

**TOWN OF PARADISE
RESOLUTION NO. 16-31**

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF PARADISE, CALIFORNIA,
APPROVING JOB DESCRIPTIONS AND REVISING THE PERSONNEL STRUCTURE
FOR CERTAIN TOWN OF PARADISE POSITIONS FOR THE FISCAL YEAR 2016-2017**

WHEREAS, it is prudent for the Town of Paradise to periodically review its personnel structure and the job descriptions of the positions within the Town of Paradise; and

WHEREAS, to improve efficiency of certain Town functions and to appropriately reflect the duties and qualifications of certain positions.

NOW, THEREFORE be it resolved by the Town Council of the Town of Paradise as follows:

SECTION 1. Job descriptions for the following positions are revised and approved effective July 1, 2016:

Administrative Analyst II
Administrative Services/Finance Director
Senior Construction Inspector
Temporary Records Transcriptionist
Town Clerk

SECTION 2. Eliminate the Assistant Town Clerk position effective with the adoption of Ordinance No. 561, the final reading of which will be July 12, 2016.

PASSED AND ADOPTED by the Town Council of the Town of Paradise this 20th day of June, 2016, by the following vote:

AYES: Greg Bolin, Steve "Woody" Culleton, Scott Lotter and Jody Jones, Mayor

NOES: John J. Rawlings

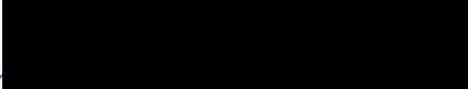
ABSENT: None

NOT VOTING: None



Jody Jones, Mayor

ATTEST: *June 29, 2016*

By: 
Joanna Gutierrez, Town Clerk *J*

APPROVED AS TO FORM:

D
Dwight L. Moore, Town Attorney



JOB TITLE: Administrative Analyst II
DEPARTMENT: Town Manager/ Bus. & Housing
REVISION DATE: June 14, 2016
HOURS: 40 hours per week
CLASSIFICATION: Non-exempt
UNIT: Confidential & Mid-Management
REPORTS TO: Town Manager
WORKS WITH: Town Manager, Colleagues,
General Public
SUPERVISES: n/a

Administrative Analyst II

DEFINITION

Under general direction, to perform complex and highly responsible technical, administrative, and analytical work for a department director or the Town Manager.

DISTINGUISHING CHARACTERISTICS

The class of Administrative Analyst II performs a variety of complex, technical and routine administrative work for which a broad working knowledge of the Town's operating policies and procedures, and the Town government organization is required. Work is performed under the general supervision of a higher level administrative official to relieve the official of work for which established procedures have been developed and for which only general direction is required. The Administrative Analyst II class is distinguished from other classes such as the Administrative Assistant class by the complexity and difficulty of the tasks assigned the requirement to work independently with only general supervision, and the discretion for setting work priorities, determining research requirements, and coordinating work with other Town departments.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

Respond to public requests for information and service; prepare draft and final routine reports, correspondence and meeting minutes; attend and/or act as staff to citizen advisory committees where necessary; independently process documents related to routine administrative procedures; prepare drafts of administrative procedures, reports, final letters of own composition, memos and other documents as necessary; analyze and summarize documents and reports; may assist in the formulation and implementation of management policies; may occasionally supervisor others; work independently to perform tasks as required and to assist in preparation of routine studies, statistical analysis and other administrative activities as necessary. Will perform other duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of: Principles and practices of organization and management; basic policies, procedures, and organization practices of government agencies; research and statistical methods; modern office practices, procedures, equipment and techniques, including computerized work processing and spreadsheet applications.

Ability to: Communicate clearly and concisely, both orally and in writing, Interact with others (co-workers, supervisors, members of the public) in a professional manner; read and interpret documents, analyze and



JOB TITLE: Town Clerk
DEPARTMENT: Town Manger
REVISION DATE: June 14, 2016
HOURS: 40 hours per week
CLASSIFICATION: Exempt
UNIT: CMMA
REPORTS TO: Town Manager
WORKS WITH: Town Council, Management,
Public
SUPERVISES: One staff person

Town Clerk

DEFINITION

Directly appointed by the Town Manager, the Town Clerk shall serve as Historian, Records Manager, Legislative Administrator and Elections Official.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

Under the direction of the Town Manager, will plan, direct, supervise and coordinate all activities of the Town Clerk's office. Facilitate the job of the Town Council as the legislative governing body of the Town; direct publication, filing, indexing and safekeeping of proceedings and legislative actions of the Town Council; record, certify and attest to Council approved documents, including, but not limited to, contracts, resolutions, ordinances, minutes, etc.; plan and direct municipal elections; serve as filing officer for Town Council candidates and political action committees and for disclosure statements as required by the Fair Political Practices Commission; oversee preparation, organization and distribution of Town Council Agendas; attend all Town Council Meetings and record the proceedings thereof; provide Notary Public services; administer Oaths of Office to elected and appointed officials; receive petitions and administer Recall, Initiative or Referendum proceedings; file and record Notices of Completion; maintain and administer Ordinance Codification for the Paradise Municipal Code; prepare and maintain Town Clerk and Town Council budgets; oversee computerized information system for Legislative History, Subject Filing Index and Inventory Index; serve as Agent for Service of Process; oversee statute requirements and notices regarding Claims against the Town; appoint, train and manage employees in the Town Clerk Dept, and other duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of: Applicable federal, state and municipal laws and procedures, including, but not limited to, the Ralph M. Brown Act, Public Records Act, Political Reform Act, California Government Code and California Elections Code; complex clerical training, management and supervisory skills.

Ability to: Provide, retrieve and organize substantial amount of information in conformance with pertinent laws; meet with diverse members of the public in a courteous and cooperative manner; clearly and concisely communicate, both orally and in writing; select, train, manage and evaluate employees; take notes and accurately record and produce minutes from various meetings in a timely manner.

Required Experience: Five years experience in executive clerical and office work. A minimum of two years of supervisory experience, municipal government experience or legal experience is preferable.



JOB TITLE: Administrative Services/Finance Director
DEPARTMENT: Administrative Services/Finance
REVISION DATE: June 14, 2016
HOURS: 40 hours per week
CLASSIFICATION: Exempt
UNIT: Management
REPORTS TO: Town Manager
WORKS WITH: Town Manager, Town Council,
Staff, the public
SUPERVISES: IT Manager, HR/Risk Manager,
Sr. Accountant, Financial
Services Analyst, Housing
Program Supervisor

Administrative Services / Finance Director

DEFINITION

Under general direction of the Town Manager, to plan, direct supervise, and coordinate the activities of the Administrative Services Department including Financial Services, Information Technology, Human Resources, Business & Housing and grants; which provides for management of the Town's resources and other management support services; to provide staff assistance in the development and maintenance of fiscal policies for the Town; and to do related work as required.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

Assume full management responsibility for all department services and activities within the Administrative Services Department.

Plan, organize, and direct administrative services and the financial planning, financial administration and accounting system of the Town; plan and develop systems and procedures for governmental accounting and internal auditing activities; prepare financial reports for the Town Manager, Town Council, and other agencies as required by law and as directed by the Town Council, Town Manager; supervise the preparation and posting of appropriation and disbursement accounts; supervise the performance of regular activities and coordinate all work within the Financial Services Department; review contracts and disbursement requests to determine that expenditures are made in accordance with approved contract terms and budgetary provisions; supervise the maintenance of the fixed assets inventory and all property records of the Town; prepare revenue estimates; coordinate finance related activities with other Town departments and outside agencies; manage accounting, fiscal controls, and reporting for the Town's total budget; formulate long and short term goals and objectives; direct and manage all accounting, fiscal controls, and reporting for the Town; assist the Town Manager in the preparation of the Town's proposed operating budget for review by the Town Council; provide administration of final budget appropriations; perform single- and multi-year forecasting, budget planning and maintenance, monitoring and provision of financial services that meet the needs of the Town Council and Town Manager; plan, organize, and direct the financial planning, financial administration, and accounting system of the Town; perform fiscal and performance measurement audits at the direction of the Town Manager; maintain effective supervision within the department; develop and maintain effective working relationships with employees, Town management, and other public officials; select, supervise, train and evaluate assigned staff; administer billing and collection activities; administer laws and ordinances pertaining to taxes, licenses, and permits; performs other duties as assigned.



JOB TITLE:	Sr. Construction Inspector
DEPARTMENT:	Public Works/Engineering
REVISION DATE:	June 9, 2016
HOURS:	40 hours per week
CLASSIFICATION:	Non-exempt
UNIT:	General Employees
REPORTS TO:	Public Works Dir./Town Engineer
WORKS WITH:	Contractors, Management, General Public
SUPERVISES:	n/a

Sr. Construction Inspector

DEFINITION

Under general supervision, perform highly responsible construction coordination and inspection of public and private improvements, administer capital improvement contracts, and interact with Town maintenance staff, private developers, and town management to ensure orderly and efficient development within the Town; and perform related work as required.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

Perform construction inspection of public and private development projects. Perform office review and field inspection of encroachment permits, such as utility installations, new driveway and culvert installations. Perform office review and field inspection of plans and specifications for the construction of public and private street improvements, storm drain improvements, and transportation facilities; research project design requirements; investigate field problems, including but not limited to stormwater pollution prevention, drainage, roadway conditions, striping, signage, weed abatement, trees, and other public right of way issues affecting property owners, contractors, and maintenance operations; assist the Town Engineer with the coordination of street maintenance activities; prepare estimates, coordinate and participate in the review and processing of plans for private developments affecting streets, and related public works facilities, coordinate public works activities with other departments and divisions, and other agencies. Perform a wide variety of general record keeping and statistical report preparation work related to public facility construction projects. Determine the status of construction work and verify adherence to contractual obligations. Make proper field decisions and interpretations. Assist the Town Engineer with implementing various Small MS4 Stormwater Permit requirements. Serve as the responsible charge for ensuring temporary traffic controls implemented by Town forces, private contractors and utility companies are compliant with current standards and practices. Assist the Town Engineer with various labor compliance efforts pertaining to state and federally funded construction projects.

REQUIRED QUALIFICATIONS

Knowledge of: Principles and practices of public works construction inspection, as applied to public and private development projects, including construction, grading, street/asphalt rehabilitation and erosion control. Design and construction bid documents, plans, specifications and contracts. Procedures for estimating cost construction, applicable state, federal and local codes and regulations.

Ability to: Maintain positive relationships with property owners, developers and contractors while insuring that construction projects meet town standards and generally acceptable construction practices.



JOB TITLE:	Temp Records Transcriptionist
DEPARTMENT:	Police Department
REVISION DATE:	NEW. June 14, 2016
HOURS:	ad-hoc, no standard schedule
CLASSIFICATION:	Non-exempt
REPORTS TO:	Chief of Police or designee
WORKS WITH:	Police Administration
SUPERVISES:	n/a

Temporary Records Transcriptionist

DEFINITION

Under the general supervision of the Police Chief, to perform transcriptionist duties as assigned.

TYPICAL DUTIES, INCLUDING ESSENTIAL DUTIES

Provides specialized office support to the Police Department in the transcription of documents; transcribes technical, complex and confidential police reports from dictated tapes; types materials, reports and documents. Reviews transcribed materials for completeness and accuracy; ensures correct format, grammar and coding for all submitted work.

REQUIRED QUALIFICATIONS

Knowledge of: Modern office methods and practices, filing systems, telephone techniques, business forms, letters and report writing; proofreading and modern office equipment including computers; proper English usage, spelling, grammar and punctuation.

Ability to: Perform clerical and administrative work with speed and accuracy; take responsibility for the compilation and organization of reports; compose correspondence; understand and carry out oral and written directions; show good judgment in identifying and handling confidential information; work cooperatively with those contacted in the course of work.

Experience: Two years of clerical or administrative office support experience. Ability to type accurately at a net speed of 45 wpm.

Education: High school diploma or equivalent.

Licenses: Valid Class C California Driver's License in conformance with established Town employee driving standards.

Physical Standards: Must possess ability to work in a standard office setting and to use standard office equipment, including a computer and ability to communicate clearly in person and over the telephone. The following lists physical demands an employee will perform on a regular basis: Sitting, viewing a computer monitor, typing/keyboarding, handwriting, reading, calculator/10-Key, on the