



JOB DESCRIPTION

JD Revision Date: January 24, 2022

Title	Director of Community Services: Parks and Recreation
Reports To	City Manager
Bargaining Unit	At-Will/Under Contract
Definition	<p>Under the executive direction of the City Manager, serves as the Director of Community Services: Parks and Recreation, to plan, develop, coordinate, and oversee the provisions of a comprehensive parks and recreation programs and services, senior services, special events and community programs, as well as an integral team member in the design, construction, maintenance/repair and acquisition of all parks, recreation areas, and related facilities and buildings. Provides highly responsible and technical assistance and other related work as assigned and required.</p>
Distinguishing Characteristics	<p>This is a Department Director, “at will”, position which serves directly under the City Manager as a member of the City’s Executive Management Team, responsible for the implementation of City and Departmental goals and objectives for community services, recreation and parks.</p> <p>Performs and oversees high level staff work for project management, implementation, and service delivery. Prepares, supervises, and presents materials to the City Council and other commissions, boards and policy adopting bodies. Demonstrates professional, and technical competence while exercising discretion as a member of the Management Team. Exercises independent judgment in a number of confidential and sensitive areas.</p> <p>The incumbent is expected to assume overall responsibility for all facets of municipal parks and recreation programs including providing leadership and supervision in establishing the general direction, goals, objectives, and department priorities while emphasizing excellent customer service.</p> <p>The incumbent formulates recommendations to and works under direction of the City Manager and collaborates with others in the performance of a variety of professional, complex, and time sensitive duties. Position designated as Non-Classified and is exempt from the classified service. Performs as a great team player, consensus builder, and problem solver.</p>
Examples of Duties	<ul style="list-style-type: none"> • Direct and participate in the development and implementation of goals, objectives, policies, and priorities. • Plan, direct, supervise, and coordinate the work and programs of the Parks, Recreation, and Community Services divisions. • Prepare and submit reports and recommendations to the City Manager and City Council regarding activities of the department. • Plan and direct the development of new facilities and programs, and improvements to existing facilities and programs. • Prepare, recommend, and administer the Departmental budget. • Act as liaison to committees and commissions as assigned. • Coordinate Park and Recreation activities and programs with other City departments, community groups, schools, and other outside agencies; including community health and fitness programs.

- Supervises or prepares agendas for Parks and Recreation Commission, Senior Advisory Board, Kerman Community Services Commission and Arm Forces Banner committee and serves as staff facilitator as needed.
- Develop partnerships and collaborations with other agencies and community based organizations.
- Respond to the most difficult citizen complaints and requests for information.
- Evaluate, develop plans, and forecast long-range parks and recreation programs.
- Supervise the maintenance of files and records of departmental activities.
- Organize and oversee available resources for maintenance, improvement, and repair of parks and recreation facilities.
- Make hiring recommendations, train, supervise, discipline and evaluate support staff.
- Research and prepare applications for grants and State and Federal programs.
- Initiate, coordinate and oversee fundraising activities as appropriate.
- Administer joint-use and funding agreements and contracts with other agencies.
- Identify and manage available resources for acquisition, maintenance, improvement and repair of City and parks/recreation facilities.
- Assist in the development, implementation, and administration of the City’s capital improvement program as it relates to park and recreation facilities.
- Manage City and School District athletic resources for use by community sports organizations.
- Proactively solicits input from community groups, neighborhood groups and individuals regarding parks and recreation needs. Utilizes such input for overall planning, programming, program evaluation.
- Performs other related duties as required

Qualifications

Knowledge Of

- Principles and practices of administration, budget, and personnel management.
- Operation of City government and citizen advisory boards.
- Contract preparation, negotiation, and administration in a government setting.
- Modern methods, techniques, principles, and procedures used in the development, maintenance and administration of park and recreation programs and facilities.
- Principles and procedures for implementing and directing a wide variety of senior services, recreation activities, and the development of programs through community participation.
- Procedures for planning, implementing and maintaining a variety of recreation activities and programs.
- Recreational, cultural and social needs of all age groups and people of diverse backgrounds.
- Principals of construction, turf, grounds and landscape design, and maintenance.
- Embraces diversity, equity and inclusion in program and services.
- Equal opportunity/affirmative action principles for employment and contracting.

<p>Ability To</p>	<ul style="list-style-type: none"> • Plan, organize, coordinate, and direct the development and implementation of recreation programs suited to the needs of the community with available resources. • Develop and implement policies and procedures related to the administration of a variety of parks and recreation programs and activities. • Analyze, interpret, and explain departmental policies and procedures; review, develop, and implement department policies. • Research, recommend, and prepare grant applications. Management, monitoring, and reporting responsibilities for grants received. • Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals. • Prepare and present complex reports. • Make presentations before groups and represent the City in public forums. • Establish and maintain effective working relationships with those contacted in the course of work and in teams. • Resolve conflicts involving staff, program participants, and the general public. • Organize, direct, and coordinate the activities of the department in a manner conducive to high performance and high morale. • Maintain liaison with various private and public agencies, and deal successfully with the public and other interested groups. • Establish and maintain cooperative working relationships with City personnel, consultants, commission and board members, representatives of outside agencies, youth organizations, and groups and members of the public. • Communicate clearly and concisely, orally and in writing. • Create and present effective presentations before city staff and the public. • Supervise, train, discipline and evaluate subordinates. • Operate personal computer and applicable software applications. Working knowledge of Microsoft applications including; Word, Excel, Outlook, PowerPoint and Publisher.
<p>Education</p>	<p>A Bachelor's Degree from an accredited college or university with major course work in recreation administration, sociology, human relations, or a closely related field, or equivalent education and coursework suited to an executive management position.</p>
<p>Experience</p>	<p>Five (5) years' progressively responsible experience in parks and recreation management and two (2) years of supervisory-level experience.</p> <p>In place of the above requirements, any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the job will be considered.</p>
<p>Special Qualifications</p>	
<p>Driver's License</p>	<p>Possession of a valid California Class C Driver License is required.</p>
<p>Certifications</p>	<p>Certifications in Parks and Recreation or related field desired</p>
<p>Physical Demands</p>	<p>Ability to work in an office and outdoor environment as needed; ability to lift/carry and or push 25 pounds maximum.</p>
<p>Probationary Period</p>	<p>At-will employee. Ability to pass background check</p>



JOB DESCRIPTION

JD Revision Date: May 12, 2022

Title	Police Department Records Manager
Reports To	Chief of Police or Designee
Bargaining Unit	Kerman Police Officers Association (KPOA)

Definition	Perform a variety of complex and responsible document management duties that includes the use of multiple confidential automated law enforcement databases; performs data entry of criminal information into confidential records management systems and various state and federal confidential telecommunications systems; and to do related work as required
Distinguishing Characteristics	Perform responsible complex and difficult specialized record keeping assignments with minimal supervision. Works more independently in specialized assignments, performing all phases of police records in-take, maintenance, and retention work. This includes the use of electronic data based police record systems. Perform a variety of varied, difficult, and responsible specialized clerical operations which involves the application of specialized training and experience gained in the organization or similar type of organization. Work that is not considered routine is reviewed by the Police Sergeant.
Examples of Duties	<ul style="list-style-type: none"> • Perform a wide variety of complex document management duties related to confidential police reports, law enforcement records, court requirements, police records, registrant and permit files. • Prepare official correspondence and reports. • Provide courteous and expeditious customer service to police personnel, City department staff, other law enforcement personnel and the general public. • Receive, review, verify, correct, classify and code criminal information as defined by the Federal Bureau of Investigation (FBI) Uniform Crime Reporting (UCR) Standards, and as further identified by Data Management and Crime Analysis needs for police operations. • Access county, state, interstate and national law enforcement records, automated data and electric information systems for the purpose of research, retrieving, updating and purging the databases. • Process, prepare documentation, maintain and retrieve a high volume of police data, reports and records of criminal investigations, arrests, accidents, complaints and incidents. • Process requests for information as authorized for police applicant backgrounds for other agencies, insurance requests and general requests from the public and other agencies; provide information in accordance with applicable laws and based on established departmental procedures. • Keep statistics and make reports on daily activities and work volume. • Cross-train on multiple functions. • Access State of California Law Enforcement and Telecommunications System (CLETS) and National Law Enforcement Systems to enter, modify, update and retrieve data regarding stolen and recovered vehicles/property, confidential information such as driver's license, vehicle registrations, information of wants and warrants, missing persons/runaways, etc. • Supervises, trains, advises and evaluates full and/or part-time staff. • Assist in the training of new employees; update and maintain desk procedures. • Process Livescan applicant and criminal fingerprints submit electronically to the DOJ. • Review police reports for complete and accurate information before entering into systems; enter a variety of data into computer systems with a high level of speed and accuracy. • Verify accuracy on supplemental reports to the original reports before attaching criminal history information to a person of interest, suspect or police incident/contact.

- Provide support in collecting data, systematically or manually, for special requests/projects needed for the Police Department’s operational and/or administrative needs.
- Operate a variety of office equipment including: scanners, fax and copy machines; perform minor adjustments on office machines and request maintenance services as necessary.
- Write complex and thorough correspondence to attorneys and other customers who require certified information from the Police Department.
- Interview, issue and maintain records pertaining to the Federal Bureau of Alcohol and Beverage Control (ABC), sale of weapons, secondhand dealers, pawn shops, pool hall, taxi, massage, fortune tellers and adult entertainers.
- Interview, register, fingerprint, photograph and enter legally mandated information regarding sex, drug and arson registrants.
- Manage Police Property and Evidence Department function.
- Performs other related duties as required

Qualifications

Knowledge Of

- Modern office practices, procedures and equipment.
- Document management techniques involving typing/keyboarding, classifying, electronic and manual filing and retrieval of documents.
- Proficient at using basic data entry screens and word processing applications.
- Police records, electronic data bases and information systems.
- Relational database structures for entering data into proper modules of automated systems.
- Applicable laws, regulations, policies and procedures relating to public records and confidentiality of law enforcement records.
- Process and maintenance of law enforcement records.

Ability To

- Operate modern office practices, procedures and equipment.
- Communicate effectively both orally and in writing (legibly).
- Perform basic mathematical calculations.
- Document management techniques involving typing/keyboarding, classifying, electronic and manual filing and retrieval of documents.
- Be proficient at using basic data entry screens and word processing applications.
- Process and maintenance of law enforcement records.
- Effectively supervise staff.
- Must be able to successfully pass an extensive police background check.

Education

High school diploma or equivalent.

Experience

Two years of general clerical and computer experience of which one year involved the maintenance of specialized law enforcement records. Supervisory experience highly desirable.

Special Qualifications

Driver’s License

Possession of a valid California Class C Driver License is required.

Certifications

Possession of the following are highly desired, or the ability to obtain by the end of the probationary period: Post Evidence and Property Function Management, Records Supervisor Course, Public Records Act Course and the California Law Enforcement Telecommunications System (CLETS) Certificate and the ability to maintain certifications.

Physical Demands

Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum with frequent lifting and/or carrying of objects weighting up to 25 pounds.

Probationary Period

Twelve Months.



JOB DESCRIPTION

JD Revision Date: October 20, 2022

Title	Permit Clerk
Reports To	Public Works Director
Bargaining Unit	Kerman Miscellaneous Employees Association (KMEA)
Definition	Work involves the processing of routine encroachment permit applications, calculating fees, issuing permits. To provide efficient and courteous service at the public counter. Assist the Public Works Secretary, Director and Coordinator, and to perform related duties as required.
Distinguishing Characteristics	Incumbents require knowledge of permitting process for encroaching in the city right of way. Work involves use of judgment requiring a thorough knowledge of right of way code requirements. Must be able to provide courteous customer service to residents with concerns or issues. Must demonstrate commitment, dependability and respect for other employees with regular attendance, punctuality and adherence to agreed-upon schedule of availability.
Examples of Duties	<ul style="list-style-type: none"> • Issue encroachment related permits. • Receive and schedule requests for water meter verifications and inspections. • Coordinate with other City departments and outside regulatory agencies. • Assist in maintaining computerized data base and produce statistical and other required reports. • Act as the receptionist, screen calls and visitors, and refer inquiries as appropriate. • Prepare annual designated encroachment permits for special events and street closures. • Prepare and maintain records for water and sewer invoices, warrants and purchase orders. • Maintain encroachment permit records, and other Public Works related permits. • General clerical tasks such as composing emails, composing letters, assisting in preparing staff reports. • Reporting and processing USA requests. • Coordinate with Building and Planning department to schedule Water Meter inspections. • Data entry for mapping related tasks. • Performs other related duties as required.
Qualifications	
Knowledge Of	<ul style="list-style-type: none"> • Encroachment requirements as it pertains to the permit process. • Permit issuance process, including fee calculations, and related statutes. • Personal computer operation and relevant software applications.
Ability To	<ul style="list-style-type: none"> • Accurately interpret and explain to the public right of way code requirements as defined in laws, regulations, codes, and policies. • Issue encroachment permits. • Communicate clearly, concisely, and effectively with the public, both orally and in writing utilizing correct grammar and punctuation. • Understand and carry out oral and written directions. • Establish effective working relationships with those contacted in the course of work. • Operate a computer and related software. • Self-motivate; work independently in the absence of supervisor. • Maintain effective relationships with public, co-workers and supervisors.

Education	Graduation from high school, or satisfactory equivalent, supplemented by some college-level course work in construction inspection.
Experience	One year of experience in processing permits.
Special Qualifications	
Driver's License	Possession of a valid California Class C Driver License is required.
Physical Demands	Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum.
Probationary Period	Twelve (12) months



JOB DESCRIPTION

JD Revision Date: November 4, 2013

Title	Finance Director
Reports To	City Manager
Bargaining Unit	Under Contract
Salary Range	\$6,278 - \$8,413

Definition	Under direction of the City Manager, plans, organizes, manages and direct centralized accounting and financial administration programs; provides administrative direction and oversight for purchasing, information technology, risk management, human resources, grants, budget and fiscal analysis; may serve as City Controller and City Treasurer.
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Distinguishing Characteristics	Exercises general direction over professional and administrative support staff. Position designated as Non-Classified and is exempt from the classified service. The incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.
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Examples of Duties	<ul style="list-style-type: none"> • Develop and implement goals, objectives, policies and priorities. • Direct the general accounting activities of the municipality including the maintenance of general ledgers and related subsidiary records. • Prepare financial reports reflecting the financial status of the various departments of the municipality including redevelopment, housing, parking, grants, public utilities, and others as appropriate. • Develop and maintain internal accounting controls. • Plan, develop, implement and administer the cash management and investment program. • Administer the City's insurance program, business license program and centralized purchasing. • Assist the City Manager in preparation of the annual operating and capital improvement budget. • Forecast City revenues, expenditures and year-end balances. • Coordinate and conduct municipal bond sales. • Respond to requests for information, reports or action from the City Manager, City Council, Department Heads, news media and citizens regarding fiscal matters. • Prepare special financial reports, studies and analyses. • Direct preparation of the annual financial report, State Controller report and other reports required by law. • Coordinate Finance Department activities with the City Manager's office, other City departments and outside agencies. • Supervise, train and evaluate subordinate professional and administrative support staff. • Performs other related duties as required
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Qualifications

Knowledge Of	<ul style="list-style-type: none"> • Principles, practices and methods of modern accounting and auditing. • Principles and practices of financial administration including budgeting and reporting. • Modern office practices, procedures, methods and equipment. • Modern principles and practices in purchasing and stores, treasury management, and risk management. • Application of data processing in the maintenance of accounting records and financial administration. • Municipal debt administration • Budget preparation, program analyses and revenue forecasting. • Principles and practices of organization, administration, budget and personnel management.
Ability To	<ul style="list-style-type: none"> • Develop, revise and install accounting systems and procedures. • Prepare varied financial statements, reports and analyses. • Plan, organize, supervise and review large complex operations as they relate to accounting, finance, treasury and budgeting activities. • Communicate clearly and concisely, orally and in writing. • Analyze a variety of administrative and financial problems and develop effective solutions
Education	<p>Equivalent to a Bachelor’s Degree from an accredited college or university with major course work in finance, accounting, business administration, economics or closely related field. CPA is preferred</p>
Experience	<p>Seven years’ progressively responsible administrative and management experience in accounting and financial work.</p>

Special Qualifications

Driver’s License	<p>Possession of a valid California Class C Driver License is required. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.</p>
Certifications	
Physical Demands	<p>Light work in an office setting. Lifting, carrying and/or pushing 25 pounds maximum.</p>
Probationary Period	<p>At will employee.</p>
Class History	<p>Date Approved: Date Title Change: Date Abolished:</p>