

05/2022

CITY OF DOUGLAS

Job Title: Accountant/Accounting Supervisor

Reports To: Finance Director

Department: Finance

FLSA: EX

OCCUPATIONAL CODE: P

RANGE: 26

JOB SUMMARY:

The primary function of an employee in this class is to perform professional accounting work for the City. Work requires considerable attention to a variety of details and the use of selected personal computer software systems. This position may supervise the work of subordinate accounting personnel engaged in various municipal accounting operations and budget compliance tasks within the general ledger, accounts receivable, accounts payable, cash management, payroll, fixed assets, debt service, and other special assignments.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Participates in the production of the City's Annual Comprehensive Financial Reports (ACFR), including preparation of the working trial balance (WTB), combined financial statements, and related reports.
2. Maintains various account reconciliations, including cash account, general ledger accounts, and grant expenditures and receipts.
3. Performs debt accounting, including maintaining bond schedule, reconciliation of payments for trustee invoices, booking of bond transactions, and related transactions.
4. Prepares reports to grant agencies, assists City staff in monitoring and reporting grants, and answers questions regarding grants.
5. Documents accounting processes as it relates to day-to-day operations.
6. Supervises and coordinates the activities of a team of clerical accounting staff including organizing and assigning work, performance planning and evaluations, and making hiring decisions.
7. Plans, develops and trains personnel in essential job functions, processes and procedures.
8. Participates in various system application upgrades by creating and applying various testing scenarios; analyzing results and updating documentation procedures.
9. Communicates and coordinates regularly as appropriate, with others, to maximize the effectiveness and efficiency of division's accounting operations and activities.
10. Works with other city departments to clarify accounting requirements, procedural needs and priorities.
11. Attends meetings and training sessions; reads relevant manuals or updates to keep current on new developments in GASB and other outside agency reporting, financial software operations, or information management.
12. Builds and maintains relationships with other city departments and outside entities as they pertain to assigned areas and special projects.
13. Ensures reconciliation of multiple bank accounts.
14. Researches and analyzes complex transactions and their affect to the Financials.
15. Reconciles transactions between software systems via interface applications.

16. Monitors and forecasts cash balances with accuracy daily.
17. Supervises the utility billing and cash collection functions.
18. Manages customer complaints in an orderly and satisfactorily manner.
19. Assists with business licensing processing and inquiries.
20. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
21. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
22. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
23. Maintains regular and reliable attendance.
24. Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

Knowledge of:

- Current supervision and evaluation techniques;
- Accounting theory, principles, objectives, and practices;
- Special assessments district accounting and regulations;
- Grants and grant accounting;
- Bookkeeping, fiscal terms, and cost accounting;
- Operation of a personal computer including job-related software applications that apply to the work performed;
- Current office practices and procedures;
- Organizational Skills;
- Problem Solving Skills;
- Research and analytical techniques;
- Safeguards and security procedures for confidential accounting information.
- OSHA compliance and regulations as they pertain to the functions of this position.

Ability to:

- Supervise and evaluate the work of subordinate personnel;
- Make arithmetical computations quickly and accurately;
- Apply bookkeeping principles in maintaining customer accounts, preparing financial reports, and related tasks;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Establish and maintain effective working relationships with other City employees, supervisory personnel, and the public;

- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Responsibility: Works under general supervision of the Finance Director. Supervises and evaluates the work of clerical personnel.

WORKING CONDITIONS:

The primary duties of this class are performed in a general office environment.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting or related field; two years of progressively responsible professional accounting experience preferably in a government setting, which included supervisory experience; or any equivalent combination of experience and additional training/education which provides the knowledge, skills, and abilities to perform this work.

05/2022

CITY OF DOUGLAS

Job Title: Community Services & Economic Development Director

Reports To: City Manager

Department: Community Services & Economic Development

FLSA: EX

OCCUPATIONAL CODE: OA

RANGE: 32

JOB SUMMARY:

The primary function of an employee in this classification is to provide leadership and strategic direction for the department through planning, managing and directing administrative, managerial, and supervisory work of the Community Services & Economic Development Department. As such, the Director plans and directs the short- and long-term programs for parks & recreation, library, and economic development divisions.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Plans, organizes and directs the operations of the divisions within the Community Services and Economic Development Department.
2. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions.
3. Develops long range plans, master plans, and other strategic documents; interprets results for use in planning, evaluation and decision making; continually monitors and evaluates the efficiency and effectiveness of service delivery, assesses work load, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the different divisions within the department.
4. Performs economic development and planning duties to implement the City's goal of broadening its retail, commercial, and industrial base and residential and multi-family housing.
5. Facilitates the City's Economic Development and expansion objectives.
6. Prepares and implements the marketing plan, developing methodology to target businesses for recruitment and develops marketing strategy and materials.
7. Directs the City's tourism activities.
8. Meets and confers with staff to coordinate projects, programs, resolves issues, and plan division operations.
9. Works closely and establishes relationships with strategic partners to promote Douglas as a destination for private sector investment and tourism.
10. Develops, administers and monitors the department's operating budget and capital improvement program; conducts fiscal/economic impact studies and cost/benefit analyses to prepare budget projections; monitors revenues for department operations; reviews and proposes fee structures for programs and facilities; and obtains grant funding for department projects and prepares required grant applications and reports.
11. Manages the capital improvement program and construction projects for the department.
12. Serves as a technical advisor to the City Manager, and department directors; advises City Manager on special projects and programs.

13. Reviews growth patterns, community needs and other factors in originating recommendations for future facility construction and land acquisition.
14. Formulates rules and regulations governing the use of community service facilities and programs.
15. Develops partnerships with outside agencies to construct and operate community facilities.
16. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs.
17. Reviews, monitors and guides the continued improvement of park, cemetery, recreation, aquatics, golf and library programs.
18. Acts as a liaison with other City departments, City Council, public and private agencies, and other communities and conducts meetings and presentations with such groups as needed.
19. Establishes and maintains effective working relationships with City leaders and department directors, other City staff and community representatives.
20. Represents the City at community meetings to analyze needs, listen and respond to specific concerns, identify possible solutions.
21. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.
22. Maintains regular contact with the City Manager or Deputy City Manager to keep them apprised of situations and issues.
23. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
24. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
25. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
26. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
27. Maintains regular and reliable attendance.
28. Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

Knowledge of:

- Principles, methods and practices of parks, cemetery, recreation, aquatics, golf, and library program development and operations;
- Principles, procedures, and strategies of economic development and analysis in a government environment, demographics, economic trends, forecasts, impacts, marketing and tourism, and related principles and procedures;

- Laws, ordinances, regulations and policies affecting the business community, economic development, and downtown development efforts;
- Marketing and research methods, principles, and procedures;
- Management and supervisory practices and procedures;
- Purposes, uses and benefits of general and specific parks development and operations, recreation, and library activities;
- Facilities maintenance;
- Planning, administration, scheduling, coordination and promotional techniques related to parks, cemetery, recreation, aquatics, golf and library activities;
- Long-range and short-range facility development techniques;
- Research methods, including demographic and economic research, to determine facility and program development priorities and costs;
- Municipal budgeting and financial management;
- Contract management principals; community partnership building;
- OSHA compliance and regulations as they pertain to the functions of this position.

Ability to:

- Manage, plan, organize, direct, and coordinate the work of employees;
- Develop and implement long-and short-term plans and goals for the community services and economic development department;
- Assess community needs for economic development programs, parks development and operations, recreation, and library programs and activities;
- Interpret and apply City code, regulations, policies and procedures related to recreation and indoor and outdoor events and programs;
- Read and interpret economic, marketing, statistical, and analytical documents, reports, research material and information;
- Analyze complex real estate and financial transactions
- Conduct research, analyze findings, evaluate programs, and make recommendations;
- Monitor contracts and agreements in area of responsibility;
- Maintain facilities, equipment, and materials in good working order and safe condition;
- Prepare and deliver oral and written reports, monitor attendance, activity, and financial records, and perform program surveys and evaluations;
- Monitor spending levels and reconcile budgets;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Operate a personal computer and related software and demonstrate proficiency to prepare work orders, documents, databases, spreadsheets, and email;
- Operate a motor vehicle
- Establish and maintain effective working relationships with the Mayor and City Council, business leaders, developers, citizen groups, city officials and the general public;
- Communicate effectively with all levels of city staff, officials, business leaders and the general public, verbally and in writing;
- Maintain a professional demeanor during stressful situations;
- Compile reports from a wide variety of sources and transmit data;

- Respond to citizen and media requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Market the City to prospective businesses and industries;

Responsibility: Works under general supervision of the Deputy City Manager. After Deputy City Manager approves an overall plan, worker is authorized to act independently in the development, promoting, organizing and directing the neighborhood resources and grants programs with periodic review and approval of the manager. Oversees day to day activities of permanent, part-time, seasonal and volunteer staff.

Effort: No unusual physical requirements. On occasion encounters stressful situations in working with general public and arranging for cooperative efforts in implementing programs. May lift up to 20 lbs.

WORKING CONDITIONS:

The primary duties of this class are performed in a general office environment.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Public Administration, Business Administration, Economic Development or related field; five years of progressively responsible management experience in directing community services or economic development programs, which included supervisory experience; and a valid State of Arizona's driver's license; or any equivalent combination of experience and additional training/education which provides the knowledge, skills, and abilities to perform this work.

~~October 2019~~05/2022

CITY OF DOUGLAS

Job Title: Deputy City Manager/City Treasurer

Reports to: City Manager/Mayor & Council

Department: City Manager's Office

FLSA: EX

OCCUPATIONAL CODE: OA

RANGE: 40

JOB SUMMARY

This position is highly responsible and performs complex analysis, policy and administrative work for the City Manager and organization. Under the general direction of the City Manager, the Deputy City Manager oversees and leads assigned departments or divisions toward the achievement of operational objectives and the Strategic Plan goals and action plan of the City government as a whole.

~~Duties include exercising leadership with Department Directors/Managers and advising the City Manager in the determination of program needs; the preparation and presentation of programs for approval by the City Manager and City Council; and the planning, organizing, coordinating and implementation of approved programs.~~ The Deputy City Manager exercises considerable initiative and independent judgment in representing the City Manager within assigned areas of responsibility and exercises delegated representative authority over Department Directors and other employees in the organization. As City Treasurer, is responsible to the Council and receives and has custody of all the money of the City and keeps and saves said money, and dispenses the same only as provided by law.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Leads and manages a group of Department Directors or Managers to coordinate their efforts toward the achievement of their departmental objectives and the objectives of the City government as a whole.
2. Works with the City Manager and Department Directors in planning, organizing, coordinating, and implementing programs on matters affecting assigned areas of responsibility, resolving complex issues and problems as identified or assigned.
3. Confers with officials of City, county, state and federal agencies regarding plans and priorities for existing and planned programs as a City representative, including serving on various City teams, committees and/or regional agency projects.
- ~~4. Responsible to deliver the functions associated with economic development and business attraction, retention and expansion with a focus on industry sectors essential for revenue growth to the City at the same time supporting small businesses and entrepreneurial job creation.~~
- ~~4. Maintains communication with and acts as liaison with municipal, county, state, and federal officials as it relates to economic development and redevelopment. Receives and has custody of all the money of the City and keeps and saves said money, and dispenses the same only as provided by federal, state and local law.~~
5. Serves as the Treasurer of the City by providing overall administration, decision making and policy direction for the various functions of Accounting, Budget, Revenue Management, Tax Collections, Auditing, Utility Billing, and Procurement
- ~~5-6. Provides the City Manager, and City Council with accurate and timely information to support~~

decision-making and policy direction

- ~~6-7.~~ Meets and corresponds with various citizens, professionals, business and other groups to create partnerships, address questions or secure assistance with carrying out various programs.
- ~~7-8.~~ Negotiates contracts and agreements with outside entities to further the goals and objectives of the City.
- ~~8-9.~~ Communicates regularly with the City Manager on matters of concern in the departments and functions in assigned area of responsibility to and to provide counsel to the City Manager
- ~~9-10.~~ Takes on special projects, as assigned, which require executive-level decision making and coordination
- ~~10-11.~~ Maintains administrative and signature authority of City purchases and matters of City departments that report to the City Manager in the absence of the City Manager in an Acting role, as necessary.
- ~~11-12.~~ Maintains regular and reliable attendance.
- ~~12-13.~~ Demonstrates superior seamless customer service, integrity, and commitment to the values of the organization with innovation, efficiency, and fiscally responsible activity. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- ~~13-14.~~ Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
- ~~14-15.~~ Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures
- ~~15-16.~~ 15. Other related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Knowledge of:

- the Principles and practices of effective public administration and municipal government Governmental organization, public administration theories, financial management and fiscal policies, treasury management research methods, techniques and report presentation
- Council/Manager form of government and political processes at all levels of government;
- ~~Principles and practices of technical areas of expertise, including the economic development objectives of industry and incentives, business attraction, retention & expansion, marketing and tourism, understanding site selection processes, development services regulations of planning, zoning and building safety, personnel management, parks, recreation & library services, and CDBG and federal housing programs;~~

- Principles, procedures, and strategies of economic and community development and analysis in a government environment, planning and zoning, demographics, economic trends, forecasts, impacts, and related principles and procedures;
- Principles and methods of budget preparation and monitoring;
- Principles and practices of multi-generational employee supervision, coaching, development, training, and evaluation;
- Principles underlying the laws and regulations of the municipality; and
- Other City departments and divisions, as their operations relate to those of the areas of assignment.
- OSHA compliance and regulations as they pertain to the functions of this position.

Ability to:

- effectively direct or deliver multiple functional areas and develop cross-departmental teams;
- resolve complex problems within the area of assignments and work under pressure with deadlines and respect the need for confidentiality in sensitive matters;
- negotiate contracts, development, land exchanges and consulting agreements with owners, architects, contractors, developers, employers and others
- establish and maintain effective relationships and initiate collaboration with other City department staff, public officials, and the general public
- analyze statistical data and employ programs that provide analysis and reports of economic trends and conditions of global and national business environments that benefit or impact the City
- communicate effectively with the public and organization. Preparing clear, concise and accurate reports and recommendations, both orally and in writing, using proper grammar and having a strong command of English.
- operate Microsoft Office products and other relevant technologies.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Business Administration, or a related field. Seven plus years of progressively responsible public sector managerial and administrative experience including considerable (3 years) authority for program operation and budget administration.

An equivalent combination of education and appropriate experience may be substituted.

Valid Arizona Driver's License

Preferred/Desirable Qualification(s). Experience in one or more of the functional areas supervised is preferred based on assignment. A Master's Degree from an accredited college or university in Public or Business Administration, or a related field is preferred. A member of their state management or professional area association. An active member of the International City/County Management Association (ICMA). Proficient in Spanish.

SPECIAL REQUIREMENTS:

Must obtain CPR Certification.

08/202005/2022

CITY OF DOUGLAS

TITLE: Assistant to the City Manager Economic Development/City Manager's Office Project Coordinator

REPORTS TO: City Manager Community Services & Economic Development Director

DEPARTMENT: Administration Community Services & Economic Development

FLSA: EX

Occupational Code: ASP

Range: 1926

JOB SUMMARY:

~~This is highly responsible and complex administrative work performed for the City Manager's Office. Under the general direction of the City Manager, oversees the administrative coordination of the City Manager's Office, which includes development and oversight of the department budget, department strategic plan, and advising on staffing/resource needs and scheduling. This position performs office processes and procedures and provides technical and administrative support to the City Manager, including serving on the city's Leadership Team and Executive Budget Team, conducting research and administrative efficiency studies, preparing written reports and project briefings, preparing and delivering presentations, preparing communications on behalf of city manager to elected officials, and the organization, performing project management and statistical analyses, performing liaison duties, and providing assistance as needed. This position also serves as an integral part of developing, implementing, enhancing, and managing the city's Strategic Action Plan. Work is performed under general direction and requires initiative and independent judgment. The fundamental reason this classification exists is to manage and coordinate economic development projects and others assigned by the Director and City Manager. The position coordinates all activities and personnel involved in the implementation and completion of projects and contracts including but not limited to design, scheduling, construction, business expansion or retention, legal procedures, budget, and construction compliance, as well as the City's marketing and communication efforts. Work is performed under the general supervision of the Director or other supervisor.~~

ESSENTIAL FUNCTIONS:

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

- ~~1.—Responsible for day to day operations of the City Manager's office, which includes support to Deputy City Manager and Development Services team, with highest level of customer service and tact.~~
- ~~2.—Oversees the research, compiling, and analyzing of information pertaining to emerging issues and follow up items as defined by the City Manager. This includes cataloging, tracking, and reporting on emerging issues, projects and follow up information. In some cases, perform research and recommend approaches to bring emerging issues to resolution.~~
- ~~3.—Responsible for travel arrangements, itineraries and agendas as requested and assembles necessary background materials, briefing books, etc.~~
- ~~4.—May represent the City in various conferences and meetings.~~
- ~~5.—Responsible for activities relating to departmental budget, such as reviewing expenditures, and gathering and compiling data for budget development.~~
- ~~6.—Exercises independent judgment in making decisions regarding the priority and sequence of~~

~~administrative functions. Exercises tact and integrity in the frequent handling of confidential information.~~

~~7. May provide full administrative support to committees, boards or other groups, including coordination of meetings, minutes and related documents and follow-through on committee assignments.~~

1. Manages, organizes, coordinates, and monitors activities and functions of projects in cooperation with other departments and outside agencies, contractors, and design professionals.

2. Analyzes and prepares written reports on program and project performance using qualitative analyses, arrow diagrams, and other project management techniques.

3. Develops program and project budgets, schedules, work plans, labor utilization, and cost estimates/projections.

4. Works cooperatively with other City employees and private organizations to facilitate project implementation and completion.

5. Interacts with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.

6. Participates in the negotiation of development contracts with private developers, contractors, and design professionals.

7. Performs economic development and support work to advance the City's policy of broadening its retail, commercial, and industrial base.

8. Meets with community representatives and developers to review proposed projects and activities.

9. Works closely and establishes relationships with strategic partners to promote Douglas as a destination for private sector investment and tourism.

10. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; and conducts interviews.

11. Maintains regular contact with Director to keep Director apprised of situations and issues.

12. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.

13. Implements targeted marketing programs to influence and build relationships with prospects, consultants, company decision makers, and media information sources.

14. Performs economic development and support work to advance the City's policy of broadening its retail, commercial, and industrial base.

~~8.~~15. Assists with managing the city's website and social media accounts.

~~9.~~16. Prepares power point presentations, conducting research as necessary to gather relevant data.

~~10.~~17. May perform special projects or serve on committees, as necessary.

~~11.~~18. May assist in the day to day operations of the City Manager's, City Clerk's and City Attorney's office and Mayor & Council.

19. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

~~12.~~20. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.

~~13-21.~~ Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.

22. Maintains regular and reliable attendance.

~~14-23.~~ Performs other related duties as required.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Knowledge, Skills and Abilities:

Knowledge of:

- Principles and practices of public administration.
- Research methods and report presentation.
- Principles of municipal and private sector budgeting, accounting, and finance methods.
- Principles of customer service and public relations.
- Project development, scheduling, monitoring, and control systems.
- Principles, procedures, and strategies of economic and community development, planning and zoning, demographics, economic trends, forecasts, and impacts, and related principles and practices; Knowledgeable about a variety of City issues, policies, programs and services and able to state the City's position on such issues. This includes knowledge of /close working relationship with Mayor & City Council, department directors, and staff managing intergovernmental affairs, reporting directly to the City Manager
- the regulations, procedures and services of the City Service.
- various computer software and systems.
- Knowledge of proper use of the English language, including grammar, punctuation, etc.
- Knowledge of modern office practices and procedures.
- OSHA compliance and regulations as they pertain to the functions of this position.

Ability to:

- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications.
- Interpret information accurately and make decisions according to existing laws, regulations, and policies.
- Learn and apply acceptable economic development planning and evaluation techniques.
- Prepare and monitor program budgets and expenditures.
- Explain information in a clear and understandable manner to non-technical persons.
- Communicate orally in the English language with other employees, agencies, contractors, and the public by phone and in a group setting.
- Comprehend and make inferences from material written in the English language.
- Review the work products of others for conformance with standards.

- Read and interpret economic, marketing, statistical, and analytical documents, reports, research material and information, blueprints, and maps;
- Plan and implement economic development programs and marketing strategies;
- Establish work priorities and assign work, materials, staff and equipment and other resources for timely completion of assignments; exercise considerable judgment related to analyzing policy issues, identifying city-wide impacts, and coordinating responses on strategies and alternatives for dealing with the issues.
- interact and work cooperatively with other employees, outside agencies, contractors and the public in an effective, cordial and professional manner.
- maintain important records efficiently and accurately and to prepare clear and concise reports.
- express ideas effectively, orally and in writing.
- analyze issues, independently make decisions and exercise good judgment in administrative management tasks.
- set priorities, meet critical deadlines, juggle projects, and produce high-quality and accurate work under time constraint

EFFORT:

Continual concentration and mental fatigue caused by processing of detailed paperwork.

Minimum Qualifications:

Bachelor's degree in Business Administration or related field and one year of administrative experience two years of progressively responsible experience in managing projects; OR any equivalent combination of experience, training and/or education as approved by Human Resources.

Valid Arizona's Driver's License

Bilingual (English/Spanish) and Master's degree preferred.

Special Requirements:

Must obtain the Certified Associate in Project Management certification within probationary period.

~~01/202005/2022~~

City of Douglas

Title: Finance ~~Manager~~ Director

Reports To: ~~Management Services Director~~ Deputy City Manager / City Treasurer

Department: ~~Management Services~~ Finance

FLSA: EX

Occupational Code: POA

Range: 2832

JOB SUMMARY

~~Acts as Finance Director; plans, directs, organizes the activities and operations of the Finance Department, which may include the following functional areas: Accounting, Budget, Revenue Management, Tax Collections, Auditing, Utility Billing, Payroll and Procurement; coordinates assigned activities with other City departments and outside agencies; provides highly responsible and complex financial information to the City Treasurer, Finance Committee and City Manager. The purpose of this position is to manage the activities, operations and performance of the Revenue division, including customer service, revenue recovery, administration, sales tax and licensing. This is accomplished by directing all division activities, developing goals and objectives, providing financial planning assistance for other city departments and divisions, managing staff, and preparing and monitoring the budget. Other duties include coordinating special projects, accounting duties and acting in the absence of the director.~~

ESSENTIAL FUNCTIONS

(Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

- ~~1. Plans, organizes and directs the operations of the Finance Department (accounting, budget, revenue management, tax collections, auditing, utility billing, payroll and procurement).~~
- ~~2. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions.~~
- ~~3. Consults with the City Manager, City Treasurer and Finance Committee on the financial conditions of the city and makes recommendations for courses of action including bonded indebtedness, leasing programs, and related financial matters.~~
- ~~4. Oversees and monitors the financial workings of City Departments.~~
- ~~5. Responsible for the complete preparation and execution of the City's annual budget and recommends policy and operating improvement.~~
- ~~6. Develops, administers and monitors the department's operating budget and capital improvement program.~~
- ~~7. Coordinates the preparation of the City's annual comprehensive financial report, in compliance with GAAP.~~
- ~~8. Analyzes monthly revenue and expenditure information, developing recommendations for appropriate actions to resolve problems.~~
- ~~9. Conducts revenue and expenditure studies, preparing short- and long-range forecasts for program planning.~~
- ~~10. Responsible for the effectiveness and efficiency of the City's integrated financial system, which may include coordination of ongoing training for city staff, modifying Chart of~~

Accounts as needed, establishing policies and procedures or changing practices in order to improve processes and paper work flow, communicate regularly to staff city wide, provide useful financial reports, etc.

11. Prepares special and periodic analysis of financial information for the City Treasurer, Finance Committee, City Manager, and other city staff.
12. Prepares financial information and reports required by other government agencies, including expenditure limitation statements.
13. Ensures employees receive routine training, maintain required certifications and encourage additional certifications to gain expertise and knowledge.
14. Provides leadership and direction in the development of short- and long-range plans associated with the City functions within department divisions.
15. Maintains proper security for City financial records.
16. Researches and defines State Budgetary Laws applicable to the City and integrates legal considerations into an on-going operating system for budget-making.
17. Directs the administration of City license tax provision, including enforcement, collection and auditing and reviews and suggests amendments and revision for license code.
18. Prepares and reviews proposed ordinances and resolutions relating to expenditures, revenues, tax levies, and other fiscal matters.
19. Manages the City's debt and investment programs; including development and maintenance of information and analysis needed by outside investment managers, financial advisors, bond counsel and credit rating agencies; strives to help the City receive an acceptable return on investments.
20. Meets and confers with staff to coordinate projects, programs, resolves issues, and plan division operations.
21. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs.
22. Establishes and maintains effective working relationships with City leaders and department directors, other City staff and community representatives.
23. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.
24. Maintains regular contact with the City Treasurer or City Manager to keep them apprised of situations and issues.
25. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
26. Keeps up to date with the latest accounting standards established/updated from time to time per the Governmental Accounting Standards Board (GASB).
27. Performs all work duties and activities in accordance City policies and procedures.
28. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- ~~1. Responsible for the proper procedures, policies, and operations of the Tax Licensing & Revenue section.~~
- ~~2. Prepares and administers the budget and exercises control over expenditures.~~
- ~~3. Establishes measures to improve methods, use of equipment, changes in operations, working conditions, quality of work, and any necessary expansion to increase efficiency of the division.~~

4. ~~Researches, compiles, and presents technical sales tax advice and statistical data to various city departments, the City Manager, and the City Council, as directed.~~
5. ~~Assists the Management Services Director with short and long range planning and goals for the division.~~
6. ~~Attends council meetings and workshops to represent sales tax matters as directed by the Management Services Director.~~
7. ~~Recommends employee hires, promotions, transfers, discharges, and disciplinary measures to the Management Services Director.~~
8. ~~Makes audit and edit checks to evaluate special needs, unusual problems, and to check the quality of work projects.~~
9. ~~Represents the City in dealing with other governmental jurisdictions, private businesses, and the general public on sales tax matters.~~
10. ~~Investigates and resolves citizen and business complaints that cannot be handled by other sales tax personnel.~~
11. ~~Reviews sales tax audits and provides direction and interpretation for both the auditor and taxpayers when questions arise on interpretation of the tax code.~~
12. ~~Assesses the financial impact of proposed legislative changes related to the state tax code and other tax and franchise matters that may impact the city.~~
13. ~~Researches tax disputes, prepares the City's position for audit hearings, and presents the City's position before a hearing officer. Makes every possible attempt to resolve protests and disputes administratively before any hearing.~~
14. ~~Actively represents the City's interest in changes to the local and state unified sales tax code through the Unified Audit Committee and the State Tax Commission.~~
15. ~~Provides short and long term revenues projections of sales tax, and all other revenues.~~
16. ~~Meets with audited taxpayers that are protesting their audit assessments and may recommend whether to allow or disallow changes in the audit.~~
17. ~~Establishes priorities of work with the Licensing & Revenue program.~~
18. ~~Supervises the maintenance of sales tax and business license records.~~
19. ~~Directs the preparation of reports and represents the sales tax at a wide variety of meetings.~~
20. ~~Keeps the City Manager and Management Services Director advised of sales tax activities through oral and written reports.~~
21. ~~Attends conferences and conventions and other educational and professional meetings to keep updated on sales tax methods and administration.~~
22. ~~Researches and presents recommended changes to the sales tax and business licensing ordinance.~~
23. ~~Speaks before civic and professional groups on the plans, objectives, policies, and programs of the Sales Tax Licensing & Revenue program.~~
24. ~~Reviews and recommends approval of contracts for outside collection services.~~
25. ~~Assists the Management Services Director in monitoring and projecting selected revenue sources.~~
26. ~~Participates in user fee studies and implements new or changed fees as directed by Council.~~
27. ~~Provides analytical support to the Management Services Director, City Manager, department heads or city personnel regarding the financial position of the City or any financial concerns.~~
28. ~~Produces reports showing practical data, providing financial forecasts, analyzing accounts, reconciling project costs, and providing any other information needed.~~
29. ~~Provides assistance in assembling the annual budget document. Works with department heads and other employees to determine revenues and expenditures for the coming year. Assembles revenue and expenditure forecasts, debt schedules, grant schedules as necessary for the budget process.~~
30. ~~Helps manage the accounting process and produces accounting and financial procedures and guidelines for accounting duties in the Finance Department.~~

- ~~31. Works directly with auditors to generate schedules and accounting reports as necessary.~~
- ~~32. Reviews account expenditures, monitors budget, researches problems and develops solutions to problems in a variety of daily activities.~~
- ~~33. Manages ambulance billing by coordinating with outside billing agency and reconciliation, customer service functions.~~
- ~~34. Develops schedules for monthly billing and meter reading activities; oversees the establishment and maintenance of customer accounts, the calculation and generation of utility service bills, the adjustment of debits & credits pertaining to customer refund or charges, the collection and documentation of account payments, the approval of work orders and trouble slips, new installs and meter change outs, and the provision of information and assistance to customers; and ensures accuracy of account databases and revenue collection activities.~~
- ~~35. Oversees the activation and disconnection of services; supervises the processing of delinquent accounts and the discontinuance of service based upon account delinquency~~
- ~~36. Maintains department customer service standards; ensures customers receive timely assistance and accurate information; receives and responds to complaints and requests for information; investigates and resolves difficult customer complaints and concerns; and authorizes account adjustments as necessary. Review payment arrangements and contracts with customers~~
- ~~37. Supervises, delegates, and directs tasks for all staff assigned; maintains and monitors attendance; reviews work and personnel records; establishes and evaluates performance standards; ensures appropriate training of staff~~
- ~~38. Assists with budget development and preparation; authorizes purchase requisitions; monitors expenditures.~~
- ~~39. Oversees the accounts receivable and payable functions for the City.~~
- ~~40. Oversees the payroll processing functions for the City.~~
- 41-29. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
- 30. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
- 42-31. Maintains regular and reliable attendance.
- 43-32. Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

Knowledge of:

- principles, practices and methods of municipal finance, accounting, auditing and budget preparation;
- principles and practices of public administration and government organization;
- working knowledge of the laws and regulations related to sales tax and business licensing activitiesall aspects of the finance functions;

- principles and techniques of systems, statistical and procedural analysis;
- research techniques and financial forecasting methodology;
- principles and techniques of management, supervision and training;
- federal, State and local laws, rules and regulations affecting municipal budgeting;
- standard accounting practices established by GASB
- governmental and service contract requirements; and
- personal computers and related software.
- OSHA compliance and regulations as they pertain to the functions of this position

Ability to:

- Manage, plan, organize, direct, and coordinate the work of employees;
- Develop and implement long and short-term plans and goals for the finance department;
- perform economic and policy analysis;
- conduct studies utilizing statistical and spreadsheet software programs;
- effectively resolve operational and personnel problems
- research, prepare, and communicate effectively with the public and organization. Preparing clear, concise and accurate reports and recommendations, both orally and in writing, using proper grammar and having a strong command of English. ~~present comprehensive written and oral reports to councilmen, department heads, and other personnel as required~~
- thoroughly familiarize oneself with the sales tax and business licensing ordinances
- to establish and maintain effective working relationships with other employees and to deal firmly but tactfully with the business community and the general public.
- conduct best practice research, customer service surveys and productivity studies;
- gather facts, analyze and report research findings in a clear, complete, and logical form;
- explain budgetary, accounting management and organization problems in simple, non-technical language;
- work independently and persistently to complete work on schedule and according to quality control standards;
- make arithmetical calculations rapidly and accurately;
- comprehend and follow oral and written instructions;
- operate a personal computer and related software;
- communicate effectively both orally and in writing;
- establish and maintain effective working relationships with supervisor, co-workers, the public, etc.; and
- provide quality services in a cost-effective manner and to recommend improved methods of performing the work.

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university in accounting, finance, business administration or related field; at least five-years of managerial experience in governmental accounting and financial planning and administration, preferably in a municipality and three (3) years of professional level experience in accounting, contract administration, financial cost analysis, auditing, budget preparation, or a closely related financial/fiscal activity, which includes some experience utilizing computerized or personal computer based financial systems and (2) years of supervisory experience; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

~~July 2019~~05/2022

CITY OF DOUGLAS

Job Title: Grants/City Manager's Office Project Coordinator

Reports to: ~~Management Services Director~~Neighborhood Resources & Grants Director

Department: ~~Management Services — Finance~~Neighborhood Resources & Grants

FLSA: EX

OCCUPATIONAL CODE: P

RANGE: 26

JOB SUMMARY:

The fundamental reason this classification exists is to manage and coordinate the City's grants and projects assigned by the Director and City Manager. The position coordinates all activities and personnel involved in the implementation and completion of projects, grants and contracts including but not limited to design, scheduling, construction, business expansion or retention, legal procedures, budget, and construction compliance. Work is performed under the general supervision of the Director or other supervisor. Performs administrative work of moderate difficulty in the maintenance, monitoring, and routine administration of grants, contracts, and special projects. Researches various federal, state, county, local and other grant opportunities.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Assists in the development and preparation of procedures for the administration of grants, contracts, and special projects for local, state, and federal funding.
2. Administers existing grants, projects, and contracts.
3. Assists in the development and maintenance of the City's operating budget as it relates to grants.
4. Coordinates financial accounting information with outside agencies.
5. Assists in developing liaison activities with local, state, and federal agencies.
6. Maintains records, prepares reports, performs research and may supervise subordinate clerical staff.
- ~~7. Provides excellent customer service to both internal and external customers.~~
- ~~8.~~7. Researches and analyses grant-making organizations to identify likely funding sources for specific projects and programs.
- ~~9.~~8. Reviews grant proposals and applications prepared by other City divisions for completeness, accuracy, and timeliness prior to submittal.
- ~~10.~~9. Completes pre-award proposal applications to include statistical information, budget information, certifications, narrative, and other related documents.
- ~~11.~~10. Completes post-award agreements, pertinent attachments, time extensions, budget adjustments, and tracking and timely filing of required reports, and assists with staff summary preparation.
- ~~12.~~11. Performs post-award compliance monitoring in order to comply with Federal, State, and Local grant terms and conditions/regulations and assurances (office of management

and budget circulars, City and funding agency policies and regulations, program statutes, procurement regulations).

~~13.~~12. Researches eligible grant funding opportunities, maintains knowledge of available municipal grants, and informs other city divisions of available grants.

~~14.~~13. Monitors grant awards to ensure project progresses in a timely manner and meets project goals/intended purpose.

~~15.~~14. ~~Meets with internal and external auditors to audit grants for successful closeout.~~

~~16.~~15. Maintains a comprehensive computer database on city grants to include basic submittal and contract information.

~~17.~~16. Verifies that grant related clauses, certifications, and conditions are met.

~~18.~~17. Assists staff, contractors, and consultants with questions regarding grant agreements, grant related paperwork, guidelines, city grant procedures, city ordinances, and local, state and federal laws and regulations.

~~19.~~18. Participates as directed in various meetings such as commission meetings, division and section meetings, council and council workshop meetings, and inter-agency meetings, as necessary for grant matters.

~~20.~~19. Attends grant workshops, conferences, and meetings to ensure coordination and communication between all parties as related to grant compliance and financial management.

~~21.~~ ~~Provides various reports internally and externally on accounting encumbered, expenditure and balance amounts for various grants.~~

~~22.~~20. Conducts closeout and evaluation to include final reporting, audit issues, and project conclusion.

~~23.~~21. Provides various spreadsheets to divisions on proposed, current, and terminated grants.

~~24.~~22. Advises staff of new/updated regulations, manuals, circulars, and letters of instructions for grant compliance.

~~25.~~ ~~Participates in the Single Audit Report by assisting with preparation and review of Schedule of Federal Expenditures, providing files to auditors, and answering questions from external auditors.~~

~~26.~~23. Assists in preparation of the Disadvantaged Business Enterprise Plan (DBE) and submits required reports. Assists in preparation of the Equal Employment Opportunity Plan (EEO) and submits required reports. Develops and maintains City grant's website.

~~27.~~ ~~Reconciles grants to the General Ledger.~~

~~28.~~ ~~Recommends Journal Entries, as needed.~~

~~24.~~ Manages, organizes, coordinates, and monitors activities and functions of projects in cooperation with other departments and outside agencies, contractors, and design professionals.

~~25.~~ Analyzes and prepares written reports on program and project performance using qualitative analyses, arrow diagrams, and other project management techniques.

~~26.~~ Develops program and project budgets, schedules, work plans, labor utilization, and cost estimates/projections.

~~27.~~ Works cooperatively with other City employees and private organizations to facilitate project implementation and completion.

~~28.~~ Interacts with utility companies and other governmental agencies to obtain necessary permits and clearances and to ensure regulatory compliance.

- 29. Participates in the negotiation of development contracts with private developers, contractors, and design professionals.
- 30. Meets with community representatives and developers to review proposed projects and activities.
- 31. Maintains regular contact with Director to keep Director apprised of situations and issues.
- 32. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.
- 33. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- 29-34. _____ Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
- 35. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
- 30-36. _____ Maintains regular and reliable attendance.
- 31-37. _____ Performs related work as required.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- the maintenance and administration of grants, contracts, and budgets.
- community resources and programs.
- grant development and writing.
- local, state and federal governmental structure and intergovernmental agreements.
- laws, rules and regulations affecting grants and contracts.
- modern computer applications and software programs.
- the principles of supervision.
- Research methods and report presentation
- Principles of customer service and public relations.
- Project development, scheduling, monitoring, and control systems.
- Principles, procedures, and strategies of economic and community development, planning and zoning, demographics, economic trends, forecasts, and impacts, and related principles and practices
- OSHA compliance and regulations as they pertain to the functions of this position.

Skill in:

- monitoring governmental agreements.
- preparing and maintaining reports and records.
- the use of modern office equipment.

- the administration and financial monitoring of grants and contracts.

Ability to:

- write grants and conduct special projects.
- counsel and interact with individuals, community organizations, and outside agencies.
- establish and maintain effective working relationships with employees, other agencies, and the public.
- follow written and verbal instruction.
- ~~communicate effectively both verbally and in writing.~~
- determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Use and interpret graphical information such as construction plans, schematic drawings, wiring diagrams, flow charts, layouts, other visual aids, and electronic project management applications.
- Interpret information accurately and make decisions according to existing laws, regulations, and policies.
- Prepare and monitor program budgets and expenditures.
- Explain information in a clear and understandable manner to non-technical persons.
- Communicate orally in the English language with other employees, agencies, contractors, and the public by phone and in a group setting.
- Comprehend and make inferences from material written in the English language.
- Review the work products of others for conformance with standards.
- Establish work priorities and assign work, materials, staff and equipment and other resources for timely completion of assignments

EFFORT:

Continual concentration and mental fatigue caused by processing of detailed paperwork.

MINIMUM QUALIFICATIONS:

A Bachelor's Degree in Business Administration, Public Relations, Grant Administration, Statistics or a related field; and two (2) years of progressively responsible experience ~~in an administrative capacity, one (1) of which must be~~ in developing and/or administering grants or special projects; OR an equivalent combination of experience, education and training which provides the desired knowledge, skills, and abilities of this classification. Must possess and maintain a valid Arizona Driver's license ~~if position duties should require driving.~~

Special Requirements:

Must obtain the Certified Associate in Project Management certification within probationary period.

05/2022

CITY OF DOUGLAS

Job Title: Neighborhood Resources & Grants Director

Reports To: Deputy City Manager

Department: Neighborhood Resources & Grants

FLSA: EX

OCCUPATIONAL CODE: OA

RANGE: 32

JOB SUMMARY:

The primary function of an employee in this classification is to provide leadership and strategic direction for the department through planning, managing and directing administrative, managerial, and supervisory work of the Neighborhood Resources & Grants Department. As such, the Director plans and directs the short- and long-term programs for development services, housing, transit and grants divisions.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Plans, organizes and directs the operations of the divisions within the Neighborhood Resources & Grants Department.
2. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions.
3. Develops long range plans, master plans, and other strategic documents; interprets results for use in planning, evaluation and decision making; continually monitors and evaluates the efficiency and effectiveness of service delivery, assesses work load, reporting relationships and opportunities for improvements within the programs, services and facilities managed and maintained by the different divisions within the department.
4. Meets and confers with staff to coordinate projects, programs, resolves issues, and plan division operations.
5. Develops, administers and monitors the department's operating budget and capital improvement program; conducts fiscal/economic impact studies and cost/benefit analyses to prepare budget projections; monitors revenues for department operations; reviews and proposes fee structures for programs and facilities; and obtains grant funding for department projects and prepares required grant applications and reports.
6. Manages the capital improvement program and construction projects for the department.
7. Serves as a technical advisor to the Deputy City Manager, City Manager, and department directors; advises Deputy City Manager and City Manager on special projects and programs.
8. Reviews growth patterns, neighborhood needs and other factors in originating recommendations for future facility construction and land acquisition.
9. Develops partnerships with other departments, governments or agencies to work on joint projects and address neighborhood initiatives, code enforcement and remediation by establishing interdepartmental or intergovernmental agreements.
10. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs.
11. Acts as a liaison with other City departments, City Council, neighborhood groups, public and private agencies, and other communities and conducts meetings and presentations with such groups as needed.

12. Establishes and maintains effective working relationships with City leaders and department directors, other City staff and community representatives.
13. Manages resources related to compliance efforts associated with City codes such as nuisances, habitability and maintenance standards, and related codes and abatement procedures, determines priorities for compliance and enforcement in these areas, and monitors the status of such efforts.
14. Ensures grant opportunities are pursued within available means and authorization.
15. Implements grant policies and procedures as needed.
16. Represents the City at community meetings to analyze needs, listen and respond to specific concerns, identify possible solutions.
17. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.
18. Makes public presentations to various groups on neighborhood improvement project subjects; conducts training classes as needed.
19. Maintains regular contact with the City Manager or Deputy City Manager to keep them apprised of situations and issues.
20. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.
21. Performs all work duties and activities in accordance City policies and procedures.
22. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
23. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
24. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
25. Maintains regular and reliable attendance.
26. Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

Knowledge of:

- Public affairs and neighborhood issues;
- Working knowledge of code enforcement relating to neighborhoods;
- Principles and practices of public housing administration and grant administration and of federal, state and local regulations governing the development and operation of subsidized housing programs, and CDBG programs;
- The rules, guidelines, and regulations affecting Social Services programs and Diversity programs;

- Principles, procedures, and practices used in planning and organizing community groups and projects;
- Facilitation, group processes, training, conflict resolution and motivational skills;
- Management and organizational analysis and methods;
- Municipal budgeting and financial management;
- Effective leadership methods;
- Supervisory skills, employee evaluation, and training methods.
- OSHA compliance and regulations as they pertain to the functions of this position.
- Grant life cycle process including grant seeking, grant writing, and the grant management processes;
- Programs, processes, and procedures, including laws and regulations, for implementing and administering various federal, state and local grants;

Ability to:

- Establish and maintain effective working relationships with the Mayor and City Council, business leaders, community groups, city officials and the general public;
- Communicate effectively with all levels of city staff, officials, neighborhood leaders and the general public, verbally and in writing;
- Plan and implement neighborhood improvement plans and strategies;
- Maintain a professional demeanor during stressful situations;
- Compile reports from a wide variety of sources and transmit data;
- Respond to citizen and media requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Prepare and deliver oral and written reports, monitor attendance, activity, and financial records, and perform program surveys and evaluations;
- Monitor spending levels and reconcile budgets;
- Operate a personal computer and related software and demonstrate proficiency to prepare work orders, documents, databases, spreadsheets, and email.
- Ability to write request for grants for funding.

Responsibility: Works under general supervision of the Deputy City Manager. After Deputy City Manager approves an overall plan, worker is authorized to act independently in the development, promoting, organizing and directing the neighborhood resources and grants programs with periodic review and approval of the manager. Oversees day to day activities of permanent, part-time, seasonal and volunteer staff.

Effort: No unusual physical requirements. On occasion encounters stressful situations in working with general public and arranging for cooperative efforts in implementing programs. May lift up to 20 lbs.

WORKING CONDITIONS:

The primary duties of this class are performed in a general office environment.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Public Administration, Business Administration, Community Development or related field; five years of progressively responsible management experience in directing neighborhood improvement programs, which included supervisory experience; and a valid State of Arizona's driver's license; or any equivalent combination of

experience and additional training/education which provides the knowledge, skills, and abilities to perform this work.

~~December 2013~~05/2022

CITY OF DOUGLAS

Job Title: Public Works Deputy Director

Reports To: Public Works Director

Department: Public Works

FLSA: EX

OCCUPATIONAL CODE: A

RANGE: 312(34*)

POSITION SUMMARY:

The purpose of this position is to oversee and manage major functional areas of the Public Works Department and to provide professional level civil engineer project planning, design, and field work, and project coordination for municipal capital improvement including traffic systems, drainage-ways, streets, and water systems. Other duties include assisting in the preparation of operating and capital budgeting, representing all major program areas of the department in liaison activities and coordinating special projects across divisions. Attends meetings, conferences, and training, serves on committees, and acts in the absence of the director.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Assists in the planning, directing, supervising, and coordinating of departmental operations; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
2. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions.
- 2-3. Assists with the preparation of operating and capital improvement budgets and control of expenditures.
- 3-4. Supervises, participates in, and reviews improvement project research studies to determine design requirements.
- 4-5. Examines projects sites, prepares survey requests, plots topographical features, rights-of-way and easements, and reviews soil analyses, survey field notes, and existing systems to determine project design parameters.
- 5-6. Develops detailed layout of project plans and designs including construction, materials and equipment specifications, cost estimates, and quality requirements.
- 6-7. Assigns and performs drafting and preliminary design tasks; participates in the final draft of detailed design drawings, contract specifications, and legal descriptions; and reviews all documents for accuracy, completeness, and conformance to State statues and Douglas Municipal Code.
- 7-8. Reviews contractor drawings for compliance with design requirements and applicable standards and specifications prior to fabrication and construction.
- 8-9. Reviews drainage studies, hydrology/hydraulic calculations and other studies, for compliance with standards.
- 9-10. Observes field construction processes during various stages of completion to ascertain practicality of design, to resolve field engineering problems, and to coordinate construction activities.

~~10-11.~~ Performs engineering analyses of systems through the use of computerized models to identify future capital improvement projects. Participates in the development and maintenance of computerized engineering data.

~~11-12.~~ Coordinates project activities with PW supervisors, other city staff, outside agencies, utility companies, consulting firms, and the public to resolve schedule conflicts, or technical or legal matters related to projects.

13. Meets and confers with staff to coordinate projects, programs, resolves issues, and plan division operations.

14. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs.

15. Establishes and maintains effective working relationships with City leaders and department directors, other City staff and community representatives.

16. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.

17. Maintains regular contact with Public Works Director to keep Director apprised of situations and issues.

18. 29. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.

~~12-19.~~ Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.

~~13-20.~~ Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.

21. Maintains regular and reliable attendance.

~~14-22.~~ May perform other related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

Skill in:

- Writing technical reports
- Making engineering computations

Knowledge of:

- Microsoft Windows Office products
- The principles and practices of civil engineering and project management;
- Principles of budget preparation and expenditure control
- Pertinent Federal, State and local laws, codes and regulations.
- Principles of supervision, training, management and public works administration.

- Research methodology, analysis and interpretation;
- Familiarity with certification requirements to ensure compliance and optimal plant operations;
- OSHA compliance and regulations as they pertain to the functions of this position

Ability to:

- Follow written and oral instructions;
- Manage, plan, and direct the work of employees;
- Read and interpret legal, technical, regulatory, and operational documents, manuals, journals, blueprints, and diagrams;
- Research, analyze and interpret data and make recommendations;
- Analyze standards and regulations and define the impact on the City;
- Prioritize and perform multiple tasks, including project management, simultaneously;
- Prepare and present oral and written reports and make presentations to the City Council and the public;
- Maintain reports, records, logs, and compliance documents;
- Prepare and deliver oral and written reports;
- Interpret and apply Federal, State, City code, regulations, policies and procedures related to divisions;
- Review and evaluate City programs and policies, and develop and implement new processes;
- Monitor contracts and agreements in area of responsibility;
- Operate a personal computer and related software and demonstrate proficiency to prepare work orders, documents, databases, spreadsheets, and email;
- Operate a motor vehicle;
- ~~Understand and explain the Arizona Revised Statutes, County Recorder Standards, Douglas Municipal Code, Design Standards and Policies Manual and standards of professional practice as they relate to essential functions.~~
- ~~Demonstrate a continuous effort to improve operations.~~
- ~~Streamline work processes.~~
- ~~Work cooperatively and jointly to provide quality seamless and consistent customer service.~~
- ~~Use professional judgment and common sense in the application and enforcement.~~
- ~~Make mathematical calculations.~~
- ~~Listen and communicate effectively with a diverse group of people.~~
- Establish and maintain effective working relationships with city staff, design and construction community as well as citizens

WORKING CONDITIONS:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that 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.

- Most work is performed in a normal City office environment.

- Lift and carry materials weighing up to 20 pounds.
- Operate a variety of standard office equipment including a computer terminal, telephone, 10-key calculator, copy and fax machine requiring continuous and repetitive arm, hand and eye movement.
- Must be physically capable of moving about on construction work sites and under adverse field conditions.

MINIMUM QUALIFICATIONS:

A Bachelor's degree in Civil Engineering and three years of professional engineering or Public Works management experience. An equivalent combination of experience, related college level course work, and training which provides the desired knowledge, skills, and abilities or Engineer in Training Certification. Possession of a valid Arizona driver's license.

*Higher range will be used if employee is a Registered Professional Engineer (PE) in Arizona.

07/202105/2022

CITY OF DOUGLAS

JOB TITLE: Public Works Director

REPORTS TO: City Manager

DEPARTMENT: Public Works

FLSA: EX

OCCUPATIONAL CODE: OA

RANGE: 358(40*)

JOB SUMMARY:

Leads in a complex supervisory, administrative and professional work environment, planning, organizing, directing, and managing the Public Works Department, which may include the following functional areas: Environmental Compliance, Facilities Maintenance, Utilities, Street Maintenance & Preservation, Sanitation, Fleet Maintenance, Stormwater, Building Safety, and Code Compliance. Conducts oversight of city projects and programs ensuring technical competence and compliance with all current federal, state and local laws, codes and criteria.

ESSENTIAL FUNCTIONS:

33. 1. Plans, organizes and directs the operations of the Public Works Department. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, mentors, counsels, disciplines and completes performance appraisals; conducts interviews and makes hiring decisions.

~~Supervises division managers and department support and/or technical staff.~~

2. Provides leadership and direction in the development of short and long range plans associated with the City infrastructure and the Public Works Department.
3. Develops and administers departmental budget; assures that assigned areas of responsibility are performed within budget; performing cost control activities; monitoring revenue and expenditures of all projects and ensuring effective and efficient use of budgeted funds, personnel, materials, facilities and time.
4. Determines work procedures, prepares work schedules and expedites workflow.
5. Ensures employees receive routine training, maintain required certifications and encourage additional certifications to gain expertise and knowledge.
6. Assigns projects and examines work for exactness, neatness, and conformance to policies, procedures and compliance with state and federal laws.
7. Standardizes department policies and procedures to improve efficiency, effectiveness of operations and promotes employee morale.
8. Maintains harmony among workers and addresses conflict resolution as necessary.
9. Prepares composite reports from individual reports of subordinates.
10. Evaluates public works needs and formulates short and long range plans to meet needs of the City in all Public Works Divisions, including a capital improvement program and pavement preservation program.
11. Prepares bidding, competency of contractors and vendors, and the selection criteria for public contracts
12. Determines applicable codes, regulations, and requirements for assigned projects.
13. Responsible for the project management for the construction of the municipal public works projects, overseeing assigned projects to ensure contractor compliance within time and budget parameters.

14. Oversees the maintenance of infrastructure, Stormwater, flood retention and other records.
15. Maintains regular contact and a good working relationship with consulting engineers, construction project engineers, City, County and Federal agencies, professional and technical groups and the general public regarding division activities and services while always creating a positive image for the City of Douglas with good customer service.
16. Coordinates the City's engineering operations for the City through the use of outside resources.
17. Monitors inter-governmental actions affecting the department.
18. Responds to public or other inquiries relative to department policies and procedures.
19. Serves as a member of various staff committees as assigned.
20. Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal engineering.
21. Provides technical and utility system operations advice to supervisors and other officials; makes private and public presentations to the City Council, boards, commissions, civic groups and the general public.
22. Makes recommendations on issues and/or options regarding municipal public works.
23. Keeps informed of potential funding sources for Public Works Projects and coordinates the effort of submitting timely applications or in other ways securing the process for keeping the City in consideration for grants, etc. at all possible moments.
24. Meets and confers with staff to coordinate projects, programs, resolves issues, and plan department operations.
25. Provides visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of the department and programs.
26. Establishes and maintains effective working relationships with City leaders and department directors, other City staff and community representatives.
27. Assists with planning, coordinating and monitoring special programs or projects initiated by City leaders.
28. Maintains regular contact with the Deputy City Manager or City Manager to keep them apprised of situations and issues.
29. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
30. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
2531. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
32. Maintains regular and reliable attendance.
2633. Other related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the need of the employer or requirements of the job change.)

EVALUATION FACTORS:

DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:

Knowledge of:

- Principles and practices of transportation, engineering and utilities administration, including staff supervision and evaluation, mediation and conflict resolution, municipal budgeting procedures, and project management;
- Operations of water and wastewater plant facilities;
- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions;
- Federal, state, local, City and other applicable environmental and safety statutes, ordinances, and codes;
- Public hearing, review, and approval processes;
- Contract negotiation and administration;
- Supervisory, employee evaluation, and training methods;
- Research methodology, analysis and interpretation;
- Familiarity with certification requirements to ensure compliance and optimal plant operations;
- Federal OSHA and State and County regulations and City policies regarding safety training and safe work practices.

Ability to:

- Follow written and oral instructions;
- Manage, plan, and direct the work of employees;
- Read and interpret legal, technical, regulatory, and operational documents, manuals, journals, blueprints, and diagrams;
- Research, analyze and interpret data and make recommendations;
- Analyze standards and regulations and define the impact on the City;
- Prioritize and perform multiple tasks, including project management, simultaneously;
- Prepare and present oral and written reports and make presentations to the City Council and the public;
- Maintain reports, records, logs, and compliance documents;
- Prepare and deliver oral and written reports;
- Interpret and apply Federal, State, City code, regulations, policies and procedures related to divisions;
- Review and evaluate City programs and policies, and develop and implement new processes;
- Monitor contracts and agreements in area of responsibility;
- Operate a personal computer and related software and demonstrate proficiency to prepare work orders, documents, databases, spreadsheets, and email;
- Operate a motor vehicle;
- Communicate effectively and establish and maintain working relationships with other City departments, the City Council, City Manager's Office, the public, the news media, other employees, regulatory agencies, and interested and affected parties.
- ~~Thorough knowledge of public works principles, practices and methods as applicable to a municipal setting.~~

- ~~Considerable knowledge of applicable City policies, laws and regulations affecting departmental activities.~~
- ~~Knowledge of OSHA compliance and regulations as they pertain to the functions of this position~~
- ~~Considerable skill in arriving at cost estimates on complex projects;~~
- ~~Skill in operating the listed tools and equipment.~~
- ~~Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.~~
- ~~Ability to conduct necessary engineering research and compile comprehensive reports.~~
- ~~Ability to organize a variety of work disciplines into an effective work unit to accomplish the goals of Public Works activities.~~

TOOLS AND EQUIPMENT USED:

Personal Computer, including ~~word processing~~, spreadsheet, and database; motor vehicle; phone; ~~mobile radio~~; computer-aided design software

PHYSICAL REQUIREMENTS:

Must be physically capable of moving about on construction work sites and under adverse field conditions. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in ~~Business Administration~~Engineering or closely related field, and a minimum of five years of management/supervisory experience in the public works area.

An equivalent combination of education and appropriate experience may be substituted.

Valid Arizona Driver's License

SPECIAL REQUIREMENTS:

Must obtain CPR Certification.

*Higher range will be used if employee is a Registered Professional Engineer (PE) in Arizona.

8/1205/2022

CITY OF DOUGLAS

Job Title: Transit Driver

Reports To: Transit Coordinator

Department: Management Services - Transit

FLSA: NE

OCCUPATIONAL CODE: SM

RANGE: 14(13*)

JOB SUMMARY:

This position provides reliable, safe, and consistent public transportation service. Responsible for operating buses in a manner that ensures employee and public safety, route and facility efficiency, and customer service excellence. Works a variety of hours and days of the week including Saturdays, Sundays, holidays and split shifts.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Drive and operate buses safely and efficiently in accordance with local laws and ordinances, and other standards and guidelines for drivers.
2. Drive buses within designated routes and stops while maintaining a set schedule.
3. Perform daily vehicle checks (pre and post trip inspections) to ensure equipment safety.
4. Observe, document, and report vehicle safety or other safety issues to appropriate individuals, (supervisor, mechanics, etc.).
5. Maintain interior and exterior cleanliness of buses.
6. Coordinate with the mechanics and supervisor to determine the safety and serviceability of the vehicle.
7. Coordinate with Transit Dispatch for route deviations and instructions. Comply with FTA Substance Abuse Policy and other personnel practices.
8. Maintains required certifications and licenses and immediately notifies management of any incident that could influence license status and ability to meet license requirements.
9. Greet and assist citizens and customers in a manner consistent with excellent customer service standards.
10. Assists customers on and off of the transit vehicles.
11. Secure wheelchairs and mobility devices.
12. Collects fares and passenger passes or transfers.
13. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
- ~~12.~~
- ~~13.~~14. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
15. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and

procedures.

16. Maintains regular and reliable attendance.

~~14.~~

~~15-17.~~ _____ Performs other related duties and responsibilities as required.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

- Operation of buses, vans, and passenger vehicles.
- Local community and street system.
- First aid and emergency procedures.
- Understanding of and the ability to perform CDL related inspections.
- Understanding of Federal and State Traffic laws and regulations.
- Be friendly, courteous and assist all passengers including passengers with special needs.
- Learn operations, services, and activities of a customer service program.
- Read and write.
- Communicate clearly and concisely both orally and in writing.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with the public and fellow employees.
- Maintain logs, daily schedules, and various records.
- Interpret and explain City Transit policies and procedures
- OSHA compliance and regulations as they pertain to the functions of this position.

SPECIAL REQUIREMENT:

Certification/training requirements for the 5311 program must be met as outlined in the 5311 Handbook.

MINIMUM QUALIFICATIONS:

High school diploma or GED is required. ~~Must be 21 years of age or older.~~ Must have an appropriate driving record. Must possess a current and appropriate DOT certification at all times. Must possess and maintain an Arizona Commercial Driver's License (CDL) class "B" with passenger endorsement. ~~Two years~~ Experience in driving commercial vehicles. Bilingual (English/Spanish) preferred.

**Lower range will be applied when the Commercial Driver's License is a Class C.*

05/2022

CITY OF DOUGLAS

Job Title: Transit Operator

Reports To: Transit Coordinator

Department: Neighborhood Resources & Grants - Transit

FLSA: NE

OCCUPATIONAL CODE: SM

RANGE: 12

JOB SUMMARY:

This position provides reliable, safe, and consistent public transportation service. Responsible for operating vehicles in a manner that ensures employee and public safety, route and facility efficiency, and customer service excellence. Works a variety of hours and days of the week including Saturdays, Sundays, holidays and split shifts.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Drive and operate vehicles safely and efficiently in accordance with local laws and ordinances, and other standards and guidelines for drivers.
2. Drive vehicles within designated routes and stops while maintaining a set schedule.
3. Perform daily vehicle checks (pre and post trip inspections) to ensure equipment safety.
4. Observe, document, and report vehicle safety or other safety issues to appropriate individuals, (supervisor, mechanics, etc.).
5. Maintain interior and exterior cleanliness of vehicles.
6. Coordinate with the mechanics and supervisor to determine the safety and serviceability of the vehicle.
7. Coordinate with Transit Dispatch for route deviations and instructions.
8. Comply with FTA Substance Abuse Policy and other personnel practices.
9. Maintains required certifications and licenses and immediately notifies management of any incident that could influence license status and ability to meet license requirements.
10. Greet and assist citizens and customers in a manner consistent with excellent customer service standards.
11. Assists customers on and off of the transit vehicles.
12. Secure wheelchairs and mobility devices.
13. Collects fares and passenger passes or transfers.
14. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
15. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
16. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.

17. Maintains regular and reliable attendance.

18. Performs other related duties and responsibilities as required.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

- Operation of vans and passenger vehicles.
- Local community and street system.
- First aid and emergency procedures.
- Understanding of Federal and State Traffic laws and regulations.
- Be friendly, courteous and assist all passengers including passengers with special needs.
- Learn operations, services, and activities of a customer service program.
- Read and write.
- Communicate clearly and concisely both orally and in writing.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with the public and fellow employees.
- Maintain logs, daily schedules, and various records.
- Interpret and explain City Transit policies and procedures
- OSHA compliance and regulations as they pertain to the functions of this position.

SPECIAL REQUIREMENT:

Certification/training requirements for the 5311 program must be met as outlined in the 5311 Handbook.

MINIMUM QUALIFICATIONS:

High school diploma or GED is required. Must possess and maintain an Arizona Driver's License and an appropriate driving record. Bilingual (English/Spanish) preferred.

05/2022

CITY OF DOUGLAS

Job Title: Transit Planner

Reports To: Transit Manager

Department: Neighborhood Resources & Grants - Transit

FLSA: EX

OCCUPATIONAL CODE: P

RANGE: 26

JOB SUMMARY:

The Transit Planner performs work on all aspects of Transit Planning and Transit Operations related to the City of Douglas Transit System.

ESSENTIAL FUNCTIONS:

(May not include all of the duties, nor do the listed examples include all tasks which may be found in positions of this class.)

1. Works on all aspects of transit planning and transit operations in conjunction with contiguous jurisdictions.
2. Works on transit facility construction planning that includes working on site selection, coordinates environmental processes, helps prepare requests for proposals and write grants.
3. Plan for resources and needs assessment for a Non-Emergent Medical Transportation route.
4. Study existing routes and make recommendations for efficiencies, expansion and eliminate any redundancies. Includes researching intercity routes with Mexico.
5. Researches methodologies and best practices for transit; comprehends and makes inferences from materials.
6. Uses mathematical calculations, analyzes transit data and draws logical conclusions.
7. Works individually and with the team on GPS data for transit and demand response service.
8. Develops transit cost estimates.
9. Analyzes and compiles technical and statistical information and writes technical reports.
10. Researches and writes grants for future capital and operational transit needs.
11. Coordinates the activities of transit team in gathering information and analyzing data.
12. Participates in joint efforts on long-range planning on transit planning problems and projects.
13. Works closely with procurement department on transit items such as Requests for Proposals (RFP), purchase orders, etc.
14. Presents transit operations, technologies, systems, and network enhancements and opportunities to the Transit Advisory Committee.
15. Participates in the planning, development and implementation of the 5-Year Capital Improvement Plan.
16. Works closely with the Facilities Team and Construction & Project Management Team on transit construction and rehabilitation projects.
17. Works closely with other departments, divisions or agencies on transit and other elements of transit such as bikeways, paths, and trails.
18. Prepares and presents written and verbal technical reports and makes recommendations to City staff, management, Transit Advisory Committee, and City Council.
19. Performs all work duties and activities in accordance with City policies, procedures.

20. Works in a safe manner and reports unsafe activity and conditions. Follows City-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the City's Safety Handbook.
21. Maintains the integrity, professionalism, values, and goals of the City by assuring that all policies, rules and regulations are followed and that accountability and public trust are preserved.
22. Supports the relationship between the City and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and City staff; enthusiastically promotes the City's goals and priorities in compliance with all policies and procedures.
23. Maintains regular and reliable attendance.
24. Performs related duties as assigned.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

EVALUATION FACTORS:

Desirable Skills, Knowledge, and Abilities

Knowledge of:

- Principles and practices of Transit Operations, Planning, Technologies, Systems, and Networks, and Capital Improvements Planning.
- Principles and practices of Arizona Department of Transportation Multimodal Division and Federal Transit Administration (FTA) in all aspects of transit planning and operations, including Title VI.
- Familiarity with the Americans with Disabilities Act (ADA) and the 1964 Civil Rights Act in relation to transit activities.
- Geographic Information System (GIS) a framework consisting of specialized software and spatial databases for gathering, managing, visualizing, and analyzing geographic data.
- Microsoft Office products and other relevant technologies.
- OSHA compliance and regulations as they pertain to the functions of this position.

Ability to:

- Provide good customer service.
- Read and develop maps and plans.
- Comprehend and make inferences from written materials.
- Make mathematical calculations and draw logical conclusions.
- Attend or conduct various meetings as needed.
- Provide thoughtful and thorough analysis.
- Manage projects and lead team activities.
- Organize and conduct transit surveys, analyze results, and make recommendations on transit service.
- Deal effectively with community-oriented issues.
- Listen, communicate, and work effectively with a variety of individuals representing a variety of disciplines with diverse perspectives.

- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Establish and maintain effective working relationships with co-workers, supervisors, City officials, traveling public, and citizenry.
- Prepare and present clear and concise oral and written reports to City Boards and Commissions, City Council, citizens, public agencies, and private entities.
- Think strategically regarding near-term and long-term trends.
- Complete OSHA/safety training as required.
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Responsibility: Works under general supervision of the Transit Manager. May supervise and evaluate the work of clerical personnel.

WORKING CONDITIONS:

The primary duties of this class are performed in a general office environment.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Transportation Planning or related field; two years of progressively responsible professional transit planning or transit operations experience, which included supervisory experience; or any equivalent combination of experience and additional training/education which provides the knowledge, skills, and abilities to perform this work.