

## **PLS 502 Public Human Resources Administration**

### **Exercise: Job Analysis**

**Directions:** Read each of the attached job descriptions and answer the following questions before coming to class. You will then form groups of no more than five six people. Pick a spokesperson to record your answers and report out. As a group, share your individual answers and then try to reach a group consensus on the answers to the following questions:

- Using the job descriptions, identify the tasks that job incumbents are expected to perform. Identify only those tasks readily discerned from the position description.
- What tasks might be missing from the job descriptions based on your assumptions about the duties and responsibilities related to the positions.
- Rank order in terms of difficulty the five most important tasks discerned from the position description.
- Develop a second rank order of the same five tasks according to the relative frequency with which these tasks are likely to be performed.
- What advice would you offer with respect to revising each position description?

## Job Description: Executive Director

**Innovation Network** ([www.innonet.org](http://www.innonet.org)), a national nonprofit service provider based in Washington, D.C., seeks an **Executive Director**.

Innovation Network provides evaluation services and builds the evaluation capacity of nonprofit organizations and grantmakers. We offer consulting services, training, and online planning and evaluation tools. Our services help organizations define their goals, understand how they are performing (e.g., what is working and where there is room for improvement), and demonstrate their results to stakeholders and funders.

Innovation Network's organizational culture values teamwork, individual accountability, and excellent client service. With an annual operating budget of approximately \$1 million, Innovation Network is governed by a six-member volunteer board of directors, and employs 10-12 professional staff plus seasonal interns.

For more information about Innovation Network, please visit our website at [www.innonet.org](http://www.innonet.org).

### **Responsibilities:**

#### *Fundraising*

- Cultivate new clients and contracts that support and grow Innovation Network's financial resources and strengthen its financial position.
- Diversify the organization's sources of income, generate unrestricted discretionary income, and build a reserve fund.

#### *Board Relations*

- Develop a national board of directors and work with the board to further sharpen the organization's strategic direction.

#### *Strategy/Planning*

- Develop and grow Innovation Network's emerging practices areas (e.g. advocacy evaluation, capacity building, women's issues).
- Develop and implement a sustainable business model and marketing strategy for the Point K web-based resource center.



*Advocacy*

- Be an articulate spokesperson and persuasive champion for equipping nonprofit organizations with practical and worthwhile evaluation tools, resources, and know-how.

*Management*

- Lead the staff in strengthening the organization's infrastructure and formalizing its client relationship management and consulting practices.
- Support and engage Innovation Network staff in aligning their roles and the organization's structure with its strategic direction.

## Executive Director Candidate Qualifications

### **Required:**

- Experienced fundraiser for organizations with annual budgets of \$1 million or greater with proven track record in maintaining and building annual fundraising levels of at least \$750,000.
- Established network within the nonprofit funding community, with demonstrable success in cultivating and maintaining relationships with foundations, corporations, government agencies, and individuals.
- 7 to 10 years experience in senior level management, including working with and developing a board of directors.
- Respected reputation as a nonprofit leader with the ability to implement practical strategic plans.
- Skilled communicator and dynamic public speaker.

### **Preferred:**

- Understanding of program evaluation, and demonstrated interest in the power of evaluation and capacity building to strengthen nonprofit organizations.
- Familiarity with web-based technologies and marketing.
- Master's degree (or other advanced degree) in related field.

### **Personal Qualities:**

The successful candidate will have extensive knowledge of grantmaking and the grantmaking community. She or he will be familiar and comfortable with the challenges and opportunities of business development for organizations with a social mission. An inspiring leader, he or she will encourage field-building and move the organization to its next level.

**Travel:** Up to 25 percent.

## **Full Job Description:**

### **Executive Director** Wooden Boat Foundation

#### **Summary:**

The Executive Director (ED) of the Wooden Boat Foundation (WBF) answers to the Board of Trustees. The ED is an executive management position that has the authority and responsibility to oversee the administrative, operational, fiscal, and risk management functions of the organization. The ED shall carry out all components in a professional, timely, safe and responsible manner within the parameters of the WBF.

The ED represents the WBF, as is appropriate, in the neighborhood, business, and regulatory communities in which it operates. The ED is a non-voting member of the WBF Board of Trustees.

#### **Skill Requirements:**

1. Ability to work effectively with and present a professional image to multiple constituencies (board, staff, volunteers, community, business, government & regulatory agencies).
2. Ability to raise capital and operational funds through capital campaigns, grant writing, fundraising appeals, special events, membership programs, and fee-for-service operations.
3. Ability to lead a strategic planning process and provide direction for periodic updates of an existing plan.
4. Ability to develop, implement, and oversee an annual work plan and budget process.
5. Ability to effectively hire, develop and supervise staff functions.
6. Ability to develop, present for Board of Trustee approval, implement, and maintain WBF policy as well as oversee development of procedures to support policies and document job function.
7. Excellent oral, writing and listening skills.
8. Proficient PC skills, with ability to learn new software.
9. Ability to perform in a multi-task environment and to prioritize work requirements.

#### **Education/Experience Requirements:**

1. BA or BS degree in business, nonprofit management, or equivalent work or education-related experience.
2. Experience as an Executive Director of a 501.c.3 organization, preferably in the maritime, historical or educational programs fields.

3. Success in fundraising.
4. Experience working with a Board of Trustees.
5. Experience supervising administrative, fundraising, and program staff.
6. Experience developing, implementing, and maintaining policies and procedures.
7. Experience developing annual business plans and budgets and preparing monthly financial reports for Board review and approval.
8. Valid driver's license and ability to use personal vehicle in performing required job duties.

#### **Desired Skills and Experience:**

1. Minimum of five years experience as an ED of a 501.c.3 organization, in the maritime, historical or educational programs fields.
2. Experience developing and updating an organizational strategic plan.
3. Membership in professional organizations related to non-profit management and fundraising preferred.
4. Evidence of continuing education in fields related to non-profit management, fundraising, interpersonal skills, staff management and supervision, and teambuilding preferred.
5. Maritime skills and experience preferred.
6. CPR/First Aid certification.

#### **Description of Relationships:**

1. **Board of Trustees.** The ED answers to the Board of Trustees. The ED is responsible for the development of the strategic plan. Under the direction of the Board of Trustees, the ED is responsible for the development and implementation of the annual work plan and budget and the fiscal and risk management policies and procedures of the organization. The Board of Trustees is responsible for an annual performance and salary review of the ED.
2. **Staff.** The ED is responsible for administering the personnel policies and procedures at the WBF. The ED will directly manage staff and/or oversee the management of senior staff to ensure their adherence to personnel policy and procedure in an efficient and effective manner.
3. **Volunteers.** The WBF is committed to involving volunteers as an integral part of the functioning of the organization. The ED will insure inclusion, involve, and recognize WBF volunteers in all aspects of the operation.
4. **Community.** The WBF is a highly visible organization in a distinctive and evolving maritime community. The ED will serve as a spokesperson, arbitrator, consensus builder, and representative of the WBF and maritime/historic stakeholder groups.

5. **Business Community.** The ED will develop mutually beneficial relationships within the local and regional business communities to advance common goals and objectives.
6. **Governmental and Regulatory Agencies.** The WBF has significant relationships with city, state, port and other governmental organizations. The ED will work closely with these public entities.
7. **The Alliance for Northwest Maritime Education.** The WBF is a member of this local non-profit alliance and recognizes the importance of promoting close working relationships with the other members, which are the Northwest Maritime Center, the Northwest School of Wooden Boatbuilding, Sound Experience, the Jefferson County Historical Society, and the Port Townsend Marine Science Center. The ED will work closely with these entities to ensure the continued viability and future vitality of the alliance.

### **Organizational Planning & Implementation Tasks:**

1. Work with the Executive Committee and the Board of Trustees to develop a proposed balanced annual budget and a prioritized calendar of programs for the upcoming year.
2. Monitor the approved budget and implement programs that will raise funds for general operations. Manage the organization's cash flow as per the budget and report results compared to budget to the Board of Trustees each month.
3. Develop a plan and budget for the Wooden Boat Festival for approval by the Trustees, and implement upon adoption.
4. Write grants and coordinate fundraising in a proactive way, continually seeking new funding sources, with support from the Board of Trustees.
5. Implement all decisions and directions determined by the Board of Trustees and the general policies of the WBF.
6. Provide information, including a Director's report, staff reports and monthly financial statements, for each Executive Committee meeting and Board of Trustees meeting.
7. Advise the Board President, Executive Committee and Board of Trustees on all aspects of activities within the WBF's scope of interest.
8. In addition, communicate on a regular and consistent basis with the Board President regarding all events and happenings within the WBF's scope of interest. Report potential problems and make recommendations for solutions to the Board President.

### **Condition of Employment:**

Proof of identity and documentation of U.S. citizenship or legal authorization to work is required upon hiring.

# TOWN OF CLARKDALE



## ASSISTANT TOWN MANAGER

### JOB DESCRIPTION

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### DEFINITION AND PRIMARY FUNCTION:

Under direction of the Town Manager, the Assistant Town Manager performs highly responsible administrative work relating to organization-wide municipal issues. The Assistant Town Manager exercises direct supervision over management, professional and clerical staff and may act as Town Manager in his/her absence, performing independent related work as required. This classification develops and administers Town priorities, policies, programs, projects and procedures.

The Assistant Town Manager is responsible for carrying out a wide range of research and representational activities requiring good judgment, analytical ability, diplomacy and, at times, confidentiality. Persons in this class are characterized with a high degree of professionalism and executive administration abilities and extensive knowledge of the principles and methods of public administration. This classification is an FLSA exempt position.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

*Essential duties and responsibilities may be modified at any time at the discretion of the Town Manager. Abnormal working hours may be required. Typical duties include, but are not limited to the following:*

- 1) Conducts organizational, administrative, fiscal and other studies and collects and analyzes information on operational and administrative problems;
- 2) Directs and manages the development and implementation of Town goals, objectives, policies and priorities for his/her area of responsibility;
- 3) Coordinates activities with those of other departments and outside agencies and organizations;
- 4) Selects, trains motivates and evaluates Town personnel and provides/coordinates staff training;
- 5) Directs specific and comprehensive analysis of a wide range of municipal policies;
- 6) Assists in developing policies and procedures;
- 7) Responds to citizens on calls made to the Town Manager's Office and/or to the Town Council about issues/complaints/suggestions ensuring Town responsiveness.
- 8) Meets and corresponds with various citizens, professionals, business and other groups to answer questions, potentially securing their assistance in carrying out various programs.
- 9) Performs special research assignments and creates reports for the Town Manager, Mayor and Town Council.
- 10) Acts as liaison between Town and various Boards and Commissions;
- 11) Manages special projects as assigned;
- 12) Assists with creation of, and review of, budgets.

- 13) May be required to direct the preparation and administration of miscellaneous grant applications;
- 14) May be responsible for supervising various departments;
- 15) Meets as needed with the Mayor and/or Town Council members and attends Council meetings.
- 16) May act for the Town Manager in his/her absence;

**EDUCATION AND/OR EXPERIENCE:**

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

A combination of education and experience equivalent to a Master's degree in Public or Business Administration and progressively responsible experience in municipal administration. Training equivalent to a Bachelors degree from an accredited college or university with major course work in Business Administration, Public Administration, or a related field. MPA or MBA and six (6) years of managerial and administrative experience in municipal government, including three (3) years experience in a senior management (department head) position is highly preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

*Knowledge, skills and abilities may include but are not limited to the following:*

Knowledge of: the principles and practices of municipal administration and organization; the current social, political, and economic trends and operating problems of municipal government; principles, practices and methods of intergovernmental relations, municipal grant administration, budgeting and finance, economic development, public involvement and employee and citizen communications; personnel management including supervision, training and performance evaluation; federal and state legislative functions, procedures and organizational structures; programs relating to municipal administration.

Skills and ability to: analyze problems and make sound recommendations; speak and write effectively; establish and/or maintain effective relationships with Council, co-employees and the public; establish and maintain cooperative working relationships with those contacted in the course of work, including Town and other government officials, community groups, the general public and media representatives; undertake detailed systems development and program evaluation studies; develop solutions to complex administrative problems; interpret federal, state and Town ordinances, rules and regulations; make rational decisions in accordance with established policy; be able to multi-task during constant shifting of work priorities; anticipate how to assist Town Manager with his/her multiple roles of responding to the needs of the citizens of the Town, addressing the strategic priorities set by the Town Council, addressing issues relating to the Town employees and administration and fulfilling the role as chief policy advisor to the Town Council; make oral and written presentations of administrative challenges in a concise and effective manner with clearly organized thoughts using proper sentence construction, grammar and punctuation; comprehend and makes inferences from verbal and/or written material or instructions; operate a variety of standard office equipment, including a personal computer, which require continuous and repetitive eye and arm or hand movement; maintain regular and consistent attendance and punctuality.

Further, the abilities to quickly acquire knowledge of the diversity of the Town of Clarkdale and work well in a team-oriented environment; the ability to develop and implement strategic, long-range plans; and exhibit flexibility in the face of change.



**WORKING CONDITIONS:**

General office environment utilizing computers and standard office equipment. Abnormal working hours may be required. Travel out of Town or state may be requested of this classification.

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

The noise level in the work environment is usually low to moderate, such as found in a normal business office with computers.

**PRE-EMPLOYMENT DRUG TESTING IS MANDATORY.**

**QUEEN CREEK, AZ  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: DEPUTY TOWN MANAGER**

<u><b>BAND</b></u>	<u><b>GRADE</b></u>	<u><b>SUBGRADE</b></u>	<u><b>FLSA STATUS:</b></u>
E	9	0	Exempt
<b>CLASS SUMMARY:</b>			
<p>Incumbents are responsible for broad policy planning and management oversight responsibilities and to assist the Town Manager in providing leadership in the planning, organizing, and directing the activities of one or more departments. Incumbents exercise considerable initiative and independent judgment and are responsible for: participating in strategic planning and budgeting; facilitating the development and implementation of policy proposals; organizational diagnosis; leading leadership teams; representing the Town with elected officials, other jurisdictions, citizen advisory boards and public forums; responding to constituents; and, evaluating performance of assigned Town departments, program categories and/or services.</p>			

<b>TYPICAL CLASS ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	
1.	Provide administrative direction, leadership, and policy guidance to assigned department directors; coordinate the efforts of related activities of the assigned department directors toward the achievement of Town objectives, goals, and priorities; serve on the Executive Management team.
2.	In conjunction with the Town Manager, review Town strategies, such as organization structure and planning, administrative and operational policy, workload and efficiency, and financial trends.
3.	Advise the Town Manager and Assistant Town Manager in the determination of program needs; prepare and present programs for approval to the Town Manager and City Council; participate in the development of the Town strategic plan.
4.	Guide and assist assigned department management staff; provide coaching, counseling and assistance on professional responsibilities and technical skills; prioritize and assign tasks; develop staff skills and conduct performance evaluations; discipline as necessary.
5.	Direct the completion of special planning and research projects; conduct comprehensive analyses of a wide range of Town policies involving areas of assignment.
6.	Prepare and present staff reports to Town Manager and City Council on a wide variety of administrative or management policies; represent the Town Manager in various meetings; coordinate activities with other departments, outside agencies and related organizations.
7.	Confer with employees, the business community, citizens, and other parties, in large or small groups, to discuss needs and related problems or issues; provide information and assistance to organizations dealing with specific problems affecting the Town's well being.
8.	Assist in the preparation of the annual operating and capital budgets; identify new funding resources and make related budgetary recommendations to the Town Manager; comply with federal, state and local policies, procedures and regulations.

**QUEEN CREEK, AZ  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: DEPUTY TOWN MANAGER**

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| 9.  | Provide staff support to various committees and/or commissions. |
| 10. | Performs other duties of a similar nature or level.             |

**Training and Experience** (positions in this class typically require):

Master's Degree in public administration or related field, and eight years of directly related progressively responsible experience in a public sector organization; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (positions in this class typically require):

Some positions may require:

- AZ Drivers License

**Knowledge** (position requirements at entry):

Knowledge of:

- Applicable state, local and federal laws relating to operation of local government;
- Management techniques and options to successfully motivate and supervise staff;
- Issues of possible controversy in the community, how to mediate and reach consensus to most effectively resolve problems;
- Budgeting and municipal finance;
- Personnel related laws and policies;
- Customer service principles and practices.

**Skills** (position requirements at entry):

Skill in:

- Problem solving and decision making;
- Computer software including word processing, spreadsheet and database applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**QUEEN CREEK, AZ  
CLASS SPECIFICATION**

**CLASS SPECIFICATION TITLE: DEPUTY TOWN MANAGER**

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Prepared by Human Resources, July 2007.

## CONSERVATION AGENT

**Department:** Planning and Development

**Division:** N/A

**Appointing Authority:** Director

**Grade:** 11

**Initial Date:** 1/06

**Bargaining Unit:** S

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### **Definition:**

Responsible for and performs routine and complex professional, administrative and technical duties, including site inspection work, in the coordination with and under the authority of the Conservation Commission in the operation of a municipal Planning and Development department; all other related work that is logical to the position.

### **Supervision:**

Works independently under the general direction of the Director, and the policy direction of the Conservation Commission.

Has no supervisory duties, but may provide limited direction to clerical staff and interns, or to consultants or work crews on projects under the direction of the Conservation Commission.

### **Environment:**

Most duties are performed under typical office conditions, including operation of computers, calculators, telephones, printers, copiers and other standard office equipment.

Some duties require field work including site review of proposed projects, wetlands and conservation lands; which may involve walking and climbing over uneven terrain; exposure to sun, wind, dust, heat, cold, rain, snow, insects, poison ivy, noise and other associative field conditions. Must drive self or have transport to and from field sites.

May have access to confidential records subject to non-disclosure or limited disclosure pursuant to statutory prescript.

Has considerable contact with employees, town departments and boards, outside organizations, state agencies and the general public that requires patience, diplomacy and courtesy.

Errors in performance may cause legal or financial repercussions, considerable confusion and delay, lead to adverse public relations, waste of public funds, and lower standards of service for the town.

**Essential Functions:** The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Review all filings for compliance with administrative requirements of Wetlands Protection Act, the

town's Wetlands Administration Bylaw; the Rives Act, and associated federal, state, and local regulations.

Perform varied duties which range in nature from routine to complex and which require considerable judgment and initiative in determining courses of action not clearly defined by precedent, statute, or established guidelines specifically as to the administration by Wetlands regulatory requirements.

Manage the processing of all wetlands filings for proper and timely action associated with Conservation Commission business and ensure compliance with mandated deadlines for Conservation Commission action.

Provide administrative support for all Conservation Commission hearings (e.g. ensuring that all relevant documents are available for review, minutes are being kept, etc.)

Manage the Conservation Commission affairs, including all administrative tasks related to Town governance (e.g., drafting correspondence, tracking budgets, providing written reports to the Director, responding to resident requests, etc.)

Schedule Commission meetings and ensure hearing notices are posted; prepare agendas based on filings and requests and provide background materials, recommendations and information as required; participate in meetings and take and/or transcribe minutes; follow-up on matters generated at meetings as requested.

Maintain files of departmental records, maps, reports, plans and other material.

Conduct on-site inspections related to filings submitted to Commission under Wetlands Protection Act; process forms, evaluate findings and submit recommendations to Commission within statutory time frames; monitor construction to ensure compliance with Orders of Conditions.

Prepare long-range plans for land acquisition; conduct on-site inspections of parcels under consideration; assist in negotiations with developers and/or land owners relative to proposed gifts or purchases of land; research, prepare, coordinate and follow-through on grant applications.

Provide liaison to other Town boards, community groups, governmental agencies and regional conservation efforts; work with Park and Recreation Commission relative to maintenance of lands under the jurisdiction of the Conservation Commission; respond to inquiries from general public relative to departmental procedures and operations.

Draft reports, correspondence, presentations, and other written material for Commission's review.

Review and evaluate all wetlands filings for conformity to federal, state, and local regulations and advise the Commission on: Resource designation; Storm water management; Pollution prevention; Erosion control; Wildlife and wildlife habitat preservation; Agriculture preservation; Groundwater protection; Natural feature and resource protection.

Evaluate and validate key scientific, engineering, design, and legal data for all wetlands filings submitted to the Commission and advise the Conservation Commission and Director on issues, problems, and findings.

Develop technical and legal recommendations for the Commission on individual project compliance with performance standards and suggest alternatives to improve project compliance pertinent to the values and interests outlined above.

Lead site visits on properties with wetlands filings and provide professional assessment of key issues regarding values and interests that might be affected by the proposed work.

Devise and draft provisions of Orders of Conditions including key technical requirements and performance standards for Conservation Commission review and approval.

Delineate and review wetland resource areas as required by the Conservation Commission using the most current federal, state, and local methodologies.

After consultation with other appropriate Town officials, advise the Commission on applicable zoning, septic, safety and other local, state, and federal laws and regulations that could affect project filings under review and make recommendations regarding how those laws and regulations could be used to improve resource protection.

Work with applicants and their professional representatives, including site visits, preliminary project review, and consultation, to ensure that proposed projects do not threaten environmental and conservation values and interests.

Keep Conservation Commissioners and Director current on the latest scientific, engineering, legal, and political developments relevant to the values and interest outlined above.

Develop project proposals for grant funding to support Town conservation, environmental, and open space projects.

Coordinate the implementation of land protection and preservation (via purchase, gift, restriction, etc.) for conservation purposes, and provide professional assessments of the conservation value of proposed conservation restrictions on private property.

Coordinate the stewardship of Town conservation land and make recommendations to the Commission for improving the conservation value of those properties.

Coordinate with federal, state, town, and private agencies and organizations with overlapping jurisdictions to improve environmental protection and preservation in the town, including assisting in the development of state environmental laws and regulations.

Develop and distribute environmental educational materials for the public.

**Minimum Qualifications:****Education and Experience:**

Bachelor's degree in environmental science, conservation biology, or related field and two years experience in wetlands management, land conservation, or related field; or any equivalent combination of education and experience. Experience with using technology information systems and applying associated software; or any equivalent combination of education and experience that enables performance of all aspects of the position.

**Knowledge, Ability and Skill:**

Ability to interact in a positive and effective manner, and to establish and maintain positive work relationships with supervisors, coworkers, other departments, boards and commissions, the general public and personnel at all levels of authority using principles of good customer service. Must perform all aspects of job responsibilities with honesty and integrity.

Strong organizational skills in a multi-task environment required. Ability to plan and work independently, ability to work on and prioritize several on-going tasks and carry out complex planning projects with minimal supervision. Ability to keep accurate and detailed records; apply organizational skills efficiently with attention to detail. Ability to meet project deadlines and work effectively in pressure situations.

Ability to work some overtime hours during peak work periods; attendance as required at evening or special meetings of the Commission.

Working knowledge of the principles and practices of wetlands management. Technical aptitude for working independently with computers, GIS mapping, GPS mapping, digital cameras and processing software, and field equipment (e.g. range finders, GPS units). General knowledge of the statutes and regulations applicable to the jurisdiction of conservation commissions. Skills in general office procedures including computer spreadsheets and word processing. Ability to communicate clearly in written, oral, and graphic form and to organize departmental activities effectively.

**Physical Requirements:**

Frequent sitting, talking, walking, and mental concentration for prolonged periods required; frequent use of hands and fingers in operating/using various office equipment; occasionally required to lift and/or move objects or books of up to 15 pounds; specific vision requirements include close vision for long periods of time and the ability to adjust focus and color vision. Ability to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.

Must be able to communicate and be understood clearly.





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# Job Description

## PLANNING ADMINISTRATOR

**JOB CODE 18270**

<b>Effective Date:</b>	<b>07/07N</b>
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### **DISTINGUISHING FEATURES OF THE CLASS:**

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The fundamental reason this classification exists is to manage a planning division and administer current and long range planning, and/or special projects of the Planning Department. The incumbent must have skill as an administrator as well as technical and planning competence. General guidance is provided to planning teams, and direct supervision is exercised over Principal Planners. Planning Administrators consult and coordinate with other City officials or those from other jurisdictions, and assist major developers and the public on matters pertaining to planning and zoning matters. Work is performed under the general direction of the Planning Director or Assistant Planning Director and is reviewed primarily on results obtained.

### **ESSENTIAL FUNCTIONS:**

- Directs a division in current or long-range planning, zoning administration, or special projects and gives general guidance to the division;
- Supervises and coordinates professional planners resolving any planning disputes or interpretation disputes that may arise;
- Acts as technical advisor to employees in clarifying difficult assignments and reviewing the objectives, feasibility, techniques of execution, and findings of their work;
- Consults and coordinates with other City officials or those from other jurisdictions;
- Assists major developers and the public on matters pertaining to planning and zoning;
- Represents the department at City Council, Planning Commission, and other public meetings;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Municipal administrative problems and their solutions.
- Economics, municipal finance, law, and sociology as applied to city planning.
- Principles and practices of public administration and City planning.
- The practices, procedures, and techniques of conducting public hearings.
- Land use relationships.
- Current urban planning principles, practices, and techniques.
- Short-term and long-range urban planning principles and practices.

Ability to:

- Plan, assign, and supervise the work of Planners in technical research on economic, sociological, public relations, and planning problems.
- Perform a broad range of supervisory responsibilities over others.
- Coordinate the activities of multiple City departments in development services activities.
- Negotiate with citizens and department heads orally to enable and facilitate development activities in a face-to-face, one-on-one setting;
- Work cooperatively with citizen groups, governmental committees and City departments.
- Comprehend and make inferences from written material in the English language.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Review or check the work products of others to ensure conformance to standards.
- Work safely without presenting a direct threat to self or others.

**Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Five years of progressively responsible experience in public sector planning including two years of supervisory experience at the Principal Planner level and a bachelor's degree in planning or a closely related field. Other combinations of experience and education that meet the minimum requirements may be substituted.



Discover Phoenix Residents Businesses City Government Employment Youth & Seniors e-Services Home

# Job Description

## MANAGEMENT INTERN

(Non-classified)

**JOB CODE 05300**

<b>Effective Date:</b>	<b>Rev. 11/03</b> <a href="#">A</a>
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### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is perform municipal research and analytical work on an entry level professional basis involving the study of budget and administrative systems, policies and practices. Incumbents serve as regular staff members in the Budget and Research Department and receive assignments and work direction from the Budget and Research Director or senior Budget and Research staff members. Increased independence is given to the incumbent in the selection of approach and technique after acceptable evidence of satisfactory performance on the job.

### **ESSENTIAL FUNCTIONS:**

- Performs entry level budget and program analysis, organizational and administrative field studies, and statistical analysis of research data;
- Reports findings of research or study to the Budget and Research Director, Deputy Budget and Research Director, or other executive staff and elected officials in writing and in person;
- Attends and serves as recording secretary for various administrative and citizen committee meetings, Council policy and subcommittee meetings and Council district forums;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Principles, methods and practices of public administration, municipal finance, budgeting, accounting, and research techniques.

**Ability to:**

- Communicate in the English language by phone or in person in one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job training setting.
- Perform arithmetic calculations (adding, subtracting, multiplying, dividing, using percentages, averages and statistics) rapidly and accurately.
- Work cooperatively with other City employees, elected officials, agents or other governmental entities and the general public.
- Work safely without presenting a direct threat to self or others.

**Additional Requirements:**

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Bachelor's degree plus completion of required course work for a master's degree in public or business administration or closely related field.