitors and mail; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from public; enters/tracks public calls into appropriate computer databases; directs callers to appropriate City staff as necessary; assists public at front counter and directs public to appropriate locations/staff;
- Composes, types, transcribes, researches, formats and proofreads a wide variety of correspondence, minutes, reports, letters and memoranda; types from rough drafts or verbal instructions; checks drafts for punctuation, spelling, and grammar; makes or suggest corrections to drafts;
- Receives, codes, logs, schedules, and distributes service requests and work orders;
- Receives, opens, time stamps, sorts and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail;
- Makes copies; collates materials; files copies of letters, memoranda, reports, and other materials in department and/or central files;
- Performs other directly related duties consistent with the role and function of the classification.

QUALIFICATIONS

Thorough Knowledge of:

- The organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions;
- Applicable codes, regulations, policies, technical processes and procedures related to the department to which assigned;

- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment;
- Business letter writing and the standard format for reports and correspondence;
- Principles and practices of data collection and report preparation;
- Business arithmetic and basic statistical techniques;
- Basic principles of financial record keeping and cash handling;
- Computer applications related to the work, including word processing, database, and spreadsheet applications;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for providing a high level of customer service to, and dealing effectively with, the public, vendors, contractors and City staff, in person and over the telephone.

Ability to:

- Perform responsible administrative and secretarial support work with accuracy, speed, and minimal supervision using substantial independent judgment, tact and discretion;
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities;
- Learn, interpret and apply administrative and departmental policies and procedures;
- Respond to and effectively prioritize multiple phone calls, walk-up traffic and other requests/interruptions;
- Compose correspondence and reports independently or from brief instructions;
- Organize, maintain, and update office database and records systems;
- Make accurate arithmetic, financial and statistical computations;
- Take notes rapidly and accurately; transcribe own notes;
- File materials alphabetically, chronologically, and numerically;
- Organize own work, coordinate projects, set priorities, meet critical time deadlines, and follow-up on assignments with a minimum of direction;
- Operate modern office equipment including computer equipment and software programs;
- Enter and retrieve data from a computer with speed and accuracy;
- Use English effectively to communicate in person, over the telephone and in writing;
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations;
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Possession of a high school diploma or GED.

-And-

Three (3) years of progressively responsible administrative support experience that included secretarial responsibilities as well as extensive public contact.

Note: A combination of education and experience equivalent to those listed above may be considered as qualifying.

Other Requirements:

Must possess a valid Class C or higher level California State driver's license.

PHYSICAL DEMANDS:

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675 Wildwood Avenue
Rio Dell, CA 95562

STAFF REPORT

TO: Mayor and Members of the City Council

THROUGH: Ron Henrickson, City Manager

FROM: Stephanie Beauchaine, Finance Director

DATE: April 17, 2012

SUBJECT: Check Register for the Month Ending March 2012

RECOMMENDATION
Receive and File.

BACKGROUND AND DISCUSSION
Please find attached the Check Register for the Month March 2012 as requested.

CITY OF RIO DELL
CHECK REGISTER
General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000151	3/01/2012	[2757] US POSTMASTER	FEBRUARY UTILITY BILLS	331.68
0000152	3/05/2012	[2502] KEMP INSPECTION SERVICE	PERMIT AND PLAN CHECK FEES FOR FEBRUARY, 2012	589.64
0000153	3/05/2012	[2366] EEL RIVER DISPOSAL	FEBRUARY, 2012 GARBAGE BAGS	534.00
0000154	3/06/2012	[1044] R. L. LEONARD	REIMBURSEMENT FOR MILEAGE TO HTA MEETING	26.64
0000155	3/06/2012	[1134] JACK THOMPSON	MILEAGE	141.00
0000156	3/06/2012	[2105] KAREN L. DUNHAM	REIMBURSEMENT FOR MILEAGE	33.02
0000157	3/06/2012	[2225] AQUA SIERRA CONTROLS, INC	KPSI SUBMERSIBLE TRANSDUCER	909.00
0000158	3/06/2012	[2285] CC MARKET (1)	ICE FOR MAILING SAMPLES	62.21
			ICE FOR SHIPPING SAMPLES	
			ICE FOR SHIPPING SAMPLES	
			ICE FOR SHIPPING SAMPLES	
			VINEGAR FOR CLEANING CHLORINE ANALYZERS	
			BIRTHDAY CAKE FOR FEBRUARY	
0000159	3/06/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR PPE 02/24/12	120.00
0000160	3/06/2012	[2366] EEL RIVER DISPOSAL	CLEANING CORP YARD	815.77
			SLUDGE REMOVAL	
0000161	3/06/2012	[2385] EUREKA READYMIX	DRAINAGE ROCK FOR CITY HALL	45.05
0000162	3/06/2012	[2394] FEDEX	SHIPPING CHARGES FOR JAN. & FEB.	688.89
0000163	3/06/2012	[2405] FORTUNA ACE HARDWARE	SHOVEL, MINI VAC, POND PUMP	251.99
0000164	3/06/2012	[2410] NORTH COAST CLEANING SERVICES, INC.	SERVICE FOR FEBRUARY, 2012	376.00
0000165	3/06/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INS. COVERAGE 3/1/12 TO 3/31/12	239.75
0000166	3/06/2012	[2481] ICMA	RETIREMENT PAYMENT FOR PPE 02/24/12	6,563.16
0000167	3/06/2012	[2501] HAJOCA CORPORATION	WATER INFRASTRUCTURE SUPPLIE	3,050.56
			WATER INFRASTRUCTURE SUPPLIES	
0000168	3/06/2012	[2570] NILSEN COMPANY	LATE CHARGE	1.20
0000169	3/06/2012	[2659] RIO DELL PETTY CASH	RECONCILITATION FOR FEBRUARY, 2012	6.05
0000170	3/06/2012	[2689] SECURITY LIFE COMPANY OF AMERICA	DENTAL/VISION COVERAGE FOR MARCH	1,595.02
0000171	3/06/2012	[2709] STAPLES DEPT. 00-04079109	LETTER HEAD	16.50
0000172	3/06/2012	[2710] STARPAGE	PAGERS	12.95
0000173	3/06/2012	[2744] JULIE WOODALL	REIMBURSEMENT FOR MILEAGE TO HCAOG	28.86
0000174	3/06/2012	[2747] UNITED RENTALS, INC.	FLOOR FAN	243.55
0000175	3/06/2012	[2750] USA BLUEBOOK	WIDE MOUTH CARBOY, CARTRIDGE, JET FOAM DEGREA	4,084.39
			FLOURESCENT GREEN TABLETS/ MANHOLE MANAGEMENT	
			TRIPOD CARRYING BAG, TRIPOD WINCH- FOR LOWERI	
0000176	3/06/2012	[3029] REDWOOD COFFEE SERVICE	COFFE FOR CITY HALL	122.00
			COFFE FOR THE PD	
0000177	3/06/2012	[3114] 3T EQUIPMENT CO., INC.	PIPEPATCH WINTER KIT	2,088.77
			PIPEPATCH KIT - WINTER	
0000178	3/06/2012	[3343] PITNEY BOWES RESERVE ACCOUNT	TONER FOR LEXMARK PRINTER	124.94
0000179	3/06/2012	[3603] JAMES LEE GOFF	REIMBURSEMENT FOR BOOTS	172.02

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CITY OF RIO DELL
CHECK REGISTER
General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000180	3/06/2012	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	PRINCIPAL /INTEREST ON LOAN 0713-CRD-03	6,076.00
0000181	3/06/2012	[4035] HSBC BUSINESS SOLUTIONS	CREAMER, AND SUPPLIES	277.89
			CREAMER	
			6 FT. TABLES FO WASTEWATER	
			CUPS	
0000182	3/06/2012	[4304] JESSE L. SMITH	REIMBURSEMENT FOR BOOTS	268.11
0000183	3/06/2012	[4310] CAMERON D. YAPLE	REIMBURSEMENT FOR WORK BOOTS/RUBBER BOOTS	276.67
0000184	3/06/2012	[4450] TERMINIX	LIQUID DEFEND SYSTEM YEARLY RENEWAL 4/1/12 TO	314.00
			MAINTENANCE @ PW	
			MAINTENACE FOR CITY HALL	
0000185	3/06/2012	[4525] SHERLOCK RECORDS MGMT	SERVICE AND STORAGE	66.00
0000186	3/06/2012	[4699] SIERRA CHEMICAL CO	CHEMICALS	2,589.42
0000187	3/06/2012	[4710] RON HENRICKSON	REIMBURSEMENT FOR MILEAGE TO BERKELEY	576.85
			PER DIEM FOR TRIP TO BERKELEY	
			REIMBURSEMENT FOR LODGING IN BERKELEY	
			REIMBURSEMENT FOR BRIDGE TOLL - BERKELEY	
			REIMBURSEMENT FOR MILEAGE TO SANTA ROSA - USD	
0000188	3/06/2012	[4855] FRESHWATER ENVIRONMENTAL SERVICES	CROSS CONNECTION PROGRAM PREPARATION	1,080.00
0000189	3/06/2012	[4892] KEVIN CALDWELL	MILEAGE, REIMBURSEMENT FOR COPIES	131.58
0000190	3/06/2012	[5053] PACIFIC ECORISK	EFFLUENT SAMPLE	2,000.00
			CERIODAPHNIA DUBIA SAMPLES	
0000191	3/06/2012	[5070] LITHIA MOTORS, INC	REPAIR ON JEEP LIBERTY	808.53
0000192	3/06/2012	[5071] REDWOOD ELECTRICAL SERVICES	REPAIR ON WWTP	480.00
			SERVICES FOR WWTP	
0000193	3/08/2012	[3883] SUPERIOR INSTALLS	REPLACE ALTERNATOR	784.29
			INSTALL EXTERNAL SPEAKER	
			RECONFIGURED LIGHT BAR	
			INSTALL DUAL GUN LOCKS	
0000194	3/15/2012	[0576] 101 AUTO PARTS	DEGREASER	342.12
			GLOVES	
			CAR WASH	
			GLASS CLEANER	
			LIGHT FOR STREET SWEEPER	
			OIL CHANGE FOR STREET SWEEPER	
0000195	3/15/2012	[2247] ANTHEM BLUE CROSS	HEALTH COVERAGE FOR 4/1/12 TO 5/1/12	14,303.00
0000196	3/15/2012	[2285] CC MARKET (1)	ICE FOR SHIPPING SAMPLES	3.99
0000197	3/15/2012	[2293] CITY OF FORTUNA	POLICE DISPATCH SRVS	1,542.00
0000198	3/15/2012	[2302] CLYDE'S TOWING, INC.	5HNG636 OLDS for 9/2011	150.00
0000199	3/15/2012	[2303] COAST CENTRAL CREDIT UNION	PD DUES FOR PPE 03/9/2012	120.00

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CITY OF RIO DELL
CHECK REGISTER
General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000200	3/15/2012	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	BLLOD ALCOHOL ANALYSIS BLOOD ALCOHOL ANALYSIS	140.00
0000201	3/15/2012	[2356] DOWNEY BRAND LLP	PROFESSION SERVICES RENDERED THROUGH 1-31-201 PROFESSIONAL SERVICES RENDERED THRU 1/31/2012	3,416.85
0000202	3/15/2012	[2396] FERNBRIDGE TRACTOR & EQUIPMENT CO., INC.	SERVICE ON BACKHOE	612.05
0000203	3/15/2012	[2452] HORIZON BUSINESS PRODUCTS	MEASURE X MAILER LOG BOOK	1,547.81
0000204	3/15/2012	[2458] HUMBOLDT COUNTY DIVISION OF ENVIRONMENTAL HEALTH	WASTEWATER TREATMENT PLANT WATER TREAMENT PLANT	610.00
0000205	3/15/2012	[2460] HUMBOLDT COUNTY SHERIFF ATTN: ADMIN. SERVICES	FOURTH QUARTER BOOKING FEES OF 2011	368.90
0000206	3/15/2012	[2474] HUMMEL TIRE & WHEEL, INC		427.69
0000207	3/15/2012	[2481] ICMA	RETIREMENT FOR PPE 03/09/2012	6,481.27
0000208	3/15/2012	[2569] NORTH COAST LABORATORIES, INC.	COLIFORM QUANTI-TRAY TESTING DRINKING WATER	638.00
0000209	3/15/2012	[2570] NILSEN COMPANY	CALOXIDE / GLYSTAR	976.96
0000210	3/15/2012	[2603] PG&E	NEW GAS SERVICE AT YARD ELECTRICITY FOR FEBRUARY, 2012	15,336.12
0000211	3/15/2012	[2634] PUBLIC SAFETY CENTER, INC	STANDARD LATENT PRINT KIT (4)	330.29
0000212	3/15/2012	[2682] SMALL CITIES ORGANIZED RISK EFFORT (SCORE)	4TH QTR PREMIUM FOR WORKER'S COMP	10,293.00
0000213	3/15/2012	[2709] STAPLES DEPT. 00-04079109	STOCK PAPER	27.86
0000214	3/15/2012	[2735] TIMES-STANDARD	ADVERTISING FOR CITY MANAGER	417.33
0000215	3/15/2012	[2742] SCOTIA TRUE VALUE HARDWARE	FILTERS FOR SHOP VAC TO FIX DRAIN ON FERN CAR WASH DUCT TAPE PAN HEAD WINDOW BOLT	94.61
0000216	3/15/2012	[3151] SHN CONSULTING ENGINEERS	LABOR COMPLIANCE	32.50
0000217	3/15/2012	[3539] LEXIPOL LLC	1 YR LAW ENFORCEMENT POLICY MANUAL	1,950.00
0000218	3/15/2012	[3655] MANN, URRUTIA, NELSON, CPA'S	PROGRESS BILLING FOR JUNE, 2011 AUDIT	3,300.00
0000219	3/15/2012	[3682] THOMPSON WEST	SUBSCRIPTION PRODUCT CHARGES	90.09
0000220	3/15/2012	[3975] AT&T - 5709	TELEPHONE BILL FOR 1/27/12 TO 2/26/2012	665.25
0000221	3/15/2012	[4035] HSBC BUSINESS SOLUTIONS	COFFEMATE CREAMER	16.58
0000222	3/15/2012	[4112] INFORMATION TECHNOLOGY	CRIMINAL JUSTICE FEE	469.50

CITY OF RIO DELL
CHECK REGISTER
General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000223	3/15/2012	[4338] QUILL CORPORATION	BIC BRITE LINER	256.55
			OFFICE SUPPLIES	
			OFFICE SUPPLIES	
			5100 LASER 1096 FORM	
			OFFICE SUPPLIES	
			LASER BUSINESS CARDS	
0000224	3/15/2012	[4382] DOCUSTATION	MAINTENANCE FOR 3/7/12 TO 4/7/12	552.04
			SALES TAX	
			COPY CHARGE FOR FEBRUARY	
0000225	3/15/2012	[4755] JOSEFINA AGUIRRE	Refund Customer Deposit # 3640	22.55
0000226	3/15/2012	[4908] MITCHELL BRISSO DELANEY &VRIEZE	PROFESSIONAL SERVICES	3,052.00
			PROFESSIONAL SERVICES	
0000227	3/15/2012	[5052] GHD	PROJECT PERFORMANCE REPORT PREPARATION	8,061.75
			PROJECT PERFORMANCE REPORT PREPARATION	
			REPRESENTATION AT TAC MEETINGS	
			REPRESENTATION AT TAC MEETINGS	
			DOWNTOWN IMPROVEMENT & STREETSCAPE	
			GRANT APPLICATION ASSISTANCE SAFE ROUTES	
0000228	3/15/2012	[5075] GARDEN VISION	DESIGN CONSULTATION	137.50
0000229	3/22/2012	[3604] STEPHANIE N. BEAUCHAINE	MILEAGE AND PER DIEM FOR TRAVEL TO SCORE MEET	223.04
0000230	3/27/2012	[1044] R. L. LEONARD	REIMBURSEMENT FOR MILEAGE	26.64
0000231	3/27/2012	[2203] AESTHETIC DESIGN & PHOTOGRAPHY	CHANGES TO HOME PAGE ON WEBSITE	170.00
			WORK IN HOME PAGE OF WBESITE	
0000232	3/27/2012	[2237] BANK OF AMERICA BUSINESS CARD	CSMFO MEMBER REGISTRATION	2,660.96
			SOFTWARE	
			ROOM FOR CSMFO	
			SHUTTLE TO AIRPORT	
			REGISTRATION FOR CCAC	
			SHUTTLE FROM AIRPORT	
0000233	3/27/2012	[2285] CC MARKET (1)	ICE FOR SHIPPING LAB SAMPLES	21.30
			DETERGENT TO CLEAN CITIZEN OIL SPILL	
0000234	3/27/2012	[2340] DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	BLOOD ALCOHOL ANALYSIS	35.00
0000235	3/27/2012	[2383] EUREKA OXYGEN CO.	CYLINDER RENTAL	14.86
0000236	3/27/2012	[2394] FEDEX	POSTAGE FOR SAMPLES TESTING FOR FEB.	528.50
			POSTAGE FOR SAMPLES TESTING FOR MARCH	
0000237	3/27/2012	[2408] FORTUNA GLASS & PAINT INC	PAINT TO COVER GRAFFITTI	65.36
0000238	3/27/2012	[2411] FORT DEARBORN LIFE INSURANCE CO.	LIFE INSURANCE COVERAGE FOR APRIL, 2012	239.75
0000239	3/27/2012	[2437] HACH	REAGENT SET	173.90
0000240	3/27/2012	[2551] MIRANDA'S ANIMAL RESCUE	ANIMAL CONTROL SERVICES FOR APRIL	1,200.00
0000241	3/27/2012	[2577] NTU TECHNOLOGIES, INC.	CHEMICALS	3,505.50
0000242	3/27/2012	[2619] PITNEY BOWES, INC. (QTR Pymnt)	TERM RENTAL CHARGE	158.07
0000243	3/27/2012	[2689] SECURITY LIFE COMPANY OF AMERICA	VISION / DENTAL COVERAGE FOR APRIL, 2012	1,595.02

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CITY OF RIO DELL
CHECK REGISTER
General Checking - US Bank of California

Check	Date	Vendor	Description	Check / Payment
0000244	3/27/2012	[2694] SHELL OIL CO.	FEBRUARY FUEL BILL FOR PD	3,219.84
			FEBRUARY BILLING FOR PW	
			MARCH BILLING FOR PD	
			MARCH BILLING FOR PW	
			EXEMPT TAX DISCOUNT - FEBRUARY - PD	
			EXEMPT TAX DISCOUNT - FEBRUARY -PW	
0000245	3/27/2012	[2709] STAPLES DEPT. 00-04079109	OFFICE SUPPLIES	301.10
			OFFICE CHAIR - PD	
0000246	3/27/2012	[2747] UNITED RENTALS, INC.	BLADE FOR CONCRETE SAW	385.12
0000247	3/27/2012	[3685] RURAL COMMUNITY ASSISTANCE CORPORATION	LOAN #0173-CRD-03	6,076.00
0000248	3/27/2012	[3742] SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING	TRAINING - OFFICER LUNGI	175.00
0000249	3/27/2012	[4338] QUILL CORPORATION	USB CABLE	847.47
			HP PRINTER	
			TONER FOR HPP2035N	
			OFFICE SUPPLIES	
0000250	3/27/2012	[4393] NYLEX.NET	SETUP ACCESS TO CALPHOTO FOR PD	45.00
0000251	3/27/2012	[4401] MARLIN LEASING	MONTHLY LEASE FOR XEROX	314.04
0000252	3/27/2012	[4450] TERMINIX	PEST CONTROL AT CORP YARD	89.00
			PEST CONTROL - CITY HALL	
0000253	3/27/2012	[4643] SCOTIA PRINTING	PRINT RETURN ADDRESS ON ENVELOPES	268.13
0000254	3/27/2012	[4710] RON HENRICKSON	REIMBURSEMENT FOR PHARMACY COSTS	464.99
0000255	3/27/2012	[4724] DAVID G. LUNGI, JR	MILEAGE & PER DIEM FOR TRAINING CLASS	474.14
0000256	3/27/2012	[4892] KEVIN CALDWELL	REIMBURSEMENT FOR NEPA/HUD WORKSHOP & CEQA WO	407.50
0000257	3/27/2012	[5052] GHD	GRANT APPLICATION ASSISTANCE SAFE ROUTES TO S	3,229.25
			GRANT APPLICATION ASSIST SAFE ROUTES TO SCHOO	
			DOWNTOWN IMPROVEMENT	
			DOWNTOWN IMPROVEMENT	
0000258	3/27/2012	[5053] PACIFIC ECORISK	TOXICITY TESTING SERVICES	2,746.02
			Total Checks/Deposits	**145,450.61**

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