

ASSISTANT GENERAL MANAGER – ENGINEERING AND OPERATIONS

DEFINITION

Under general direction, provides leadership and management to plan, coordinate and direct all operational activities of Alameda Municipal Power including engineering, system operations, line and electrical equipment; performs other related work as required.

EXAMPLES OF DUTIES

1. Supervises, trains, and evaluates assigned staff; participates in the selectin of staff, develops and monitors employee training; develops and monitors employee performance benchmarks; performs ongoing employee observation to ensure quality assurance and employee excellence; works with employees to correct deficiencies.
2. Directs assigned activities including but not limited to engineering, planning and designing, line operation and maintenance, and electrical equipment operation and maintenance; insures compliance with all Federal, State, and local laws regulations and court decisions.
3. Directs the work of consultants, administers services or other agreements for services and/or supplies.
4. ~~Assists in~~ Responsible for division budget preparation.
5. Reviews and evaluates technological advances and develops strategy for implementing changes benefitting the organization.
6. Prepares or supervises preparation of routine and special reports to document activities, operation and performance of organization and recommends action by the Public Utilities Board or other authority.
7. Assists in developing and implementing policies of the Public Utilities Board; updates policies to be consistent with federal, local, and state regulations.
8. Develops, schedules and monitors methods to accomplish division goals; ensures work is completed in a timely and efficient manner.
9. Ensures that engineering and operations planning results in the provision of adequate, reliable, safe and efficient optimum service; evaluates engineering, operations and maintenance work for timely completion, adequacy of records and maps, and conformance with technical and environmental/regulatory requirements.
10. Develops and evaluates operational customer service related activities to incorporate best business practices; recommends improvements and modifications.
11. Operates and maintains facilities in compliance with Cal-OSHA safety standards, WECC distribution utility and load-serving utility standards, applicable General Orders of the State of California and other local, state, and federal rules, regulations and statutes.
12. Resolves customer complaints and problems.
13. Assists in short and long-range planning efforts and goals regarding business processes, procedures and improvements.
14. Identifies and analyzes operational problems, conducts studies, strategically evaluates alternatives and implements effective solutions for a wide variety of issues.
15. Coordinates activities with other divisions, City departments, consultants, contractors and outside agencies.
- ~~16-17.~~ Responsible for emergency preparedness and oversight of of emergency restoration efforts.
- ~~16-17.~~ Performs related duties as required.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four-year college or university with major course work in electrical engineering or equivalent. A related masters' degree is desirable.

Experience: Seven years of progressively responsible professional experience with electric utility transmission, substation and distribution systems, at least three of which shall have been in a supervisory capacity.

Knowledge

Knowledge of electric utility operating procedures and practices; electric power engineering and electric utility construction maintenance and operating principles including generation, transmission and distribution, application of diverse technologies; WECC distribution utility and load serving utility certification requirements; CPUC General Order requirements; principles and methods of public administration; effective methods, principles and practices of supervision and employee evaluation; effective customer service/relations principles and practices; applicable court cases, federal, state and local laws and regulations related to work; project planning and administration; residential, commercial and industrial business needs; business mathematics; correct English usage including spelling, punctuation, and grammar; personal computers including hardware and software applications related to the work; effective methods of communication, both oral and written; effective conflict resolution techniques; applicable technical information and aspects of the electric utility industry; principles and procedures of record keeping; principles and practices of budgeting financial record keeping and reporting; principles, practices and techniques of project management including contract administration and compliance; effective methods of policy development and implementation; research and statistical techniques and methodology; problem resolution methods and practices related to business process analysis.

Ability

Ability to effectively plan, coordinate and manage engineering and operations activities; plan, administer and evaluate work programs and schedules; interpret and apply complex governmental regulation; conduct analytical studies and formulate recommendations; draft and review procedures and agreements; communicate effectively both orally and in writing; provide effective supervision and train and evaluate assigned staff; prepare and develop cost estimates and budget figures; maintain accurate and up-to-date records; perform business and statistical calculations; establish and maintain cooperative working relationships with those contacted in the course of the work; apply applicable federal, state and local laws and regulations; establish goals and objectives and meet timelines; establish work priorities and communicate strategic direction to staff; operate a personal computer with associated hardware and software as required in the work; create and present a variety of reports and documents in the appropriate format; function as an effective team member demonstrating leadership and cooperation; review and analyze business operations and processes and make recommendations of effective process change; perform related duties as required.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

CHIEF SYSTEM ~~DISPATCHER~~ OPERATOR

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DEFINITION

Under general direction works with, coordinates and directs the work of dispatch personnel in the operation of electrical transmission and distribution systems and performs other related work as required.

EXAMPLES OF DUTIES

1. Ensures effective operation of electrical transmission and distribution systems using Supervisory Control and Data Acquisition system (SCADA), meters and other equipment.
2. Plans, assigns, performs and supervises the work of dispatch personnel; schedules dispatch personnel to maintain appropriate staffing levels; monitors workloads, assigned projects and the quality of work output.
3. Performs day shift system operator duties.
4. Monitors and supervises radio, telephone and SCADA system operations.
5. Coordinates switching activities on the transmission and distribution systems with ~~Bureau~~ Alameda Municipal Power personnel, customers and power suppliers.
6. Supervises the planning and implementation of switching orders to provide clearances for field crews.
7. Maintains logs and reporting functions involved in the transmission and distribution systems and customer assistance information.
8. Maintains a balanced and reasonably loaded system.
9. Investigates abnormal system operations.
10. Reviews and revises system operations and procedures manuals; monitors procedures compliance.
11. Participates in and prepares various studies and reports.
12. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school supplemented by classes in advanced electrical theory and mathematical theory as applied to electric utilities.

Experience: Five years experience in the operation of an electric transmission and distribution system including switching, load tap changing transformers, high voltage breakers, control boards, switchgear, and SCADA systems.

(OVER)

EMPLOYMENT STANDARDS (Continuation)

Knowledge

Knowledge of electrical theory; electric utility operations and equipment; principles, practices, and problems of electrical transmission and distribution; power scheduling practices; SCADA system operations; safe work practices and procedures.

Ability

Ability to effectively oversee 24-hour operation of electrical transmission and distribution systems; interpret and apply established procedural and safety requirements; read and interpret electrical transmission and distribution maps and drawings; establish and maintain accurate records; prepare reports; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff.

Special Requirements

Willingness and/or ability to work outside regularly scheduled hours on a system operating 24 hours per day, 7 days per week.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

DIVISION CHIEF

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DEFINITION

Under general direction of the Fire Chief, manages, supervises, plans, directs, coordinates and commands activities of the Fire Department pursuant to preventing or limiting loss of life and property in emergency situations; performs assigned administrative and supervisory duties and performs other related work as required. These include directing activities with other divisions, departments and outside agencies and responsibility for complex administrative projects.

DISTINGUISHING FEATURES

Positions in this class perform duties relating to overall departmental activities. Work in the class is distinguished from that of lower classifications by the department-wide scope of responsibility and accountability. This requires management of critical administrative, operational, and supervisory duties and oversight of multiple complex programs. Work performed may vary depending upon duty assignments, but consists of responsibility for 24-hour emergency management, general administrative tasks such as personnel management (including training and performance evaluation) and formulation and implementation of departmental policies and programs. Employees in this classification may be assigned to an administrative or operational position.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s). This is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

1. Manages, plans, directs and coordinates activities of the department as assigned.
2. Maintains knowledge of and assumes command and supervises emergency activities at fires, disasters, disaster preparedness, medical emergencies, water rescues, confined spaces, hazardous materials, and other emergency situations and is responsible for the performance and safety of personnel.
3. Evaluates various types of emergency situations and issues orders necessary to manage or control the situation until relieved by a superior officer.
4. Determines the origins of fires and losses caused by fires.
5. Schedules and supervises various station activities including maintenance of facilities, apparatus, equipment and grounds; provides consistent and comprehensive flow of information to and from assigned shift members and visits stations to keep informed on activities and shares information.
6. Approves permits for hazardous practices, processes, materials, transportation and storage.
7. Reviews and evaluates proposed construction plans.
8. Develops, maintains and evaluates manuals and computerized staffing, record keeping and reporting systems.
9. Conducts research and prepares reports and recommendations on assigned subjects; performs specifically assigned administrative duties.
10. Estimates present and future needs of the department concerning staffing, training, equipment, administration, facilities, etc.; recommends capital expenditures for acquisition of new equipment which would increase efficiency in services of the Department; develops apparatus and equipment specifications; solicits bids, negotiates and administers contracts and agreements.
11. Conducts inspections and tests personnel, facilities, apparatus and equipment.
12. Investigates accidents and complaints.
13. Assigns personnel to various department divisions and maintains assignment records.
1. Maintains knowledge of current developments relative to preventing or limiting loss of life and property in emergency situations dealing with fires, disasters, disaster preparedness, medical emergencies, paramedic services, water rescues, confined spaces, hazardous materials, and other emergency situations.
15. Represents the department with other City departments, fire departments, community groups and other public agencies.
16. Participates in other activities such as serving as a member of the Fire Labor Management Team (FLMT); chairs various committees; attends City Council meetings, staff meetings and public speaking engagements.
17. Recommends revision of laws and regulations and coordinates implementation with departmental public relations programs.
18. Interprets and enforces City and departmental rules, regulations, Memoranda of Understanding (M.O.U.), and policies; assists in policy formulation.
19. Plans, develops, schedules and evaluates training programs and coordinates these programs with other departmental activities on a daily basis.
20. Prepares training materials, aids, manuals, information bulletins and General Orders Bulletins.

21. Responds to mutual aid emergency requests and to greater alarms as assigned, assisting in command operation while performing various duties within the scope of the Incident Command System (ICS); conducts critiques of major emergencies to determine training and operational needs.
22. Conducts specialized training for mutual aid agencies.
23. Coordinates and performs specialized project, program or operational work as required.
24. Works a scheduled work week as assigned by the Chief of the Department (suppression and/or non-suppression); and may be assigned as Deputy Fire Chief as needed.
25. Participates in budget planning, preparation, control and workplan development.
26. Participates in evaluation of departmental procedures.
27. Supervises, trains and evaluates assigned staff; works with each individual to develop and update a career development plan: conducts semi-annual employee performance evaluations for company officers based on regular, informal feedback and documented events throughout the year. . . .

EMPLOYMENT STANDARDS

Education/Experience

~~(as established October 3, 2001)~~

Experience: Four years of experience ~~as a~~ in the Fire ~~Officer~~ Captain classification, in the City of Alameda Fire Department and continued compliance with current Firefighter employment standards. (Acting time allowable as per M.O.U.)

Education/Experience (effective January 1, 2016)

Education:

~~Possession at time of appointment of Fire Officer Certification offered by State Fire Training or California Fire Fighter Joint Apprenticeship Committee or the National Fire Academy.~~

~~OR~~

~~Completion of an Associate of Arts Degree from an accredited college in fire science, public or business administration, or a related field.~~

~~OR~~

~~Graduation from an accredited four year college or university with major course work in fire science, public or business administration, or a related field.~~

Experience

~~Four years of experience in the Fire Captain classification in the City of Alameda Fire Department and continued compliance with current Firefighter classification employment standards.~~

Knowledge

Knowledge of modern methods, principles and practices of Fire Department and personnel administration and management; budget administration and management; employee relations including disciplinary procedures; labor relations procedures; materials, principles and practices to achieve and maintain required training and/or certification; modern firefighting tactics and strategy; modern methods, principles and practices used to prevent or limit loss of life and property in emergency situations dealing with fire, disasters, disaster preparedness, medical emergencies, water rescue, confined spaces, and hazardous materials; hazardous chemicals, materials and processes; communications systems; applicable operating standards; safe work practices, procedures and standards; City and departmental rules, regulations, practices and procedures; applicable Federal, State and local laws and regulations; operation, maintenance and location of apparatus and equipment including specialized equipment and apparatus; City geography; structural composition including waterfront areas, and navigational hazards; basic types of building construction and structural conditions of buildings in the City; target hazards (i.e. hospitals, schools); local water supply, water systems and fire service hydraulics; mutual and automatic aid agreements.

Ability

Ability to effectively plan, manage, direct, coordinate and perform assigned activities; delegate efficiently and appropriately; effectively serve as department commander; exercise command at emergencies and demonstrate effective leadership; demonstrate teamwork, problem solving and collaboration; develop, administer, implement and/or complete assigned programs and projects; effectively perform assigned administrative and supervisory duties.

Ability to instruct effectively, maintain discipline and high morale, stimulate interest, and command respect of subordinates.

Ability to conduct a thorough fact finding investigation and enforce regulations firmly, tactfully, and impartially.

Ability to effectively supervise and perform fire suppression, safety and prevention work, disaster preparedness, emergency medical and paramedic assistant, water rescue, confined space, and hazardous materials duties; prevent or limit loss of life or property in emergency situations dealing with fire, disasters, medical emergencies, paramedic services, water rescues, confined spaces, and hazardous materials.

Ability to maintain physical and mental condition appropriate to perform assigned duties and responsibilities.

Ability to maintain effective audio and visual discrimination and perception needed to perform assigned duties including making observations, communicating with others, reading and writing, and operating assigned equipment and emergency vehicles.

Ability to effectively deal with, direct and perform work activities under potentially dangerous situations which may include exposure to fire, disasters, disaster preparedness, medical emergencies, water rescues, confined spaces, hazardous materials, and emergency driving conditions. Working conditions may include exposure to fumes, gases, heat, dampness, dust, odors, dark, high altitudes, disease, decomposed, burned or severely dismembered bodies, smoke, crowds, noise, confined spaces, working alone for long periods of time, heights, and stress.

Ability to interpret, apply and explain rules, laws, regulations, policies and procedures; issue and implement instructions and directions; analyze situations and make quick decisions requiring sound judgment; manage time in an effective manner communicate situations; maintain level of knowledge required for satisfactory job performance; establish and maintain accurate records; prepare concise, comprehensive reports; negotiate and administer contracts and agreements; communicate effectively; act with resourcefulness, courtesy and initiative; exercise independent judgment; function as an effective group or team member; work with other City departments and establish and maintain effective working relationships with employees and the general public.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

~~Possession of or the ability to obtain by time of appointment, Incident Command System (ICS) qualifications and certifications necessary to perform incident command functions.~~

~~Effective January 1, 2016: Upon completion of one year of service as a Division Chief, possession of Fire Command 2A and Fire Command 2B and ICS 300 (a prerequisite to ICS 400) Certifications issued by either California State Fire Training, the California Fire Fighter Joint Apprenticeship Committee, or the National Fire Academy.~~

~~Effective January 1, 2016: Upon completion of two years of service as a Division Chief, possession of Fire Management 2A and ICS 400 Certifications issued by either California State Fire Training, the California Fire Fighter Joint Apprenticeship Committee, or the National Fire Academy upon completion.~~

Willingness to work variable and 24 hour shifts, weekends, holidays, irregular days and hours, and on call; respond to mutual aid calls requiring local or out-of-state travel; attend meetings and educational sessions as required during on or off-duty hours; perform routine, repetitive work; train other employees; wear a uniform and safety equipment; work outside in inclement weather; work under undesirable and hazardous conditions; conform to department grooming standards; take a loyalty or affirmation of allegiance to the United States and to the State of California.

Eliminated Feb 2012

DRAFT pending CSB approval June 3, 1998

PARK MAINTENANCE ~~LEAD FORE~~ PERSON

DEFINITION

Under general supervision, coordinates, leads and performs work related to the care and maintenance of ~~designated sections of~~ recreation and park facilities and grounds; performs a variety of skilled or semi skilled grounds construction and maintenance ~~work~~; ~~Performs work~~; performs other related work as required.

EXAMPLES OF DUTIES

1. Schedules, oversees, monitors and participates in:
 - preparation and maintenance of recreational areas including baseball diamonds, tennis and basketball courts, and other recreational facilities.
 - various grounds and landscaping activities including watering and fertilizing tees and park turf areas; installing maintaining, repairing and operating sprinkling-irrigation systems; use of various chemical such as herbicides and fungicides; laying sod and seeding various recreational areas; trimming, pruning, spraying and cultivating trees, shrubs and flowers.
 - operation of power mowing equipment, dump trucks and other light equipment; preventative maintenance on mechanical equipment.
 - construction of new park and recreational areas.
2. Consults with, coordinates, monitors, and participates in the work of contractors and staff engaged in the construction, maintenance and operation of recreation and parks grounds and facilities; examines and evaluates work for conformance with established standards; observes work in various stages of progress to ensure compliance. .
3. Receives and investigates complaints and reports of repairs needed; determines corrective action and assigns appropriate personnel and equipment.
4. Supervises the use and maintenance of appropriate recreation and park facilities systems and equipment.
- 2-5. Maintains supplies, work records and logs.
6. Maintains various time, work materials and equipment records.
- 3-7. Reads and interprets blueprints, maps and drawings.
- 4-8. Oversees the work of and ~~P~~rovides lead direction and training ~~for to~~ subordinate employees.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school.

Experience: ~~Two-Three~~ years of progressively responsible skilled or lead capacity experience in construction and maintenance of park and recreation or public works facilities, or private contractor construction and maintenance.

Knowledge

Knowledge of ~~modern-current~~ practices, procedures, equipment and tools used in skilled park and recreation facilities construction and maintenance; knowledge of basic electricity and electrical controls; irrigation or watering systems; safe work practices and procedures including those used in the operation of spray equipment ~~sprays~~.

Ability

Ability to effectively plan, organize, schedule, oversee, monitor and participate in assigned park and recreation area construction and maintenance work; analyze park and recreational facilities and equipment, and determine maintenance and operational needs; estimate time and materials needs; perform skilled maintenance and repair work; install, maintain, repair and operate irrigation systems; operate specialized vehicular equipment, and other related tools and equipment; read and interpret blueprints, maps and drawings; use spray equipment and restricted chemicals; interpret and apply applicable codes and laws; maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public; oversee the work of and provide lead direction and training to subordinate employees.

Special Requirements

Willingness and/or ability to respond to after--hours emergency calls and to work nights, holidays and weekends as ~~needed~~required.

Willingness and ability to work in inclement weather.

Other Requirements

~~Selected positions require p~~Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Possession of or the ability to obtain within two years of employment, of a Bay Friendly Maintenance Certification.

~~Selected positions require p~~Possession or the ability to obtain within one year of employment, of a State of California Pesticide Applicators License certificate.

r: 6/22/2015

JK: Human Resources Department

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PERMIT TECHNICIAN I

DEFINITION

Under general supervision performs responsible specialized clerical work involved in the receipt, processing and review of building permit applications, and in the issuing of building and related permits; performs other related work as required.

DISTINGUISHING FEATURES

Positions in this class perform specialized clerical work. Incumbents perform a variety of routine tasks involved in the receipt, review, and processing of applications and in the issuing of permits. Work in the class is distinguished from that of higher classes by the routine nature of the work performed and by the limited level of independent responsibility. Work in the class is distinguished from that of lower classes by its specialized nature.

EXAMPLES OF DUTIES

1. Receives and reviews permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal building codes, regulations, requirements, and other established criteria.
2. Processes and issues various building and other related permits; routes application and permit materials to appropriate parties; verifies receipt of proper approvals.
3. Calculates, collects and accounts for permit fees.
4. Provides information and instruction to property owners, architects, contractors and developers regarding planning review, permit processes, related codes and ordinances, and common related issues; provides assistance in completing permit applications and other required forms and notices.
5. Records, logs and tracks permit application and issuance activities; monitors permit processing time limits and policies; identifies application and processing problems and recommends corrective action; researches permit application and issuance status.
6. Helps coordinate permit activities with the County, special districts and other agencies.
7. Performs extensive complex specialized computerized data entry, data organization, and records access.
8. Composes routine correspondence or prepares draft documents for review.
9. Maintains complex files and recordkeeping systems; maintains inventories and orders supplies; maintains various manuals, logs and schedules, and updates resource materials; copies, collates and distributes information.
10. Assists in the development of administrative procedures.
11. Collects and reviews information; prepares various reports and summaries.
12. May provide lead direction and training for other clerical employees.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school.

Experience: Three years of responsible clerical experience, ~~at least two of which shall have involved~~ public contact. **Experience** related to building permits, architecture or building design, construction, civil engineering, **planning** or a closely related field **is desirable**.

Knowledge

Knowledge of the building permit process, and of how planning and building functions interrelate amongst themselves and to other City departments and external organizations; building construction practices and materials; applicable local, state, and federal codes, regulations, and requirements; modern office practices and procedures; modern office equipment including computers and computerized recordkeeping systems; filing, indexing and cross-referencing methods; correct English usage, spelling, grammar and punctuation; report preparation. Knowledge of applicable computer software and operating programs is desirable.

Ability

Ability to effectively perform specialized clerical and computerized work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits; read, understand, implement and explain specialized information, materials and documents; perform assigned clerical work with speed and accuracy; perform routine and complex arithmetic calculations with speed and accuracy; operate a variety of modern office and other specialized equipment; maintain and utilize designated specialized computer software; effectively perform computerized data entry, data organization and records access; interpret and apply established City Policies and governmental guidelines and regulations; compile and summarize data and prepare reports, statements or logs; use initiative and exercise independent judgement; establish and maintain accurate records; acquire and maintain level of knowledge required for satisfactory job performance; communicate effectively; establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public; demonstrate an enthusiastic, resourceful, and effective customer service attitude; provide lead direction and training to other clerical employees.

Keyboard Skills

Ability to perform computer keyboard work with speed and accuracy.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

PERMIT TECHNICIAN II

DEFINITION

Under general supervision, performs technical, administrative, and computerized work involved in the receipt, processing and review of building permit applications, and in the issuing of building and related permits; performs other related work as required.

DISTINGUISHING FEATURES

Work in this class includes responsibility for approval of routine basic over-the-counter permits. Incumbents are required to possess an International Code Council certification as a Permit Technician.

EXAMPLES OF DUTIES

1. Receives inquiries, and reviews and evaluates permit applications, construction plans, blueprints and other supporting documents for completeness, accuracy and conformance with local, state, and federal building codes, regulations, requirements, and other applicable established criteria.
2. Processes and issues various building and other related permits; approves routine basic over-the-counter permits.
3. Performs routine plan checks for compliance with established criteria.
4. Coordinates plan review; monitors and coordinates project submittals; reviews plan check comments for consistency; compiles plans and blueprint comments; reviews annotations and comments with applicants; facilitates pre- and post- application conferences for permit submittals.
5. Uses fee schedules and designated calculations such as square footage, to determine values and calculate and assess preliminary and final fees; collects, records and balances permit related monetary transactions.
6. Performs extensive responsible and complex computerized data entry, data organization, and records access.
7. Records, logs, compiles and maintains various permit related files, data, documents, plans, blueprints and reports.
8. Researches, compiles and summarizes a variety of information and data regarding building, planning and related issues, such as occupancy uses and property histories; may prepare various reports, statements or logs.
9. Provides information and instruction regarding building and planning review, permitting processes and common code issues; maintains knowledge of applicable laws and procedures; interprets and explains rules and regulations; answers questions and resolves problems or complaints.
10. Participates in the administration of assigned activities; may recommend and participate in the implementation of policies and procedures.
11. May provide lead direction and training for assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school supplemented by specialized training and education.

Experience: Three years of responsible public contact experience at least two of which shall have involved public contact work related to building permits processing, architecture or building design, land use regulations, construction, drafting, civil engineering, planning or plan review, preferably for a public agency.

Knowledge

Knowledge of plan check and permit approval processes and procedures; building construction practices and materials; drafting symbols, customs, and techniques; applicable local, state, and federal codes, regulations, requirements; modern office equipment and designated specialized equipment. Knowledge of applicable computer software and operating programs is desirable.

Ability

Ability to effectively perform technical, administrative, and computerized work involved in the receipt, processing and review of building permit applications and in the issuing of building and related permits; read, understand, implement and explain technical information; read, understand and explain plans, specifications, blueprints and associated comments and annotations; perform routine and complex arithmetic calculations with speed and accuracy; operate a variety of modern office and other specialized equipment including calculators and computers; maintain and utilize designated specialized computer software; effectively perform computerized data entry, data organization and records access; interpret and apply established City policies and governmental guidelines and regulations; compile and summarize data and prepare reports, statements or logs; use initiative and exercise independent judgement; deal with complex and technical information; establish and maintain accurate records; acquire and maintain level of knowledge required for satisfactory job performance; communicate effectively; establish, maintain, and promote positive and effective working relationships with employees, other agencies, and the public; demonstrate an enthusiastic, resourceful, and effective customer service attitude; provide lead direction and training to assigned staff.

Keyboard Skills

Ability to perform computer keyboard work with speed and accuracy.

Other Requirements

Possession of a Permit Technician certificate from the International Code Council.

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

PUBLIC WORKS SUPERVISOR

DEFINITION

Under direction plans, schedules and directs the work of staff in the operation, administration, maintenance, repair, new construction, and performance of other activities involved in maintaining public infrastructure or capital assets assigned areas; performs other related work as required.

Positions allocated to this class are assigned to supervise designated staff and operations area/s such as within the Public Works Maintenance Services Division, ~~Housing Authority facilities maintenance, building inspection/permits and ferry services/transportation activities such as:~~ facility maintenance including the installation and upkeep of electrical and mechanical building systems and equipment; fleet and heavy duty equipment maintenance; graffiti abatement; parking meter maintenance and collection; sewer and storm drainage maintenance and operation including upkeep of waste water facilities, equipment and pump plants; street and sidewalk cleaning and maintenance; street lighting, street signs and striping maintenance; street sweeping and signage; and tree and median maintenance. —Actual responsibilities will vary according to duty assignments.

EXAMPLES OF DUTIES

- ~~1. —~~ 1. — Plans, schedules and supervises the work of assigned staff and crews performing public works operation, maintenance, repair and construction work; prepares and assigns work schedules and priorities; monitors and reviews work progress and problems.
- ~~2. —~~ 2. — Coordinates activities with other City departments, divisions and work units and with other agencies, contractors and consultants; ~~may~~ may participate in and coordinate the selection of contractors and consultants.
- ~~2.3. —~~ 2.3. — Prepares specifications administers, administers public works service/maintenance contracts, and monitors the work of contractors and performance standards.
3. Assists in the development of goals, objectives, procedures and work standards; evaluates, revises and implements work methods; develops work programs.
4. Ensures adherence to and application of established safe work practices and procedures.
5. Assists subordinates with and/or performs ~~Performs staff duties including~~ the more difficult or unusually complex assignments.
6. Provides information and technical assistance; responds to, investigates and resolves complaints.
7. Determines and orders supplies and materials.
8. Conducts studies and investigations; prepares reports and cost estimates; collects data, maintains records, inventories, logs and records; may prepare and make presentations.
9. Maintains up-to-date knowledge of approved methods, materials, and equipment pertaining to duty assign~~mented~~ functional area/s; may attend meetings and conferences.
10. May serve as liaison to various groups, agencies and other divisions and departments.
11. May prepare and administer budgets or assist in preparing budget estimates and monitor and control expenditures.
12. Supervises, trains and evaluates assigned staff.

Public Works Maintenance

~~Periodic transfer among some functional areas may occur to meet organizational requirements. — Examples of functional areas are: construction and repair of sidewalks and other concrete fixtures; traffic signal and systems construction and maintenance; construction, installation and maintenance of traffic control devices, signs and striping; installation and maintenance of parking meters; cleaning and maintenance of streets, parking lots, and lagoons; maintenance and operation of waste water facilities, equipment and pump plants (including sewer and storm drainage systems); installation and maintenance of electrical and mechanical systems and equipment; cleaning, maintenance and operation of City buildings and structures; maintenance of City trees and landscaped areas; and maintenance and repair of City automotive and other equipment~~

- ~~1. —~~ Supervises the work of crews in public works operation, maintenance, repair and construction work.
- ~~2. —~~ Prepares specifications and administers public works service/maintenance contracts; monitors the work of contractors.

Housing Authority Maintenance

- ~~1. —~~ Supervises the work of assigned staff in Housing Authority property and facility operation, maintenance, repair, construction and rehabilitation.

- ~~2. Prepares specifications and administers Housing Authority property and facilities service/maintenance contracts; monitors the work of contractors.~~
- ~~3. Develops and implements goals, procedures, systems, controls and work methods and standards for facility maintenance of Housing Authority properties including residential units, common areas, and grounds.~~
- ~~4. Develops and implements comprehensive maintenance programs including preventive maintenance.~~
- ~~5. Ensures that Housing Authority facilities and maintenance programs meet mandated standards; ensures execution of reasonable accommodation determinations for individual residents.~~

Inspection/Permits

- ~~1. Supervises the work of staff engaged in various combined building code enforcement and inspection activities and/or timely issuance of permits; gives final approval for all permits issued. Inspection activities may include: enforcement of various building, plumbing, electrical, heating, ventilation, refrigeration, housing, zoning and related codes and ordinances; review of plans and specifications; and inspection of buildings and structures in various stages of construction, alteration and repair.~~
- ~~2. Issues warnings, citations, and stop work orders.~~
- ~~3. Reviews, clarifies and interprets codes and ordinances.~~
- ~~4. Coordinates staff assistance in court actions involving building, zoning, plumbing, heating, ventilation, refrigeration and electrical violations.~~

Ferry Services/Transportation

- ~~1. Plans and implements City ferry services.~~
- ~~2. Promotes marketing programs to stimulate ferry ridership.~~
- ~~3. Assists in the development of financial strategies for implementing transportation improvements; may prepare grant applications and oversee grant administration for operations and capital projects.~~

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from high school. ~~Designated a Specialized advanced course works related to duty assignment is highly desirable and may include training in electrical/mechanical repair, automotive technology and/or repair, wastewater treatment and pump plant operation, landscaping, arboriculture and grounds maintenance, traffic, construction, engineering, and/or architecture, transportation services, business and/or business marketing are desirable.~~

Experience: Four years of progressively responsible experience in public works operations and maintenance, at least two years of which shall have been in a supervisory, senior or lead capacity. Certain assignments may require specialized experience and/or certification.

~~Public Works Maintenance – public works operations and maintenance.~~

~~Housing Authority Maintenance – facilities & grounds maintenance, preferably involving maintenance of housing units.~~

~~Inspection/Permits – journey level building or construction inspection; or municipal building/planning administration.~~

~~Ferry Services/Transportation – public works transportation operations and administration.~~

Knowledge

Knowledge of the principles, and practices, and regulatory requirements of municipal public works maintenance activities; Knowledge of safe work practices and procedures; applicable laws, codes, ordinances, agency mandates, policies, rules and regulations and procedures;

~~Public Works Maintenance: equipment, tools, materials, and work requirements procedures associated with constructing and maintaining public works infrastructure and capital assets; work standards related to duty assignment which may include working with related to one or more assigned maintenance areas such as concrete, asphalt, grading, contouring, traffic signals and systems, traffic control devices, street signage and making, striping, painting, waste water treatment facilities, sewer and storm drainage systems, and pump plant operations, building maintenance, painting, carpentry, landscaping, and electrical and mechanical maintenance systems work, automotive and mechanical repair and, and other materials and equipment used in the construction, repair and maintenance of public works infrastructure and capital assets.~~

Housing Authority Maintenance; equipment, materials, procedures related to facilities and grounds maintenance and repair;

~~basic practices of carpentry, plumbing, painting, and electrical installation and maintenance.~~

~~Inspection/Permits: building construction, electrical installation and repair, and plumbing and mechanical methods and materials; Uniform Building, Fire, Plumbing and Mechanical Codes and National Electric Code; proper inspection methods; principles and practices of land development planning, and permit and building processes.~~

~~Ferry Services/Transportation: principles and practices of transportation services, capital and program administration; marketing and project planning; public financing and business management; ferry operation programs and resources.~~

Ability

Ability to effectively plan, coordinate and supervise activities of assigned areas; plan work schedules and monitor performance; interpret and apply established procedural and safety requirements; interpret, apply and explain related codes, ordinances and regulations; implement improvements in organization, work procedures and equipment; assist in preparing and administering budgets; analyze complex, technical and administrative-operational problems and make sound recommendations for their solution; establish and maintain accurate records; prepare clear and concise reports; learn and apply specialized training and maintain level of knowledge required for satisfactory job performance; maintain effective working relationships with employees and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid Class C California Driver's License and satisfactory driving record as conditions of initial and continued employment.

Appointment to sSelected positions after July 1, 2015 requires possession of a valid Class B California Driver's License (or the ability to obtain within six months of employment/appointment) and are subject to provisions of the Department of Transportation's drug and alcohol testing program. Employees required to have a Class B driver's license or in positions requiring a Hazardous Materials Endorsement are subject to provisions of the Department of Transportation's drug and alcohol testing program.

Appointment to s

Selected positions after July 1, 2015 requires possession of, or ability to obtain a certification or a certification gained within one year of assignment/appointment in designated areas, including: e.g., an International Municipal Signal Association (IMSA) Level III certification—certification within six months of such assignment; a California Water Environment Association (CWEA) Collection System Maintenance Grade II certification; an American Public Works Association (APWA).

Selected positions require possession of specialized training and/or certification which may include: Certified Public Fleet Professional (APWA) certification; or a National Association of Fleet Professionals (NAFA) Certified Automotive Fleet Manager or Specialist certification(NAFA).

October 4, 2006 Draft pending CSB approval

REDEVELOPMENT PROJECT MANAGER

DEFINITION

Under general direction, is responsible for overall management, coordination and administration of complex redevelopment ~~and economic, real estate~~ development, and capital improvement activities, functions, and projects ~~and programs~~; performs related work as required.

DISTINGUISHING FEATURES

Work in this class is characterized by fiscal and operational management, including direct responsibility of major redevelopment ~~and economic, real estate~~ development, and capital improvement projects, operations and functions, and by a wide scope of administrative responsibilities. Work ~~It~~ is distinguished from that of lower classes by degree of work difficulty, autonomy independent thought, and the extent of supervisory, managerial and/or administrative responsibilities, with the focus of including managerial functions focused on professional staff management, and/or consultant ~~and~~ contract and developer work oversight. Responsibilities may vary according to work assignments.

EXAMPLES OF DUTIES

1. Develops ~~and~~ administers, and coordinates redevelopment ~~projects and commercial mixed-use~~ real estate development and capital improvement strategies and ~~programs projects~~.
2. ~~Develops~~ Prepares requests for proposals and related documents, negotiates and administers citywide economic development strategies and programs contracts with project participants and service providers; supervises and coordinates the design, implementation and evaluation work of economic development programs such as small business assistance, commercial revitalization and business retention.
3. ~~2. Develops consultants and markets techniques, strategies contractors; and programs to stimulate commercial and industrial activity, including the development of financial incentives and resources through discussions with agencies of the State and Federal government, the private sector and non-profit foundations.~~
3. Coordinates project activities with other City departments.
4. Prepares, develops and implements short and long-range redevelopment plans ~~for redevelopment~~; develops financial strategies for implementing redevelopment; secures new development and secures participation and input from redevelopment area tenants developers, businesses, and property owners, and residents.
5. Participates in negotiations for complex real estate transactions.
6. Manages and administers development agreements and all related entitlement, construction, and financial components.
7. ~~Analyzes proposed commercial, industrial and residential projects desiring City assistance or approval for financial feasibility and potential impact on economic development.~~
7. Serves as liaison to various agencies, developers, community or professional groups, property owners and residents; develops and conducts public participation processes.
8. Prepares, reviews and presents various reports, resolutions and studies, including City Council staff reports and project status reports.
9. Prepares and administers project budgets and schedules; identifies and resolves potential conflicts or issues.
- 8-10. Develops and conducts economic studies, needs assessments and research analyses.
9. ~~Supervises or provides liaison and staff support to City commissions and business association such as the Community Improvement Commission; prepares and administers related budgets, reports, plans and reporting requirements.~~
- 10-11. Performs general administrative activities, including the preparation and administration of grants, contracts and agreements, reports, correspondence and related materials.
12. Participates in departmental budget preparation and administration.
- 11-13. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four-year college or university with major coursework in public policy, public or business administration, planning, economics, real estate or a related field.

Experience: ~~Four~~Five years of progressively responsible ~~public sector~~ experience in ~~economic development,~~ managing redevelopment, ~~or~~ real estate development ~~or capital improvement projects which,~~ including substantial supervisory responsibility and experience in construction administration, contract negotiations and complex real estate transactional processes; ~~at least one year of which in a supervisory capacity is desirable.~~ Public sector experience is highly desirable.

Knowledge

Knowledge of the principals and practices of redevelopment, economicreal estate development, capital projects, and public policy; programs and resources for ~~economic development~~redevelopment, public/private sector approaches and techniques to stimulate and promote ~~economic~~ development activity; financial techniques and procedures relating to real estate and business development, ~~industrial development~~ and land financing; ~~and~~ Federal, State and local regulations dealing with ~~economic~~planning and real estate development; project management principles and practices; contract negotiation, implementation and administration; and ~~redevelopment.~~project budget preparation and administration.

Ability

Ability to effectively manage ~~all~~ redevelopment, real estate development and ~~economic development~~capital project activities and functions; develop, plan, -coordinate, and implement ~~redevelopment and economic development programs and~~ projects; supervise, coordinate, plan, organize, ~~coordinate~~ and direct assigned staff, consultants, contractors, activities, and projects, ~~and programs~~; demonstrate effective leadership and gain consensus and support; resolve conflicts effectively; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; set priorities and meet deadlines; interpret and apply relevant federal, state, ~~federal~~ and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work ~~programs-projects~~ and schedules; prepare complex technical studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies, developers, businesses, and the general public; supervise, train and evaluate assigned staff.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

~~Rr:~~ 9/12/200605/14/2015

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| <u>Salary Schedule</u> | <u>MOU</u> | <u>Benefits</u> |
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City of Alameda
Code No. 7015
Approved by C.S.B.
07/24/2013
DRAFT - REVISED

SENIOR COMMUNICATIONS ENGAGEMENT SPECIALIST

DEFINITION

Under general direction, plans, develops, coordinates and directs all communications activities of Alameda Municipal Power ~~including customer service issues and customer engagement strategies~~. Performs other related work as required.

DISTINGUISHING FEATURES

This position is responsible for planning, organizing, developing, coordinating, assigning, directing, and managing and evaluating the utility's internal and external communication strategies, programs, and branding. The emphasis of the work is dependent upon the specific business initiatives undertaken bywith the organization. Work in the class is distinguished from that of lower classes by the level of responsibility associated with assigned duties; provides lead functions on a program and project basis.

The position is responsible for planning, organizing, developing, coordinating, assigning, directing, and evaluating the function of internal and external communication programs. ~~This position reports directly to the Assistant General Manager of the Customer Resource Division and occasionally works directly with the General Manager to provide highly responsible, specialized management assistance by planning, directing, and leading external and internal communications, public relations, media, comprehensive programs, studies and projects, and performs other related work as required.~~

EXAMPLES OF DUTIES

- ~~Manages the day-to-day public communications of the utility, including publications, press releases, public inquiries, grant writing, presentations, special event marketing, website content and analytics, and social media management.~~
- ~~Develops, executes and manages strategic communication plans directed to internal and external audiences.~~
- ~~Provides oversight and direction for all communication channels, including print, web, social media, and email.~~
- 1. Develops content for and manages use across a variety of internal and external communication channels, including traditional marketing collateral (newsletters, bill messaging and inserts, advertising, opinion editorials), digital marketing (web-, and-email, video) and social media.
- 2. Develops, executes and manages strategic communication plans directed to internal and external audiences.
- ~~Develops internal communications that inform and engage employees.~~
- 3. Manages media relations including writing press releases. Serves as primary contact for media.
- 1. ~~Manages the day-to-day communication activities of Alameda Municipal Power, including publications, press releases, public inquiries, grant writing, conducts presentations, special event marketing, website content and analytics, and social media monitoring.~~
- 2. ~~Assists in the implementation of department-wide communications and engagement policies, practices, and procedures.~~
- 4. Leads the development of strategies, plans, and programs directed to internal and external audiences that result in high quality, timely, and consistent dissemination of information about the utility. Develops effective communication strategies to increase and improve customer engagement with various utility programs and services.
- ~~Develops and manages new outreach and engagement tools for communicating with residential and commercial customers.~~
- ~~Collaborates with internal customers on their communication and outreach needs.~~
- 3. Plans and executes marketing events, town hall meetings, etc.; including pre- and post- meeting planning and onsite

coordination.

5.

~~Plans and implements employee events.~~

6. Develops and coordinates metrics, tracking and communication of key marketing and communications initiatives.

~~Organizes and posts content on website as needed.~~

7. Assists with emergency communication operations, which may include nights and/or weekends.

~~Provides staff support to the General Manager, Assistant General Managers the senior managers and the Public Utilities Board.~~

8. Attends community and public meetings including the Public Utility Board. meetings and is responsible for recording minutes of all Public Utility Board meetings. ~~Provides development, content creation, and publication of internal and external information to brand the utility.~~

4.

5. ~~Develops and oversees content for website and internet communications to customers and employees.~~

6. ~~Develops and manages external media relations through anticipation, effective relationship building, and timely communications about public issues.~~

7. ~~Develops customer engagement strategies to elicit participation with utility advanced technology systems, equipment, and services.~~

8. ~~Requires attendance at community meetings and provides staff support to the senior managers and the Public Utilities Board.~~

9. ~~Develops effective communication strategies to increase and improve customer engagement experience with various utility programs and services.~~

10. ~~Manages sensitive press issues and/or may be called out to support emergency communication operations.~~

11. ~~Develops traditional and non-traditional ways of communicating with residential and commercial customers.~~

~~Trains Alameda Municipal Power staff on the utility's communications program, and communications best practices and trends.~~

12.

13. ~~Maintains informational resources and libraries.~~

14. ~~Provides lead direction to and may exercise direct and indirect supervision over technical and administrative support staff.~~

~~assigned staff.~~

15. ~~May conducts comprehensive customer engagement studies and recommendations.~~

~~May assists in budget and business plan preparation and administration.~~

16. ~~Performs related duties as assigned.~~

~~May supervise, train and evaluate assigned staff.~~

9. May supervise and/or provide lead direction to assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: ~~Graduation from high school supplemented by course work in business or public administration; communications, journalism, or related field~~ Bachelor's degree or higher in journalism, communications, public relations/marketing, public administration or similar field.

Experience: Five years of progressively responsible professional experience in communications, media relations, marketing, public information, public administration or similar field ~~customer communications and the design and analysis of influencing customer experience and engagement. Experience with utilities, energy efficiency, or renewable power a plus.~~

Knowledge

~~Knowledge of current trends, developments and practices in the electric utility industry~~ Knowledge of: principles and practices of public relations and media relations; research and analysis methods; project management concepts; mathematical relationships including statistics; operation of personal computers and information management with proficiency using word processing, spreadsheets, databases, and web-based programs specific to social media; and principles and practices of supervision and public administration; modern office practices and procedures including applications of information systems; modern office equipment including personal computers; effective methods of lead and project supervision; effective methods of record keeping; correct English usage, including spelling, grammar and punctuation. ~~Knowledge of current trends, developments and practices in the electric utility industry a plus.~~

Knowledge of principles and practices of public relations, and media relations, and community engagement and outreach; research and analysis methods; project management concepts and practices; principles and practices of supervision and public administration; social media tools and outlets; website trends and content management; measurement and evaluation; correct English usage, including spelling, grammar and punctuation; operation of personal computers and information management with proficiency using word processing, spreadsheets, databases, presentation software, and web-based programs specific to social media; and effective methods of leadership, supervision, and management. ~~Knowledge of current trends, developments and practices in the electric utility industry a plus.~~

Abilities

Ability to effectively manage, coordinate, and administer a range of public information and/or engagement projects and studies; communicate effectively, both verbally and in writing, and in person to different a wide variety and varied audiences through a variety of media platforms; synthesize technical information into concise overviews for a general non-technical audience; establish and maintain effective working relationships with employees and the general public media outlets, elected and appointed officials, business partners, business and community groups, outside agencies, employees, other departments and divisions, and the general public; plan, administer and evaluate work programs; effectively manage comprehensive specialized functions, projects and studies; set priorities and meet deadlines; perform qualitative research and analysis, and quantitative and general problem solving using superior critical thinking skills; embrace change; interpret and apply established policies, procedures and codes; interpret and apply specialized federal and state legislation and court rulings; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; perform both complex and routine work with speed and accuracy; work effectively under pressure and with frequent interruptions; listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions; provide training and direction to assigned staff; effectively operate a variety of modern office equipment including computers and related software; establish and maintain records associated with

~~CL-66~~ Human Resources Department

~~June 22, 2015~~ June 22, 2015 June 10, 2015 November 10, 2014 October 24, 2014 October 20, 2014

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~~the work; and~~ maintain level of knowledge required for satisfactory job performance; ~~and may supervise, train, and evaluate assigned staff; perform related duties as required.~~

Special Requirements

Willingness and/or ability to work outside regularly scheduled hours to meet operational needs and to respond to after hours emergency calls as required.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

| | | |
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| <u>Salary Schedule</u> | <u>MOU</u> | <u>Benefits</u> |
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City of Alameda

Code No. 7425

Revised: 73-0128-1488

Approved by P.U.B.

April 18, 1988

Approved by C.S.B.

May 4, 1988TBDREVISED

SENIOR UTILITY ACCOUNTANT

DEFINITION

Under general supervision of the Financial Services Supervisor-Manager, to perform responsible utility accounting and related work involving financial planning; revisions to general accounting procedures; coordination with Computer Services Division various Alameda Municipal Power divisions with regard to accounting and finance work; review of detailed accounting procedures and recommendations for the improvement thereof; supervise accounting staff in daily operations of section~~department~~ including scheduling work flow and setting priorities; and does perform related work as required.

EXAMPLES OF DUTIES

1. Supervises daily activities of account-clerks and uUtility aAccountants and Senior Account Clerks.
2. Prepares reports, letters and other correspondence as required.
3. Audits accounting information numbers on invoices, purchase orders and requisitions Payroll, Accounts Payable and Accounts Receivable.
4. Review~~Manages~~ payroll preparation and distribution to accounts.
5. Analyzes general ledger accounts and researches nature of charges.
- ~~6. p~~Prepares, reviews, and approves journal entries.
- ~~7. 6.~~ Maintains insurance, depreciation, and investment and other interest special journals.
- ~~8. 7.~~ Conducts Undertake special assignments such as the preparation of detailed instructions for new accounting procedures and necessary revisions to rules and regulations in support of the Board's goals and initiatives.
- ~~9. 8.~~ Review aAudits of sales information and other tags for accounts receivable miscellaneous.
- ~~10. 9.~~ Reviews s and analyzes s project cost reports to determine recommended actions for improvement of
- ~~11. 10.~~ financial~~financial~~ performance.
11. Perform-sgGeneral account analysis, reconciliation and review.
- ~~12. 11.~~ Occasionally perform tasks which require driving a City vehicle.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited college with a degree in accounting.

Experience: Five (5) years of full-time employment involving the review and maintenance of complex accounting records, preferably related to the utility business.

Knowledge

Knowledge of the principles and practices of general, fund and governmental accounting including financial reporting and financial statement preparation; knowledge and utilization of modern data processing equipment in accounting; knowledge of and experience in general office methods and equipment; and applicable state and local laws.

Ability

Ability to effectively plan, organize and coordinate financial and accounting services and reporting activities and assigned departmental functions; assist in the development and implementation of goals, objectives, procedures and controls for accounting functions; maximize accounting, control, and reporting capabilities; interpret, apply, and explain established policies, procedures, rules, and regulations; utilize computer equipment and analyze information; operate calculating and other office machines; work cooperatively with others and to supervise daily operations; coordinate interdepartmental activities; analyze administrative, legislative, financial and accounting information; establish and maintain accurate records; prepare clear, concise and accurate reports and financial statements; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public; exercise sound

independent judgment within established policy and regulatory guidelines; resolve complaints and problems; and provide direction and training to staff;

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

~~r: 8/28/01 (mod to current format)~~

~~JK/psCL: Human Resources Department~~

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MEDIA SPECIALIST

=====

DEFINITION

Under direction, creates and/or manages all AMP website content, improves the overall user experience, and maintains 24/7 reliability. Performs other related work as required.

DISTINGUISHING FEATURES

This position works collaboratively with representatives of all areas of AMP to ensure website content is updated and accurate on an ongoing basis and provides graphic design and video production as needed. This position also works with the Senior Communication Specialist to implement page layout and branding that promote AMP's professional image.

EXAMPLES OF DUTIES

1. Creates, designs and prepares layouts for a variety of web-based projects including websites, online billing sites, energy portals, social media, list serves, and multimedia.
2. Develops databases and web-based applications and forms needed to make websites interactive.
3. Enhances user interface and ensures a consistent user experience and messaging across all AMP web sites.
4. Creates and updates site content and structure in coordination with Communications and other key divisions.
5. Implements multimedia solutions such as streaming video and audio clips for the websites.
6. Designs and prepares elements/graphic images for the web; formats documents, photos and graphics submitted for use.
7. Troubleshoots utility sites, solving and discovering issues with content, links, navigation and user experience.
8. Tracks site usage statistics and monitors performance.
9. Learns new tools and methods in an effort to adapt and respond to ever-changing project and utility needs.
10. Recommends policies and standards on website content, ensures compliance with applicable laws, regulations and policies; develops and conducts training as necessary.
11. Performs a variety of audio and video production activities, including camera operation, scriptwriting, creation of special effects and editing.
12. Provides graphic design for advertising, newsletters, posters, text sheets, infographics and other marketing collateral.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: A Bachelor's degree in computer science, information technology, web communications, digital media, communications or fine arts.

Experience: Three years' experience in website development, website maintenance, graphic design and video production.

Knowledge

Knowledge of industry standards and information architecture in website development and content accessibility including strong knowledge of HTML, CSS, SQL, XML, Web Design, e-commerce, mobile apps, content management systems; Microsoft Office Suite; Adobe Creative Suite (Photoshop, Illustrator, Dreamweaver, InDesign; FinalCut Pro); mobile web development; Google Analytics; understanding of multimedia, social media, mobile and emerging technology, as well as the application of these tools; network architectures and theory and principles of network design and integration; local system access, file sharing and security guidelines and procedures; laws, codes and regulations pertaining to the use of internet hardware and software; web

browser software and web design issues; graphic design concepts; video production techniques, including pre-production, production and post-production; project management concepts and practices; correct English usage, including spelling, grammar and punctuation.

Abilities

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables; meet changing and multiple deadlines; prioritize multiple competing assignments; multitask and maintain an organized approach; be proactive, resource and detail-oriented; learn new technologies and software quickly; perform both complex and routine work with speed and accuracy; work effectively under pressure and with frequent interruptions; listen, understand, retain, follow, apply, and communicate verbal and written instructions or directions; establish and maintain cooperative working relationships with vendors and staff at all levels; communicate effectively in writing and in person to different audiences through a variety of media platforms; provide training and direction to assigned staff; and maintain a level of knowledge required for satisfactory performance.

Special Requirements

Willingness and/or ability to work outside regularly scheduled hours to meet operational needs and to respond to after hours emergency calls as required.

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

UTILITY ANALYST

DEFINITION

Under general direction, provides management assistance by planning, coordinating and directing operating programs, administrative studies and special projects and performs other related work as required.

DISTINGUISHING FEATURES

Positions allocated to this class perform responsible administrative and budget research and analyses and provide recommendations. They are expected to perform analytical work requiring knowledge of administrative principles and analytical practices. Work in the class is distinguished from that of lower classes in that it involves full responsibility for various staff and project functions.

EXAMPLES OF DUTIES

1. Assists with planning, organizing, and implementing various utility projects, programs, and services involving diverse administrative operations.
2. Develops various comparison reports, in cooperation with city departments and AMP divisions, and makes recommendations to improve cost management, improve productivity, and maximize efficiency to meet the utility's asset management and work plan.
3. Assists with utility asset management and work plan forecasting, resource allocation, and scheduling.
4. Assists with planning, organizing, and implementing AMP's Emergency Management Plan, safety, and NERC compliance initiatives.
5. Notifies utility management of gaps between work schedule and work completion.
6. Facilitates and documents weekly meetings, including work scheduling, reliability, and outage management.
7. Assists with preparation and implementation of utility contracts.
8. Assists management staff estimate, monitor, and analyze construction unit costs based on work completion and with preparation of utility cost budgets.
9. Monitors and analyzes utility costs versus budgets, reviews timecards to ensure proper cost accounting, and helps coordinate budget transfers as needed.
10. Prepares administrative, statistical, and narrative reports and makes presentations.
11. May assist in budget preparation and administration.
12. May administer various staff functions of the department.
13. May administer or manage specific projects, programs, and or services.
14. May supervise, train, and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in mathematics, engineering, computer science, business administration, economics, law or related field.

Experience: Two years of full-time professional work experience utilizing a personal computer with spreadsheet or other software applications. municipal governmental administrative experience involving the analysis of administrative concerns and the development of policies and procedures.

(OVER)

EMPLOYMENT STANDARDS (continuation)

Knowledge

Knowledge of mathematical relationships including college level algebra; budgeting and accounting principles; economic theory; basic principles of utility supply management, power operations planning and scheduling; application of spreadsheet and/or other software; principles of public and business administration including organization, personnel and fiscal management; statistical concepts and methods and general analytical procedures.

Ability

Ability to effectively administer assigned programs; perform both complex and routine administrative work with speed and accuracy; interpret and apply established City policies, procedures and codes; establish and maintain accurate records; plan, administer and evaluate work programs; interpret and analyze information; draw valid conclusions and project consequences of decisions and recommendations; prepare studies and reports concerning complex matters; write grant proposals; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise; train and evaluate assigned staff.

Other Requirements

Possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

UTILITY PROJECT MANAGER

DEFINITION

Under general direction, is responsible for overall management, coordination and administration of municipal utility projects and related services, activities and functions, including utility and capital improvements projects; performs other related work as required.

EXAMPLES OF DUTIES

1. Plans, organizes, manages, directs, and participates in the work of municipal utility and capital improvement projects, including the development, procurement, successful implementation, and quality control of each project from inception to completion.
2. Prepares long-range plans in coordination with other City departments, divisions, and other public agencies; develops policies and procedures for establishing costs, schedule controls and coordinating activities.
3. Prepares requests for proposals and related documents, negotiates and implements contracts with project participants and service providers; supervises and coordinates the work of consultants and contractors; resolves conflicts in a timely manner satisfying project needs, the designer's concepts, and in keeping with budgetary constraints and established schedules.
4. Coordinates activities with other City departments and utility agencies; provides information and assistance regarding rules, policies, and procedures
5. Ensures compliance with federal, state and local laws, regulations and codes.
6. Prepares, reviews and presents various reports, resolutions and studies, including Public Utilities Board and City Council staff reports and project status reports.
7. Provides, and may coordinate staff, and technical assistance to the Public Utilities Board and City Council and to various boards, commissions or committees. Prepares and reviews notices, agendas, minutes, and other materials.
8. Conducts a variety of special studies, and prepares and presents various analyses, statistical compilations and reports.
9. Serves as liaison to various agencies, community or professional groups, property owners and residents; develops and conducts public participation processes.
10. Prepares and administers project budgets; prepares cost forecasts, variances and critical paths including project closeout procedures.
11. Develops and maintains master project schedules, and identifies and resolves potential conflicts.
12. Administers various utility services, programs, and activities as assigned.
13. Develops goals, objectives, procedures and standards; determines priorities, staff assignments and work methods; confers with and advises staff on administrative policies, procedures and technical problems.
14. Participates in departmental budget preparation and administration.
15. May supervise, train and evaluate assigned staff.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Graduation from an accredited four year college or university with major course work in public or business administration, planning, engineering, architecture, construction management or a related field.

Experience: Two years of responsible professional project management experience including oversight of concurrent projects with supervisory responsibility.

Knowledge

Knowledge of public administration and municipal utility project management principles and practices; design and construction principles, methods, materials and equipment of electric transmission and distribution systems; planning and building procedures including plan and specification review and construction and inspection procedures; project budget preparation and administration; contract negotiation and implementation; applicable laws and regulations; technical, legal and financial problems commonly involved in the conduct of municipal utility projects and programs. Knowledge of facility planning, architecture

design, engineering and construction is required to administer utility and capital improvement projects.

Ability

Ability to effectively manage, coordinate and administer assigned utility project management projects and related activities, functions and services; manage multiple projects simultaneously; plan, coordinate and direct assigned staff, activities, projects and programs; demonstrate effective leadership and gain consensus and support; develop and implement goals, objectives, policies, procedures, work standards and internal controls; review and analyze complex and technical information; draw valid conclusions and project consequences of decisions and recommendations; interpret and apply relevant federal, state and local laws and regulations; interpret and explain complex governmental regulations, policies and procedures; establish and maintain accurate records; plan, administer and evaluate work programs and schedules; prepare concise and comprehensive studies and reports; set priorities, meet deadlines, and make sound decisions; maintain level of knowledge required for satisfactory job performance; communicate effectively; act with resourcefulness, courtesy and initiative; establish and maintain effective working relationships with business partners, City officials, business and community groups, employees, other departments, divisions and agencies, and the general public; and supervise, train and evaluate assigned staff.

Other Requirements

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

Additional relevant licensing or certification may be required based upon project needs or requirements.