

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**MAY 6, 2014 AGENDA**

| <b>Subject:</b>                       | <b>Type:</b>                                | <b>Submitted By:</b>                 |
|---------------------------------------|---|--------------------------------------|
| REORGANIZATION PLAN<br>IMPLEMENTATION | RESOLUTION<br>◆ ORDINANCE<br>◆ RECEIVE/FILE | BRENDA S. GUNN<br>CITY ADMINISTRATOR |

#### **SYNOPSIS**

Items have been placed on the agenda for consideration by the Mayor and City Council that would implement a reorganization plan intended to create a more productive, efficient personnel structure that will enable us to better serve both citizens and employees.

#### **FISCAL IMPACT**

While the proposed reorganization was not financially motivated, it is anticipated that the recommended changes will have a positive fiscal impact in terms of total compensation. There will be some one-time costs associated with the reorganization such as additional/updated furnishings and building remodeling.

#### **RECOMMENDATION**

Approval.

#### **BACKGROUND**

No one symptom makes by itself a case for major structural change, rather a reorganization is the right thing to do when the current form of the organization is not meeting the needs of its customers. The recommended reorganization is the result of considerable deliberation focused on improving organizational shortcomings and ensuring efficiency within the current resources available. Specific goals of the reorganization plan include:

1. Improving internal operations
2. Ensuring effective allocation of resources
3. Increasing accountability
4. Fostering collaboration
5. More even distribution of direct reports

On April 1, 2014, the Mayor and City Council discussed the reorganization plan draft and subsequently directed staff to prepare the necessary implementation documents to bring back for Council consideration. In addition to the Reorganization Plan attached for your reference, other items necessary to implement the reorganization plan include:

- Organization Chart update (*old organization chart also attached*)
- Job Descriptions

*(New job descriptions have been prepared for the Director of Administrative Services and Human Resources Manager positions. Job descriptions for the Managing Directors were updated to reflect more current and consistent language. The other job descriptions contain minor changes related to supervision and salary ranges. It is anticipated that other modifications to some of these will be forthcoming in the near future).*

- Compensation Ordinance amendments

# City of La Vista

REORGANIZATION PLAN — MAY 2014

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## Purpose of Reorganization

No one symptom makes by itself a case for major structural change, rather, a reorganization is the right thing to do when the current form of the organization is not meeting the needs of its customers. The recommended reorganization is the result of considerable deliberation focused on improving organizational shortcomings and ensuring efficiency within the current resources available. Specific goals of the reorganization include:

1. Improving internal operations
2. Ensuring effective allocation of resources
3. Increasing accountability
4. Fostering collaboration
5. More even distribution of direct reports

A recent employee survey confirmed that some of our internal services are not currently meeting their needs. There are likely several reasons for this including lack of dedicated resources, ineffective communication, lack of collaboration resulting in absence of follow through, unreliable quality and inability to pursue new initiatives.

The City Administrator currently has 11 direct reports in addition to the Mayor and eight members of the City Council. This results in lack of time for regular and ongoing face time with direct reports, delayed performance reviews, difficulty maintaining a broad focus and limited opportunities to connect with employees and external institutions.

## Reorganization Plan Recommendations

1. Retitle Assistant City Administrator to Assistant City Administrator/Director of Community Services
2. Retitle Police Chief to Police Chief/Director of Public Safety
  - Position description will include serving as Chief of Police
3. Retitle Public Works Director to Director of Public Works
4. Create Director of Administrative Services Position (Implement June 1, 2014)
  - To oversee and supervise the City Clerk's office and internal services such as Human Resources, Finance, Insurance/Risk Management and Information Technology
  - Reclassify and reassign current Police Captain to the position
5. Establish divisions included in each function area and identify Managing Director.
  - A. **Public Safety**  
Police, Fire, 911 Communications, Emergency Management, Animal Control — (Police Chief/Director of Public Safety)
  - B. **Public Works**  
Engineering, Streets, Sewer, Parks & Grounds, Building Maintenance, Fleet Maintenance — (Director of Public Works)
  - C. **Community Services**  
Community Development, Library, Recreation, Public Transportation, Communications — (Assistant City Administrator/Director of Community Services)
  - D. **Administrative Services**  
Finance, Human Resources, Information Technology, Insurance/Risk Management, City Clerk's Office — (Director of Administrative Services)
6. Create a supervisory position in Human Resources (Human Resources Manager) (Implement June 1, 2014)
  - This position will be responsible for day to day human resource functions including: Classification and compensation, employee and labor relations, training and education, recruitment and retention, employee benefit administration, performance review management and workers' compensation.
  - Reclassify and reassign current Office Manager/Deputy City Clerk to Human Resources Manager position.
7. Office Manager responsibilities reassigned to City Clerk (Implement June 1, 2014)

8. Public Buildings & Grounds to become a division of Public Works **(Implement June 1, 2014)**
  - Reclassify and reassign Director to Building Superintendent
  - Grounds maintenance to be absorbed by Parks division
  - Retitle Public Buildings & Grounds Foreman to Building Technician and reassign to the new PW Buildings division
  - Reclassify and reassign Public Buildings & Grounds Maintenance Worker II to Maintenance Worker I – Parks division
9. In lieu of filling Building Inspector II position in the Community Development Division, assign inspection duties on an as-needed basis to an existing Public Works employee **(Implement June 1, 2014)**
  - Determine internal interest in secondary assignment.
  - Provide appropriate training
10. Fire Chief position to become shared position with Papillion performing the duties of Fire Marshal. **(Implement April 1, 2014)**
11. Administrative Assistant — Fire Department — Position to be eliminated as a result of merger **(Implement April 1, 2014)**
  - Reassign to Library as PT Circulation Clerk
12. Backfill Police positions (Captain, Sergeant & Officer) **(Begin Implementation — June 1, 2014)**

## **Recommended Changes in Work Structure**

### **City Administrator**

The City Administrator will have fewer direct reports and less day-to-day operational involvement as the Managing Directors will be responsible for most of that work, allowing the City Administrator to dedicate more time to work with the Mayor and City Council, focus on organizational development and improve strategic relationships outside City Hall. The Administrator will continue to be involved with economic development projects and in regional, state and federal issues important to the City.

The City Administrator will supervise the Managing Directors and the Assistant to the City Administrator. The Assistant City Administrator/Director of Community Services will serve as Acting City Administrator in the absence of the City Administrator.

The Managing Directors will be responsible for operations of their respective functions which will be carried out with wide latitude, judgment, and discretion. They will have less task responsibility, delegating that work to division managers and more responsibility for strategic and management work focused on operations and performance measurement, functional and organizational collaboration as well as organizational culture and staff development.

Managers and other supervisory personnel will need to assume higher-level decision-making responsibility for the day-to-day operations of the City in consultation with the Managing Director supervising them and will be responsible for more team-focused work among functional peers to ensure policy development and service delivery that is inclusive of all operations.

### **Departmental Modifications**

The Following are proposed changes to the existing organizational structure. Only those directly affected by the reorganization plan are shown. The specifics of what, how and when work units or divisions would be reassigned or altered will continue to be refined as the implementation plan is executed.

#### **Director of Administrative Services**

This newly created position will provide administrative direction and oversight for all functions and activities related to Finance, Human Resources, Information Technology, Insurance/Risk Management and the City Clerk's office. The functional focus of work related to the services these divisions provide is intended to increase communication and improve collaboration with greater accountability for ensuring effective and efficient delivery of those services. Proposed salary range is 215.

## **City Clerk**

### ***Current***

Under administrative direction from the City Administrator, the City Clerk directs, manages, supervises, and coordinates the activities and operations of the City Clerk's Office including preparation and recording of the activities and decisions of the City Council and Redevelopment Agency and codification and maintenance of official City records; administers municipal elections; coordinates assigned activities with other divisions, and provides highly responsible and complex administrative support to the City Administrator and City Council. In addition to the scope and responsibility defined by legal requirements set forth in municipal and State law, the City Clerk processes the City's property, casualty and liability insurance coverage and claims. The City Clerk also serves as Civil Service Secretary and ADA Coordinator.

### ***Proposed***

The following changes are being recommended:

1. The City Clerk's office will become a division of Administrative Services and be supervised by the Director of Administrative Services. This will strengthen the connections with other Administrative Service functions.
2. Office Manager duties will be reassigned to the City Clerk including supervision of Receptionist, Executive Assistant and co-supervision of the Accounts Payable Clerk and Permit Technician (as long as this position remains in City Hall).

## **Finance**

### ***Current***

Under administrative direction of the City Administrator, the Finance Director performs advanced accounting tasks, oversees management of the financial affairs of the City and serves as City Treasurer. In addition to the scope and responsibility defined by legal requirements set forth in municipal and State law, over the past several years, this position has grown to include more than the customary duties typically undertaken by a Finance Director. This hinders her ability to focus on the essential functions of the position.

### ***Proposed***

The following changes are being recommended:

1. The Finance Department will become a division of Administrative Services and be supervised by the Director of Administrative Services. This will strengthen the connections with other Administrative Service divisions.
2. Responsibility for overseeing information technology oversight will be reassigned to the Director of Administrative Services.
3. Proposed salary range is 205. No modification to current salary.

## **Human Resources**

### ***Current***

The organization's Human Resource function has evolved over time with no significant funding resources or clear sense of direction. There is one full-time position (Human Resources Generalist) who performs the basic functions of classification and compensation, benefit management, performance reviews and workers' compensation. Part-time clerical assistance has also been assigned to HR. The Assistant City Administrator currently oversees this function as one of her assignments but does not have adequate time to manage daily operations. In the ever changing world of healthcare and employment regulations, organizational growth and increased demand it has proven difficult to provide quality HR services.

### ***Proposed***

The following changes are being recommended:

1. Human Resources will become a division of Administrative Services and be supervised by the Director of Administrative Services. This will strengthen the connections with other Administrative Service divisions.
2. A new position of Human Resources Manager will be created to oversee daily HR operations and supervise the HR Generalist. Other functions of the position include: Classification and compensation, employee and labor relations, training and education, recruitment and retention, employee benefit administration, performance review management and workers' compensation.
  - The Office Manager/Deputy City Clerk will be reclassified and reassigned to the Human Resources Manager position.
  - The Deputy City Clerk functions should be retained by the Human Resources Manager and reevaluated over the next 12 months for possible reassignment.
  - The Office Manager responsibilities will be reassigned to the City Clerk.
  - Proposed salary range is 180.
3. PT Clerical Assistant position is currently open and will be reassessed as additional discussions regarding the proposed reorganization take place.

## **Public Buildings & Grounds**

### ***Current***

Public Buildings & Grounds is a department of three full-time positions and one PT Custodian responsible for facility and grounds maintenance for most municipal facilities. To encourage greater collaboration and resource sharing, a natural fit for the department is inclusion as a division within the Public Works Department.

### ***Proposed***

The following changes are being recommended:

1. Public Buildings will become a division of Public Works. Public Grounds will be absorbed within the Parks division.
2. The Director of Public Buildings & Grounds will be reclassified and reassigned to Building Superintendent reporting directly to the Director of Public Works. Proposed salary range is 180. No modification to current salary.
3. Retitle Public Buildings & Grounds Foreman to Building Technician and reassign to the PW Buildings division. No change in salary range.
4. Reclassify and reassign Public Buildings & Grounds Maintenance Worker II to Maintenance Worker I – Parks division. No change in salary range.
5. PT Custodian to remain under supervision of Building Superintendent

## **Community Development**

### ***Current***

The Building Inspector II position in the Community Development Department has been vacant for nearly a year and a half. The rationale for filling this position is arguable given the current and anticipated workload. That said, litigation significantly delayed some aspects related to the implementation of the Rental Housing Inspection Program and as a result, additional assistance may be necessary.

### ***Proposed***

The following changes are being recommended:

1. Instead of filling the position with someone from outside of the organization, the recommendation is to reassign some of the duties on an as needed basis internally to someone from Public Works. There are currently employees in Public Works who have construction and inspection related experience and who, with further training, may have an interest in the assignment. Propose special assignment pay for the hours worked.
2. Community Development Director will be supervised by Assistant City Administrator/Director of Community Services. Proposed salary range is 205. No modification in salary.

### **Fire Chief**

Upon the merger of Fire Departments, the La Vista Fire Chief will become responsible for performing Fire Marshal duties for the cities of La Vista and Papillion. Although he will report on a daily basis to the Papillion Fire Chief or his designee, he remains an employee of the City of La Vista and because his new assignment falls within Public Safety, the Police Chief/Director of Public Safety will be the final authority on his supervision. Proposed salary range is 190.

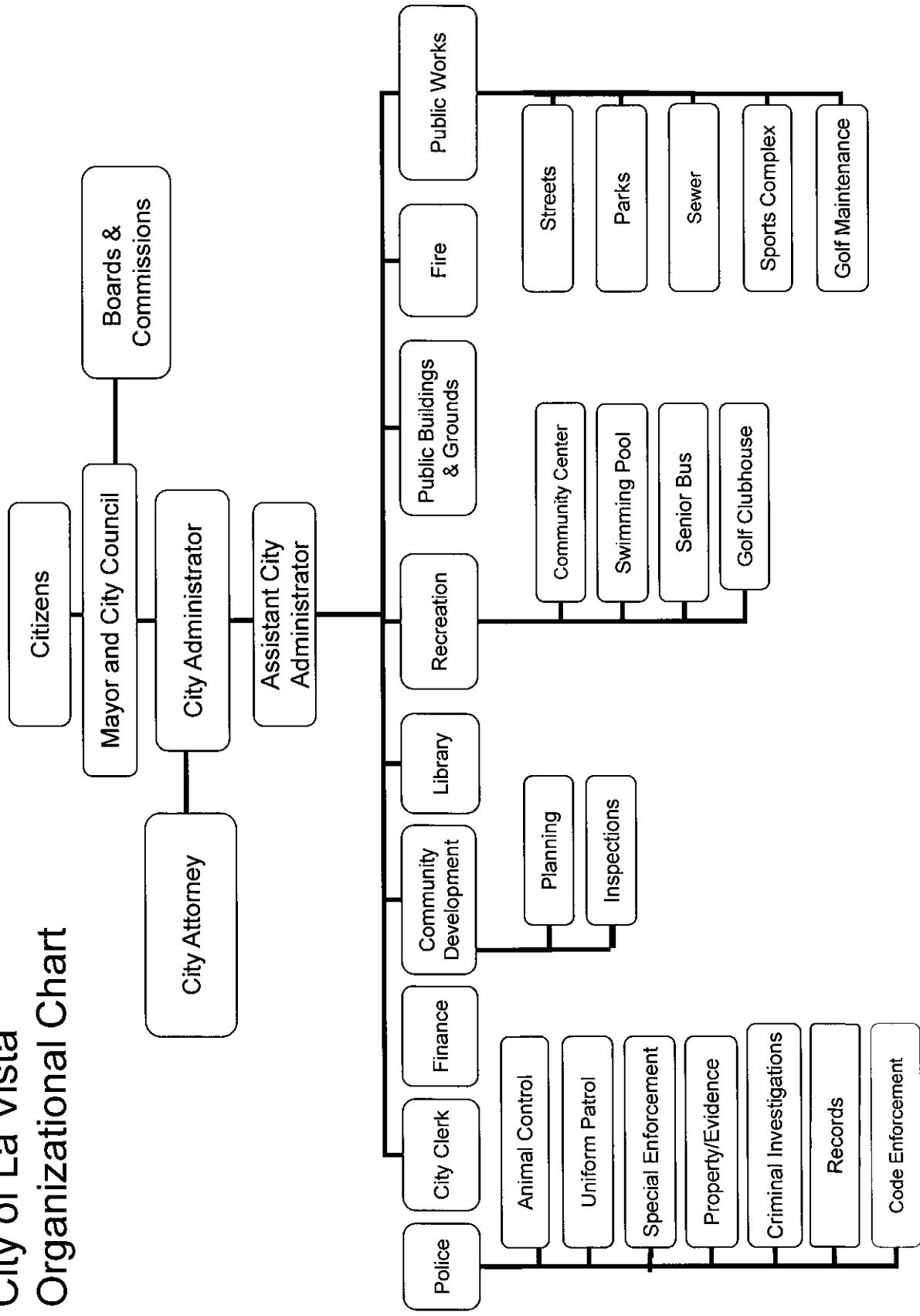
### **Administrative Assistant — Fire Department**

Once the merger of the Fire Departments is complete and the department is appropriately closed out this position will no longer be necessary. The current employee has made a request to continue to work for the organization on a part-time basis. We currently have a part-time Library Circulation Clerk position available. Proposed salary range is 115.

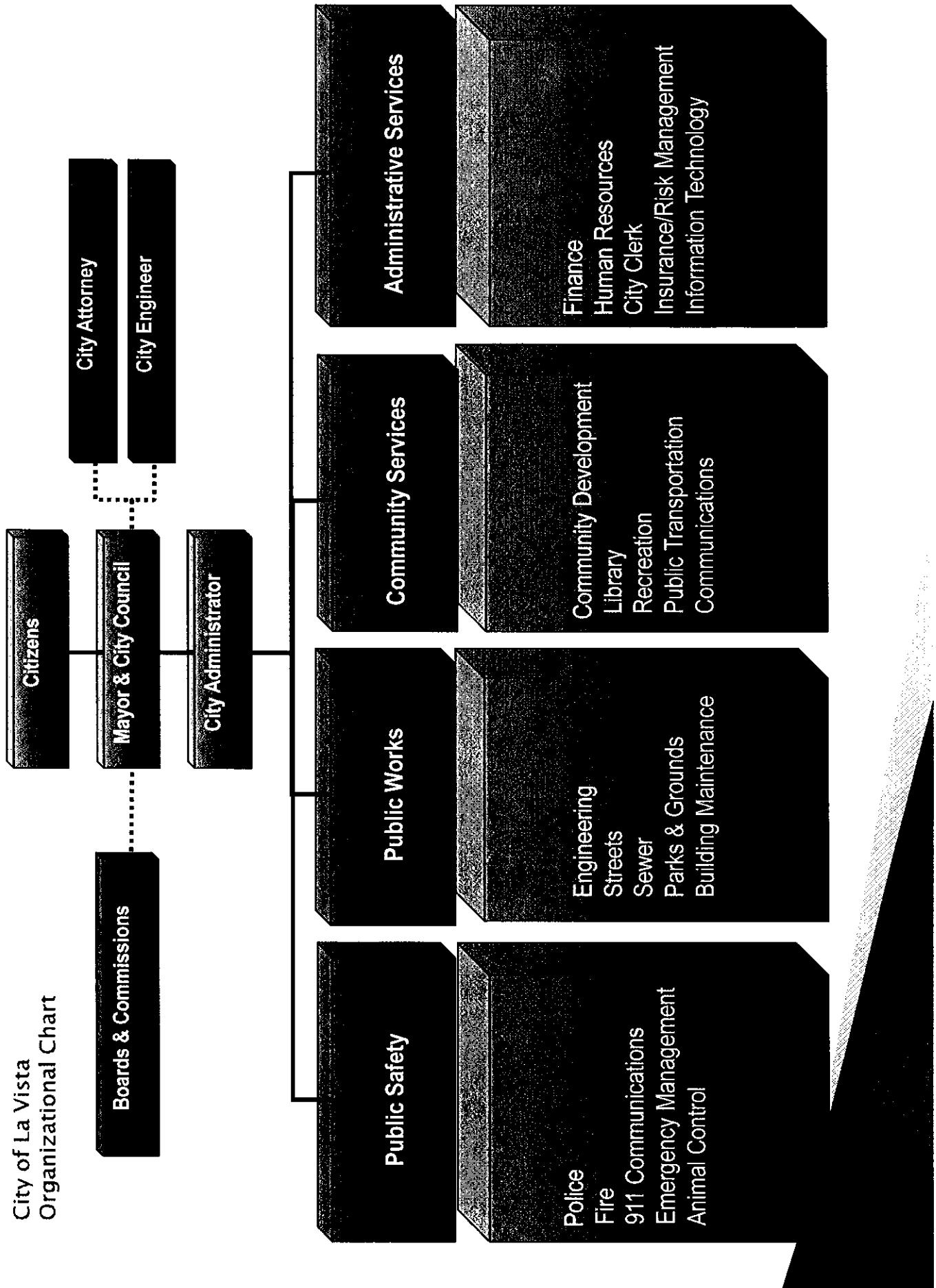
### **Fiscal Impact**

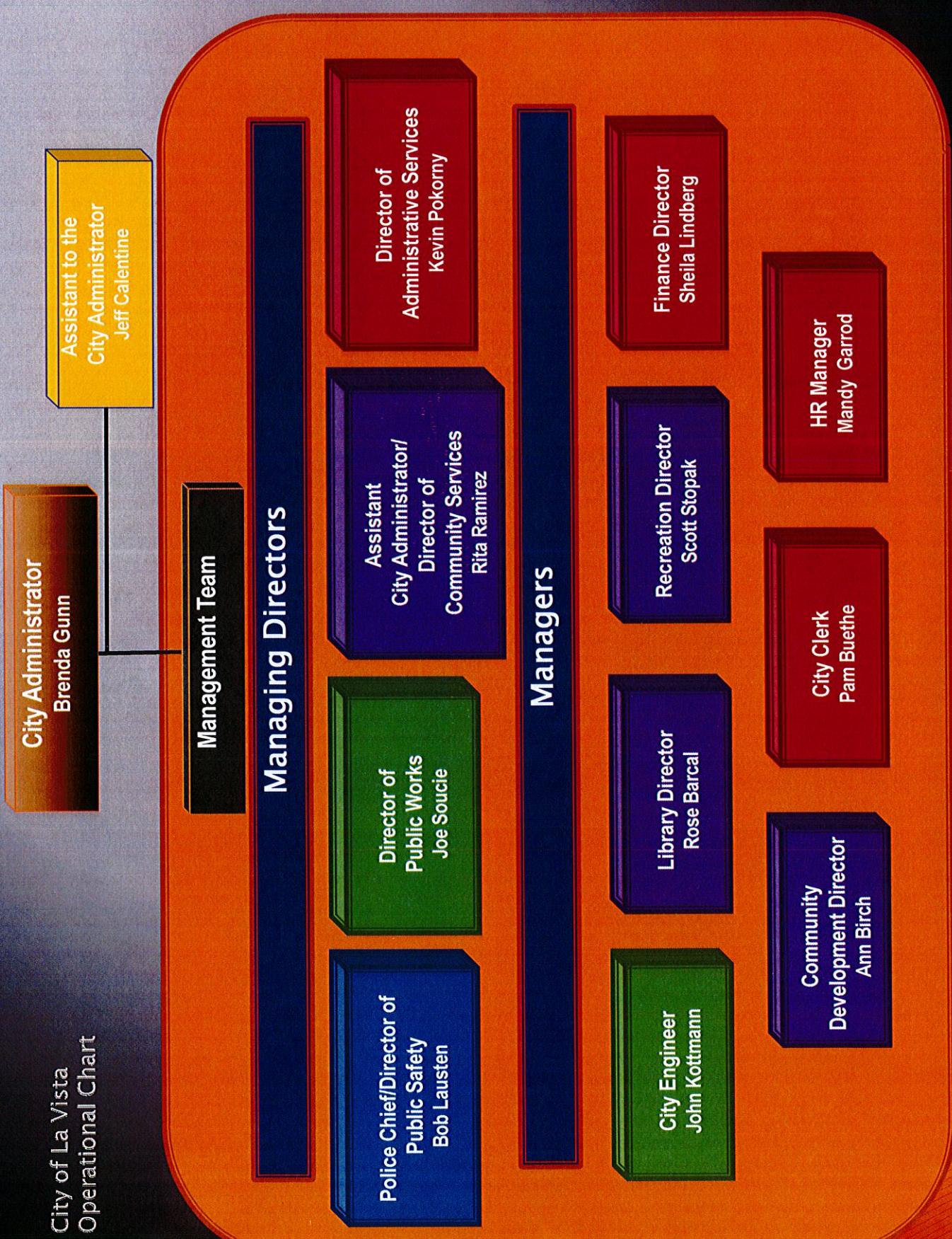
While the proposed reorganization was not financially motivated, it is anticipated that the recommended changes will have a positive fiscal impact in terms of total compensation. There will be some one-time costs associated with the reorganization such as additional/updated furnishings and building remodeling.

# City of La Vista Organizational Chart



## City of La Vista Organizational Chart





# City of La Vista Operational Leadership

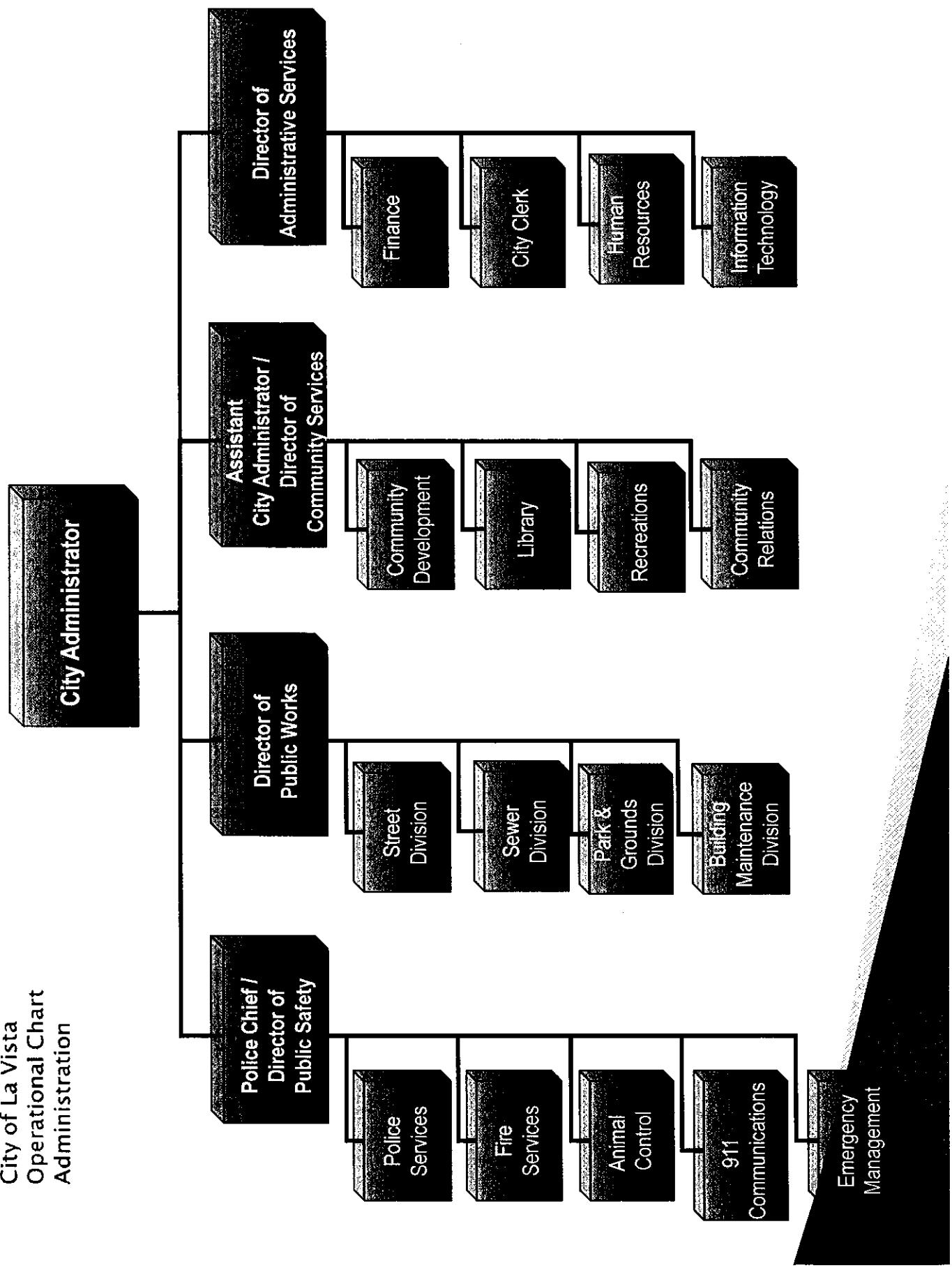
- The **Executive Team** is comprised of the City Administrator, four Managing Directors and the Assistant to the City Administrator.
- The **Management Team** is comprised of the Executive Team and the seven Managers.
- The **Supervisory Leadership Team** is comprised of all other employees with supervisory responsibilities.

A **Managing Director** serves on the Executive Team, oversees operations of multiple divisions and also leads efforts to reinforce and communicate the culture of the organization, fosters employee engagement and organizational development, and oversees implementation of the Citywide business plan, goals and strategies. This position also represents the City Administrator upon assignment at public or organizational events, meetings and programs.

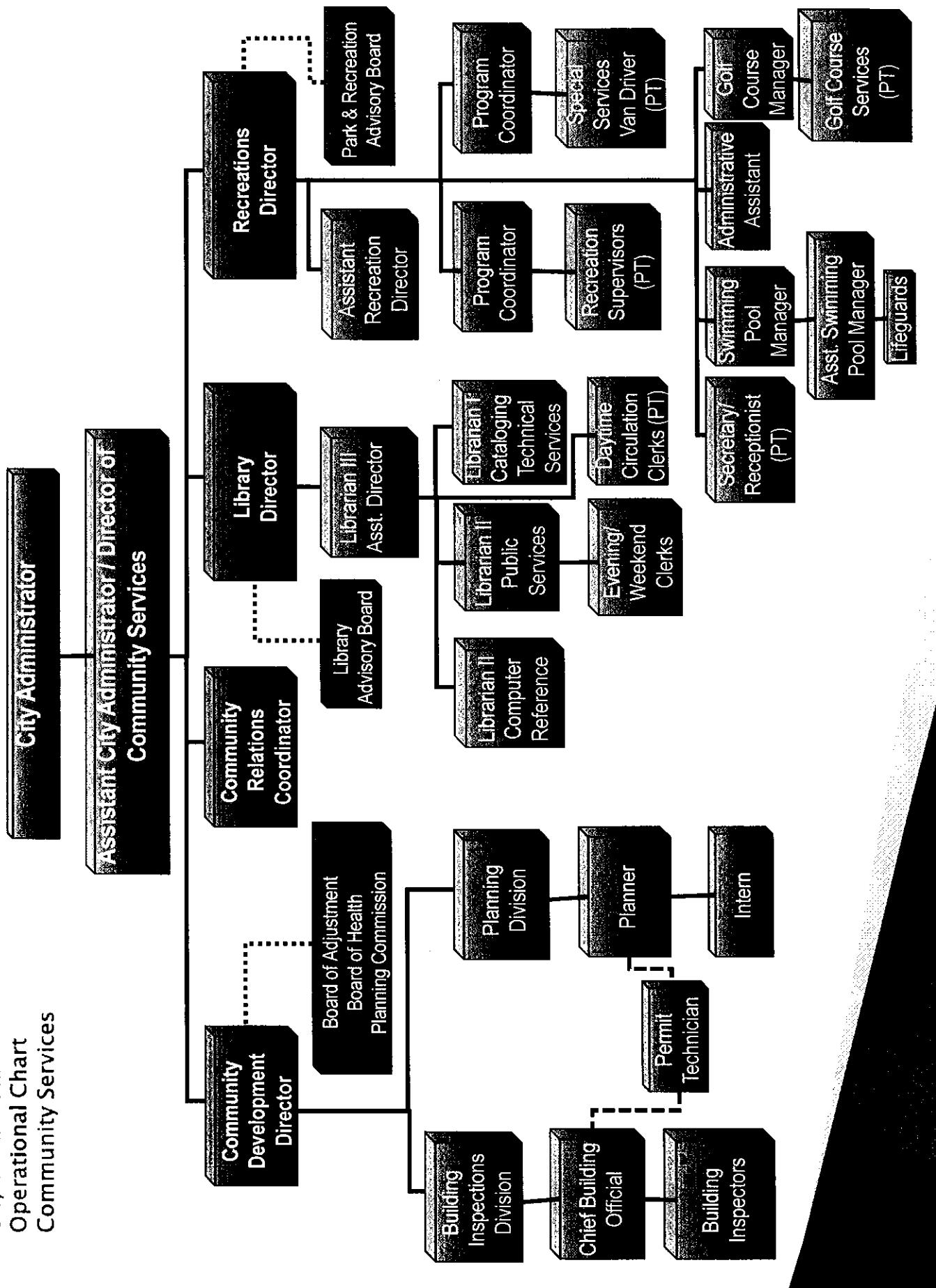
A **Manager** serves on the Management Team and as the chief administrative officer for a single division. This position is also responsible for engaging employees at the divisional level and achieving the divisional business plan, goals and strategies.

All **Supervisors** serve on the Supervisory Leadership Team and are responsible for engaging the workforce in carrying out the business plan, goals and strategies of the division.

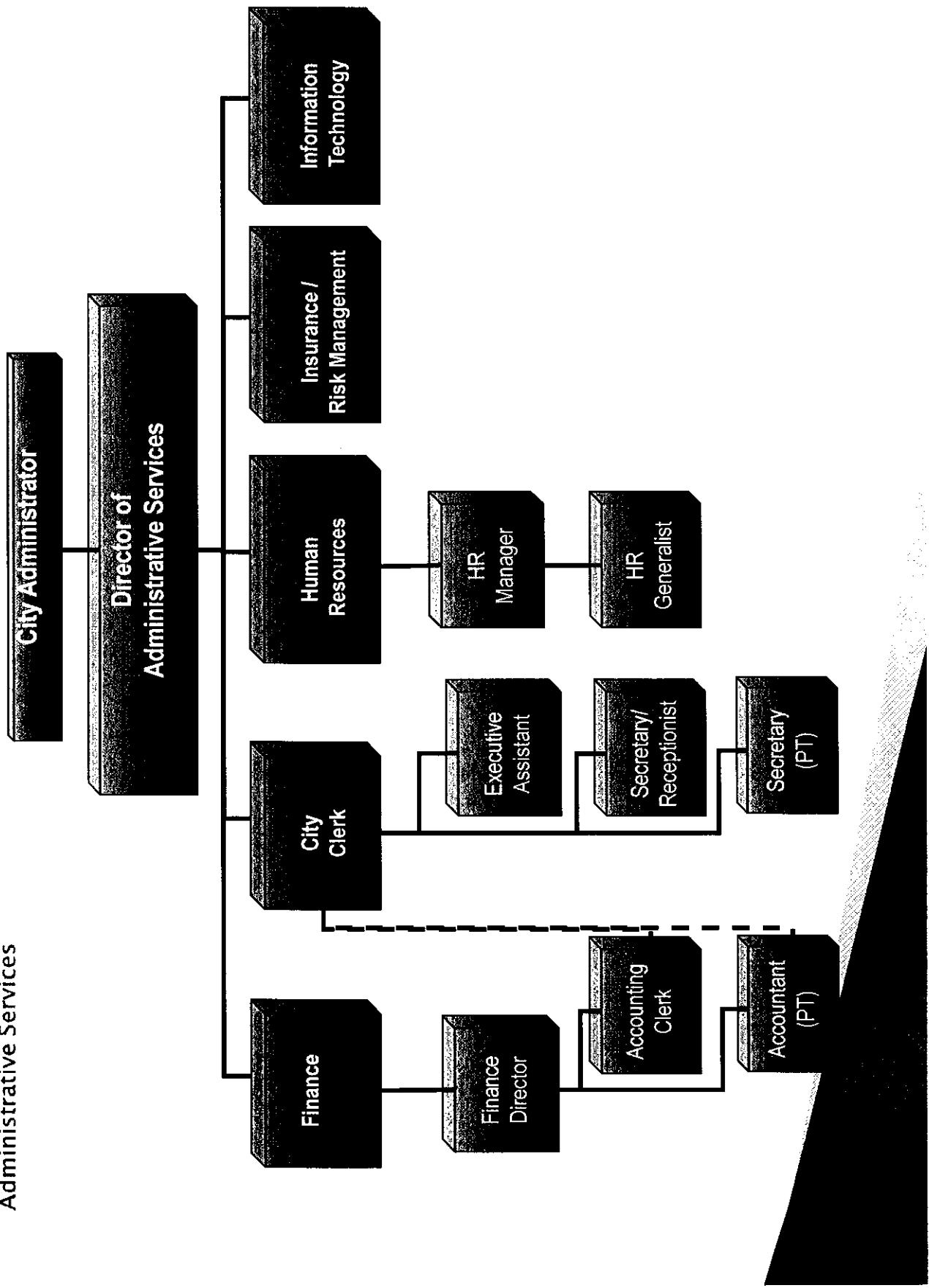
**City of La Vista  
Operational Chart  
Administration**



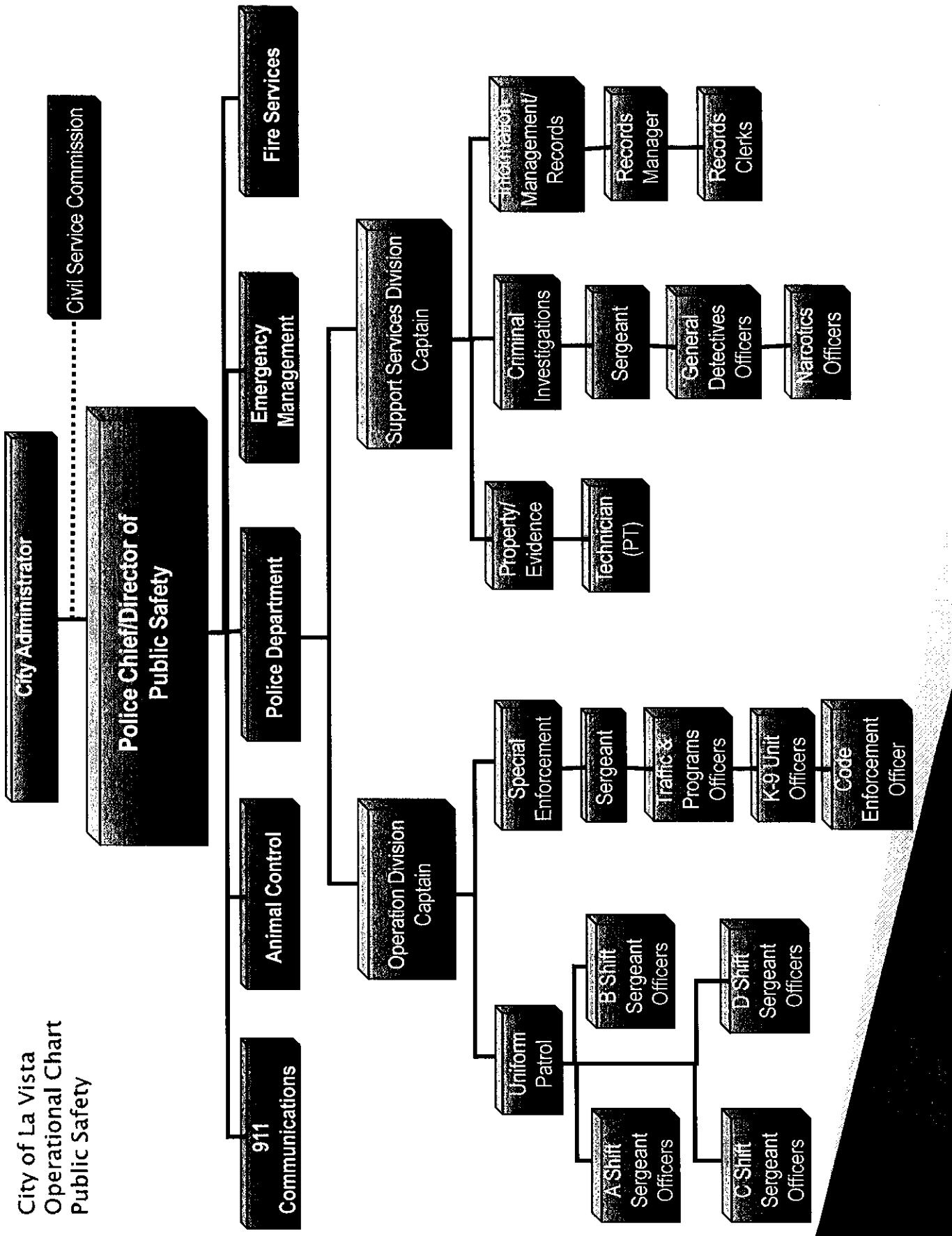
# City of La Vista Operational Chart Community Services



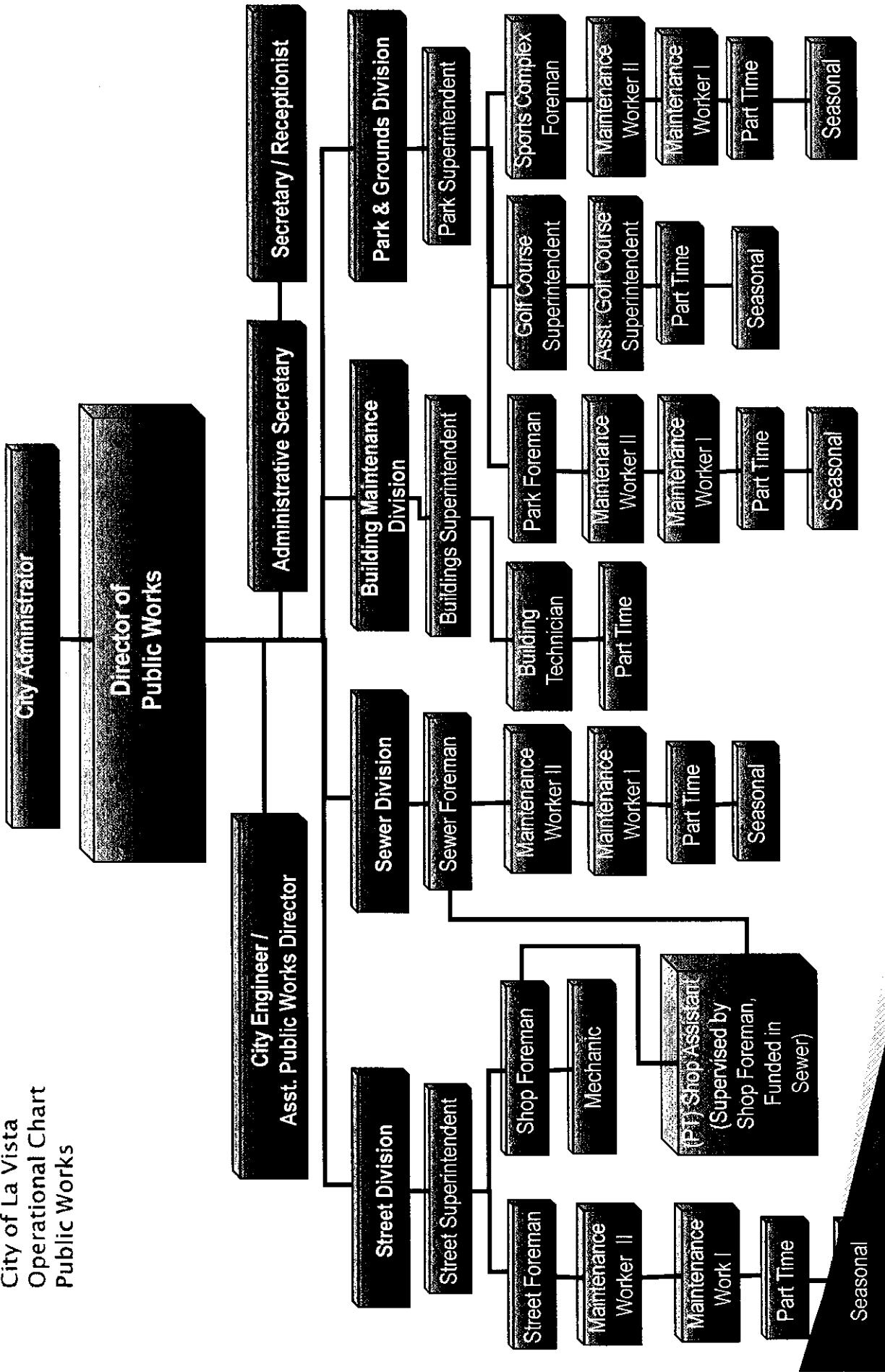
**City of La Vista  
Operational Chart  
Administrative Services**



City of La Vista  
Operational Chart  
Public Safety



## City of La Vista Operational Chart Public Works



ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE TO FIX THE COMPENSATION OF OFFICERS AND EMPLOYEES OF THE CITY OF LA VISTA; TO PROVIDE FOR THE REPEAL OF ALL PRIOR ORDINANCES IN CONFLICT HEREWITH; ORDERING THE PUBLICATION OF THE ORDINANCE IN PAMPHLET FORM; AND TO PROVIDE THE EFFECTIVE DATE HEREOF.

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA VISTA, SARPY COUNTY, NEBRASKA:

Section 1. City Council. The compensation of members of the City Council shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$4,320.00 per year for each of the members of the City Council.

Section 2. Mayor. The compensation of the Mayor shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be, and the same hereby is, fixed at the sum of \$10,800.00 per year.

Section 3. City Administrator. The compensation of the City Administrator shall, in addition to such vehicle and other allowances as may from time to time be fixed by the Budget or other Resolution of the City Council, be established by contractual agreement.

Section 4. Management Exempt Employees. The management exempt employees hereafter named shall, in addition to such vehicle and other allowances as may from time to time be fixed by Resolution of the City Council, receive annualized salaries fixed in accordance with the schedules of Table 200, set forth in Section 22 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

| Position   | Range                 |
|--|-----------------------|
| Asst. City Administrator/ <u>Dir. Community Services</u> | 215                   |
| City Clerk   | 205                   |
| City Engineer/Asst. Public Works Director                | 210                   |
| Community Development Director                           | <u>210</u> <u>205</u> |
| <u>Director of Administrative Services</u>               | 215                   |
| Finance Director   | <u>210</u> <u>205</u> |
| Fire Chief   | <u>210</u> <u>190</u> |
| Library Director   | 205                   |
| Police Chief/ <u>Director of Public Safety</u>           | 215                   |
| <u>Public Buildings and Grounds Director</u>             | 200                   |
| <u>Director of Public Works-Director</u>                 | 215                   |
| Recreation Director                                      | 205                   |

Section 5. Salaried Exempt Employees. The monthly salary compensation rates of the salaried exempt employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 22 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by resolution establish:

| Position  | Range      |
|---|------------|
| Asst. to City Administrator                       | 180        |
| Asst. Golf Superintendent                         | 140        |
| Asst. Recreation Director                         | 175        |
| <u>Building Superintendent</u>                    | <u>180</u> |
| Chief Building Official                           | 175        |
| Community Relations Coordinator                   | 150        |
| <u>Deputy City Clerk/Office Manager</u>           | <u>165</u> |
| Golf Course Services Manager                      | 165        |
| Golf Course Superintendent                        | 175        |
| Human Resources Generalist                        | 165        |
| <u>Human Resources Manager</u>                    | <u>180</u> |
| Librarian II – Inter-Library Loan/Public Services | 160        |
| Librarian III                                     | 175        |
| Park Superintendent                               | 180        |
| Planner   | 175        |
| Police Captain                                    | 190        |
| Police Records Manager/Office Manager             | 165        |
| Program Coordinator                               | 160        |
| Street Superintendent                             | 180        |

**Section 6. Hourly Non-Exempt Employees.** The hourly compensation rates of the hourly (non-exempt) employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100 and Table 400, set forth in Section 22 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

| Position                                     | Range      |
|--|------------|
| <b>Accountant</b>                            | <b>145</b> |
| Accounting Clerk                             | 130        |
| Administrative Assistant                     | 130        |
| Mechanic                                     | 140        |
| Building Inspector I                         | 140        |
| Building Inspector II                        | 160        |
| Code Enforcement Officer                     | 130        |
| Executive Assistant                          | 140        |
| <b>Fire Training Officer</b>                 | <b>165</b> |
| <b>Foreman – B&amp;G Building Technician</b> | <b>160</b> |
| Librarian II – Computer/Reference Services   | 160        |
| Librarian I                                  | 140        |
| Maintenance Worker I                         | 130        |
| Maintenance Worker II                        | 140        |
| Park Foreman                                 | 165        |
| Permit Technician                            | 125        |
| Police Sergeant                              | 426        |
| Police Officer                               | 423        |
| Police Data Entry Clerk                      | 120        |
| <b>Public Buildings &amp; Grounds MWI</b>    | <b>125</b> |
| <b>Public Buildings &amp; Grounds MWII</b>   | <b>130</b> |
| Secretary II                                 | 125        |
| Secretary/Receptionist                       | 120        |
| Sewer Foreman                                | 165        |
| Street Foreman                               | 165        |
| Shop Foreman                                 | 165        |

**Section 7. Part-Time and Temporary Employees.** The hourly compensation rates of part-time, seasonal and temporary employees of the City of La Vista shall be, and the same hereby are, fixed in accordance with the schedules of Table 100, set forth in Section 22 of this Ordinance, for the following respective wage ranges, and in accordance with such rules as the City Council may by Resolution establish:

| Position                            |            |
|-------------------------------------|------------|
| <b>Accountant</b>                   | <b>145</b> |
| Assistant Pool Manager              | 100        |
| Circulation Clerk I                 | 100        |
| Circulation Clerk II                | 115        |
| <b>Clerical (PW)</b>                | <b>100</b> |
| Custodian                           | 100        |
| Evidence Technician                 | 130        |
| <b>Firefighter (Temporary/PT)</b>   | <b>100</b> |
| HR-Clerical Assistant               | 115        |
| Intern/Special Projects             | 115        |
| Lifeguard                           | 100        |
| Pool Manager                        | 110        |
| Recreation Supervisor               | 100        |
| Seasonal GC Clubhouse & Grounds     | 100        |
| Seasonal PW All Divisions 1-5 Years | 100        |
| Seasonal PW All Divisions 5+ Years  | 110        |
| Shop Assistant                      | 100        |
| Special Services Bus Driver         | 110        |
| Temporary/PT Professional (PW)      | 160        |

Part-time employees shall receive no benefits other than salary or such benefits as established in accordance with such rules as have been or may be established by Resolution of the City Council:

**Section 8. Pay for Performance.** Employees not covered by a collective bargaining agreement or express employment contract shall be subject to the City's Pay for Performance (PFP) compensation system as outlined in Council Policy Statement. PFP salary ranges are set forth in

Table 100 and 200 of Section 22 of this Ordinance. The base factor for fiscal year 2014 shall be set at two percent (2%).

**Section 9. Certification Incentive Pay for Chief Building Official and Building Inspectors.**

Employees of the City in the positions of Chief Building Official and Building Inspector are eligible to receive a one-time only incentive payment of \$1,500 for each certification obtained in an applicable construction field/trade. Such payment must be approved by the City Administrator.

**Section 10. Legal Counsel.** Compensation of the legal counsel other than special City Prosecutor for the City shall be, and the per diem rates respecting same shall be, at 90% of the standard hourly rate the firm may from time to time charge. Compensation for Special City prosecution shall be as agreed upon at the time of specific employment.

**Section 11. Engineers.** Compensation of Engineers for the City shall be, and the same hereby is, fixed in accordance with such schedules of hourly and per diem or percentage rates as shall from time to time be approved by Resolution of the City Council. Travel allowances respecting same shall be as may from time to time be fixed by Resolution of such City Council.

**Section 12. Longevity Pay.** Employees of the City in the positions set forth in Section 3 and Table 400 of this Ordinance shall receive longevity pay in an amount equal to the following percentage of the hourly rate set forth in Section 3 and Table 400 of this Ordinance, rounded to the nearest whole cent:

| <u>Length of Service</u> | <u>Allowance Per Hour</u> |
|--------------------------|---------------------------|
| Over 7 Years             | 2.00% (or .02)            |
| Over 10 Years            | 2.75% (or .0275)          |
| Over 15 Years            | 4.00% (or .04)            |
| Over 20 Years            | 4.50% (or .0450)          |

**Section 13. Health, Dental Life and Long Term Disability Insurance.** Subject to the terms, conditions and eligibility requirements of the applicable insurance plan documents and policies, regular full-time employees of the City of La Vista and their families shall be entitled to be enrolled in the group life, health, and dental insurance program maintained by the City. Regular full-time employees shall also be entitled to be enrolled in the long term disability insurance program maintained by the City.

Unless otherwise provided by collective bargaining agreement, or other applicable agreement, the City's employer share shall be ninety (90) percent of the amount of the actual premium and the employee shall pay the ten percent (10%) balance of the actual premium via payroll deduction for employees enrolled in single coverage. The City's employer share shall be eighty percent (80%) of the amount of the actual premium and the employee shall pay the twenty percent (20%) balance of the actual premium via payroll deduction for any employee enrolled in a level of coverage other than single. Those employees electing not to participate in these programs will receive no other form of compensation in lieu of this benefit.

**Section 14. Establishment of Shifts.** The City may establish duty shifts of such length, and to have such beginning and ending times, and to have such meal and break times, as it may deem appropriate or necessary, respecting employees of the City.

**Section 15. Special Provisions.**

- A. Employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska, covering the period from October 1, 2012 through September 30, 2014," shall receive compensation and benefits and enjoy working conditions, as described, provided and limited by such Agreement. The terms of such Agreement shall supersede any provisions of this Ordinance inconsistent therewith, and be deemed incorporated herein by this reference.
- B. Holiday Pay shall be compensated as set forth in the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista for police officers and as set forth in the Personnel Manual for all other full time employees.
- C. Subject to subsection 15.D. hereof, each full time hourly non-exempt employee of the City shall be entitled to receive overtime pay at the rate of one and one half times the employee's regular rate for each hour worked in excess of forty hours during a work week. If called out at any time other than during regular assigned work hours during the pay

period, such employee shall be entitled to compensation at the rate of one and one half times the regular rate for each hour so worked, provided that in no case shall an employee receive less than two hours overtime pay for such call out work, and further provided there shall be no pyramiding of hours for purposes of computing overtime. For purposes of this subsection an employee's "regular rate" shall be the sum of his or her hourly rate specified in Section 6 of this Ordinance and any longevity pay due under this Ordinance.

- D. Police Department employees covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, Nebraska," described in subsection 15.A hereof shall, as provided in such Agreement, be paid overtime at one and one half times the employee's hourly rate (including any longevity allowance) for each hour worked in excess of 80 hours during any 14 day work period coinciding with the pay period established by Section 17 of this Ordinance.
- E. All Management Exempt Employees and all Salaried Exempt Employees are considered to be salaried employees and shall not be eligible for overtime pay, holiday pay, or other special pay as provided by this section.
- F. Public Works Employees who are required to wear protective footwear may submit to the City for reimbursement for the cost of work boots in an amount not to exceed \$120.
- G. Public Works Employees may submit to the City for reimbursement for the difference in cost between a Nebraska Driver's License and a "CDL" driver's license within 30 days of obtaining a CDL license when a CDL license is required as a part of the covered employee's job description.
- H. Public Works Employees shall be provided by the City five safety work shirts in each fiscal year at no cost to the employee.
- I. Employees not covered by the "Agreement Between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista" and who are otherwise eligible, shall be paid overtime at the rate of one and one-half times the employee's hourly rate for all hours worked over forty in the pay periods that encompass the annual La Vista Days celebration, except, that if an employee uses any sick leave, vacation leave, personal leave, or comp time during the corresponding pay periods, such leave time shall offset any overtime earned. Overtime earned will not be offset by any holiday that falls during the above referenced pay periods.

Section 16. Pay for Unused Sick Leave Upon Retirement or Death. Employees who voluntarily retire after twenty or more years of service with the City and have no pending disciplinary action at the time of their retirement, shall be paid for any unused sick leave. Employees who began their employment with the City after January 1, 2005, or who began their employment prior to this date but elected to waive their eligibility for emergency sick leave, shall be paid for any unused sick leave, if they voluntarily leave City employment and have no pending disciplinary action, according to the following sliding schedule: After 10 years of employment – 100% of sick leave hours accrued over 660 and up to 880; after 15 years of employment – 100% of sick leave hours accrued over 440 hours and up to 880; after 20 years of employment – 100% of sick leave hours accrued up to 880. No other employee shall be paid for any unused sick leave upon termination of employment.

A regular full-time employee's unused sick leave shall also be paid if, after October 1, 1999, the employee sustains an injury which is compensable by the City or the City's insurer under the Nebraska Workers' Compensation Act and such injury causes the death of the employee within two years after the date of injury. Any payment made pursuant to the preceding sentence shall be made to the surviving spouse of the employee; provided, such payment shall be made to the employee's estate if the employee leaves no surviving spouse or if, prior to his or her death, the employee filed with the City Clerk a written designation of his or her estate as beneficiary of such payment.

Section 17. Pay Periods. All employees of the City of La Vista shall be paid on a bi-weekly basis. The pay period will commence at 12:01 a.m. Sunday and will conclude at 11:59 p.m. on the second succeeding Saturday. On the Friday following the conclusion of the pay period, all employees shall be paid for all compensated time that they have been accredited with during the pay period just concluded.

Section 18. Public Works Lunch and Clean-up Times. Lunch period for employees of the Public Works Department shall be one half hour (30 minutes) in duration. Public Works employees shall be granted a 5 minute clean-up period prior to start of lunch period, and shall be granted an additional 5 minutes clean-up period prior to the end of the work day.

**Section 19. Sick Leave and Personal Leave.** Sick leave and personal leave will be awarded and administered in conjunction with the provisions set forth in the personnel manual and the Agreement between the La Vista Fraternal Order of Police Lodge No. 28 and the City of La Vista, as applicable to the employee in question.

**Section 20. Vacation Leave.** Upon satisfactory completion of six months continuous service, regular full-time employees and permanent part-time employees shall be entitled to vacation leave. Such vacation shall not be used in installments of less than one hour. Increments of vacation leave of less than four hours must have 48 hours prior approval and can be taken only at the beginning or at the end of the work day.

**Section 21. Vacation Entitlement.**

- A. All full-time employees whose employment is governed by the Agreement described in Section 15, Paragraph A. of this Ordinance shall earn, accrue and be eligible for vacation as provided in such Agreement.
- B. All other full-time Hourly Non-Exempt Employees shall earn: six (6) days of paid vacation during the first year of continuous full-time employment; eleven (11) days of paid vacation during the second year of continuous full-time employment; and thereafter, eleven (11) days of paid vacation during each subsequent year of continuous full-time employment, plus one (1) additional day of paid vacation for each year of continuous full-time employment in excess of two years. Notwithstanding the foregoing, no employee shall earn more than twenty-three (23) days of paid vacation per employment year.
- C. All Management Exempt Employees, and Salaried Exempt Employees, shall earn ten (10) days paid vacation during the first year of continuous employment, and one (1) additional vacation day for each additional year of continuous employment not to exceed twenty-six (26) days.
- D. All Permanent Part Time Employees working a minimum of twenty (20) hours per week shall earn forty (40) hours of paid vacation time per year after six (6) months of employment. Total paid vacation time earned per year shall not exceed forty (40) hours.
- E. Full Time Exempt and Non-Exempt Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 220 hours.
- F. Permanent Part Time Employees shall be allowed to accrue unused vacation leave from previous years to a maximum of 110 hours.

Section 22. Wage Tables.

| Table 100                 |         |         |         |                             |         |         |         |
|---------------------------|---------|---------|---------|-----------------------------|---------|---------|---------|
| Salaried Exempt Employees |         |         |         | Hourly Non-Exempt Employees |         |         |         |
| Range                     |         | Minimum | Maximum | Range                       |         | Minimum | Maximum |
| 100                       | Hourly  | 9.27    | 12.04   | 145                         | Hourly  | 16.88   | 21.92   |
|                           | Monthly | 1,607   | 2,087   |                             | Monthly | 2,926   | 3,799   |
|                           | Annual  | 19,282  | 25,043  |                             | Annual  | 35,110  | 45,594  |
| 110                       | Hourly  | 11.38   | 14.78   | 150                         | Hourly  | 17.73   | 23.03   |
|                           | Monthly | 1,973   | 2,562   |                             | Monthly | 3,073   | 3,992   |
|                           | Annual  | 23,670  | 30,742  |                             | Annual  | 36,878  | 47,902  |
| 115                       | Hourly  | 12.24   | 15.90   | 160                         | Hourly  | 19.45   | 25.26   |
|                           | Monthly | 2,122   | 2,756   |                             | Monthly | 3,371   | 4,378   |
|                           | Annual  | 25,459  | 33,072  |                             | Annual  | 40,456  | 52,541  |
| 120                       | Hourly  | 13.16   | 17.09   | 165                         | Hourly  | 20.72   | 26.91   |
|                           | Monthly | 2,281   | 2,962   |                             | Monthly | 3,591   | 4,664   |
|                           | Annual  | 27,373  | 35,547  |                             | Annual  | 43,098  | 55,973  |
| 125                       | Hourly  | 14.16   | 18.39   | 175                         | Hourly  | 24.42   | 31.71   |
|                           | Monthly | 2,454   | 3,188   |                             | Monthly | 4,233   | 5,496   |
|                           | Annual  | 29,453  | 38,251  |                             | Annual  | 50,794  | 65,957  |
| 130                       | Hourly  | 14.65   | 19.02   | 180                         | Hourly  | 27.06   | 35.15   |
|                           | Monthly | 2,539   | 3,297   |                             | Monthly | 4,690   | 6,093   |
|                           | Annual  | 30,472  | 39,562  |                             | Annual  | 56,285  | 73,112  |
| 140                       | Hourly  | 16.03   | 20.81   | 190                         | Hourly  | 33.44   | 43.44   |
|                           | Monthly | 2,779   | 3,607   |                             | Monthly | 5,796   | 7,530   |
|                           | Annual  | 33,342  | 43,285  |                             | Annual  | 69,555  | 90,355  |

| Table 200                   |         |         |         |
|-----------------------------|---------|---------|---------|
| Management Exempt Employees |         |         |         |
| Range                       |         | Minimum | Maximum |
| 200                         | Hourly  | 34.21   | 43.65   |
|                             | Monthly | 5,930   | 7,566   |
|                             | Annual  | 71,157  | 90,792  |
| 205                         | Hourly  | 35.53   | 45.35   |
|                             | Monthly | 6,159   | 7,861   |
|                             | Annual  | 73,902  | 94,328  |
| 210                         | Hourly  | 37.81   | 48.14   |
|                             | Monthly | 6,554   | 8,344   |
|                             | Annual  | 78,645  | 100,131 |
| 215                         | Hourly  | 41.14   | 52.50   |
|                             | Monthly | 7,131   | 9,100   |
|                             | Annual  | 85,571  | 109,200 |

| Table 400                                 |                          |                          |                          |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Classification: FOP Collective Bargaining |                          |                          |                          |                          |                          |                          |
| Hourly Non-Exempt                         |                          |                          |                          |                          |                          |                          |
| Range                                     | A                        | B                        | C                        | D                        | E                        | F                        |
| 426 Hrly                                  |                          |                          |                          | 33.32<br>5,775<br>69,306 | 34.70<br>6,015<br>72,176 | 36.90<br>6,396<br>76,752 |
| 423 Hrly                                  | 21.84<br>3,786<br>45,427 | 23.32<br>4,042<br>48,506 | 25.62<br>4,441<br>53,290 | 27.12<br>4,701<br>56,410 | 29.60<br>5,131<br>61,568 | 31.14<br>5,398<br>64,771 |

Section 23. Repeal of Ordinance No. 12060. Ordinance No. 12060 originally passed and approved on the 15th~~3rd~~ day of October~~September~~ 2013 is hereby repealed.

Section 24. Effective Date. This Ordinance shall take effect after its passage, approval and publication as provided by law.

Section 25. This Ordinance shall be published in pamphlet form and take effect as provided by law.

PASSED AND APPROVED THIS 615TH DAY OF MAY~~OCTOBER~~ 20143.

CITY OF LA VISTA

\_\_\_\_\_  
Douglas Kindig, Mayor

ATTEST:

\_\_\_\_\_  
Pamela A. Buethe, CMC  
City Clerk

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** City Administrator

**POSITION REPORTS To:** Mayor

**POSITION SUPERVISES:** Department Heads, Assistant City Administrator/Director of Administrative Services, Police Chief/Director of Public Safety, Director of Public Works, Director of Administrative Services, Assistant to the City Administrator, and Appointed City Officials

**DESCRIPTION:**

Under the direction and authority of the Mayor and in accordance with Section 31.23 of the La Vista Municipal Code, acts as the chief administrative officer of the City for day-to-day operations. Directs, administers and coordinates the activities and functions of the various City offices, departments, commissions and boards in implementing the requirements of City ordinances and the policies of the City Council. Directs and controls the overall operations of the City to assure optimum services to the community. Represents the City to the community, state legislature, congress and other governmental agencies. Interacts directly with elected officials to ensure the smooth and efficient running of the City organization and the handling of important issues and concerns of a highly political nature.

In accordance with the Section 31.23 (b) of the La Vista Municipal Code, the City Administrator need not be a resident of the city at the time of his or her appointment, but shall become a resident within such reasonable time as the Council and Mayor may allow.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Provides primary interface with City Council and City staff; keeps the City Council informed of City program activities and events affecting City services.
2. Reviews and approves or disapproves the hiring, termination or changes in status of employment and pay for City employees; oversees labor relations function of the City and recommends bargaining guidelines and settlements to the City Council and Civil Service Commission.
3. Oversees preparation of the agenda for City Council meetings, consulting with the Mayor and department division heads Management Team as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations. Attends all meetings of the Mayor and City Council. Assures the development of short and long term plans to meet the goals and objectives of the City; directs the development of City operation and presents policy recommendations to the City Council regarding all aspects of City programs and services; implements the policies established by the Council.
4. Directs the preparation of the City's annual operating budget; establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by department division headthe Management Team; develops final budget recommendations for consideration by the Mayor and City Council and makes presentations at budget hearings regarding specific budget proposals.
5. Monitors the City's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the City Council changes in service levels or in user fees, and taxes as necessary to maintain a sound financial condition; plans and prepares data for grants and funded programs; establishes and maintains intergovernmental coordination related to available funding.
6. Assures efficient and responsible City operations by providing managerial leadership and direction; designs and maintains organizational structure, establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and program responsibilities to department heads and works with them in developing administrative and departmental goals.
7. Works closely with the City's Management Team Executive Team senior management team in formulating strategic, community, public safety and economic development plans and programs.

**ESSENTIAL FUNCTIONS (CONTINUED):**

8. Responsible for continuing to build and develop a strong management team by providing professional growth opportunities through attendance at seminars, professional meetings, management development training and other in-house development activities.
9. Confers with ~~department heads~~ Management Team on goals, organization, staffing, special needs and problems.
10. Coordinates the activities of all City departments to meet overall organizational goals; leads and directs senior management in effecting actions which carry out policies as set by the City Council.
11. Oversees the City's intergovernmental relations function representing the City with federal, state, county and regional agencies; serves as a board member on intergovernmental agencies, committees and commissions; advocates City positions on proposed legislation and program regulations.
12. Responsible for the supervision of all city contracts.
13. Addresses and/or meets and confers with local business groups, individuals, citizen groups, media and other government officials regarding issues, needs and problems facing the city.
14. Prepares policy statements and procedures for implementing goals and programs or regulations.
15. Ensures that the City has sound management, fiscal, personnel and information systems.
16. Responsible for performing other such duties and exercise such other powers as may be required by ordinance, or prescribed by resolution of the Mayor and City Council.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Master's degree in public administration or related field from a U.S. institution accredited by a regionally recognized organization.
2. Minimum of ten years municipal government experience, with a minimum of five years as a chief administrative officer or as an assistant city administrator.
3. Must be bondable to the amount required by state statute or city policy.
4. Prefer ICMA Credentialed Member designation.
5. The city may accept any equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough understanding of municipal government structure and function as well as knowledge of current literature, trends and developments in the fields of Public Administration and Public Finance.
2. Skills in modern management principles and practices of public administration, community planning and federal and state programs.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)**

3. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.
4. Ability to effectively serve as the administrative agent of the City Council.
5. Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
6. Thorough understanding of the principles and practices of municipal budget preparation and the ability to plan and coordinate the preparation and administration of a multi-department budget.
7. Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
8. Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
9. Experience of a high level for strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.
10. Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
11. The position requires a commitment to public service, municipal management and the ICMA Code of Ethics.
12. Knowledge of personnel laws, principles and procedures.
13. Skills in training, supervision, employee counseling/discipline, classification and personnel policies.
14. Knowledge and understanding of infrastructure financing.
15. Ability to effectively delegate responsibility to subordinates.
16. Ability to provide effective leadership and maintain cooperation and interaction between city departments.
17. Ability to create innovative management programs and systems in response to organizational needs.
18. Ability to create an atmosphere that engenders commitment to the mission statement.
19. Ability to communicate effectively both orally and in writing.
20. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
21. Knowledge and understanding of computer operations.
22. Ability to work a varying schedule, including nights and weekends.
23. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
- 24. Ability to maintain regular and dependable attendance on the job.**

**Disclaimer:**

**24. This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.**

I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Assistant to the City Administrator  
**POSITION REPORTS To:** City Administrator  
**POSITION SUPERVISES:** Varied

**DESCRIPTION:**

The Assistant to the City Administrator provides highly responsible professional administrative assistance and support to the City Administrator and Assistant City Administrator in all phases of municipal operations to ensure that organizational outcomes are met. The employee will assist the City's executive management in planning, implementing, directing and evaluating the policies, programs and operations of the City in order to achieve objectives and program needs. This position conducts research and analysis, requiring the ability to interpret and apply policies, procedures, laws and regulations and develops recommendations on City-wide work methods, operating policies and procedures, programs, services, and other administrative issues.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Manages assigned projects to achieve goals within available resources; plans and organizes workloads; reviews progress and makes changes as needed.
2. Works closely with the City Administrator and Assistant City Administrator to ensure that internal systems are operating effectively; assists in the development and regular updates of organizational and department strategic and operational planning efforts.
3. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
4. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
5. Makes presentations to city management, City Council and city committees and commissions; attends meetings as necessary. May represent City at meetings of other public and private organizations.
6. Responsible for the development and implementation of the City's Capital Improvement Program. Participates in the development and administration of the capital projects budget; participates in the forecast of funds needed for equipment, materials and supplies; monitors and approves expenditures; implements adjustments; assists in pursuing grants and other funds necessary to support the Capital Improvement Program.
- 5.
- 6-7. Assists in the preparation and/or evaluation of bid specifications, bids, requests for proposals/qualifications, contracts and contract performance as needed.
- 7-8. Responds to and resolves public inquiries and complaints.
- 8-9. Prepares presentations, resolutions, ordinances, contracts, administrative policies, etc. as assigned.
- 9-10. Participates as an active member of the City Administrator's management staff by contributing to policy formulation, program development and organization planning.
- 10-11. Performs responsibilities in a manner that clearly shows effective communication and cooperation and that promotes open exchange of information, respect, high ethical standards and professionalism.
- 11-12. Handles complex and sensitive issues and complaints in accordance with City policies and applicable laws as assigned by the City Administrator or Assistant City Administrator.

#### **ESSENTIAL FUNCTIONS (CONTINUED)**

- 12.13. Coordinates reports and meetings that involve various City departments and staff members on behalf of the City Administrator.
- 13.14. Serves as liaison between the City Administrator's office and professional support staff throughout the City to gather information, share ideas and provide resources to Department Directors and staff; facilitates an environment that encourages interdepartmental cooperation.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Work requires broad knowledge in a general professional field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent;
2. Minimum of three (3) years work experience in a local government position.
3. Any equivalent combination of education and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective City government.
2. Knowledge of the principles of supervision, personnel practices and current City guidelines and policies for all employees.
3. The ability to evaluate and make recommendations on municipal programs, policies and operational needs.
4. Understanding of the principles and practices of municipal budget preparation and administration.
5. Ability to provide effective leadership and maintain cooperation and interaction between City departments.
6. Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
7. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
8. Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
9. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.
10. Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
11. Ability to articulate and promote the City's strategic positions.
12. Ability to work independently, as part of a team and with the public.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)**

13. Ability to organize work, set priorities and follow-up on assignments with minimal supervision.
14. Ability to complete work assignments and reports in a timely and efficient manner.
15. Knowledge and understanding of computer operations, ability to use MS Office Professional programs and ability to operate office equipment such as a photocopier and fax machine.
16. Ability to collect and analyze technical information and prepare clear, accurate, comprehensive recommendations and reports.
17. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.
18. Demonstrated leadership and commitment to customer service, problem solving, continuous improvement and outcome-based management.
19. Ability to provide own transportation.
20. Basic mathematical skills.
21. Ability to resolve conflicts.
22. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. Work assignments require attendance at evening meetings e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.
23. Ability to establish and maintain effective working relationships and utilize good judgment, tact and diplomacy in dealing with City officials, departmental personnel, volunteers, patrons, outside agencies and members of the public.
24. The position requires a commitment to public service, municipal management and the ICMA Code of Ethics.

**Contributions this Position Makes to the City**

This position contributes to the success of the City by working closely with the City Administrator and Assistant City Administrator on complex and highly sensitive issues related to public policy, community needs, and general municipal operation. By conducting research and analysis, making recommendations and presenting solutions, this position enables effective decision making in the areas of policy development, implementation of programs that positively affect the organization and the community, and communication with the community. This position represents the City Administrator and requires a high degree of professionalism and dedication to the organizational philosophies.

**Disclaimer:**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

---

Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Assistant City Administrator/Director of Community Services

**POSITION REPORTS To:** City Administrator

**POSITION SUPERVISES:** Community Development Director, Recreation Director, Library Director, and Community Relations Coordinator

**DESCRIPTION:**

This highly professional, responsible and administrative position provides direction and oversight for all functions and activities related to Community Development, Library, Recreation, Public Transportation and Communications. Under the general supervision of the City Administrator, the duties of this position are carried out with wide latitude, judgment, and discretion. Assists with directing and controlling the overall operations of the City to assure optimum services to the community.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Ensures that goals and operating objectives established by the City Council are attained in a manner consistent with policies, legal requirements and resources available.
2. Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
3. Works closely with the City Administrator to ensure that internal systems are operating effectively.
4. Provides leadership, direction and guidance in overall financial strategies and organizational priorities.
5. Coordinates and guides citywide strategic processes based on present and future service demands in areas of responsibility.
6. Performs responsibilities in a manner that clearly shows effective communication and collaboration and that promotes open exchange of information, respect, high ethical standards and professionalism.
7. Handles complex sensitive issues and complaints as assigned by the City Administrator in accordance with City policies and applicable laws. Assists the City Administrator in performing a variety of daily management tasks and resolving ongoing management issues.
8. Assists with the development and implementation of short and long term plans to meet the goals and objectives of the City. Assists with overall City operations and recommends policy actions for City Council consideration regarding all aspects of City programs and services. Implements policies established by the Council and provides leadership in problem-solving City-wide issues.
9. Works closely with the City Administrator to communicate a unified commitment to achieving the mission and complies with the values of the organization and assists the City Administrator in communicating information and directives to city personnel regarding policies and programs.
10. Attends and participates in Executive Team Meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
11. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
12. Responsible for directing the execution of major special projects as defined by the City Administrator.
13. Supervises and provides direction and guidance to assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; documents corrective action and applies City policy as needed.

**ESSENTIAL FUNCTIONS (CONTINUED)**

14. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
15. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
16. Attends and participates in Executive Team Meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
17. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
18. Serves on committees and administrative boards and represents or accompanies the City Administrator at various functions. Serves as a liaison with other governmental agencies and the general public as directed by the City Administrator.
19. Acts as City Administrator in his/her absence.
20. Provides direction and oversight of the City's communication/community relations program to ensure an effective presentation of accomplishments and decisions.
21. Provides advice to managers and members of the management team regarding policy interpretations; assists division heads in coordinating and implementing projects; conducts research and performs evaluations of projects in progress.
22. Assists in the development of the annual budget, including preparation, oversight, long range planning and administration of assigned organizational budgets.
23. Prepares and reviews administrative reports and correspondence.
24. Performs other duties as directed or as the situation dictates.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Bachelor's Degree in public administration or related field with Master's Degree preferred.
2. Minimum of eight (8) years work experience in a local government agency including at least five (5) years in a highly responsible (department director, assistant city administrator, or similar) supervisory or management position.
3. Thorough and progressively responsible experience in local government administration with considerable experience in a supervisory capacity.
4. Must possess a valid drivers license.
5. Prefer ICMA Credentialed Manager designation.
6. Any equivalent combination of education and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective city government.
2. Skills in modern management principles and practices of public administration, community planning and federal and state programs.
3. Excellent leadership and communication skills.
4. Strong critical thinking and strategic planning skills necessary in order to develop and implement citywide and department mission, goals and procedures.
5. Experience of a high level for strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.
6. Outstanding interpersonal skills to provide effective leadership to subordinates, and to develop cooperative working relationships with city officials, fellow employees, members of the public, and patrons.
7. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
8. Ability to provide effective leadership and maintain cooperation and interaction between city departments.
9. Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification and personnel policies.
10. The ability to evaluate and make recommendation on municipal programs, policies and operational needs.
11. Ability to accomplish tasks in a timely manner to meet deadlines.
12. Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
13. Ability to effectively delegate responsibility to subordinates.
14. Ability to articulate and promote the City's strategic positions.
15. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
16. Ability to work independently, as part of a team, and with the public.
17. Ability to collect and analyze technical information, evaluates municipal programs, policies, and operational needs; and prepares clear, accurate, comprehensive recommendations and reports.
18. Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
19. Ability to provide own transportation.
20. Ability to resolve conflicts.
21. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. (Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.)
22. Effective writing skills and sufficient oral skills to speak in public and deliver presentations.
23. Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations.
24. Knowledge and understanding of computer operations.
25. Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
26. Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
27. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.
28. The position requires a commitment to public service, municipal management and the ICMA Code of Ethics.

**Contributions this Position Makes to the City**

This position provides highly responsible assistance to the City Administrator and contributes to the success of the City by working closely with the City Administrator's Executive Team on complex and strategic initiatives dealing with Community Development, Library, Recreation, Public Transportation and Communications. The Assistant City Administrator/Director of Community Services is responsible for strategic initiatives in regards to Community Services and City operations as a whole.

**Disclaimer:**

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I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION

### CITY OF LA VISTA

**POSITION TITLE:** Community Development Director

**POSITION REPORTS To:** Assistant City Administrator/Director of Community Services

**POSITION SUPERVISES:** Community Development Staff

**DESCRIPTION:**

Under the general direction of the Assistant City Administrator/Director of Community Services, the Community Development Director is responsible for strengthening the overall health and vitality of the City of La Vista through developing, managing and evaluating community development programs, including planning, redevelopment, development review, housing rehabilitation and inspections, zoning, building plan review and inspection, code administration and enforcement.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Responsible for directing and coordinating the work of department division staff and consultants, evaluating performance, establishing expectations, and defining duties in a manner that will result in an effective and efficient work force. Provides recommendations for improved efficiency and effectiveness and trains and mentors employees in technical management and leadership responsibilities.
2. Develops and implements policies and procedures for effective operation of the division department consistent with city policies and relevant laws, rules and regulations. Ensures council actions are implemented and recommends municipal policies relating to the physical, economic and social development of the community.
3. Oversees and provides guidance and direction in the evaluation of land use proposals for conformity to established plans, laws and ordinances. Evaluates proposals' development impact as they relate to the adopted plans of the City and makes recommendations and reviews proposed changes in land use plans, zoning and related codes for effectiveness and recommends changes to ensure sound inspection and planning programs.
4. Provides advice and recommendations to city administration and other members of the city's management teamcity department heads. Reviews proposals submitted by management staff and makes appropriate comments and suggestions. Assists city staff in the enforcement of local ordinances and interpreting city codes, ordinances and plans.
5. Works with consultants and other outside individuals/groups involved in studies affecting the physical development of the city. Coordinates special projects and studies.
6. Prepares and writes grant applications as directed.
7. Plans, directs and coordinates multi-departmental communications as needed for the preparation of plans, review of development proposals or other projects as assigned.
8. Responsible for establishing internal procedures for the processing of various development plans, and modifications to municipal regulations and directs the preparation of manuals outlining such procedures, development proposals and long-range community planning activities.
9. Prepares reports, data inventories and interpretations regarding environmental and/or economic impacts, resource or system deficiencies, population and economic base, public facility design, construction inspection and enforcement.
10. Provides leadership and direction in the development of strategic and long-range plans for the Community Development Department consistent with the City's long range plans.
11. Ensures that comprehensive plans, land use codes, building codes and other basic planning and building regulatory resources are complete, up-to-date, and usable by members of the public and staff.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL FUNCTIONS: (CONTINUED)**

12. Serves as a member of the City's ~~senior~~ management team. Attends and participates in ~~department head meetings~~, City Council meetings, work sessions and a variety of other meetings as needed or directed.
13. Acts as a department representative to various community citizen advisory boards and to the City Council; presents results of studies and recommendations regarding development, land use, comprehensive planning and other issues.
14. Responsible for preparation and submittal of proposed departmental budget, authorizing departmental expenditures and monitoring actual expenses to ensure compliance with adopted budgetary authority.
15. Actively supports decisions he/she is involved in making, even when he/she may not fully agree.
16. Assists in the enforcement of local ordinances and in interpreting local codes and ordinances.
17. Provides research and other needed material related to policy decisions.
18. Responds to citizen and City staff inquiries and concerns.
19. Makes public presentations.
20. Conducts special projects as assigned.
21. Performs other duties as directed or as the situation dictates.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment, which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver rough terrain on foot. Work hours may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities correctable to normal level. The noise and odor level may be moderate to intense depending on activity performed.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited four-year college or university with a degree in planning, public administration, business administration, civil engineering or closely related field from a U.S. institution accredited by a regionally recognized organization is required. Master's degree is preferred in a similar field.
2. Six years experience of increasingly responsible analytical, administrative and/or management experience preferably with a municipal government.
3. Three (3) years of supervisory or management experience is preferred.
4. The city may accept any equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge and understanding of modern theories, principles and best practices of city planning, urban planning and development; redevelopment; site planning and architectural design techniques and methods; building inspections and safety; laws underlying general plans, zoning, land divisions and code enforcement.
2. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective city government.
3. Ability to analyze and develop policies related to community development.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and ability to supervise the work of administrative and technical level subordinates.
5. Ability manage a complicated work program so that demands are matched to resources and work assignments are completed in a thorough, complete manner within established time-frames and the ability to handle numerous projects, which often have demanding requirements and tight time schedules.
6. Ability to anticipate needs, respond with workable solutions and implement new ideas in cooperation with other staff members to maintain departmental efficiency and responsiveness.
7. Experience in interpreting, applying and enforcing codes and in administrative and procedural guidelines for department personnel related to code interpretation and inspection standards.
8. Ability to be adaptable, resilient, a proactive executive team member, persistent and able to comprehend broad policy objectives, while remaining apolitical.
9. Ability to handle stressful situations and effectively deal with difficult or angry people.
10. Knowledge of research methods and statistics.
11. Skills in modern management principles and practices of public administration, community planning and federal and state programs.
12. Understanding of the principles and practices of municipal budget preparation and administration.
13. Ability to exercise sound, ethical judgment in evaluating situations and making decisions.
14. Computer literacy.
15. Ability to work independently, as part of the team and with the public.
16. Ability to communicate effectively both orally and in writing.
17. Ability to maintain confidentiality.
18. Ability to work a varying schedule, including evenings, weekends and holidays.
19. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
- 20. Ability to maintain regular and dependable attendance on the job.**

**20.**

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I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Library Director

**POSITION REPORTS TO:** ~~City Administrator~~ Assistant City Administrator/Director of Community Services

**POSITION SUPERVISES:** All Employees of the Public Library

**DESCRIPTION:**

Under the direction of the ~~Assistant~~ City Administrator/Director of Community Services, responsible for the administration of the La Vista Public Library in a manner consistent with the objectives and policies adopted by the La Vista City Council.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Responsible for the daily operation of the Library and ~~the execution of~~ approved programmings in a manner that will insure their effectiveness with efficiency and a minimum of cost using the fiscal budget as a guideline.
2. Recommends policies, procedures and activities to improve the image and operation of the La Vista Public Library.
3. Prepares monthly and annual financial and statistical reports for the City, Library Advisory Board, annual state report, and others as requested.
4. ~~Oversees the preparation, management and implementation~~ Responsible for management, assist in preparation and the implementation of the Library budget to include ~~ing~~ encourag ~~ement~~ of grant writing by ~~from~~ staff members.
5. Selects, assigns, evaluates, promotes or recommends dismissal of library personnel and volunteers so as to assure maximum effectiveness in realizing the goals set forth by the City.
6. ~~Responsible for the m~~ Manages the ~~ment of~~ selection and purchase, cataloging and distribution of all books and non-book materials, including electronic resources and community appropriate databases, used in the library so as to provide maximum service to the users with minimum cost.
7. Keeping abreast of current professional standards and related subjects dealing with the library operation.
8. Develops, reviews and updates departmental policies and regulations.
9. Participates in community affairs to build relationships as the official representative of the library so as to build relationships that further the purposes of the library and its programs.
10. Supervises ~~all~~ staff members in their assigned job responsibilities, encourages them to contribute thoughts and suggestions through monthly ~~regular~~ staff meetings, and uppermost, impresses upon staff the importance of good public relations with each patron.
11. Responsible for ascertaining the library needs of the community and for the development of a responsible book selection program.
12. Prepares reports and correspondence and other written documentation as necessary or directed.
13. Responds to citizen and city staff inquiries and concerns related to the Library.
14. ~~Attends department head and City Council meetings and reports as necessary or as directed~~ Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
15. ~~Responsible as system administrator of the Follett system, involving keeping the automated system upgraded, adding technical services for the public as funds become available.~~
- 16-15. Serves on the Board of Directors of the La Vista Public Library /Metropolitan Community College Condominium Owners Association and liaison to MCC for the ongoing development of the city's partnership with MCC.
- 17-16. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus. Must be able to hear and understand voices at normal conversational levels. Must be able to speak clearly at normal rate of conversation.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited college or university with a master's degree in Library Science or related field.
2. Five years experience in professional library administration.
3. Must possess or be able to obtain within one (1) year of employment Nebraska Public Librarian Certification.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of the principles and methods of operation of a public library.
2. Must possess good knowledge of recent developments, current literature and sources of information in the operation of a public library.
3. Understanding of modern office equipment, practices and equipment related to a public library.
4. Ability to plan and direct functions related to the operation of a public library.
5. Ability to prepare complex reports, budgets and presentations.
6. Must be familiar with and able to use Microsoft Office software.
7. Ability to communicate effectively both orally and in writing.
8. Ability to coordinate employee works schedules, staff functions and plan and direct the work of others.
9. Ability to maintain confidentiality.
10. Ability to work a varying schedule, including nights and weekends.
11. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
12. Ability to maintain regular and dependable attendance on the job.

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I have read and understand the requirements of this position description.

(Signature)

(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Recreation Director  
**POSITION REPORTS To:** City Administrator/Director of Community Services  
**POSITION SUPERVISES:** Recreation StaffPersonnel

**DESCRIPTION:**

Under the direction of the City Administrator/Director of Community Services, is responsible for the overall planning, directing and supervision of municipal recreational activities at the Community Center, municipal playgrounds, parks, recreational areas, ball fields, swimming pool and golf course.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Oversees the daily operation of municipal recreation programs and facilities.
2. Supervises both full time and part-time staff.
3. Evaluates effectiveness of recreation areas, facilities, and services; studies local conditions and develops immediate and long range plans and goals to meet the recreational needs of all age groups.
4. Responsible for hiring, training, scheduling, supervising and evaluating employees, and coordinating volunteer activities.
5. Responds to citizen inquires, complaints and information requests.
6. Prepares annual budget and directs expenditure of departmental funds.
7. Assists in inspecting -recreational areas, facilities and equipment to determine safety, adequacy and maintenance needs.
8. Responsible for the development of marketing information designed to attract and enhance participation, including yearly program/facility brochure.
9. Acts as a liaison and staff to the Parks & Recreation Advisory Board.
10. Researches grants and programs of interest to the community in the area of recreation development.
11. Responsible for the development and implementation of Master Parks and Recreation Plan. Also produces an annual program and facility development plan.
12. Oversees the inventory and purchase of equipment and supplies including development of bid specifications.
13. Attends Department Head and City Council meetings and reports as needed. Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
14. Solicits donations and corporate sponsorships.
15. Responsible for maintaining accurate records and evaluation summaries for all programs.
16. Coordinates capital improvement project development and scheduling with Public Works Director.
17. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met and tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed both indoors and outdoors year round.
- Periodically and during inclement weather, recreation and construction sites may be dusty, noisy and hazardous.
- For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversation levels.
- Incumbents must have the ability to transport themselves to and from recreation sites and lift up to 45 pounds.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Must possess valid driver's license.
2. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, natural resources administration, public administration or related field.
3. Seven (7) years experience in recreation field; or any equivalent combination of post-bachelor's degree full-time education and experience, with post-bachelor's degree full-time education substituting on a year for year basis for the required experience.
4. Five (5) years supervisory experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Extensive knowledge and understanding of recreation principles, concepts and techniques.
2. Knowledge and understanding of recreational program development and implementation.
3. Knowledge and understanding of municipal finance and budgeting.
4. Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
5. Knowledge of the principles of organization, administration and personnel management.
6. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak to public and deliver presentations.
7. Must possess the insights and skills to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
8. Must possess the ability to plan, execute and evaluate programs on a continuing basis.
9. Ability to establish and maintain effective working relations with city officials, volunteers, members of the public, employees and patrons.
10. Ability to work independently, as part of a team and with the public.
11. Ability to handle confidential information in a sensitive manner.
12. Conflict management skills.
13. **Knowledge and understanding of park and ball field maintenance.**
14. Knowledge and understanding of sports rules and regulations.
15. Computer skills and ability to use MS Office products.
16. Basic mathematical skills.
17. Ability to operate office equipment such as a photocopier, fax machine, and postage meter.
18. Ability to provide own transportation.
19. Ability to work varying schedules, including evenings, weekends and holidays.
- 20.17. Ability to consistently maintain regular and dependable attendance on the job.

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I have read and understand the requirements of this position description.

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(Signature)

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(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Community Relations Coordinator  
**POSITION REPORTS To:** Assistant City Administrator/[Director of Community Services](#)  
**POSITION SUPERVISES:** Community Volunteers, Special Event Personnel, [Web Team](#)

**DESCRIPTION:**

Under the direction of the Assistant City Administrator/[Director of Community Services](#) this individual is responsible for the development and execution of organizational public information activities for the City of La Vista. Performs assignments in specialized areas including but not limited to public relations, media relations, community relations, intergovernmental relations, marketing and event planning, [website and social media monitoring and maintenance](#).

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Responsible for developing the public messages and communications tools needed for sustained positive public relations. This includes but is not limited to news releases, quarterly [and weekly newsletter](#), annual report, [web-page](#)[website and social media](#) content, special events, and media training for staff and elected officials.
2. Supports the Mayor, City Council, City Administrator, Assistant City Administrator/[Director of Community Services](#), and other [members of the city's management team](#) [department](#) [directors](#) with communications advice, program promotion, training, counsel and written communications (presentations, talking points, speeches).
3. Counsels elected and appointed City officials concerning public relations aspects of policies, practices, procedures, programs and actions.
4. Responsible for coordinating, directing, and promoting special City events including but not limited to La Vista [DaysDaze](#), Halloween Safe Night, Santa's Sleigh Ride, Holiday Tree Lighting, Arbor Day, [Concerts](#) and Movie Nights. Maintains historical records for same. [Manages and coordinates Executive Committee for execution of all City events](#).
5. Develops, coordinates, and promotes new programs and events.
6. Designs and administers communication plans for public outreach [and engagement](#) around specific citywide projects, programs and issues.
7. Maintains editorial and graphics standards for City public information; assuring effectiveness, clarity and a high standard of quality for all publications and communications emanating from City [division](#)[separations](#).
8. Maintains a press clipping file on City news events/incidents and tracks media response along a variety of indicators (e.g. positive, negative, message portrayed, etc.)
- 8-9. [Primary first point of contact for the media. Acts as the City's Public Information Officer](#) [in major disasters](#).
- 9-10. Fosters and maintains good working relationships with external groups such as the business community, local chambers of commerce, community groups and the general public.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Employee must be able to transport himself/herself to and from various locations to attend meetings and events.
- Employee is required to attend events that will take place outdoors in varying weather and environmental conditions. These event sites may be hot, cold, dusty and/or noisy.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS (CONTINUED)**

- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee performs some light physical labor involved in the set up of special events including occasional lifting and/or moving of equipment up to 20 pounds and photographic coverage of events and activities.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels
- Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in journalism, public relations, English, communications, public administration, business administration or a closely related field.
- Must possess a valid driver's license.
- Three to five years of experience in public relations, writing, media relations, events coordination and marketing. Prior governmental experience desirable.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of general theories, principles, techniques and objectives of public information including communication, research, journalism, marketing, public relations, graphic design, and organizational communications.
- Knowledge of local and regional public affairs.
- Knowledge of fundamentals of photography and video-photography.
- Knowledge of modern office procedures, methods and equipment, including personal computer.
- Computer skills, including basic word-processing, spreadsheet, database and desktop publishing skills and ability to use MS Office products.
- Project management skills.
- Good organizational skills and the ability to prioritize and handle multiple tasks.
- Conflict resolution skills.
- Advanced writing, editing, English usage, spelling, grammar, and punctuation skills to facilitate business letter writing, report preparation and record keeping.
- Basic mathematical skills.
- Ability to develop, organize and coordinate a communication program.
- Ability to gather and verify news information through interview, observation and research.
- Ability to analyze complex administrative problems, evaluate alternatives and make creative recommendations.
- Ability to exercise judgment in release of information; give information rapidly, accurately and factfully.
- Ability to coordinate and publicize celebrations, exhibits, festivals, facility openings and other events, including the supervision of volunteers and other event personnel.
- Ability to communicate effectively, both orally and in writing, and in an interesting manner to various audiences.
- Ability to establish and maintain effective working relationships with City officials, employees, volunteers, the public and news media.
- Ability to maintain confidentiality.
- Ability to type 45 words per minute.
- Ability to apply common sense understanding in carrying out written and oral instructions.
- Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established policies and procedures.
- Ability to work a varying schedule, including evenings and weekends.
- Ability to maintain regular and dependable attendance on the job.

| Community Relations CoordinatorSpecialist

| Position Description

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I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Permit Technician

**POSITION REPORTS To:** Office Manager/Community Development Director/City Clerk

**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of the Community Development Director, provides administrative support for the Community Development Department. Under the direction of the City Clerk-Office Manager, performs general front office duties and provides back-up support to City Hall receptionist.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Provides general administrative support for Community Development-Department to include scheduling inspections and related customer contact via telephone or in person.
2. Processes building, remodeling, electrical, plumbing and mechanical permits.
3. Processes billings for and issues contractor occupation, plumbing and mechanical licenses and maintains current lists of same.
4. Electronically records and maintains information on effective dates of insurance and bond certificates for master plumbers and mechanical contractors.
5. Coordinates Rental Inspection Program to include registration process, inspection process, issuance of rental certificates and maintenance of program files.
6. Accepts applications for rezoning and replatting and prepares case files for the Planner.
7. Publishes notices for Planning Commission and assists with packet preparation.
8. Records and transcribes meeting minutes for the Planning Commission and Board of Adjustment.
9. Prepares monthly building reports.
10. Provides back-up support to City Hall receptionist by answering and handling telephone calls and greeting visitors.
11. Receives and responds to citizen inquiries via telephone or in person.
12. In the absence of the City Hall receptionist performs such duties as: receipting money, opening and closing City Hall, opening and processing mail, and processing various permits and licenses including but not limited to handicapped parking, public assembly, fire/security alarm and occupation Conducts or assists with special projects as required.
13. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Hearing abilities must be correctable to levels adequate to perform essential functions.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED.
2. Minimum two (2) years administrative support experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of basic building construction methods and practices preferred.
2. Knowledge of standard office policies and procedures.
3. Basic knowledge of word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
4. Basic alphabetization and filing skills.
5. Basic money changing skills.
6. Ability to type 60 words per minute.
7. Basic mathematical skills.
8. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
9. Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
10. Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
11. Good telephone and customer service skills.
12. Ability to follow instructions.
13. Ability to read and write proficiently.
14. Ability to work independently without direct supervision.
15. Ability to operate office equipment such as personal computer, postage meter, telephone, photocopier and fax machine.
16. Ability to work a varying schedule, including evenings.
17. Ability to develop constructive and cooperative working relationships with supervisors, peers and subordinates and maintain them over time.
18. Ability to establish and maintain effective working relations with elected and appointed officials and the public.
19. Ability to maintain regular and dependable attendance on the job.

**Disclaimer:**

**This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.**

I have read and understand the requirements of this position description.

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(Signature)

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(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Police Chief/Director of Public Safety

**POSITION REPORTS To:** City Administrator

**POSITION SUPERVISES:** Police Command Staff and Fire Chief

**DESCRIPTION:**

This highly professional, responsible and administrative position provides direction and oversight for all functions and activities related to Public Safety including: Police, Fire, 911 Communications, Emergency Management, and Animal Control. Under the general supervision of the City Administrator, the duties of this position are carried out with wide latitude, judgment, and discretion.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation).

1. Ensures that goals and operating objectives established by the City Council are attained in a manner consistent with policies, legal requirements and resources available.
2. Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
3. Works closely with the City Administrator to ensure that internal systems are operating effectively.
4. Provides leadership, direction and guidance in overall financial strategies and organizational priorities.
5. Coordinates and guides citywide strategic processes based on present and future service demands in areas of responsibility.
6. Performs responsibilities in a manner that clearly shows effective communication and collaboration and that promotes open exchange of information, respect, high ethical standards and professionalism.
7. Handles complex sensitive issues and complaints as assigned by the City Administrator in accordance with City policies and applicable laws. Assists the City Administrator in performing a variety of daily management tasks and resolving ongoing management issues.
8. Assists with the development and implementation of short and long term plans to meet the goals and objectives of the City. Assists with overall City operations and recommends policy actions for City Council consideration regarding all aspects of City programs and services. Implements policies established by the Council and provides leadership in problem-solving City-wide issues.
9. Works closely with the City Administrator to communicate a unified commitment to achieving the mission and complies with the values of the organization and assists the City Administrator in communicating information and directives to city personnel regarding policies and programs.
10. Attends and participates in Executive Team Meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
11. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
12. Responsible for directing the execution of major special projects as defined by the City Administrator.
13. Supervises and provides direction and guidance to assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; documents corrective action and applies City policy as needed.
14. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.

**ESSENTIAL FUNCTIONS (CONTINUED)**

15. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
16. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
17. Oversees enforcement of those provisions of the La Vista Municipal Code, ordinances, regulations, state and federal laws pertaining to the preservation of law and order, the maintenance of public peace and safety, and the protection of life and property. Participates in complex criminal and other investigations. Assumes direct command in major emergency situations.
18. Assumes full management responsibility for all Public Safety services and activities.
19. Works with the Civil Service Commission in appointment and promotion of all sworn positions.
20. Exercises direct supervision over command staff, and through subordinate supervisors, all other sworn personnel, administrative and support staff.
21. Develops and directs Public Safety policy, procedure, rules, regulations, general orders, programs, systems, operations, goals and objectives.
22. Determines the need for and directs the implementation of educational and training programs for Police Department employees.
23. Evaluates options regarding Public Safety and makes recommendations to the City Administrator.
24. Keeps the City Administrator informed of police operations to ensure a good understanding of programs, and to improve the effective functioning of the Department.
25. Directs the development and implementation of strategic and long range plans for the Police department consistent with the City's long range plans.
26. Responsible for reviewing the proposed departmental budget to the City Administrator; monitors actual expenses to ensure compliance with adopted budgetary authority.
27. Evaluates and analyzes department activities by reviewing reports, cases and statistical data and makes recommendations on such. Supervises special studies and preparation of comprehensive reports.
28. Maintains awareness of modern police methods and administration by attending conferences, conventions and other educational and professional meetings.
29. Plans, organizes and participates in department programs and public functions for the purpose of promoting crime prevention, reducing violence, increasing the level of drug awareness, and improving community / police relations. Actively promotes and implements Community-Based Policing.
30. Serves as liaison with County emergency preparedness director in emergency situations and as liaison with other area law enforcement agencies in enforcement and investigations.
31. Makes public presentations.
32. Serves on the Public Health Board.
33. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

- Work is performed both indoors and outdoors year round in varying weather and environmental conditions. Exposure to climatic conditions includes hot, cold, wet and/or humid weather conditions.
- Work is also performed in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS (CONTINUED)**

- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.
- Moderate to high levels of stress may be experienced
- Involves contact with dangerous persons; exposure to hazardous materials, narcotics, loud noises, noxious odors and blood borne pathogens.
- Must be able to effectively use communication devices, crowd and belligerent individual control techniques and devices, and designated firearms and incapacitating agents.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Bachelor's Degree in public administration or related field with Master's Degree preferred.
2. Minimum of ten (10) years law enforcement experience in a local government agency that demonstrates expertise in all facets of police administration, including at least five (5) years in a command level position. Experience must demonstrate outstanding command leadership and customer focused management with regulatory, budget and proactive, forward thinking and strategic planning skills.
3. Graduation from an advanced management program such as the FBI National Academy, Northwestern School of Police Staff & Command or similar program is preferred.
4. Must possess a valid Driver's license.
5. Must be a U.S. citizen.
6. Must successfully complete all elements of the Civil Service testing and application procedures resulting in selection and appointment to the Civil Service eligibility list.
7. Must have successfully completed the basic supervision and management training from the Nebraska Law Enforcement Training Center (or equivalent).
8. Must successfully become certified as a police officer in Nebraska by the Police Standards Advisory Council within one year of appointment.

**SPECIAL REQUIREMENTS**

1. Must be a resident of the City of La Vista or within its extra territorial zoning jurisdiction.
2. No prior criminal history
3. Must not engage in conduct or a pattern of conduct that would jeopardize public trust; must be of good moral character.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective city government.
2. Skills in modern management principles and practices of public administration, community planning and federal and state programs.
3. Excellent leadership and communication skills.
4. Strong critical thinking and strategic planning skills necessary in order to develop and implement citywide and department mission, goals and procedures.
5. Experience of a high level for strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)**

6. Outstanding interpersonal skills to provide effective leadership to subordinates.
7. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
8. Ability to provide effective leadership and maintain cooperation and interaction between city departments.
9. Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification and personnel policies.
10. The ability to evaluate and make recommendation on municipal programs, policies and operational needs.
11. Ability to accomplish tasks in a timely manner to meet deadlines.
12. Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
13. Ability to effectively delegate responsibility to subordinates.
14. Ability to articulate and promote the City's strategic positions.
15. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
16. Ability to work independently, as part of a team, and with the public.
17. Ability to collect and analyze technical information, evaluates municipal programs, policies, and operational needs; and prepares clear, accurate, comprehensive recommendations and reports.
18. Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
19. Ability to provide own transportation.
20. Ability to resolve conflicts.
21. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. (Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.)
22. Effective writing skills and sufficient oral skills to speak in public and deliver presentations.
23. Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations.
24. Knowledge and understanding of computer operations.
25. Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
26. Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.
27. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.
28. The position requires a commitment to public service, municipal management, and the ICMA Code of Ethics.
29. Extensive knowledge of the principles and practices of modern police department administration, organization and operations. Knowledge of the equipment, automation, and weapons used in modern law enforcement, including communications systems and vehicles.
30. Extensive knowledge of the techniques of crime prevention, community policing and law enforcement; including surveillance, investigation, preservation of evidence, and the legal requirements and limitation on police authority. Knowledge of the laws governing rights of citizens, custody of persons, search and seizure, the rules of evidence, and the maintenance and use of police records and their application to the solution of police problems.
31. Skill in conducting investigations of a criminal activity.
32. Skill in the use of firearms and other police equipment.

**Contributions this Position Makes to the City**

This position provides highly responsible assistance to the City Administrator and contributes to the success of the City by working closely with the City Administrator's Executive Team on complex and strategic initiatives dealing with Public Safety including: Police, Fire, 911 Communications, Emergency Management, and Animal Control. The Police Chief/Director of Public Safety is responsible for strategic initiatives in regards to Public Safety and City operations as a whole.

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I have read and understand the requirements of this position description.

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(Signature)

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(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Police Data Entry Clerk

**POSITION REPORTS TO:** Support Services CommanderPolice Records Manager-Office Manager

**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of the Police Records Manager-Office ManagerSupport Services Commander, performs a variety of record and data processing functions.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Enters information, police records, correspondence and other documents into the computer system.
2. Professionally answers and routes telephone calls.
3. Monitors front lobby, addresses questions, greets and refers visitors as needed.
4. Performs extensive hard copy and computer filing of documents.
5. Performs computations and basic statistical analysis daily, monthly and quarterly as needed/requested.
6. Monitors police reports for errors and deficiencies.
7. Types dictated reports.
8. Releases photocopies of police reports as appropriate and collects fees.
9. Maintains computer equipment and data files.
10. Monitors and maintains department video security system.
11. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The following listed physical demands are representative of those that must be performed and tolerated by an employee, with or without reasonable accommodations to successfully perform the essential functions of this job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand and sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. Must possess correctable hearing to normal conversational level.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED.
2. Prefer knowledge of and/or experience with law enforcement operations.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of standard office policies and procedures.
2. Basic alphabetization and filing skills.
3. Basic mathematical skills.
4. Ability, at time of hire, to operate Microsoft Windows and Office 2000 systems, including Word, Access and Excel with a high degree of competency and efficiency.
5. Knowledge of microcomputer systems, network operating systems and the use of application programs.
6. Ability to type 45 words per minute.
7. Ability to input 45k (bits) or 100 records per day.
8. Ability to work with minimal supervision and to follow directions.
9. Ability to read and write proficiently.
10. Ability to maintain confidentiality.
11. Ability to operate office equipment such as a photocopier, fax machine, printers, scanners, etc.
12. Ability to operate dictation equipment and type dictated reports.
13. Ability to learn and understand the flow of information into a contemporary law enforcement records management system.
14. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons, children and members of the public.
15. Ability to consistently maintain regular and dependable attendance.
16. Ability to work varying schedules, including evenings, weekends, and holidays.

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I have read and understand the requirements of this position description.

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(Signature)

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(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Director of Public Works

**POSITION REPORTS To:** City Administrator

**POSITION SUPERVISES:** City Engineer/Assistant Public Works Director, Street Superintendent, Park Superintendent, Buildings Superintendent, and Clerical Support Staff

**DESCRIPTION:**

This highly professional, responsible and administrative position provides direction and oversight for all functions and activities related to Streets, Parks and Grounds, Building Maintenance, Sewer, and Engineering. Under the general supervision of the City Administrator, the duties of this position are carried out with wide latitude, judgment, and discretion.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Ensures that goals and operating objectives established by the City Council are attained in a manner consistent with policies, legal requirements and resources available.
2. Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
3. Works closely with the City Administrator to ensure that internal systems are operating effectively.
4. Provides leadership, direction and guidance in overall financial strategies and organizational priorities.
5. Coordinates and guides citywide strategic processes based on present and future service demands in areas of responsibility.
6. Performs responsibilities in a manner that clearly shows effective communication and collaboration and that promotes open exchange of information, respect, high ethical standards and professionalism.
7. Handles complex sensitive issues and complaints as assigned by the City Administrator in accordance with City policies and applicable laws. Assists the City Administrator in performing a variety of daily management tasks and resolving ongoing management issues.
8. Assists with the development and implementation of short and long term plans to meet the goals and objectives of the City. Assists with overall City operations and recommends policy actions for City Council consideration regarding all aspects of City programs and services. Implements policies established by the Council and provide leadership in problem-solving City-wide issues.
9. Works closely with the City Administrator to communicate a unified commitment to achieving the mission and complies with the values of the organization and assists the City Administrator in communicating information and directives to city personnel regarding policies and programs.
10. Attends and participates in Executive Team Meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
11. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
12. Responsible for directing the execution of major special projects as defined by the City Administrator.
13. Supervises and provides direction and guidance to assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; documents corrective action and applies City policy as needed.

**ESSENTIAL FUNCTIONS (CONTINUED)**

14. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
15. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
16. Attends and participates in Executive Team Meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
17. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
18. Oversees enforcement of those provisions of the La Vista Municipal Code, ordinances, regulations, State and Federal laws pertaining to the construction, operation and maintenance of the City's infrastructure system.
19. In coordination with the Human Resources Division, oversees recruitment, selection, supervision, promotion, discipline, training and review for all Public Works personnel.
20. Exercises direct supervision over division superintendents and, through subordinate supervisors, all other Public Works personnel.
21. Develops and directs Public Works Department policy, procedure, rules, regulations, general orders, programs, systems, operations, goals and objectives.
22. Oversees the coordination and standardization of training and instruction for Public Works personnel that meets Federal, State and local requirements.
23. Evaluates options regarding public works services and makes recommendations to the City Administrator.
24. Keeps the City Administrator informed of public works operations to ensure a good understanding of programs and to improve the effective functioning of the Department.
25. Directs the development and implementation of strategic and long range plans for the Public Works Department consistent with the City's long range plans.
26. Responsible for appropriate record maintenance as required by City, State or Federal regulations.
27. Represents the City and the department as the primary authority regarding public works services and participates in intergovernmental activities including the coordination of appropriate interlocal agreements, serving as a liaison with other local, state and national organizations as required.
28. Develops accurate specifications for the implementation of Public Works Department capital projects and the purchase of capital equipment.
29. Coordinates plan review and building code regulation activities with Community Development.
30. Maintains awareness of modern public works methods and administration by attending conferences, conventions and other educational and professional meetings as budgets permit.
31. Makes public presentations to community groups, professional organizations and other City departments.
32. Performs other duties as directed or as the situation dictates.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Work is performed both indoors and outdoors year round in varying weather and environmental conditions. Exposure to climatic conditions includes hot, cold, wet and/or humid weather conditions.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.
- Must be able to hear and understand voices at normal conversational levels.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Bachelor's degree with a major in engineering, construction science, public administration or related field with Master's degree preferred.
2. Minimum of eight (8) years work experience in a local government agency including at least five (5) years in a highly responsible (department director, assistant city administrator, or similar) supervisory or management position.
3. Thorough and progressively responsible experience in local government administration with considerable experience in a supervisory capacity.
4. Must possess a valid driver's license.
5. Must possess or be able to acquire a valid Nebraska Street Superintendent Certificate.
6. Any equivalent combination of education and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective city government.
2. Skills in modern management principles and practices of public administration, community planning and federal and state programs.
3. Excellent leadership and communication skills.
4. Strong critical thinking and strategic planning skills necessary in order to develop and implement citywide and department mission, goals and procedures.
5. Experience of a high level for strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.
6. Outstanding interpersonal skills to provide effective leadership to subordinates, and to develop cooperative working relationships with city officials, fellow employees, members of the public, and patrons.
7. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
8. Ability to provide effective leadership and maintain cooperation and interaction between city departments.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)**

9. Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification and personnel policies.
10. The ability to evaluate and make recommendation on municipal programs, policies and operational needs.
11. Ability to accomplish tasks in a timely manner to meet deadlines.
12. Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
13. Ability to effectively delegate responsibility to subordinates.
14. Ability to articulate and promote the City's strategic positions.
15. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
16. Ability to work independently, as part of a team, and with the public.
17. Ability to collect and analyze technical information, evaluates municipal programs, policies, and operational needs; and prepares clear, accurate, comprehensive recommendations and reports.
18. Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
19. Ability to provide own transportation.
20. Ability to resolve conflicts.
21. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. (Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.)
22. Effective writing skills and sufficient oral skills to speak in public and deliver presentations.
23. Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations.
24. Knowledge and understanding of computer operations.
25. Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
26. Understanding of the City's political environment and sensitivities, and the ability to function effectively within that environment.
27. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.
28. The position requires a commitment to public service, municipal management, and the ICMA Code of Ethics.
29. Knowledge of and ability to apply the principles, practices, methods, and techniques of modern public works department administration, organization and operations.
30. Comprehensive knowledge of the operation and maintenance of modern public works equipment and technology, including communications systems and vehicles.
31. Ability to analyze the effectiveness of public works services and to recommend and implement improvements.
32. Ability to read building plans and subdivision plats.

**Contributions this Position Makes to the City**

This position provides highly responsible assistance to the City Administrator and contributes to the success of the City by working closely with the City Administrator's Executive Team on complex and strategic initiatives dealing with the City's Public Works Services including: Streets, Parks, Buildings, Fleet, and Sewers. The Director of Public Works is responsible for strategic initiatives in regards to Public Works service delivery and City operations as a whole.

**Disclaimer:**

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I have read and understand the requirements of this position description.

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(Signature)

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(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** City Engineer/Assistant Public Works Director

**POSITION REPORTS To:** ~~Public Works~~ Director of Public Works

**POSITION SUPERVISES:** Supervisors and Support Staff of the Department

**DESCRIPTION:**

Under the general direction of the ~~Public Works~~ Director of Public Works, plans, directs and coordinates engineering, funding and scheduling activities relating to City public works improvement projects and private land development projects. Performs administrative work providing management assistance to the ~~Public Works~~ Director of Public Works; acts for and represents the Director in his/her absence.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation).

1. Plans, assigns and directs the design and construction of municipal engineering projects.
2. Assists in overall management, administration and supervision of Public Works divisions and Public Works functions.
3. Directs and participates in the review of plans and the inspection of construction in progress for adherence to codes, acceptable engineering standards and related Federal, State and City standards and policies.
4. Meets with members of the public, public and private engineers, architects, contractors and owners to explain and discuss operations and projects.
5. Plans and develops future infrastructure for community needs.
6. Assists the Community Development Department with review of platting and zoning applications.
- 5.7. Conducts permit review reviews and compliance inspections for grading and storm water permits for regulatory compliance in land development projects.
- 6.8. Reviews and recommends approval of engineering plans and specifications.
- 7.9. Assists in the preparation and administration of the annual departmental budget.
- 8.10. Assists in the preparation and maintenance of departmental policies and procedures; provides direction to division supervisors regarding programmatic, operational and technical problems and to determine corrective solutions.
- 9.11. Participates in the recruitment, selection, supervision, promotion, discipline, training and review of all public works staff.
- 10.12. Assists in the development of accurate specifications for the implementation of City capital projects and the purchase of capital equipment.
- 11.13. Assists in the preparation of reports, correspondence and other written documentation, including reports required by the City, State or other entities.
- 12.14. Responds to citizen and City staff inquiries and concerns.
- 13.15. Acts on the Public Works Director's behalf by assignment or delegation in Director's absence.
- 14.16. Maintains awareness of modern public works and engineering methods and administration by attending conferences, conventions and other educational and professional meetings as budgets permit.
- 14.17. Serves as a member of the City's management team. Attends and participates in City Council meetings, Planning Commission meetings, work sessions and a variety of other meetings as needed or directed.

City Engineer/Assistant Public Works Director

Position Description

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- 16.18. Makes public presentations to community groups, professional organizations and other City departments.
- 17.19. Performs other duties as directed or as the situation dictates.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

Work **may be** performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversational levels. Incumbents must have the ability to transport themselves to and from work sites and lift up to 50 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit confined spaces such as sanitary manholes or utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. B.S. in Civil Engineering or a closely related field combined with five (5) years of increasingly responsible experience in civil engineering is required.
2. Registration as a Professional Engineer in the State of Nebraska required.
3. Must possess or be able to obtain a valid Nebraska driver's license. Prefer a valid Nebraska class "B" commercial driver's license.
4. A minimum of five years progressively responsible public works experience, including at least three years in an administrative level position.
5. Must possess or be able to acquire a valid Nebraska Street Superintendent Certificate.
6. Must possess or be able to acquire a valid State of Nebraska Responsible Charge Certification.
7. The City may accept any equivalent combination of education and experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of and ability to apply the principles, practices, methods, and techniques of modern civil engineering as applied to the field of public works, design and construction operations.
2. Ability to assist with planning, organizing, supervision and administering the functions of the Public Works Department.
3. Knowledge of and ability to interpret and apply Federal, State and local codes, ordinances, statutes, rules, regulations, policies and procedures.
4. Ability to apply engineering principles and techniques to the solution of complex civil engineering problems including land and municipal infrastructure development.
- 4.5. In the absence of the Public Works Director, ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
- 5.6. Ability to efficiently perform and supervise multiple administrative assignments of overall Department scope.
- 6.7. Ability to interact frequently with the Community Development Department concerning development activities and long range planning.
- 7.8. Ability to handle confidential information in a sensitive manner.
- 8.9. Ability to analyze the effectiveness of public works services and to recommend and implement improvements.

City Engineer/Assistant Public Works Director  
Position Description

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- 9.10. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.
- 10.11. Ability to work independently, as part of a team and with the public.
- 11.12. Ability to enforce ordinances and other regulations with firmness, tact and impartiality.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)**

- 12.13. Computer skills and ability to use MS Office Professional programs and computer engineering applications.
- 13.14. Ability to work a varying schedule including, evenings, weekends and holidays and extended hours in emergency, disaster or other situations influenced by workload or staffing difficulties.
- 14.15. Ability to establish and maintain effective working relations with fellow public works personnel; exercise good judgment, tact and diplomacy in dealing with City officials, department personnel, volunteers, patrons, outside agencies and members of the public.
- 15.16. Ability to maintain regular and dependable attendance on the job.

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I have read and understand the requirements of this position description.

Signature

Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Building SuperintendentDirector of Public Buildings & Grounds  
**POSITION REPORTS To:** City AdministratorDirector of Public Works  
**POSITION SUPERVISES:** Custodial and Maintenance StaffBuilding Technician and Part Time Janitor

**DESCRIPTION:**

Under the direction of the City AdministratorDirector of Public Works, performs public buildings supervision which is responsible for the maintenance and upkeep of municipal buildings ~~and grounds~~.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Responsible for the daily operation of the Building Maintenance DivisionPublic Buildings & Grounds Department, including the supervision and evaluation of custodial and maintenance staff and/or contracted services.
2. Performs routine repairs to equipment involving electrical, plumbing, carpentry, and sheet metal work.
3. Responsible for ensuring municipal facilities are kept clean, orderly and in good repair.
4. Serves as a member of the Board of Directors for the La Vista/Metropolitan Community College Condominium Owners Association.
5. Coordinates facility use with management teamdepartment heads for major meetings or events requiring special attention.
6. Responsible for preparation and implementation of the Building DivisonPublic Buildings & Grounds budget.
7. Assists in planning new municipal facilities.
8. Develops, reviews and updates divisiondepartmental policies and regulations.
9. Responsible for preparing and maintaining work records and warranty information.
10. Orders all janitorial and maintenance supplies.
11. Responsible for preparing specifications and contracting with outside vendors when required.
12. Administers telephone and voice mail system.
13. Ensures that federal and state mandated inspections are performed in a timely manner.
14. Performs routine building maintenance to all City owned buildings.
15. Responds to evening and weekend emergency calls for maintenance and security and fire alarms.
16. Oversees the landscaping around the City Complex.
- 17.16. Maintains flags.
- 18.17. Responsible for snow and ice removal from all walks and handicap parking stalls in the municipal complex.
- 19.18. Administers building security system, maintains confidential security and voice mail codes and records and issues all keys to City Hall and the Community Center.
- 20.19. Prepares reports and correspondence and other written documentation as necessary or directed.
- 21.20. Responds to citizen and city staff inquiries and concerns related to public buildings ~~and grounds~~.
22. Attends department head and City Council meetings and reports as necessary or as directed.
- 23.21. Represents the city at various functions and serves as a liaison with outside agencies and the general public.
- 24.22. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

Work is generally performed both indoors and outdoors year round, periodically during inclement weather, work sites may be dusty, noisy and hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. Incumbents must have the ability to perform very heavy work exerting in excess of 75 pounds of force occasionally, and/or in excess of 50 pounds frequently, and /or in excess of 30 pounds of force constantly to move objects. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED.
2. Must possess or be able to acquire a valid driver's license.
3. FiveTen years of job related experience.
4. Two years supervisory experience.

4.5. Associate's or Bachelor's degree in any area is preferred

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to work a varying schedule including evenings, weekends, and holidays when necessary.
2. Understanding of and basic skills of heating and conditioning, plumbing, electrical, carpentry and mechanical systems.
3. Ability to utilize supervisory and management techniques.
4. Ability to prepare and maintain accurate departmental records and reports.
5. Ability to safely operate hand tools, power equipment and machinery.
6. Ability to communicate effectively both orally and in writing.
7. Ability to read and understand blue prints and schematics.
8. Basic computer skills. Basic computer skills, including knowledge of MS Office programs Outlook, Word and Excel; ability to learn other computer skills.
9. Knowledge and understanding of safety principles.
10. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
11. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

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I have read and understand the requirements of this position description.

Signature

Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Building TechnicianMaintenance Assistant  
**POSITION REPORTS TO:** Building SuperintendentDirector of Public Buildings & Grounds  
**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of the Building SuperintendentDirector of Public Buildings & Grounds, performs routine and preventative maintenance at public buildings ~~and grounds~~ and other tasks as assigned.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Performs preventative maintenance and routine repairs to equipment including electrical, plumbing, HVAC equipment, carpentry, and sheet metal work.
2. Assists in keeping city facilities clean, orderly and in good repair.
3. Assists in preparation for major meetings or events as directed.
4. Performs minor painting jobs.
5. Performs routine building maintenance as directed.
6. In the absence of the Building SuperintendentDirector of Public Buildings & Grounds, responds to night and weekend emergency calls for maintenance on a 24 hours per day, seven days per week basis.
7. In the absence of the Building SuperintendentDirector of Public Buildings & Grounds, responds to security and fire alarms on a 24 hours per day, seven days per week basis.
8. ~~Performs landscaping duties such as tree and bush trimming and flowerbed maintenance.~~
- 9.8. Maintains lawn irrigation system.
- 10.9. Assists in snow and ice removal from all walks and handicap parking stalls around municipal facilities.
- 11.10. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

Work is generally performed both indoors and outdoors year round, periodically during inclement weather, work sites may be dusty, noisy and hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. Incumbents must have the ability to perform very heavy work exerting in excess of 75 pounds of force occasionally, and/or in excess of 50 pounds frequently, and /or in excess of 30 pounds of force constantly to move objects. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED.
2. ~~Three~~**Five** years of position related job experience.
3. Must possess and maintain a valid driver's license.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Ability to work a varying schedule, including evenings, weekends and holidays, when necessary.
2. Demonstrated ability to follow simple instructions.
3. Basic skills and understanding of heating, air-conditioning, plumbing, electrical and carpentry work.
4. Ability to read and understand work instructions, training materials, product and equipment labels and warning signs.
5. Ability to safely operate hand tools, power equipment and machinery.
6. Ability to read and understand blue prints and schematics.
7. Basic computer skills, including knowledge of MS Office programs Outlook, Word and Excel; ability to learn other computer skills.
8. Ability to work independently without supervision.
9. Ability to communicate effectively, both orally and in writing.
10. Knowledge and understanding of basic safety principles.
11. Ability to establish and maintain effective working relations with City officials, fellow employees, contractors, patrons and the general public.
12. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Director of Administrative Services

**POSITION REPORTS To:** City Administrator

**POSITION SUPERVISES:** Finance Director, City Clerk, Human Resources Manager

### **DESCRIPTION:**

This highly professional, responsible and administrative position provides direction and oversight for all functions and activities related to Finance, Human Resources, Information Technology, Insurance/Risk Management and the City Clerk's office. Under the general supervision of the City Administrator, the duties of this position are carried out with wide latitude, judgment, and discretion.

### **ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Ensures that goals and operating objectives established by the City Council are attained in a manner consistent with policies, legal requirements and resources available.
2. Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
3. Works closely with the City Administrator to ensure that internal systems are operating effectively.
4. Provides leadership, direction and guidance in administrative and financial strategies and priorities.
5. Coordinates and guides citywide strategic processes based on present and future service demands including budget development, investment management, financial analysis and reporting, revenue forecasting, and multi-year financial planning.
6. Performs responsibilities in a manner that clearly shows effective communication and collaboration and that promotes open exchange of information, respect, high ethical standards and professionalism.
7. Handles complex sensitive issues and complaints as assigned by the City Administrator in accordance with City policies and applicable laws. Assists the City Administrator in performing a variety of daily management tasks and resolving ongoing management issues.
8. Assists with the development and implementation of short and long term plans to meet the goals and objectives of the City. Assists with overall City operations and recommends policy actions for City Council consideration regarding all aspects of City programs and services. Implements policies established by the Council and provides leadership in problem-solving City-wide issues.
9. Works closely with the City Administrator to communicate a unified commitment to achieving the mission and complies with the values of the organization and assists the City Administrator in communicating information and directives to city personnel regarding policies and programs.
10. Attends and participates in Executive Team Meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
11. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
12. Responsible for directing the execution of major special projects as defined by the City Administrator.
13. Supervises and provides direction and guidance to assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; documents corrective action and applies City policy as needed.

**ESSENTIAL FUNCTIONS (CONTINUED)**

14. Prepares a variety of studies, reports and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
15. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
16. Participates as an active member of the City Administrator's executive management team by contributing to policy formulation, program development and organization planning.
17. Monitors the Human Resources Division goals, objectives, policies and programs in accordance with City policies, goals and objectives.
18. Oversees Human Resources Division budget including forecasting future needs as well as monitoring and controlling expenditures.
19. Oversees the preparation of the City's Annual Operating and Capital Budget Processes and the City's Comprehensive Annual Financial Report (CAFR) and regular financial statements.
20. Administers and negotiates assigned contracts on behalf of the City; monitors and insures compliance with contract requirements.
21. Responds to and resolves public inquiries and complaints.
22. Handles all issues related to the City's Information Technology functions.
23. Oversees the City's service request system.
24. Oversees the City's technological capabilities related to computer usage, data management, and information systems.
25. Assists with HR related issues and internal investigations for the Police Department.
26. Performs other duties as directed or as the situation dictates.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit, walk, use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk, and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Bachelor's Degree in public administration or related field with Master's Degree preferred.
2. Minimum of eight (8) years work experience in a local government agency including at least five (5) years in a highly responsible (department director, assistant city administrator, or similar) supervisory or management position.
3. Thorough and progressively responsible experience in local government administration with considerable experience in a supervisory capacity.
4. Must possess a valid driver's license.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE (CONTINUED)**

5. Any equivalent combination of education and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards, and current developments in effective city government.
2. Skills in modern management principles and practices of public administration, community planning and federal and state programs.
3. Excellent leadership and communication skills.
4. Strong critical thinking and strategic planning skills necessary in order to develop and implement citywide and department mission, goals and procedures.
5. Experience of a high level for strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.
6. Outstanding interpersonal skills to provide effective leadership to subordinates, and to develop cooperative working relationships with city officials, fellow employees, members of the public, and patrons.
7. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
8. Ability to provide effective leadership and maintain cooperation and interaction between city departments.
9. Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification and personnel policies.
10. The ability to evaluate and make recommendation on municipal programs, policies and operational needs.
11. Ability to accomplish tasks in a timely manner to meet deadlines.
12. Ability to analyze organizational and administrative problems, adopts an effective course of action, and provides leadership to others.
13. Ability to effectively delegate responsibility to subordinates.
14. Ability to articulate and promote the City's strategic positions.
15. Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
16. Ability to work independently, as part of a team, and with the public.
17. Ability to collect and analyze technical information, evaluates municipal programs, policies, and operational needs; and prepares clear, accurate, comprehensive recommendations and reports.
18. Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
19. Ability to provide own transportation.
20. Ability to resolve conflicts.
21. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. (Work assignments require attendance at evening meetings, e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.)
22. Effective writing skills and sufficient oral skills to speak in public and deliver presentations.
23. Knowledge of applicable state, federal and local ordinances, laws, rules, and regulations.
24. Knowledge and understanding of computer operations.
25. Skill in identifying emerging issues; developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)**

26. Understanding of the City's political environment and sensitivities, and the ability to function effectively within that environment.
27. Experience demonstrating the ability to make analytical and reasoned judgments on issues of public sensibility.
28. The position requires a commitment to public service, municipal management, and the ICMA Code of Ethics.
29. Knowledge of generally accepted accounting principles and public accounting principles and concepts.
30. Understanding and overall management of City's Information Technology functions and long term Information Technology Planning.

**Contributions this Position Makes to the City**

This position provides highly responsible assistance to the City Administrator and contributes to the success of the City by working closely with the City Administrator's Executive Team on complex and strategic initiatives dealing with the City's Administrative Services including: Finance, Human Resources, Information Technology, Insurance/Risk Management and the City Clerk. The Director of Administrative Services is responsible for strategic administrative and financial planning, management and communication, financial analysis, and forecasting.

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I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** City Clerk  
**POSITION REPORTS To:** Director of Administrative ServicesCity Administrator  
**POSITION SUPERVISES:** Office ManagerExecutive Assistant, Accounting Clerk, Permit Tech,  
Secretary/Receptionist  
**STAFF:** Office Manager, Secretary II, Administrative Secretary, Secretary/Receptionist

**DESCRIPTION:**

Under the direction of the Director of Administrative ServicesCity Administrator and in accordance with Section 31.22 of the La Vista Municipal Code, directs, manages and oversees the activities and operations of the City Clerk's office including public service operations and support, records management, licensing and elections.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Directs, manages and oversees all activities and services in the City Clerk's office including public service operations and support, records management, licensing and elections.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
3. Plans, directs and coordinates the work plan for the City Clerk's office; assigns projects, evaluates work methods and procedures; meets with staff to identify and resolve problems.
4. Prepares, reviews and edits the City Council agenda and minutes; reviews Council agenda and documentation package; ensures compliance with legal requirements.
5. Serves as a member of the City's management team. Attends all City Council meetings and coordinates the recording, transcribing, editing and publication of Council minutes.
6. Maintains custody of official records and archives of the City including ordinances, resolutions, contracts, deeds, insurance documents and minutes; certifies copies as required.
7. Supervises the publication of ordinance and legal notices ensuring compliance with the City Code and State Statutes.
8. Attests, publishes, indexes and files ordinances and resolutions.
9. Serves as the primary signatory of all City checks, executes official City documents and maintains custody of the City seal; deposits City funds in a timely manner consistent with City policies.
10. At the direction of the Civil Service Commission, serves as Civil Service Secretary/Chief Examiner.
11. Oversees the issuance of all City permits and licenses and the collection of all related fees.
12. Oversees the licensing and insuring of all City vehicles.
13. Represents the City Clerk's office to all departments and outside agencies; coordinates the City Clerk's office activities with those of other departments and outside agencies and organizations.
14. Provides staff assistance to the City Administrator, Assistant City Administrator and assigned Boards and Commissions, as requested.
15. Attends and participates in professional group meetings; stays abreast of changing developments and new legislation related to the City Clerk's office and municipal operations.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
17. Performs other duties as assigneddirected or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited four year college or university, with major coursework in public administration or a related field.
2. Five years of progressively responsible managerial, supervisory or administrative experience in records management, office management or a related field, preferably in municipal government.
3. Certified Municipal Clerk designation from IIMC.
4. Must possess or be able to acquire a valid driver's license.
5. Must be bondable to the amount specified by statute or City policy.
6. Must be able to acquire State notary status.
7. The City may accept any equivalent combination of education and experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern office procedures, methods and computer equipment.
2. Basic computer skills, including experience with Microsoft Office (Word, Outlook, Excel, Access and Power Point).
3. Knowledge of Generally Accepted Accounting Principles and understanding of the municipal budgeting process.
4. Knowledge of principles and methods of record keeping and report writing.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to select, supervise, train and evaluate staff.
7. Ability to manage, direct and coordinate the work of staff.
8. Ability to develop and administer an efficient records management system.
9. Ability to prepare clear and concise administrative reports.
10. Ability to research, analyze and evaluate new service delivery methods and techniques.
11. Ability to interpret and apply Federal, State and local policies and laws and regulations.
12. Ability to maintain confidentiality.
13. Ability to exercise sound, ethical judgment in evaluating situations and making decisions.
14. Ability to work independently as part of the team and with the public.
15. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
16. Ability to work a varying schedule, including nights and weekends.
17. Ability to maintain regular and dependable attendance on the job.

**Disclaimer:**

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I have read and understand the requirements of this position description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Finance Director

**POSITION REPORTS To:** City Administrator, Director of Administrative Services

**POSITION SUPERVISES:** Accounting Clerk, Account (PT)

**DESCRIPTION:**

Under the direction of the Director of Administrative Services, City Administrator, performs advanced accounting tasks and oversees management of the financial affairs of the city. Performs duties of the City Treasurer as outlined in sections 1-309 through 1-313 of the La Vista Municipal Code and in the Nebraska Revised Statutes, as the Code and statutes are amended from time to time.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Processes and maintains general ledger journal entries and reconciles general ledger accounts to outside documents.
2. Invests all city funds to provide optimal return and calls such when needed for cash flow.
3. Oversees the processing and maintenance of accounts payable vendor information and payments.
4. Maintains a cash management program for the city.
5. Prepares and submits all monthly, quarterly and annual tax reports and prepares employee W-2 forms.
6. Oversees coding of daily cash receipts.
7. Responsible for the supervision and evaluation of accounting staff.
8. Oversees the processing and maintenance of the City's payroll system.
9. Prepares monthly financial statements and balance sheets and bank statement reconciliations.
10. Responsible for monitoring budget expenditures and providing department heads with monthly reports.
11. Administers the City's risk management/safety program.
12. Responsible for contract administration and coordination of the City's contract for computer network services.
13. Maintains fixed asset records.
14. Assures accuracy of accounting and financial data computer input.
15. Responsible for assisting auditors with annual audit and for implementing recommendations.
16. Organizes accounting data for annual audit and assures the development of a proper audit trail for all transactions.
17. Assists with preparation of the annual budget and long range financial planning.
18. Prepares reports and correspondence and other written documentation as necessary or directed.
19. Responsible for monitoring long term debt and principal and interest payments.
20. Responds to citizen and city staff inquiries and concerns related to accounting/finance.
21. Monitors construction fund project expenses and issues short-term debt.
22. Serves as a member of the City's senior management team. Attends and participates in department head meetings, City Council meetings, work sessions and a variety of other meetings as needed or directed.
23. Monitors compliance of contract for Keno Operations and provides report of monthly receipts.
24. Monitors and resolves problems related to accounting software.
25. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical and environmental demands listed here are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited four-year college or university with a degree in accounting, finance or related field.
2. Five years of progressively responsible accounting/finance experience including two years in a supervisory position. Prefer experience in public sector finance.
3. Must be bondable to the amount required by state statute or city policy, which ever is greater.
4. The city may accept any equivalent combination of education and experience, with additional education substituting on a year for year basis for required experience.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Thorough knowledge of Generally Accepted Accounting Principles.
2. Knowledge of the municipal budgeting process.
3. Knowledge of operational characteristics and activities of a comprehensive municipal finance program, including budgeting, accounting and auditing.
4. The ability to evaluate programs, policies and operational needs.
5. Familiarity with advanced principles and practices of municipal budget preparation, administration, revenue forecasting and analysis, finance and fiscal planning.
6. Familiarity with generally accepted office procedures and behavior.
7. Must be familiar with and able to use computerized accounting software and Microsoft Office software; must be able to efficiently input data and commands by keyboard and mouse (or equivalent).
8. Ability to communicate effectively both orally and in writing.
9. Ability to supervise employees.
10. Ability to maintain confidentiality.
11. Ability to work a varying schedule, including nights and weekends.
12. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
13. Ability to maintain regular and dependable attendance on the job.

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Signature

Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Human Resources Manager

**POSITION REPORTS To:** ~~Assistant City Administrator — Administrative Services~~Director of Administrative Services

**POSITION SUPERVISES:** Human Resources Generalist

**DESCRIPTION:**

Under the direction of the Director of Administrative Services, this position manages and directs the daily operation of the City's Human Resources Division. epartment and supervises the position of Human Resources Generalist. Responsibilities for this position includes handling a variety of HR related components, such as classification and compensation, employee and labor relations, development of training and education programs, recruitment and retention, administration of employee benefits, management of performance reviews, and worker's compensation, and also serves as the in capacity of Deputy City Clerk. Work is performed under the direction of the Assistant City Administrator of Administrative Services and e. Considerable judgment, discretion, initiative and independence are exercised in carrying out the daily operations of the division. epartment with efficiency and effectiveness.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Plans, directs, and manages all Human Resources Department programs and functions including advising executive and management staff regarding sound Human Resources practices and techniques to effectively plan for and manage the City's workforce.
2. Assists in developing, implementing, and monitoring the Human Resources Division's epartment goals, objectives, policies and programs in accordance with City policies, goals and objectives.
3. Provides analytic and strategic support for labor relations matters and serves as an active member of the City's negotiation team as assigned.
4. Directs and oversees a comprehensive recruitment, selection, and orientation program in accordance with applicable local, state and federal rules and regulations.
5. Plans, directs, and manages a comprehensive employee benefits program, including the administration of contracts and plan documents, and monitors the work of third party administrators.
6. Reviews employee status changes, employee performance reviews, and employee communications.
7. Provides excellent customer service to city divisiondepartments, personnel and the public on a variety of human resources topics.
8. Prepares, administers, and maintains the Human Resources Divisiondepartment budgets including forecasting future needs as well as monitoring and controlling expenditures.
9. Supervises and; provides direction and guidance to assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; documents corrective action and applies City policy as needed.
10. Keeps the Assistant to the City AdministratorDirector of Administrative Services properly informed of activities and issues of the division. Prepares for and makes presentations to City staff and the City Council, as necessary.
11. Assists with preparation of City Council packets by reviewing submitted agenda items, preparing resolutions and ordinances, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
12. Assists with all aspects of City Council meeting preparation and follow-up including but not limited to packets, meeting and legal notifications, letters, reports and filing.
13. Serves as Deputy City Clerk and acts as City Clerk in his/her absence. May serve as the City Clerk's designee for Civil Service matters, as required.
14. Assists in administrative support of City Clerk functions, including the areas of records management, purchasing and insurance maintenance.
15. Receives and responds to citizen inquiries via telephone or in person.
16. Prepares reports and correspondence.
17. Attends City Council meetings and a variety of other special interest meetings as required. Serves as a member of the City's management team. Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.

**ESSENTIAL FUNCTIONS (CONTINUED):**

- 14.18. Performs responsibilities in a manner that clearly shows effective communication and collaboration and that promotes open exchange of information, respect, high ethical standards and professionalism.
- 15.19. Performs related duties as assigned.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

- Work is performed mostly in office settings. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Bachelor's degree or equivalent from an accredited college or university, with a masters degree preferred;
2. Minimum of three (3) years work experience in a local government position.
3. Any equivalent combination of education and experience which demonstrates the knowledge skills and ability to perform the above described duties will be considered.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Understanding of municipal government structure and function as well as knowledge of procedures, standards and current developments in effective city government.
2. Excellent leadership, communication and interpersonal skills.
3. Outstanding interpersonal skills to provide effective leadership to subordinates, and to develop cooperative working relationships with city officials, fellow employees, members of the public and patrons.
4. Ability to plan, organize, administer, coordinate, review and evaluate all areas of a comprehensive human resources program including formulating and administering best practices and sound human resources policies, procedures, and programs for all levels of City management and employees.
5. Ability to provide staff support regarding complex, sensitive, or difficult human resources issues requiring a high level of independent judgment, strong analytical skills, strong interpersonal skills, and creativity.
6. Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, and set priorities to meet critical timelines.
7. Ability to provide own transportation.
8. Ability to resolve conflicts.
- 8.9. Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends and holidays. (Work assignments require attendance at evening meetings e.g. City Council meetings and attendance at meetings with other agencies, strategic community partners and vendors.)
- 9.10. Knowledge of applicable state, federal and local ordinances, laws, rules and regulations.
- 10.11. Knowledge of the principles of supervision, personnel practices and current City guidelines and policies for all employees.
- 11.12. Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

**KNOWLEDGE, SKILLS AND ABILITIES (CONTINUED)**

13. Effective writing skills and oral skills sufficient to speak in public and deliver presentations.  
12-14. Possesses strong technological capabilities related to computer usage, data management, and information systems.

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I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Executive Assistant  
**POSITION REPORTS To:** Office Manager/Assistant City AdministratorCity Clerk  
**POSITION SUPERVISES:**

### DESCRIPTION:

Under the direction of the City ClerkAssistant City Administrator, this individual serves as Executive Assistant to the Mayor, and City Administrator, Assistant City Administrator and Finance Director, performing a variety of administrative and clerical duties. Under the direction of the City ClerkOffice Manager, performs general front office duties and provides back-up support.

### ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Provides clerical support to the Mayor, including preparing correspondence, maintaining calendar and coordinating with City Administration.
2. Coordinates City social functions, including employee recognition activities, receptions and other occasions as necessary.
3. Handles all aspects of scheduling and coordinating meetings for City Hall Administrative staff.
4. Makes travel arrangements for elected officials and City Hall Administrative staff.
5. Assists in coordinating quarterly City newsletter.
- 6-5. Processes purchase orders for City Hall Administrative staff.
- 7-6. Answers telephone and directs calls to appropriate parties or takes messages.
- 8-7. Greets visitors, determines nature and purpose of visit in order to direct them appropriately.
- 9-8. Receives and responds to citizen inquiries via telephone or in person.
- 10-9. Prepares reports and correspondence.
- 11-10. Conducts or assists with special projects as required.
- 12-11. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

### ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

### EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited high school or GED.
2. Associate or Bachelor's degree in any area is preferred. Job related work experience may be substituted for education.
3. Minimum of two years of increasingly responsible office and computer experience is required. Executive or Administrative Assistant experience preferred.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern office procedures, methods and equipment, including personal computer.
2. Computer skills, including basic word-processing, spreadsheet and database skills and ability to use MS Office products.
3. Good organizational skills and the ability to prioritize and handle multiple tasks.
4. Conflict resolution skills.
5. Good public relations and customer service skills.
6. Basic business letter writing, report preparation and record keeping skills.
7. Basic English usage, spelling, grammar and punctuation skills.
8. Basic alphabetization and filing skills.
9. Basic mathematical skills.
10. Ability to maintain confidentiality.
11. Ability to type 65 words per minute.
12. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
13. Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
14. Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
15. Ability to apply common sense understanding in carrying out written and oral instructions.
16. Ability to communicate effectively, both orally and in writing.
17. Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established policies and procedures.
18. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
19. Good telephone and customer service skills.
20. Ability to work a varying schedule, including evenings and weekends.
21. Ability to develop constructive and cooperative working relationships with supervisors, peers and subordinates and maintain them over time.
22. Ability to establish and maintain effective working relations with elected and appointed officials and the public.
23. Ability to maintain regular and dependable attendance on the job.

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I have read and understand the requirements of this position description.

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Signature

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Date

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Secretary/Receptionist  
**POSITION REPORTS TO:** **Office Manager/City Clerk**  
**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of the **City Clerk**/**Office Manager**, serves as lead receptionist and performs a wide variety of clerical functions.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Answers telephone and directs calls to appropriate parties or takes messages.
2. Greets visitors, determines nature and purpose of visit in order to direct them appropriately.
3. Receives and responds to citizen inquiries via telephone or in person.
4. Responsible for computerized receipts of all money for permits, parking violations, etc.
5. Opens and processes incoming mail and oversees out-going mail as relates to postage meter operation.
6. Assists with the issuance of various city permits.
7. Performs data entry as assigned. Orders and manages office supplies and makes necessary arrangements for office equipment repair.
8. Provides clerical support for City Administration staff.
9. Receives, processes and reports on handicap parking applications.
10. Prepares monthly reports including: apartment sewer billings, M.U.D. exempt sewer accounts report, yellow tag violation report.
11. In the absence of **Permit Technician**/**Secretary-II**, performs duties including: issuing permits and licenses, processing billings and general clerical support of **the Community Development Department**.
12. Performs general filing assignments, including time cards, pink slips, and accounts payable copies.
13. Stuffs payroll checks for distribution and accounts payable checks for mailing.
14. Performs clerical staff backup as required.
15. Conducts or assists with special projects as required.
16. Performs other duties as directed or as the situation dictates.

**Note:** **Physical examination and drug screening tests will follow all conditional offers of employment**

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands listed below are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear. Hearing abilities correctable to levels adequate to perform the essential functions.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Note:** **Physical examination and drug screening tests will follow all conditional offers of employment**

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an accredited high school or GED.
2. Secretarial/receptionist (including cash handling) experience.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern office procedures, methods and equipment including personal computer.
2. Computer skills, including basic word-processing, spreadsheet and database skills and ability to use MS Office products.
3. Good public relations, customer service skills and telephone etiquette.
4. Basic alphabetization and filing skills.
5. Basic English usage, spelling, grammar and punctuation skills.
6. Basic money changing skills.
7. Ability to type 45 words per minute.
8. Basic mathematical skills.
9. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
10. Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
11. Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
12. Good telephone and customer service skills.
13. Ability to maintain confidentiality.
14. Ability to apply common sense understanding in carrying out written and oral instructions.
15. Ability to follow instruction.
16. Ability to read and write proficiently.
17. Ability to work independently without direct supervision.
18. Ability to operate office equipment such as personal computer, postage meter, telephones, photocopier and fax machine.
19. Ability to develop constructive and cooperative working relationships with supervisors, peers and subordinates and maintain them over time.
20. Ability to establish and maintain effective working relations with elected and appointed officials and the public.
21. Ability to maintain regular and dependable attendance on the job.

**Disclaimer:**

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I have read and understand the requirements of this position description.

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(Signature)

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(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Accountant  
**POSITION REPORTS To:** Finance Director  
**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of the Finance Director, performs a wide variety of accounting functions.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Prepares month-end bank account reconciliations.
2. Prepares and processes month-end journal entries.
3. Maintains fixed asset financial module and reports.
4. Prepares and distributes monthly Council reports.
5. Maintains special assessment files.
6. Assists in designing computer generated special reports.
7. Assists with the annual audit.
8. Assists with annual budget.
9. Assists with account reconciliations.

9-10. In the absence of the Accounting Clerk prepares and processes biweekly payroll information, including direct deposit transmission and issuing checks.

10-11. Assists with special projects as required.

12. Performs other duties as directed or as the situation dictates.

13. Updates payroll maintenance bi-weekly

11. Note: Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

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- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal levels.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Professional level accountant with a Bachelor's degree in accounting
2. Minimum of two years of accounting experience or any equivalent of education and experience.

Note: Physical examination and drug screening tests will follow all conditional offers of employment.

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of Generally Accepted Accounting Principles.
2. Knowledge of the municipal budgeting process.
3. Knowledge of standard office policies and procedures.
4. Knowledge of auditing and reconciliation processes.
5. Basic mathematical skills.
6. Ability to maintain confidentiality.
7. Basic knowledge of word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
8. Ability to read and write proficiently.
9. Ability to apply common sense understanding in carrying out written and oral instructions.
10. Ability to communicate effectively, both orally and in writing.
11. Ability to work independently without direct supervision.
12. Ability to prioritize work, meet deadlines and make decisions on the basis of established policies and procedures.
13. Telephone and customer service skills.
14. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
15. Ability to establish and maintain effective working relations with City officials, fellow employees, patrons and the general public.
- 16. Ability to maintain regular and dependable attendance on the job.**

**Disclaimer:**

- 16. This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.**

I have read and understand the requirements of this position description.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)



## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Accounting Clerk

**POSITION REPORTS To:** Office Manager/Finance Director/City Clerk

**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of the Finance Director, performs a wide variety of accounting functions. Under the direction of the City ClerkOffice Manager, performs general front office duties and provides back-up support.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. Prepares and processes accounts payable information and issues checks.
2. Maintains vendor files and information.
3. Processes purchase orders.
4. Updates payroll maintenance bi-weekly.
5. Prepares and processes biweekly payroll information, including direct deposit transmission and issuing checks.
6. Processes the bi-weekly pension.
7. Performs data entry, including journal entry input.
8. Reviews daily bank deposits and balances to daily cash receipt reports.
9. Assists with account reconciliations.
10. Prepares annual W2's and 1099 miscellaneous forms.
11. Assists departments with financial software package.
12. Maintains fixed asset records.
13. Ensures the accuracy of accounting and maintains financial data computer input.
14. Assists in annual audit.
15. Prepares and processes all tax statements.
16. A working knowledge of the general ledger system in order to assist in the absence of Finance Director.
17. Answers telephone and directs calls to appropriate parties or takes messages.
18. Greets visitors, determines nature and purpose of visit in order to direct them appropriately.
19. Receives and responds to citizen inquiries via telephone or in person.
20. Addresses inquiries from vendors and staff relating to payments of claims.
21. Addresses inquiries from City employees regarding direct deposit and paycheck issues.
22. Conducts or assists with special projects as required.
23. Performs other duties as directed or as the situation dictates.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

**ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Graduation from an approved high school or GED equivalency,
2. Two years of accounting/bookkeeping experience,

**KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of Generally Accepted Accounting Principles.
2. Knowledge of the municipal budgeting process.
3. Knowledge of standard office policies and procedures.
4. Knowledge of auditing and reconciliation processes.
5. Basic mathematical and money changing skills.
6. Basic knowledge of word-processing, spreadsheets and databases, preferably MS Office, Word, Excel and Access.
7. Ability to read and write proficiently.
8. Ability to effectively communicate and provide information to supervisors, peers and subordinates in person, by telephone, in writing and via email.
9. Ability to be pleasant with supervisors, peers and subordinates and display a good-natured, cooperative attitude.
10. Ability to work effectively as part of a team, making positive contributions to the group and supporting other members.
11. Ability to work independently without direct supervision.
12. Good telephone and customer service skills.
13. Ability to operate office equipment such as personal computer, postage meter, photocopier and fax machine.
14. Ability to develop constructive and cooperative working relationships with supervisors, peers and subordinates and maintain them over time.
15. Ability to establish and maintain effective working relations with elected and appointed officials and the public.
16. Ability to maintain regular and dependable attendance on the job.

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I have read and understand the requirements of this position description.

(Signature)

(Date)

## POSITION DESCRIPTION CITY OF LA VISTA

**POSITION TITLE:** Human Resources Generalist

**POSITION REPORTS To:** ~~Assistant City Administrator~~Human Resources Manager

**POSITION SUPERVISES:**

**DESCRIPTION:**

Under the direction of the ~~Human Resources Manager~~Assistant City Administrator, assists in the provision of human resource services through the performance of administrative support functions involving a variety of highly responsible, confidential, technical and complex duties relating to recruitment, employee maintenance and administration of classification, compensation and benefits programs.

**ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation)

1. ~~Assists with~~Is responsible for coordinating all aspects of the recruitment process including posting and advertising vacancies, application review and follow up, testing and interviews, and offers of employment.
2. Coordinates the appropriate paperwork to facilitate the hiring process including background checks, pre-employment drug screens and physicals as applicable.
3. Oversees employee enrollment and orientation in all benefit programs, explaining basic plan provisions, ensuring all forms are completed, and answering inquiries.
4. Develops and maintains a working knowledge of all group benefit programs and establishes and maintains a good working relationship with representatives of the various benefit programs.
5. Coordinates all aspects of benefits administration with the payroll division of the Finance Department.
6. Creates, maintains and closes the official employee personnel files for all full and part-time employees and seasonal employees, ensuring that all appropriate documentation is obtained.
7. Develops and maintains a working knowledge of the City's Personnel Manual and the relationships among personnel rules, departmental rules, labor agreements, administrative policies and employment laws.
8. Assists with coordinating amendments and revisions to the City's Personnel Manual, including issuing approved revisions to departments and helping with employee education regarding changes.
9. Assists in the development of a more extensive New Employee Orientation Program, including familiarizing new employees with the aspects of City government.
10. Oversees the performance evaluation system to ensure all departments receive a monthly employee evaluation list and that evaluations are returned in a timely manner, including related salary adjustment documentation.
11. ~~Assists with~~a~~Answering~~Answers human resource related telephone calls, and, ~~with~~with ~~supervisor~~supervisor ~~discretion~~discretion, handles inquiries, provides information and assistance to employees and job applicants.
12. ~~Provides~~Provides ~~clerical support to City Clerk as it pertains to human resource services, including the~~clerical support to City Clerk as it pertains to human resource services, including the ~~p~~Preparation of reports, correspondence and other written documentation as it pertains to ~~human resource services~~human resource services.
13. Assists in the development and update of organizational position descriptions.
14. Conducts or assists with special projects as required.
15. Provides backup assistance in the front office.
16. Performs other duties as directed or as the situation dictates.

#### **ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS**

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- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

#### **EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE**

1. Prefer graduation from an accredited four-year college or university with major course study in human resources, personnel administration, organizational development or related field; Associate Degree or Specialized Certification in human resources, personnel administration, organizational development and combined position related experience may also be considered.
2. Two years of increasingly responsible office and computer experience is preferred.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Knowledge of modern office procedures, methods and equipment, including personal computer.
2. Computer skills, including basic word-processing, spreadsheet and database skills and ability to use MS Office products.
3. Good organizational skills and the ability to prioritize and handle multiple tasks.
4. Ability to follow instruction.
5. Basic business letter writing, report preparation, and record keeping skills.
6. Basic English usage, spelling, grammar and punctuation skills.
7. Basic alphabetization and filing skills.
8. Basic mathematical skills.
9. Ability to communicate clearly and concisely, both orally and in writing
10. Ability to listen, demonstrate compassion and relate to employees at all levels.
11. Ability to maintain confidentiality.
12. Ability to type 50 words per minute.
13. Ability to apply common sense understanding in carrying out written and oral instructions.
14. Ability to read and write proficiently.
15. Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established policies and procedures.
16. Ability to establish and maintain effective working relations with City officials, fellow employees, and patrons.
17. Ability to maintain regular and dependable attendance on the job.

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I have read and understand the requirements of this position description.

Signature

Date