



City of Needles, California Request for City Council Action

CITY COUNCIL NPUA

Regular Special

Meeting Date: February 25, 2020

Title: Revise job description for Golf Pro, and new job descriptions for the Assistant Utility Manager and Community Services Manager

Background: The Charter allows the City Manager to organize the staff by departments and positions. Three positions need immediate attention. All three positions are unclassified.

Golf Pro Traditionally the golf pro shop has been managed by a golf professional with a Class "A" certification from the Professional Golf Association. Review of the position indicates that the certification is valuable, but is specifically required for lessons conducted at the course. The focus of this position is to manage the pro shop operations of assuring that carts are available, scheduling tee-times, scheduling pro shop staff and volunteers, collecting and reporting rounds played and revenue received. During the past year the pro shop has been managed by someone that does not have the Class "A" certification. Not requiring the Certification will open the position to a broader field of candidates. The former position paid Step 71 (\$18.94 - \$24.17). The selected salary range is Step 65 (\$17.84 - \$22.77)

Assistant Utility Manager In the past the NPUA has had a Utility Manager that was last occupied by David Brownlee, who retired. This position oversees the administrative functions of the NPUA including budgeting, fiscal control, planning, regulatory compliance and interface with the federal agencies with which the NPUA does business (Bureau of Reclamation and Western Area Power Association). The position also acts as the emergency response coordinator. The job description is revised to create a lower level position that does many of these tasks. The position will coordinate with the Water, Wastewater, and Electric crew supervisors. The job description is structured to reflect actual duties rather than the duties of an accountant. The former position was Utilities Manager/Asst City Manager at Step 150 (\$41.56 - \$53.05). This would be a new position as Assistant Utility Manager. The selected salary range is 5% above the other department head, that this position will supervise. Suggested Step 137 (\$36.52 - \$46.61)

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Community Services Manager The duties of managing the transit system, cemetery, senior center and working with the recreation programs is currently being performed by the Secretary to the City Manager. The duties as currently assigned is outside of that job description and should be modernized to reflect actual duties. The Secretary to the City Manager salary range is Step 92 (\$23.34 - \$29.79) The proposed salary range is Step 107 (\$27.10 - \$34.58)

In compliance with SB 1436, the following change is incorporated into the salary schedule for FY 2020: Addition of 3 FTE, 1 Golf Pro Shop Manager with a base salary range of \$37,107-\$47,361, 1 Assistant Utilities Manager with a base salary range of \$75,962-\$96,949, and 1 Community Services Manager with a base salary range of \$56,368-\$71,926.

Fiscal Impact: \$1,831 budget increase for remaining months of fiscal year from current funds.

Recommendation: Authorize the job descriptions as proposed. One councilmember please read the following aloud for the record before making a motion: In compliance with SB 1436, the following change is incorporated into the salary schedule for FY 2020: Addition of 3 FTE, 1 Golf Pro Shop Manager with a base salary range of \$37,107-\$47,361, 1 Assistant Utilities Manager with a base salary range of \$75,962-\$96,949, and 1 Community Services Manager with a base salary range of \$56,368-\$71,926.

Submitted By: City Manager

City Management Review: *Rick*

Date: *2/20/20*

Approved:

Not Approved:

Tabled:

Other:

Agenda Item: *16*

CITY OF NEEDLES
POSITION DESCRIPTION

Position Title: Golf Pro Shop Manager **Job Classification: Unclassified**
Department: Golf Pro Shop **Position Wage Range: 65 (\$17.84 - \$22.77)**
Prepared: 2/13/20
Position may be seasonal depending upon business level.

POSITION PURPOSE: Under direct supervision of the City Manager, perform business and administration tasks in the operation of the golf shop.

REPORTS TO: City Manager

EXAMPLE OF RESPONSIBILITIES (may include, but not limited to):

- A. **Oversee all aspects of golf shop operation inclusive.**
- B. **Order, display, inventory, receive, market and sell golf shop merchandise.**
- C. **Keep up on current merchandising techniques and upgrading of golf equipment.**
- D. **Operation of cash register, computer, and security systems.**
- E. **Deposit all revenues on a daily basis, and supply Needles Finance Department with the daily receipts.**
- F. **Develop budgets and manage resources within established appropriations, working to eliminate general fund subsidy.**
- G. **Follow golf shop budget as set forth by Needles City Council.**
- H. **Registration, starting of players, and assigning tee times, setting and following policy for such tee times.**
- I. **Provide a pleasant atmosphere with professional public relations with clients as well as co-workers.**
- J. **Management of subordinates, including annual evaluations and disciplinary actions when necessary.**
- K. **Schedule groups, tournaments, outings with a contract signed by golf course representative and group chairperson.**
- L. **Be available for rules of etiquette to all caliber players.**

- M. Maintain golf carts.**
- N. Aggressively market the golf course.**
- O. Work cooperatively with Grounds Supervisor.**
- P. Act as landlord representative with contract concessionaire.**
- Q. Other duties as assigned.**

MINIMUM QUALIFICATIONS

- A. Ability to understand and follow written and oral instructions.**
- B. Knowledge of cash register and computer software for golf shop operations.**
- C. Knowledge of golf course operations, with at least 1 year previous golf course operations experience.**
- D. Prefer 1 year budget management experience (\$100,000) or equivalent.**
- E. Willingness to work flexible hours, including weekends and holidays.**
- F. High school diploma or equivalent.**
- G. Valid driver's license.**

GENERAL:

- A. This classification description is not intended to be all-inclusive and employee will also perform other reasonable related duties as assigned by management as required.**
- B. The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.**

CITY OF NEEDLES, CA.

JOB DESCRIPTION

Assistant UTILITIES MANAGER

EMPLOYMENT CLASSIFICATION

xx Unclassified ___ Classified ___ FLSA Exemption ___ Confidential

DEPARTMENT: Utilities Department

REPORTS TO: City Manager

PURPOSE/OBJECTIVE OF JOB: Under administrative direction, plans, organizes, directs and review the overall operation of the Utilities Department, including electrical distribution, water and wastewater systems; to communicate with various individuals, groups and organizations on City utility services, regulatory compliance, and emergency services, and to perform related work as required.

LEVEL OF SUPERVISION REQUIRED: Work is performed in accordance with established procedures under the direction of the City Manager.

SUPERVISORY RESPONSIBILITIES: Exercises supervision over division managers in the three utility departments: electric, water and wastewater

WAGE RANGE: 137 (\$36.52 - \$46.61)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following as essential components of the job:

Plans, organizes and directs through division managers the municipal utilities which includes electrical distribution, water production, storage and distribution systems, wastewater collection, and treatment operations; establishes department priorities and formulates long-range plans.

Direct the coordination and maintenance of contracts for utility related projects and assigns, delegates and reviews completion of special projects.

Develops, interprets and enforces electric, water and wastewater policies and procedures.

Emergency Response Coordinator, responsible for planning and leading the responses to natural disasters and other utilities related emergencies.

Representative to the San Bernardino Operational Area Coordinating Council

Project Manager for the Integrated Water Management Plan

Develop both short and long range electric, water and wastewater capital improvement planning for the City and directs operation and maintenance of utility services.

Manages the buying and selling of thermal and hydro electric power (current and future load); power resources and delivery, power system planning, transmission, local distribution, electrical load management, electrical metering and City streetlights.

Manage the Public Utilities Energy Efficiency program and reporting.

Manage all regulation and reporting requirements for the electric department to The California Energy Commission reporting including SB1 Solar reporting and Power Disclosure

Manage all regulation and reporting requirements for the electric department to The California Air Resources Board (CARB) of the City's Power Portfolio including Greenhouse Gas Emissions (GHG) and Renewable Energy Portfolio Standard (RPS). Manage the Lower Colorado Water Supply Project (LCWSP) funding, prepares calculations with Metropolitan Water District (MWD) and Subcontracts for water supply delivery.

Prepares water order(s) to the Bureau of Reclamation on behalf of the City, LCWSP, MWD and LCWSP Subcontracts and complete monthly/annual reporting.

Manage the City's franchised hauler agreement for solid waste/recycling, complete regulation and reporting to CalRecycle.

Reviews and prepares rate structure analysis and studies for water, wastewater and electric.

Approves invoices for payment, and administers requests for proposals and sealed bids for projects.

Propose and prepare annual budgets and operational plans, monitor expenditures and budget variances to assure compliance with approved levels and financial and operational goals.

Ensure work is completed according to City, state and federal safety, quality and health requirements and that all employees are observing safety rules, using proper personal protection devices, trench shoring and traffic barricading is set up as needed, and that employees are courteous and professional toward each other, customers and the public.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Electrical distribution system operations and maintenance
- Water supply and distribution systems operations and maintenance;
- Wastewater collection and reclamation systems operations and maintenance;
- Pertinent federal, state, and local laws, rules, and regulations applicable to municipal utility operations
- Organizational and management practices as applied to analysis and evaluation of program, policies and operational needs.
- Emergency Response planning and execution

Ability to:

- Plan, organize and administer major utility functions;
- Analyze complex issues and problems and recommend effective resolutions;
- Monitor contractual performance and oversee agreements;
- Develop and monitor complex capital and operating budgets;
- Motivate and lead employees;
- Communicate clearly and concisely, orally and in writing;
- Interact effectively with staff, the public, officials, and representatives of business and other agencies.

ESSENTIAL POSITION REQUIREMENTS:

A Bachelor's degree in Electrical Engineering, Civil Engineering, Public Administration, Accounting or related field and five (5) year of electrical, water and wastewater system experience that includes three (3) years of management and/or supervision, or an equivalent combination of education and experience as determined by the City.

MARGINAL POSITION REQUIREMENTS:

1. Must possess a valid state driver's license with a satisfactory driving record
2. Ability to pass pre-employment physical and drug test.
- 3.
4. Ability to: Reach, turn, bend or stoop, move from one location to another. Must be able to meet physical requirements of position including lifting and handling weights in excess of 50 pounds, standing, sitting, walking, bending, stooping and climbing
5. Frequent: speak clearly and correctly, sit for long periods, hear, handle, climb. Visual acuity near, less than 20 inches.

6. Perform one or more of the following functions simultaneously: Reach, turn, move, bend or stoop, from one position to another, handle materials, read, write, speak, sit and hear.

ENVIRONMENTAL EXPOSURES:

Those typically encountered in a construction environment

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Job Description Modification History

Meet & Confer with Bargaining Unit:

Approved by City Council:

CITY OF NEEDLES

POSITION DESCRIPTION

Position Title: Community Services Manager
Department: City Manager

Job Classification: Unclassified
Position Wage Range: 107 (\$27.10-\$34.58)

REPORTS TO: City Manager

POSITION PURPOSE: This is responsible managerial, professional, and administrative work in directing and coordinating transit services contract administration; liaison with the senior citizens club/center; cemetery office operations; and recreation department oversight, including aquatics and Jack Smith Park boat launch facility; personnel, programs and services. This role incorporates supervision and mentoring of the Recreation Services Manager.

EXAMPLE OF DUTIES: (May include but not limited to):

Transit Services

1. Administers contract operations of the public transit systems, including deviated fixed route and demand response services, serving as key contact for the City, including issuance of Request for Proposals as required
2. Prepares annual budget for all transit services
3. Prepares, submits for City Council approval, and files all necessary claims for reimbursement with the San Bernardino County Transportation Authority (SBCTA)
4. Responsible for maintaining current and accurate TransTrack input data, SBCTA's required transit reporting system

Senior Citizens

1. Serves as liaison to the Needles Senior Citizens Club
2. Serves as contact for the noon meal program provider including preparation of the annual lease for the kitchen and dining area
3. Recruits, trains and supervises the senior center aide/transit dispatcher

Cemetery Office Operations

1. Manages sale of cemetery plots and services on both an at-need and pre-need basis
2. Meets with families and coordinates with mortuary and city crews to schedule interment of deceased (funeral)
3. Attends funerals
4. Prepares and maintains accurate records of all plot sales and burials, including notification to the county health department as required
5. Prepares annual department budget working in coordination with the parks/building/grounds/cemetery superintendent

6. Acts as secretary to the Cemetery Advisory Commission, at the discretion of the Commission

Recreation (including Aquatics and Jack Smith Park Boat Launch)

1. Department oversight including supervision and mentoring of the Recreation Services Manager

General

1. Answers substantial amount of correspondence on own initiative in accordance with general policies and procedures
2. Serves as liaison and primary contact with the city's general liability, property and vehicle insurance carrier(s) and/or self-insurance program (risk management)
3. Serves as primary contact with the security alarm company responding to call-outs relating to security of the city hall office facilities
4. Prepares annual budgets for numerous city departments including various grant fundings
5. Acts as secretary to the Board of Public Utilities, at the discretion of the Board
6. Serves as Deputy City Clerk, thus acting as secretary to the Mayor and City Council, in the absence of the City Clerk
7. Performs related duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge of and experience in:

1. Theories, principles and practices relating to administration and programmatic operation of diverse community services programs (transit, senior center, cemetery and recreation)
2. Related principles and practices of public administration and management (i.e. customer service, risk management, fiscal management and control)
3. Personal computer operations, software applications and data management
4. Correct English usage, including grammar, spelling, vocabulary and punctuation

ABILITY TO:

1. Interpret and apply City administrative policies, laws, and rules
2. Assume responsibility for and use good judgment in recognizing scope of authority and in reflecting program goals and intent of the City Manager
3. Maintain a substantial working knowledge of the functions of city government and be generally familiar with policies and procedures of state and federal government
4. Develop and compose reports and correspondence independently
5. Meet the public in situations requiring tact, diplomacy, and poise
6. Work cooperatively with other departments, city officials, fellow employees, and outside agencies

ESSENTIAL POSITION REQUIREMENTS:

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

Education and Experience

A high school diploma or G.E.D. equivalent is required

Five years of directly related professional experience in the comprehensive planning, management, and administration of community services as stated above. Such experience would normally be gained after graduation from a college or university with a degree in business administration, public administration, or related field; however, other combinations of training and/or experience which can be demonstrated to result in the possession of knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Incumbent must reside within one (1) hour of work site so that timely response to emergency work can be maintained. A home or cellular telephone for emergency contact is required.

MARGINAL POSITION REQUIREMENTS:

Must possess a valid driver's license

Ability to pass preemployment physical and drug test

WORKING CONDITIONS:

The duties and responsibilities of this position shall expose the incumbent to those conditions normally encountered in such work

Physical requirements may vary from light to heavy consisting of frequent sitting, standing, walking, bending, and stooping

April 2019