

RESOLUTION 2016-10

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, ARIZONA, ADOPTING AND ESTABLISHING THE 2016-17 BUDGET IMPLEMENTATION POLICY AND APPROVING THE TOWN ORGANIZATION CHARTS, THE 2016-17 PAY PLAN, THE SCHEDULE OF AUTHORIZED POSITIONS, THE EMPLOYEE JOB DESCRIPTIONS AND THE 2016-17 COMPREHENSIVE FEE SCHEDULE.

WHEREAS, the Mayor and Council of the Town of Fountain Hills (the "Town Council"), pursuant to ARIZ. REV. STAT. § 9-240 (B)(2), is vested with the power to determine the budgets of all Town departments; and

WHEREAS, the Town Council, in order to provide for consistent and uniform administration of the Town's monies and to maximize savings of funds by monitoring expenditures, has determined it necessary to adopt a budget implementation policy for the FY 2016-17 Town Budget (the "2016-17 Budget Policy") governing the expenditures within the FY 2016-17 Town of Fountain Hills budget; and

WHEREAS, pursuant to Subsection 3-1-1(H)(3) of the Town Code, the Town Council must approve the organization charts and job descriptions for employees of the Town.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOUNTAIN HILLS, as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The Town Council hereby adopts the 2016-17 Budget Policy in substantially the form attached hereto as Exhibit A and incorporated herein by reference.

SECTION 3. The Town Council hereby approves and authorizes (i) the Town of Fountain Hills Organization Charts, (ii) the 2016-17 Pay Plan, (iii) the Schedule of Authorized Positions and (iv) the Employee Job Descriptions, all in substantially the form attached hereto as Exhibit B and incorporated herein by reference.

SECTION 4. The 2016-17 Comprehensive Fee Schedule, effective July 1, 2016, is hereby approved in the form attached hereto as Exhibit C and incorporated herein by reference.

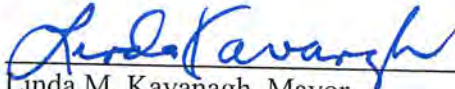
SECTION 5. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

[SIGNATURES ON FOLLOWING PAGE]

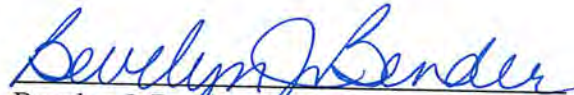
PASSED AND ADOPTED by the Mayor and Council of the Town of Fountain Hills,
Arizona, June 2, 2016.

FOR THE TOWN OF FOUNTAIN HILLS:

ATTESTED TO:



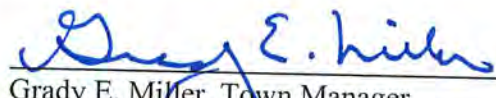
Linda M. Kavanagh, Mayor



Bevelyn J. Bender, Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:



Grady E. Miller, Town Manager



Andrew J. McGuire, Town Attorney

EXHIBIT A
TO
RESOLUTION 2016-10

[2016-17 Budget Implementation Policy]

See following pages.

TOWN OF FOUNTAIN HILLS
2016-17 BUDGET IMPLEMENTATION POLICY

1. Definitions. The following definitions shall apply for purposes of this policy.

A. “Budget Unit” is a Town department as designated on the Town’s organization chart, including the Town Municipal Court.

B. “Capital Expenditures” are those capital expenditures exceeding \$30,000 which require the approval of the Town Manager and Town Council.

C. “Contingency” appropriation used for unforeseen emergency and critical needs when current budget appropriation is inadequate.

D. “Fund” is a fiscal and accounting mechanism with a self-balancing set of accounts recording cash and financial resources.

2. Transfer of Funds.

A. Transfers within a Fund. After adoption of the fiscal budget by the Town Council, any Budget Unit has the authority to reprogram funds within its department’s line items. These departments of the budget will be controlled by bottom line total only. Transfers between General Fund departments are allowed with the approval of the Department Director, Finance Director, Town Manager and Town Council according to the standards set forth in ARIZ. REV. STAT. § 42-17106. A report of each transfer will approved by the Department Director and submitted to the Finance Division through the financial accounting system for processing; final approval shall be vested with the Town Manager, whose decision shall be final and conclusive.

B. Transfers between Funds. After adoption of the fiscal budget by the Town Council, any budgetary transfer between Funds will require approval or ratification of each transfer by the Town Council. Prior to any transfer, the Department must provide sufficient documentation to the Town Manager and the Town Council that funding exists.

C. Reprogramming of Wages. No funds may be reprogrammed to or from the “wages” section of the Budget Unit’s adopted budget without consultation with and approval by the Town Manager. The requesting Department Director must submit a memorandum and any necessary supporting documentation to the Town Manager; the Town Manager will notify the Finance Division of approved transfers of funds from the “wages” section of the budget.

D. Reprogramming of Capital Funds. No funds may be reprogrammed to or from the “capital expenditures” section of the Budget Unit’s adopted budget without consultation with and approval by the Town Manager and ratification by the Town Council. The requesting Department Director must submit a memorandum and any necessary supporting documentation to the Town Manager. If approved by the Town Council, the Town Manager will notify the Finance Division of the reprogrammed funds.

E. Carryover Appropriations. The Finance Division may approve appropriation transfers for carried over operating/capital items (i.e., IT infrastructure, equipment, vehicles and facility improvements) if the Town Council previously appropriated the operating/capital item in a prior fiscal year. All carryover appropriation transfers must be submitted to the Town Council for ratification; all carryover appropriation transfers shall be reflected in the appropriate budget reports.

3. Expenditure Restrictions.

A. Budget Hold for Prior Exceedance. Any General Fund Budget Unit that exceeded its budget in the prior fiscal year may be subject to immediate budget hold status in the current fiscal year. However, if a Budget Unit exceeded its budget in the prior fiscal year due to a one-time emergency purchase, and proof of such an emergency (in a form acceptable to the Town Manager) can be shown, the budget hold status will be removed.

B. Remedies for Budget Exceedance. Once a Budget Unit has exceeded its expenditure limitation, the Finance Division shall notify the Budget Unit, in writing, that the appropriate expenditure limit has been exceeded. The Budget Unit must then consult and reach an agreement with the Finance Division and the Town Manager regarding the remedies available to either restore spending to a level approved in the budget for the balance of the fiscal year or to request additional funds as set forth in Subsection 3(C) below.

C. Requests for Additional Funds. When additional funds from other sources are requested, the Finance Division and Town Manager must concur before the Budget Unit may expend the additional funds. If the expenditure of additional funds will require a fund transfer, the recommendation shall be forwarded to the Town Council for approval. Any Budget Unit that has exceeded its expenditure limitation shall submit an expenditure reduction program to the Town Manager through the Finance Division as part of any request for additional expenditures. The expenditure reduction program shall include, but not be limited to, consideration of reductions in force of budgeted and authorized positions, termination of all travel expenditures, suspension or termination of contracts and such other expenditure reductions as the Budget Unit deems appropriate.

4. Fund Balance. All budget considerations, including expenditure of appropriated funds, shall adhere to the Town of Fountain Hills Financial Policies, Amended and Restated March 19, 2015, attached hereto as Exhibit 1, or the most recent version of later-adopted editions of such financial policies.

5. Fiscal Priorities. The 2016-17 budget is intended to implement the Town Council's top fiscal priorities, as adopted by the Town Council as part of its annual budget retreat.

6. Positions.

A. General Provisions.

(1) Section 3-1-1 of the Town Code states that the Town Manager

shall be the administrative officer of the Town government and may appoint and, when necessary, suspend or remove all employees of the Town, except those officers appointed by the Town Council. All appointments and removals shall be based upon merit and upon the qualifications and disqualifications of such employee without regard to any political belief or affiliation; prior to any creation, combination, consolidation or deletion of any positions of employment, written job descriptions or amendments thereto shall have been approved by the Town Council.

(2) All requests for new positions or reclassification of existing positions, regardless of the funding source, must be approved by the Town Council. Reclassification of existing positions (filled and vacant) should include justification of why budget savings, including savings from deleted positions, should be used to create new positions and how the position will align/impact Town strategic priorities and departmental goals. Departments must submit their requests to Administrative Services; Administrative Services will review job description and salary information prior to forwarding information to the Town Manager. The Town Manager will review and recommend/deny the position for approval by the Town Council.

(3) Intergovernmental agreements, grants, etc. that require/authorize additional positions must be approved by the Town Council. The position and the budgetary impact must be fully disclosed to Administrative Services and the Finance Division, which shall be responsible for analyzing the input and presenting such analysis to the Town Council in conjunction with any request for approval as part of an intergovernmental agreement, grant, or other agreement.

(4) All authorized positions must be fully funded by the General Fund, a Special Revenue Fund, or a grant. If a position becomes unfunded or under-funded by its original funding source, it must be fully funded immediately from other sources or eliminated. An under-funded position is a position for which a department/funding source has only 1% to 99% of the funding required to support it on an annualized basis. If eliminating unfunded or under-funded positions results in a Reduction in Force, the Administrative Services Director shall prepare a layoff plan for approval by the Town Manager.

B. Fiscal Year 2016-17 Changes to Authorized Positions. The following position revisions are approved:

(1) Salary and Job Description Reclassification:

- Two Groundskeepers reclassified as Park Operations Leads

(2) Added Positions:

- Public Works Director position added with a salary range of \$88,300 - \$125,571
- One additional part-time Accounting Clerk position added at the existing pay range

(3) Other Changes:

- Information Technology Administrator position changed to Network and Information Technology Administrator with a salary range of \$57,532 - \$85,697
- Economic Development Specialist title changed to Economic Development Director
- Minor edits to job descriptions as noted in Exhibit B to Resolution 2016-10

The schedule of Authorized Positions, Pay Plan, Town organization charts and updated job descriptions are attached as Exhibit B to Resolution 2016-10.

7. Hiring Freeze. There is no hiring freeze in effect for FY 2016-17, and positions that become vacant may be filled if the Town Manager determines that it is in the best interests of the Town to do so.

8. Salary Adjustments. Salary Adjustments will be effective July 1, 2016, as follows:

A. Individual Salaries. All Fountain Hills employees, excluding the Presiding Judge, shall receive a 3.5% increase.

B. Pay Ranges. The pay range for all Fountain Hills exempt & non-exempt employees, excluding the Presiding Judge and the Town Manager, is increased by 5%.

C. Reconciliation to New Pay Ranges. After the adjustments made in accordance with Subsection 8(A) and (B) above, any employees with salaries not meeting the range minimum shall be increased to the lowest pay in their newly-adjusted pay ranges.

9. Comprehensive Fee Schedule. The Comprehensive Fee Schedule is adopted by the Town council and authorizes the fees for fiscal year 2016-17. In addition, the Community Services Department charges fees for classes and recreational activities that are not listed in the Fee Schedule. Those fees are established by the Community Services Director and are based on instructor cost, class size, program materials needed, and other related costs. The range for these fees is no cost up to \$550.

10. Contingency Appropriation. The purpose of a Contingency appropriation is to maintain a reserve of expenditure authority from which specific amounts can be transferred to other appropriated budgets after adoption of the annual budget to cover emergency or critical items if there are sufficient revenues to do so. Contingency appropriations will be established within the General Government budget for general purposes or reserved for specific issues. All requests for General Government Contingency must be submitted to the Town Manager for

review. If the Contingency expenditure exceeds the Town Manager's purchasing authority, the Town Council must approve or ratify all transfers from Contingency appropriations.

11. Tax Levy. The Town's secondary property tax levy is exclusively for the annual debt service payment on General Obligation bonds issued and approved by the voters; the annual levy is based on the annual debt payment divided by the entire community's secondary assessed valuation divided by 1,000. An allowance for delinquency factor is included in the calculation (usually 1% or 2%). The Town does not have a primary property tax.

12. Budget Adoption. This budget is being adopted by the Town Council at a fund level. Each fund is a fiscal and accounting mechanism with a self-balancing set of accounts recording cash and other financial resources. The department level budget detail that is contained within the financial system is designed and used wholly as a management tool for the individual departments. A sub-fund may also be created to track a specific project or goal and is used as a tool for management purposes. A sub-fund would be an extension of major fund such as a project fund.

13. Vehicles/Equipment and Infrastructure Projects. The Town Council will approve specific positions, vehicles, equipment and facility infrastructure projects as part of the FY 2016-17 budget. Additional funding requested during the fiscal year must be submitted to the Town Council for approval or ratification.

A. Mid-year Requests. All mid-year General Fund vehicle and equipment requests that exceed \$5,000 and capital items (account series 8000) must be approved by the Finance Director. Approval is required when using existing resources or requesting additional resources. Requests shall be made in writing to the Finance Director, who shall grant or deny the request. If denied, a request for reconsideration may be presented to the Town Manager, whose decision is final.

B. Infrastructure Requests over \$50,000. All infrastructure project requests that exceed \$50,000, regardless of the funding source, must be submitted to the Finance Division for review prior to forwarding information to the Town Manager. The Town Manager will recommend the project for approval by the Town Council.

EXHIBIT 1
TO
2016-17 BUDGET IMPLEMENTATION POLICY

[Town of Fountain Hills Financial Policies, Amended and Restated March 19, 2015]

(See following pages.)

TOWN OF FOUNTAIN HILLS

FINANCIAL POLICIES **Amended and Restated March 19, 2015**

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I. INTRODUCTION

The Mayor and Town Council (the “Town Council”) of the Town of Fountain Hills (the “Town”) understands that principles of sound financial management establish the framework for overall fiscal planning and management. The principles set forth guidelines for both current activities and long range planning. Following these principles will enhance the Town’s financial health as well as its image and credibility with its citizens, the public in general, bond rating agencies and investors. The policies will be reviewed periodically to assure the highest standards of fiscal management. Policy changes will be needed as the Town continues to grow and becomes more diverse and complex in the services it provides, as well as the organization under which it operates, to provide these services to its citizens. The Town Manager and staff have the primary role of reviewing and providing guidance in the financial area to the Town Council.

II. OVERALL GOALS

The overall financial goals underlying these principles are:

- 2.1 Fiscal Conservatism. To ensure that the Town is, at all times, in a solid financial condition, defined as:
 - A. Cash solvency – the ability to pay bills.
 - B. Budgetary solvency – the ability to balance the budget.
 - C. Long run solvency – the ability to pay future costs.
 - D. Service level solvency – the ability to provide needed and desired services.
 - E. Adhering to the highest accounting and management practices as well as the financial reporting and budgeting standards established by the Government Finance Officers Association, by the Governmental Accounting Standards Board (GASB) and by other professional organizations.
- 2.2 Maintaining Bond Rating. To maintain an Aa3 or better bond rating in the financial community to assure the Town taxpayers that the Town government is well managed and financially sound.
- 2.3 Stability. To have the ability to withstand local and regional economic fluctuations, to adjust to changes in the service requirements of our community, and to respond to changes in Federal and State priorities and funding as they affect the Town’s residents.
- 2.4 Delivering Quality Services. To deliver quality services in an affordable, efficient and cost-effective basis providing full value for each tax dollar.

III. FUND BALANCE

Fund balance is defined as the cumulative difference of all revenues and expenditures, also considered the difference between a fund's assets and deferred outflows of resources and its liabilities and deferred inflows of resources. The purpose of this policy is to establish a key element of the financial stability of the Town by setting guidelines for fund balance. It is essential that the Town maintain adequate levels of fund balance to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures and similar circumstances. The fund balance also provides cash flow liquidity for the Town's general operations. Fund balance is an important indicator of the Town's financial position and adequate reserves must be maintained to allow the Town to continue providing services to the community during periods of economic downturns and/or unexpected emergencies or requirements.

The level of fund balance is related to the degree of uncertainty that the Town faces. A prudent level of financial resources is necessary to protect against the need to reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. With the Town dependency upon State shared income and State sales tax revenues for approximately one third of the General Fund budget, there is increased opportunity for fluctuation. Additionally, a significant portion of Town revenue is received from sales taxes – both state shared and local – which are sensitive to fluctuations in the economy. Therefore, the level of reserves needs to be sufficient to ensure stability in ongoing government operations during a slowdown in the economy or legislative changes to the revenue sharing formula.

Fund balance is one of the most widely used elements of state and local government financial statements by (1) municipal bond analysts through credit reviews and ratings, (2) taxpayer associations, (3) research organizations and oversight bodies, (4) state, county and local legislators and officials, (5) financial statement users and (6) reporters.

Other objectives that influence the size of the fund balance are:

1. Credit reviews performed by municipal bond analysts.
2. Preserving or improving the Aa3 bond rating.
3. Maintaining a positive trend to historical fund balances.
4. Maintaining a rating equal to or better than surrounding communities.

The Governmental Accounting Standards Board ("GASB") has found that usefulness and value of fund balance information provided is significantly reduced by misunderstandings regarding the message that it conveys and the inconsistent treatment and financial reporting practices of governments. GASB issued a pronouncement, GASB Statement No. 54 ("GASB 54"), which applies to all financial reports of all state and local governmental entities; GASB 54 intended to improve financial reporting by providing fund balance categories and classifications that will be more easily understood.

3.1 Fund Balance Categories. An accounting distinction is made between portions of fund balance that are spendable and nonspendable. These portions are broken into five categories:

- (A) **Nonspendable fund balance**—Includes amounts either not in spendable form or legally or contractually required to be maintained intact. This amount includes inventory, prepaids, and non-current receivables such as long-term loan and notes receivable and property held for resale (unless the proceeds are restricted, committed or assigned).
- (B) **Restricted fund balance**— Includes amounts that are either (1) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or (2) imposed by law through constitutional provisions or enabling legislation. Restricted fund balance means “restricted net assets” as defined in the government-wide Statement of Net Assets, GASB Statement No. 34, as amended by GASB Statement No. 46.
- (C) **Committed fund balance**—Includes amounts that are committed for specific purposes by formal action of the Town Council. Amounts classified as “committed” are not subject to legal enforceability like restricted fund balance; however, those committed amounts cannot be used for any other purpose unless the Town Council removes or changes the limitation by taking the same form of action it employed to previously impose the limitation. The action to commit fund balances must occur prior to year end; however, actual amounts can be determined in the subsequent period.
- (D) **Assigned fund balance**—Includes amounts that are intended by the Town to be used for specific purposes, but are neither restricted nor committed. Intent should be expressed by the Town Council itself or a subordinate high-level body or official possessing the authority to assign amounts to be used for specific purposes in accordance with policy established by the Town Council. This assignment would include any activity reported in a fund other than the General Fund that is not otherwise restricted more narrowly by the above definitions. The Town is not allowed to assign balances that result in a residual deficit.
- (E) **Unassigned fund balance**—Includes any remaining amounts after applying categories (A)-(D) above (amounts not classified as nonspendable, restricted, committed or assigned). Planned spending in the subsequent year’s budget would be included in the unassigned fund balance category. The General Fund is the only fund that will report a positive unassigned balance.

3.2 General Fund.

The fund balance of the Town General Fund may consist of up to five components, as described previously. In order to satisfy the objective of maintaining a bond rating equal to or better than surrounding peer communities, a combined General Fund operating fund balance of at least 30% of revenues is recommended.

A. Committed Fund Balance. The Town will maintain a committed fund balance in the General Fund of 20% of the average actual General Fund revenues for the preceding five fiscal years, indicating stable fiscal policies. The maintenance of this fiscal balance is a particularly important factor considered by credit rating agencies in their evaluation of the credit worthiness of the Town. It is of primary importance that the Town's credit rating be protected.

(1) Rainy Day Fund to be Maintained. As a component of the Committed fund balance, the Town will maintain a Rainy Day Fund, separate and apart from the Unassigned General Fund, which shall be designated for use in the event of an unanticipated expenditure or loss of revenue. The Rainy Day Fund balance at the end of any fiscal year will be equal to a minimum of 20% of the average actual General Fund revenues for the preceding five fiscal years. This contingency will provide for the temporary financing of an unforeseen nature for that year. Expenditures for these emergency or unforeseen appropriations can only be undertaken with Town Manager approval and only if funds are not available in the department requesting the contingency funding.

(2) Guidelines for Rainy Day Fund. In order to achieve the objectives of this policy, and to maintain sufficient working capital and a comfortable margin of safety to address emergencies and unexpected declines in revenue without borrowing, the following guidelines shall be adhered to by the Town Manager, Town staff and Town Council:

(a) Deposit Rules. At the end of each fiscal year, the Town Council shall transfer 5% of any surplus revenues (before transfers to the Capital Projects Fund) to the Rainy Day Fund. Deposits shall be made as set forth herein until the Rainy Day Fund balance is equal to at least 20% of the average actual General Fund revenues for the preceding five fiscal years.

(b) Use Rules. Rainy Day Funds may only be expended for any one of the following purposes or under the following circumstances:

(i) To replace the loss of more than 25% of the Town's local share of State shared revenues received pursuant to ARIZ. REV. STAT. § 43-206.

- (ii) For any event that threatens the health, safety or welfare of the Town's citizens.
 - (iii) For any event that threatens the fiscal stability of the Town.
 - (iv) To address any matter declared as an emergency by the Governor or the Mayor.
 - (c) Withdrawal Rules. All withdrawals from the Rainy Day Fund shall be subject to the following rules:
 - (i) Any appropriation shall require the approval by at least 2/3 of the entire Town Council.
 - (ii) The maximum amount of Rainy Day withdrawals in any fiscal year shall not exceed one-half of the total balance in the Fund.
 - (d) Replenishment Rules. Any amounts withdrawn from the Rainy Day Fund shall be replenished as follows (and such repayment shall be in addition to the annual deposits set forth above):
 - (i) All amounts shall be repaid in not more than five years, in annual installments of not less than 1% of the previous fiscal year General Fund balance.
 - (ii) Repayments shall be appropriated as part of the annual budget adoption.
- B. Assigned Fund Balance. The Town will maintain an assigned fund balance in the General Fund of a minimum 10% of the average actual General Fund revenues for the preceding five fiscal years. This assigned fund balance will be assigned for (1) "pay-as-you-go" capital replacement expenditures, (2) vehicle or equipment replacement, (3) capital projects, (4) prepaying or defeasing existing Town debt or (5) any other expenditure that is non-recurring in nature. The 10% is the minimum and may be increased to accelerate accumulation of funds for a large capital expenditure. To the extent these balances are expended, additional funds necessary to restore this additional 10% amount will be provided in at least approximately equal contributions during the five fiscal years following the fiscal year in which the event occurred. The assigned General Fund balance can be authorized for expenditure only in accordance with Resolution 2012-02 adopted by the Mayor and Town Council on June 7, 2012, as may be amended from time to time.
- C. Unassigned Fund Balance. Funds in excess of the balances described in the preceding paragraphs will be unassigned General Fund balance, unless otherwise assigned in accordance with GASB 54. By Resolution, the Town Council has

allocated General Fund surplus funds to be (1) transferred to the Rainy Day Fund, (2) used to supplement “pay as you go” capital replacement expenditures in the Capital Projects Fund or (3) used to prepay or defease existing Town debt. These funds may not be used to establish or support costs that are recurring in nature. During the annual budget process, the Town Manager will estimate the surplus or deficit for the current year and prepare a projection of the year-end unassigned General Fund balance. Such projection will include an analysis of trends in fund balance levels on an historical and future projection basis.

The Finance Director is authorized to assign available fund balance for specific purposes in accordance with GASB 54. It is the policy of the Town that expenditures for which more than one category of fund balance could be used, that the order of use is: Nonspendable fund balance, restricted fund balance, committed fund balance, assigned fund balance and unassigned fund balance.

These guidelines will be reviewed by the Town Manager periodically following adoption (or sooner at the direction of the Town Council).

3.3 Special Revenue Funds.

- A. HURF. The Highway User Revenue Fund (“HURF”) is restricted in use solely for street and highway purposes. The fund depends upon State shared revenues for over 90% of annual revenues. The restricted fund balance will be based on the minimum requirement as specified in the schedule for projects funded with Special Revenue or grant funds. The schedule will be reviewed on an annual basis to determine the required amount to be set aside as restricted fund balance.
- B. Excise Tax Funds. The excise tax funds are committed funds that the Town Council may dedicate for specific purposes by resolution or as part of the annual budget adoption.

3.4 Debt Service Funds.

The Debt Service Fund is established for the payment of principal and interest on bonded indebtedness and as such is a restricted fund. Revenues are derived from a property tax levy, pledged excise taxes, municipal property lease payments and shared revenues. Revenues are received in amounts sufficient to pay the annual debt service payment; therefore, the restricted fund balance will be no less than the annual debt service payment due on July 1 of the new fiscal year and no more than the annual debt service payment due on July 1 plus an amount equal to the average annual delinquency factor based on the prior three years’ delinquency rates.

3.5 Capital Projects Fund.

A Capital Projects Fund has been established to allow the Town to accumulate monies for (1) purchase of land or buildings, (2) improvements to Town-owned properties, (3) grant matches associated with capital improvements, (4) public safety projects and equipment purchases, (5) economic development projects and (6) such other capital projects as determined by the Town Council. The Capital Projects Fund will be funded by: (A) sales of real and personal property belonging to the Town; (B) General Fund transfer of any excess revenues collected over budgeted and unexpended appropriations not needed to meet fund balance requirements or re-appropriation; and (C) interest earnings on the balance of the fund invested per the Town's investment policy. Accounted for separately, but considered part of the Capital Projects Fund, are accumulated development fees collected pursuant to ARIZ. REV. STAT. § 9-463.05 that are assessed on new construction for the purpose of funding growth. These funds are restricted to growth-related capital expenditures as designated in the Town's adopted Infrastructure Improvements Plan. The fund balance will be established each fiscal year during the budget process depending on planned expenditures but cannot exceed accumulated revenues. The Town shall first be entitled to recoup the cost of any capital improvements, infrastructure, marketing or sales-related costs associated with the disposition of property before crediting the Capital Projects Fund (for funds other than development fees). The Town Council may approve the uses of the Capital Projects Fund as a part of its annual budget or by motion and affirmative vote at the time the expenditures are approved.

IV. FINANCIAL PLANNING

Financial planning refers to the process of identifying resources and allocating those resources among competing purposes. The primary vehicle for this planning is the preparation, monitoring and analyses of the Town's budget. It is increasingly important to monitor the performance of the programs competing to receive funding.

- 4.1 Budget Adoption. The Town Manager shall prepare a proposed annual budget, which shall be submitted to the Town Council and the public for review in accordance with ARIZ. REV. STAT. § 42-17001, *et seq.* The Town will budget revenues and expenditures on the basis of a fiscal year beginning July 1 and ending the following June 30. The Town Council will adopt the budget no later than June 30, and the Town Manager shall execute the Town Council policies as set forth in the finally adopted budget.
- 4.2 Budget Preparation. The Town Manager or authorized designee will prepare a budget in accordance with the guidelines established by the Government Finance Officers Association in its Distinguished Budget Award Program. The proposed budget will contain the following:
 - A. Revenue estimates by major category, by major fund.
 - B. Expenditure estimates by department levels and major expenditure category, by fund.

- C. Estimated fund balance by fund.
 - D. Debt service by issue detailing principal and interest amounts by fund.
 - E. Proposed personnel staffing levels.
 - F. A detailed schedule of capital projects, including a capital improvement program.
 - G. Any additional information, data, or analysis requested of management by the Town Council.
- 4.3 Operating Budget. The operating budget will be based on the principle that current operating expenditures, including debt service, will be funded with current revenues, creating a balanced budget. The Town will not balance the current budget at the expense of meeting future years' expenditures; for example, accruing future years' revenues or rolling over short-term debt to avoid planned debt retirement.
- 4.4 Revenue Sources. Ongoing operating costs should be supported by ongoing, stable revenue sources. This policy protects the Town from fluctuating service levels and avoids crises when one-time revenues are reduced or removed. Revenues from growth or development should be targeted to costs related to development, or invested in improvements that will benefit future residents or make future service provision efficient.
- 4.5 Revenue Estimate. The Town Manager will provide an estimate of the Town's revenues annually for each fiscal year, as well as estimates of special (grant, excise tax, etc.) revenues and interfund transfers.
- 4.6 Staffing. The budget will fully appropriate the resources needed for authorized regular staffing. At no time shall the number of regular full-time employees on the payroll exceed the total number of full-time positions authorized by the Town Council. All personnel actions shall be in conformance with applicable Federal and State law and all Town ordinances and policies.
- 4.7 Budget Preparation Schedule. Annually, the Town Manager shall provide a budget preparation schedule outlining the preparation timelines for the proposed budget. Budget packages for the preparation of the budget, including forms and instructions, shall be distributed to Town Departments in a timely manner for the Department's completion. Department Directors shall prepare and return their budget proposals to the Administration Department, as required in the budget preparation schedule.
- 4.8 Performance Measurement. Performance measurement indicators will be integrated into the budget process as appropriate.

- 4.9 Efficiency Analysis. Alternatives for improving the efficiency and effectiveness of the Town's programs and the productivity of its employees will be considered during the budget process. Duplication of services and inefficiency in service delivery should be eliminated wherever they are identified.
- 4.10 Department Responsibility. Department Directors are required to monitor revenues and control expenditures to prevent exceeding their total departmental expenditure budgets. Department Directors shall immediately notify the Town Manager of any exceptional circumstances that could cause a departmental expenditure budget to be exceeded.
- 4.11 Quarterly Report. A quarterly report on the status of the General Fund budget and trends will be prepared within 60 days of the end of each quarter by the Town Manager or authorized designee. In addition, the quarterly report shall include revenue and expenditure projections through the end of the fiscal year.
- 4.12 Deficit. If a deficit is projected during any fiscal year, the Town will take steps to reduce expenditures, increase revenues or, if a deficit is caused by an emergency, consider using the Rainy Day Fund, to the extent necessary to ensure a balanced budget at the close of the fiscal year. The Town Manager may institute a cessation during the fiscal year on hirings, promotions, transfers and capital equipment purchases. Such action will not be taken arbitrarily or without knowledge and support of the Town Council.

V. EXPENDITURE CONTROL

The Town Manager shall ensure compliance with the legally adopted budget. In addition, purchases and expenditures must comply with all applicable legal requirements.

- 5.1 Budgeted Expenditures. Expenditures will be controlled by an annual budget at the departmental level. The Town Council shall adopt appropriations through the budget process. Written procedures will be maintained for administrative approval and processing of certain budget transfers within funds.
- 5.2 Purchasing System and Policies. The Town will maintain a purchasing system that provides needed materials in a timely manner to avoid interruptions in the delivery of services. All purchases shall be made in accordance with the Town's purchasing policies, guidelines and procedures and applicable State and Federal laws. The Town will endeavor to obtain supplies, equipment and services as economically as possible.
- 5.3 Internal Controls. Expenditures will be controlled through appropriate internal controls and procedures in processing invoices for payment.
- 5.4 State Expenditure Limit. The State of Arizona sets a limit on the expenditures of local jurisdictions. The Town will comply with these expenditure limitations and will submit an audited expenditure limitation report, audited financial statements and audited reconciliation report as defined by the Uniform Expenditure Reporting System (ARIZ. REV. STAT. § 41-1279.07) to the State Auditor General each year.

- 5.5 Capitalized Assets. All assets of \$10,000 or more will be capitalized and recorded in the Town of Fountain Hills Summary of Capital Assets.

VI. REVENUES AND COLLECTIONS

All government employees are considered stewards of public funds. In order to provide funding for service delivery, the Town must have reliable revenue sources. These diverse revenues must be collected equitably, timely and efficiently.

- 6.1 Balanced Revenue Base. The Town's goal is a General Fund revenue base that is equally balanced between sales taxes, State shared revenues, property tax, service fees and other revenue sources.
- 6.2 Stable Revenue Base. The Town will strive for a diversified and stable revenue base to shelter it from economic changes or short-term fluctuations and in any one revenue source by doing the following:
- A. Establishing new charges and fees as needed and as permitted by law at reasonable levels.
 - B. Pursuing legislative change, when necessary, to permit changes or establishment of user charges and fees.
 - C. Aggressively collecting all revenues, late penalties, outstanding taxes owed and related interest as authorized by law.
- 6.3 Monitoring Collection. The Town Manager or authorized designee will monitor all taxes to ensure they are equitably administered and collections are timely and accurate. Fees and charges should be based on benefits and/or privileges granted by the Town, or based on costs of a particular service.
- 6.4 Intergovernmental Aid. The Town Manager or authorized designee should pursue intergovernmental aid for those programs and activities that address a recognized need and are consistent with the Town's long-range objectives. Any decision to pursue intergovernmental aid should include the consideration of the following:
- A. Present and future funding requirements.
 - B. Cost of administering the funds.
 - C. Costs associated with special conditions or regulations attached to the grant award.
- 6.5 Cost Recovery. The Town will attempt to recover all allowable costs (both direct and indirect) associated with the administration and implementation of programs funded through intergovernmental aid. In the case of the Fountain Hills Unified School District, the Town may determine to recover less than full cost of services provided. In the case of

State and Federally mandated programs, the Town will attempt to obtain full funding for the service from the governmental entity requiring the service be provided. Allowable costs will be determined based upon a “Cost Allocation Study” prepared periodically.

- 6.6 Growth Revenues. Local sales tax revenues are derived from several sources with a significant portion from construction related activity. To ensure that the revenues from growth or development are targeted to costs related to development, or invested in improvements that will benefit future residents or make future service provision efficient, the Town will designate 50% of those one-time revenues to the Capital Projects Fund. Monthly, these revenues will be transferred from the General Fund to the Capital Projects Fund for future appropriation.

VII. USER FEE COST RECOVERY

User fees and charges are payments for voluntarily-purchased, publicly-provided services that benefit specific individuals. The Town relies on user fees and charges to supplement other revenue sources in order to provide public services.

- 7.1 Establishing Fees. The Town may establish user fees and charges for certain services provided to users receiving a specific benefit. User fees and charges will be established to recover as much as possible the direct and indirect costs of the program or service, unless the percentage of full cost recovery has been mandated by specific action of the Town Council. It is recognized that occasionally competing policy objectives may result in reduced user fees and charges that recover a smaller portion of service costs.
- 7.2 Recalculation. Periodically, the Town will recalculate the full costs of activities supported by user fees to identify the impact of inflation and other attendant costs.

VIII. CASH HANDLING POLICY

Collecting and controlling cash at the Town are very important functions. The Customer Service Representatives and Permit Technicians are the Town’s cash handling agents. Strong internal controls for cash collection and handling are necessary to prevent mistreatment of Town funds and to safeguard and protect employees from unwarranted charges of mishandling funds.

Historical practices shall not constitute justification for deviation from these procedures. The material contained in this Section supersedes any previous policies and procedures regarding the handling of cash followed within the Town and/or within Departments. The Finance Division will conduct periodic reviews of cash handling procedures. Any amendments to the policies require Town Council approval, but the Town Manager may make interpretations and exceptions to the policies contained in this Section as more particularly set forth in Subsection 8.13 below.

- 8.1 Individual Responsibilities. All cash transactions are to be processed by Town staff (including cash, credit cards, checks, etc.) and not volunteers. Any Department Director or manager with responsibilities for managing Town cash receipts and those employees who are entrusted with the receipt, deposit and reconciliation of cash for Town-related

activities shall be responsible for knowledge of and compliance with this Section VIII. A reference to this Section should be included as part of all departmental policies and procedures.

8.2 Establishing Cash Handling Sites. Ideally, from a control perspective, collecting and controlling cash should be centralized in one location; however, that is not always possible or practical. As a result, the collection of money is, in part, decentralized. The Finance Division must authorize all cash handling sites, including one-time requests for cash for special events. Departments requesting status as a cash handling site (or special events where money is being collected and a cash float is needed) must submit a request to the Finance Division at least 24 hours prior to the special event that includes:

- A. Reason(s) why cash handling site or cash float is needed.
- B. A list of the personnel involved with the cash handling site, descriptions of their duties and how segregation of duties will be maintained.
- C. Whether a change drawer will be needed.
- D. A description of the reconciliation process, including frequency of reconciliation.
- E. A description of the process for safeguarding cash until it is deposited.
- F. A schedule of how often and where cash deposits will be made.

8.3 Procedures for Cash Collection.

- A. "Cash" is defined as any of the following accepted methods of payment for Town transactions:
 - (1) Cash (coin and currency).
 - (2) Checks (made payable to the Town, no third party checks).
 - (3) Credit Cards (MasterCard, Visa, Discover, American Express-ACTIVE Net only).
 - (4) Money Orders.
- B. Cash should be physically protected through the use of vaults, safes, cash registers, etc. Each Department is responsible to make the necessary provisions to properly safeguard the cash receipts in its area and maintain the necessary safe or vault that will ensure the security. Generally, any amount of cash on hand must be maintained in a vault or heavy safe (one which cannot be easily moved by two persons using a hand cart). Cash should not be retained in desk drawers or standard file cabinets without a locking mechanism; petty cash must be secured in a locked file cabinet and keys should be secured separately.

- C. The cash drawer should be kept shut when not in use and after each transaction. The cash drawer, when open, should not be left unattended when it contains money. The contents of cash drawers should be placed in a safe, vault, or an approved, locked location after each day; all safes are to be kept locked.

8.4 Receipts.

- A. Procedures must be in place to record the daily beginning and ending receipt numbers of the cash register, and include safeguards to prevent manipulation of register totals, receipt numbers, etc. Automatic numbering of receipts through a computerized system is an acceptable alternative.
- B. Receipts should be generated from either receipt books or cash register receipt system.
- C. Cash registers must be programmed to issue receipts, which shall contain all information required by the accounting system to properly credit and track payments.
- D. Receipt books, if issued for special events, must be issued in sequential order. All books should be accounted for from the time of delivery and returned to the Finance Division.
- E. Only those receipt books that have been distributed by the Finance Division may be used.
- F. At a minimum, sequential, pre-numbered receipt forms must contain the following information:
 - (1) Date issued.
 - (2) Cashier and/or Department issuing the receipt.
 - (3) Name of payor (not the department name or revenue source).
 - (4) Net amount received.
 - (5) Sufficient information to identify the purpose of the payment.
 - (6) Form of payment (cash, check, credit card, etc.).
- G. The receipt forms should also:
 - (1) Contain all available identifying numbers and other pertinent, descriptive information including invoice numbers.

- (2) Be issued in a minimum of two copies, one for the payor and one to accompany the deposit.
- (3) Never be altered; if any type of change is necessary, all copies of the receipt must be clearly marked “void” and a new receipt issued.
- (4) Be filed sequentially and retained by the Department (including void receipts).

8.5 Cash Received in Person.

- A. When a customer produces a mutilated bill (where a portion is missing), the receiver should request that the customer have a bank redeem the bill. No bill will be considered for acceptance if both serial numbers are not present.
- B. A printed receipt must be issued for each payment received when the customer pays in person. At a remote location (for special events), manual pre-numbered receipts may be used when cash register receipts are not available.
- C. Departments may not accept post-dated checks, IOU’s, or third party checks.
- D. All cash received must be recorded through the computerized accounting system (MUNIS and/or ACTIVE Net) with computer-generated official Town cash receipts. When a cash handling site with a computerized accounting system has to use temporary cash receipts, those temporary receipts must be converted over to computerized receipts as soon as possible. If the conversion cannot be accomplished within 48 hours, the cash should be deposited into the Department’s safe and tracked in detail until it is recorded on the computerized accounting system.
- E. The customer must be presented an official Town receipt form with a duplicate record being retained by the receiving Department. All numbered receipts must be accounted for, including the original of voided receipts.
- F. The cash handling site must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: collecting, depositing, disbursement and reconciling.
- G. The procedures below are to be followed to safeguard the employee and the cash:
 - (1) Account for cash as soon as it is received – count the cash in front of customer.
 - (2) Keep cash received in view of the customer until the transaction is complete.
 - (3) If change is required, count all cash and change in front of customer.

- (4) Reconcile the funds received to the computerized accounting system cash report or to the total of the temporary receipts at the end of the day or at the end of each shift and balance the receipts as set forth in Subsection 8.9.
- (5) Immediately place all cash in a cash drawer, safe or other secure place until deposited. A secure area for processing and safeguarding funds received should be provided and restricted to authorized personnel.
- (6) Personal transactions with Town cash funds are prohibited. Monies may never be borrowed nor loaned from cash funds, nor may personal checks be cashed from receipts.
- (7) All employees paying for Town services (rentals, movie tickets, animal license, business license, etc.) must be rung up by a different employee under a separate user ID.
- (8) Deposit all cash intact and not intermingled or substituted with other cash.
- (9) Pay refunds or expenditures through the appropriate Town bank account on a Town-generated check from the main accounts payable account or petty cash for the smaller accounts. If the original payment was made using credit/debit card, then refunds will be issued through the credit card per credit card regulations.
- (10) Provide printed receipts generated by the point of sale (POS) program for every transaction involving money.
- (11) Voided cash receipts must be approved and initialed by a supervisor before the daily deposit is done, noting the reason for voiding the transaction.
- (12) Deposit daily cash report and cash promptly at the end of each day into the Finance Division safe.
- (13) Place cash in amounts over \$500.00 in the Finance Division safe immediately following the transaction until the end of day close out.
- (14) Cashiers should enter transactions using their personal logins (switch user) during a single shift.
- (15) All packaged coin or strapped currency received as payment should be removed from the package or straps and verified.

H. Cashing checks from Town deposits, borrowing cash for personal use, lapping receipts to cover shortages in cash receipts, withholding checks for deposit in order to float checks, commingling personal and Town funds and modifying cash

records are all serious offenses and may result in discipline up to and including immediate discharge from employment.

8.6 Cash Received Through the Mail.

- A. When mail is opened, if the cash received is not credited directly into the appropriate Town account or issued a receipt through a computerized accounting system, a log of the checks, credit card transactions and or cash should be prepared and submitted to the Finance Division. The log should include the customer's name, amount received, check number and any other information available that may assist in proper allocation of the funds. The envelope also should be retained as part of the records.
- B. When mail is opened, checks must be endorsed promptly with a restrictive endorsement stamp. Checks must be stored in a safe or other secure place approved by the Finance Division until deposited.
- C. Unidentified receipts must be deposited to a depository account approved for such purposes. All reasonable attempts should be made to identify the correct account and transfer the funds.

8.7 Check Acceptance.

- A. The Federal Reserve has established a regulation to standardize check endorsements:
 - (1) Checks must be made payable to the Town of Fountain Hills and endorsed promptly with a restrictive endorsement stamp payable to the Town of Fountain Hills. The endorsement stamps must be distributed by the Finance Division; this stamp protects the check if lost or stolen.
 - (2) All depositor's endorsements are limited to the top 1.5 inches on the back side of the check, at the trailing edge of the check. This area is where endorsements are normally placed. If you look at the face of the check, the endorsement area is directly behind where "Pay to the Order of" is printed.
 - (3) Any check that has been endorsed may not be returned to the customer. Any marks below the 1.5 inches on the check may obscure the bank routing number, cause delays in returning checks, and forfeit the Town's right to recovery. The purpose of this regulation is to speed collection and returns.
 - (4) The endorsement must include the following:

FOR DEPOSIT ONLY
TOWN OF FOUNTAIN HILLS
[Account Number]

- (5) Checks should have the customer information pre-printed on the face of the check. Bank issued/generated checks are acceptable.
 - (6) Personal checks from employees for cash may not be cashed at any counter in a Town facility.
 - (7) Checks or credit card transactions will not be cashed or processed for more than the amount of purchase. Departments are not authorized to return currency to the payor in the event that the check exceeds the amount due to the Town.
- B. Be sure that the name, branch, city and state where the drawer's bank is located is printed on the check.
- C. The Town will not accept a check that is:
 - (1) Illegible or not written out clearly; checks should be written out in blue or black ink only.
 - (2) For anything other than the exact amount (no change will be given).
 - (3) A third party check (that is, checks made out to someone other than the Town).
 - (4) Altered or changed.
 - (5) Undated, post-dated or stale dated (older than six months).
 - (6) Not signed.
 - (7) A starter check, i.e. a check without the name, address and check number on the face of the check.
 - (8) Not in U.S. funds.
 - (9) From a foreign bank, even if payable in U.S. funds.
 - (10) Transfer checks.
- D. If the written amount on a check does not match the numerical amount, the written amount will govern.
- E. Money orders should be filled out by the customer in the presence of Town staff; the customer must countersign and write Town of Fountain Hills in the payee section.

8.8 Credit Card Acceptance.

- A. Credit cards accepted are Visa, MasterCard, Discover and American Express (ACTIVE Net only).
- B. When presented with a credit card, the Department cashier shall:
 - (1) Verify that the card has not been altered and is not expired.
 - (2) Check customer identification to verify that the name on the card and the account name are the same, unless someone is paying for other family members.
 - (3) Retain the credit card until the transaction is complete.
 - (4) Enter the credit card transaction by swiping the card through the terminal on the keyboard; if the keyboard does not have a terminal, the swipe reader is not functioning or payment is being taken over the telephone, the credit card number should be entered manually when prompted by ACTIVE Net or Class software programs.
 - (5) If the credit card information is being input from a paper registration form that includes the card number and payor signature, shred or permanently mark over the portion of the form that includes the credit card information as soon as the transaction is complete and the card is accepted.
 - (6) If receiving credit card information over the phone, verify the caller's name as it appears on the card, verify the amount to be processed, enter the credit card number, expiration date and security code directly into the ACTIVE Net or Class program – immediately shred any piece of paper where the information can be viewed or taken.

8.9 Balancing of Cash Receipts.

- A. All funds collected must be balanced daily, by mode of payment, by comparing the total of the cash, checks and credit cards to the computerized accounting reports, to the manual receipts totals, including the totals of the money received by mail. All cash receipts and supporting documentation (daily deposit slip, system receipts, and system reports) should be transferred daily to the accounting system and all discrepancies should be resolved before the end of the day/shift.
- B. Daily cash counts and reconciliations will be performed on a random basis by the Accountant or other senior Finance Division staff member. These reconciliations should be signed and dated by the reviewer. The total monthly receipts should be balanced with the monthly bank account statements and accounting system monthly reports and all discrepancies should be resolved.

- C. Currency and coin must be reconciled separately from checks, credit cards and money orders by comparing actual cash received to the cash total from the cash report or to the sum of the cash sales from the manual receipts.
- D. Over/short amounts must be separately recorded, investigated and resolved to the extent possible as set out in the over/short portion of this Section.
- E. Because balancing can be a time-consuming task and requires attention to detail, it is recommended that each cashier pre-balance his/her own drawer periodically during the day.

NOTE: On the rare occasion that a check needs to be forwarded to another party by the Town of Fountain Hills, the check cannot be endorsed. Any of the following positions are authorized to approve this receipt without endorsement: the Town Manager, the Finance Director and the Town Clerk. Approval to accept this instrument in this manner requires approval from one of the Town's authorized signatories in writing prior to the presentation of the instrument.

- F. End of day close out process for cash collection points includes the following:
 - (1) Two signatures on the daily cash report before submitting to the Finance Division.
 - (2) Total deposit must match the printed report from the software program.
 - (3) Deposits are turned in daily and deposited in the Finance Division safe by the responsible party.

8.10 Cash Over & Short.

- A. A daily accounting of cash received should be balanced against the total amount on the daily reports run by the Department. Any amount that is over or short shall be reported on the same day to the Department Director and the Accountant.
- B. The discipline procedures set forth below should be followed if the established dollar limits and frequency of overages and/or shortages are exceeded. The current established dollar limit is five dollars. A log should be established to record any overages and shortages, and the employee's name and date. Patterns, frequencies and inconsistencies should be noted on the employee's performance review. Overages or shortages of \$50.00 or more are to be reported to the Finance Director.
- C. Warnings or exceptions involving cash overages or shortages shall be retained in the employee's permanent file.

- D. If the shortage is the result of a suspected or documented theft, the shortage must be reported immediately and in writing to the Accountant, the Finance Director and the Town Manager who will submit to law enforcement for investigation, regardless of amount.
- E. Employees who handle cash are expected to be careful and accurate and to balance their funds each day without overages or shortages. Failure to follow internal controls and checks and balances as approved by the Finance Division is considered to be at least negligence and could be considered misconduct subject to the following disciplinary procedures:
 - (1) Verbal Warning. A verbal warning will be given if an employee has:
 - (i) Two or more over/shorts in any 90-day period (regardless of the amount).
 - (ii) Cumulative over/shorts of \$75.00 or more in any 30-day period.
 - (2) Written Warning.
 - (i) After an employee has received two verbal warnings, the third warning will be in the form of a written warning. A fourth warning will be subject to disciplinary action as determined by the Department Director.
 - (ii) A written warning will be issued if an employee exceeds a cumulative total of \$100.00 or more cash short in any month regardless of the number of verbal warnings.

8.11 Returned Check Procedures.

- A. Any checks returned by the Town's depository bank as uncollected shall be sent to the Finance Division. Examples of returned checks include: non-sufficient funds (NSF), account closed, payor's signature missing, refer to maker and post-dated or stale-dated checks.
- B. When a check is returned, the Finance Division prepares a negative entry to the revenue journal, debiting the originating account for the amount of the check and at the same time assessing a service fee in the amount set forth in the Town's adopted fee schedule. It is the responsibility of the Department that was credited with the revenue to notify the check writer and use due diligence to collect the amount of the check and the service fee. The check writer will be prohibited from receiving Town services until the Town is paid the full amount, plus the returned check fee. Restitution should be in the form of currency, money order, cashier's check or certified check. The Finance Division will maintain an aging report on all non-collectable items; this report will be submitted monthly to the Finance Director.

- C. When restitution is obtained, the same account should be used that was used on the negative entry and the deposit should be transferred to the Customer Service Representative for inclusion in the daily deposit.
- D. If after proper due diligence is performed, collection has not been made, the Accountant may be consulted regarding returned items that remain uncollected for further action through the State.

8.12 Preparation of Deposits (performed by the Finance Division).

- A. The Finance Division shall prepare all deposits.
- B. All checks must be made payable to Town of Fountain Hills and endorsed. A calculator tape of the checks should be included with the checks bundled together.
- C. Cash must be recorded on the deposit slip in the appropriate space.
- D. Only depository-issued deposit slips, including the appropriate account number(s) and sub-code(s) are to be used.
- E. Someone not involved with collecting the cash, opening the mail or reconciling the deposit must prepare the deposit.
- F. Deposit from the Municipal Court should be secured in locking deposit bags, which are available from the bank.
- G. Trips to the bank should be at random times during each day.

8.13 Exceptions to Cash Handling Policy.

- A. Any exception to this Section **must** be approved in writing by the Department Director and requires the concurrence of the Finance Director. For example, in cases where there is not enough staff available to maintain complete separation of duties, an alternate process to safeguard Town funds must be established and approved by the Finance Director. Requests for exceptions to these procedures must be submitted to the Finance Director in writing.
- B. Town personnel are prohibited from depositing Town cash into checking or other bank accounts unless the account has been set up by the Finance Division.

8.14 Records Retention. All cash receipts and related documents must be maintained in accordance with Records Retention Schedules pursuant to ARIZ. REV. STAT. §§ 39-101 through 39-103 and 41-151.15 through 41-151.19. Accounting reports, deposit slips, credit card receipts, copies of manual cash receipts, etc. should be kept for the period specified by the Records Retention Schedules.

IX. DEBT POLICY

The purpose of this debt policy is to provide for the preservation and enhancement of the Town's bond ratings, the maintenance of adequate debt service reserves, compliance with debt instrument covenants and provisions and required disclosures to investors, underwriters and rating agencies. The Town's overall debt management policy is to ensure that financial resources are adequate in any general economic situation to not preclude the Town's ability to pay its debt when due.

These policies are meant to supplement the legal framework of public debt laws provided by the Arizona Constitution, State Statutes, Federal tax laws and the Town's current bond resolutions and covenants.

9.1 General.

- A. The Town will (1) use current revenues to pay for short-term capital projects, repair and maintenance items and (2) reserve long-term debt for capital improvements with useful lives of ten years or more. The Town will not use long-term debt to fund current governmental operations and will manage its cash flow in a fashion that will prevent any borrowing to meet working capital needs. However, exclusive reliance upon "pay-as-you-go" funds for capital improvements requires existing residents to pay for improvements that will benefit new residents who relocate to the area after the expenditure is made. Financing capital projects with debt provides for an "intergenerational equity," as the actual users of the capital asset pay for its cost over time, rather than one group of users paying in advance for the costs of the asset. Where there is a benefit to all future residents, debt financing should be given consideration.
- B. To increase its reliance on current revenue to finance its capital improvements, and promote a "pay-as-you-go" philosophy, the Town will appropriate each year a percentage of current revenues to maintain a minimum 10% of average actual General Fund revenues for the preceding five fiscal years in the assigned fund balance.

9.2 Capital Improvement Plan.

- A. As part of the budget process each year, the Town Manager or authorized designee will prepare a capital spending plan that provides a detailed summary of specific capital projects for the five fiscal years subsequent to the fiscal year presented. The plan will include the name of the project, project schedule, capital cost by fiscal year and a recommended specific funding source. The five year capital improvement plan will be developed within the constraints of the Town's ability to finance the plan.
- B. The Town Manager and Department Directors will develop formal ranking criteria that will be used in the evaluation of all capital projects. The ranking criteria will give greatest weight to those projects that protect the health and

safety of its citizens. “Pay-as-you-go” project financing shall be given the highest priority. Capital improvements that must rely upon debt financing shall be accorded a lower priority and projects with a useful life of less than ten years shall not be eligible for inclusion in bond issues except in extraordinary circumstances.

- C. Lease-purchase financing shall be undertaken only when the project is considered essential to the efficient operation of the Town or to remove expenditures that would exceed the State-imposed expenditure limitation. The Town Manager or authorized designee shall be responsible for ensuring that “pay-as-you-go” expenditures do not cause the State-imposed expenditure limitation to be exceeded in any fiscal year.
- D. All capital project requests will be accompanied by a description of the sources of funding to cover project costs. Where borrowing is recommended, a dedicated source of funds to cover debt service requirements must be identified. All capital project requests will be required to identify any impact the project may have on future operating costs of the Town. The Town will seek grants to finance capital improvements and will favor those projects that are likely to receive grant money.
- E. All capital project appropriations and amendments to the capital improvement plan must be approved by the Town Council.
- F. The capital plan will include all equipment and facilities with a useful life of greater than ten years and a cost greater than \$50,000. Debt financing shall not exceed the useful life of the infrastructure improvement or asset.
- G. The following steps shall be used to prepare the Capital Improvement Program (“CIP”):
 - (1) Establish Capital Improvement policies, including:
 - (a) Time period the CIP will cover.
 - (b) Facilities/equipment that will be included in the CIP.
 - (c) How acquisition of multiple items (e.g., computers) will be treated.
 - (d) Identification of projects that are expected to be undertaken, but fall outside the time horizon of the plan.
 - (2) Adopt standards to rank project requests.
 - (a) Projects that address a public health or safety concern are given top priority.

- (b) Projects mandated by a court of competent jurisdiction or a government with authority over the Town are equal with public health or safety.
 - (c) Major maintenance (preservation of assets).
 - (d) Replacement of obsolete equipment (improving efficiency).
 - (e) Expansion to meet demand caused by growth.
 - (f) Coordination of projects to achieve cost savings.
 - (g) Availability of cash to finance improvements from current revenues.
 - (h) Acquisition of open space.
- (3) Perform and maintain a capital inventory and identify useful life.
- (4) Identify projects.
 - (a) Status review of previously approved projects.
 - (b) Identification of new projects.
 - (c) Assess capital project alternatives.
 - (d) Complete project request forms.
- (5) Assess funding sources.
 - (a) Available grants.
 - (b) Development fees shall be utilized to fund capital projects before “pay-as-you-go” and bond issuance financing.
 - (c) Developer contributions.
 - (d) Private contributions.
 - (e) Issuance of securities.
 - (f) Capital leases.
- (6) Approve the CIP and Budget.
 - (a) Town Council review.

- (b) Public hearing.
- (c) Adoption of the CIP and capital budget.

All capital project requests will be accompanied by a description of the sources of funding to cover project costs. Where borrowing is recommended, the source of funds to cover debt service requirements must be identified. All capital project requests will be required to identify any impact the project may have on future operating costs of the Town.

Department Directors will submit detailed descriptions of the useful life of capital projects submitted in conjunction with the preparation of the Town's CIP. The Town Manager shall incorporate an estimate of the useful life of proposal capital improvements in developing an amortization schedule for each bond issue. If a short-lived asset or project (less than ten years) is included in a bond issue then the bond amortization schedule shall be adjusted to reflect the asset's rapid depreciation. At no time shall the amortization exceed the life of the asset.

9.3 Financing Alternatives.

- A. Financing alternatives include, but are not limited to:
 - (1) Grants.
 - (2) Developer Contributions.
 - (3) General Obligation ("GO") Bond – requires voter approval, supported by an ad valorem (property) tax.
 - (4) Revenue Bonds – repaid with dedicated revenue source (HURF, revenue generated by project).
 - (5) Municipal Property Corporation ("MPC") Bonds – repaid with a dedicated revenue source.
 - (6) Community Facilities District ("CFD") or Special District Bonds – supported by an ad valorem property tax, revenues of the district or assessments of the cost of public infrastructure or enhanced municipal services.
 - (7) Capital Leases – repaid within operating budget.
 - (8) Commercial Paper (CP) or Bond Anticipation Notes (BAN) with terms less than two years.
- B. Town debt service costs (GO Bonds, Revenue Bonds, MPC Bonds, Leases) shall not exceed 20% of the Town's operating revenue in order to control fixed costs and ensure expenditure flexibility. Improvement District, CFD and Special

District debt service is not included in this calculation because it is paid by district property owners and is not an obligation of the general citizenry. Separate criteria for CFDs have been established and included within the Town's CFD policy.

- C. The Town shall comply with all U.S. Internal Revenue Service arbitrage rebate requirements for bonded indebtedness.
- D. Where applicable, the Town will structure GO bond issues to create level debt service payments over the life of the issue. The goal will be to strive for a debt repayment schedule to be no more than 15 years; at no time will the debt exceed 25 years.
- E. Refunding bonds will be measured against a standard of the net present value debt service savings exceeding 3% of the principal amount of the bonds being refunded, or if savings exceed \$750,000, or for the purposes of modifying restrictive covenants or to modify the existing debt structure to the benefit of the Town. Refinancings undertaken for other reasons should proceed only when the advantages have been clearly shown in a cost/benefit analysis of the transaction.
- F. The Town will seek to maintain and, if possible, improve the current bond rating in order to minimize borrowing costs and preserve access to credit.
- G. An analysis showing how a new issue combined with current debt impacts the Town's debt capacity and conformance with Town debt policies will accompany every future bond issue proposal. The debt capacity analysis should reflect a positive trend and include:
 - (1) Percent of debt outstanding as a percent of the legal debt limit.
 - (2) Measures of the tax and revenue base.
 - (3) Evaluation of trends relating to expenditures and fund balance.
 - (4) Debt service as a percentage of assessed valuation.
 - (5) Measures of debt burden on the community.
 - (6) Tax-exempt market factors affecting interest costs.
 - (7) Debt ratios.
- H. MPC and contractual debt, which is non-voter approved, will be utilized only when a dedicated revenue source (e.g., excise taxes) can be identified to pay debt service expenses. The project to be financed will generate net positive revenues (i.e., the additional revenues generated by the project will be greater than the debt service requirements).

- I. The Town's privilege/excise tax to debt service goal will be a ratio of at least 2.5:1 to ensure the Town's ability to pay for long-term debt from this elastic revenue source.

9.4 Issuance of Obligations.

- A. The Town shall select the underwriter and the paying agent/registrars for each debt issuance based on competitive bid. The underwriter must be a firm with an office in the Phoenix area and a record of prior working relationships.
- B. The request for proposals process will be designed to select the service providers that offer the Town the best combination of expertise and price. The Town is not required to select the firm offering the lowest price, but a report must be prepared by the Town Manager providing justification to the Town Council for a recommendation when other than the lowest bidder is chosen. The review of all proposals submitted shall be the responsibility of the Town Manager.
- C. The Town will sell bonds through public sale, online bidding process or an accelerated bidding process unless the Town Council authorizes the bond to be sold by negotiated sale or private placement.
- D. The Town Manager or designee and Town Attorney will coordinate their activities to ensure that all securities are issued in the most efficient and cost-effective manner and in compliance with the governing statutes and regulations. The Town Manager and the Town Attorney shall consult and jointly select the bond counsel for a bond issue.
- E. The Town Manager or authorized designee will seek a rating on all new issues which are being sold in the public market if economically feasible.
- F. The Town will report all financial information on an annual basis and notices of listed events in a timely manner, not in excess of ten business days after the occurrence of event, to the rating agencies and the Municipal Securities Rulemaking Board's ("MSRB's") Electronic Municipal Market Access (EMMA) system. The annual report will include but not be limited to the Town's annual Comprehensive Annual Financial Report (CAFR) and other items specified in the Town's continuing disclosure undertakings.
- G. Any institution or individual investing monies as an agent for the Town shall do so in a manner consistent and in compliance with the Town's adopted Investment Policy.
- H. The Town Manager or authorized designee will provide detailed draw schedules for any project to be funded with borrowed monies. The Town will invest the proceeds or direct a trustee to invest the proceeds of all borrowings in a manner that will ensure the availability of funds as described in the draw schedules.

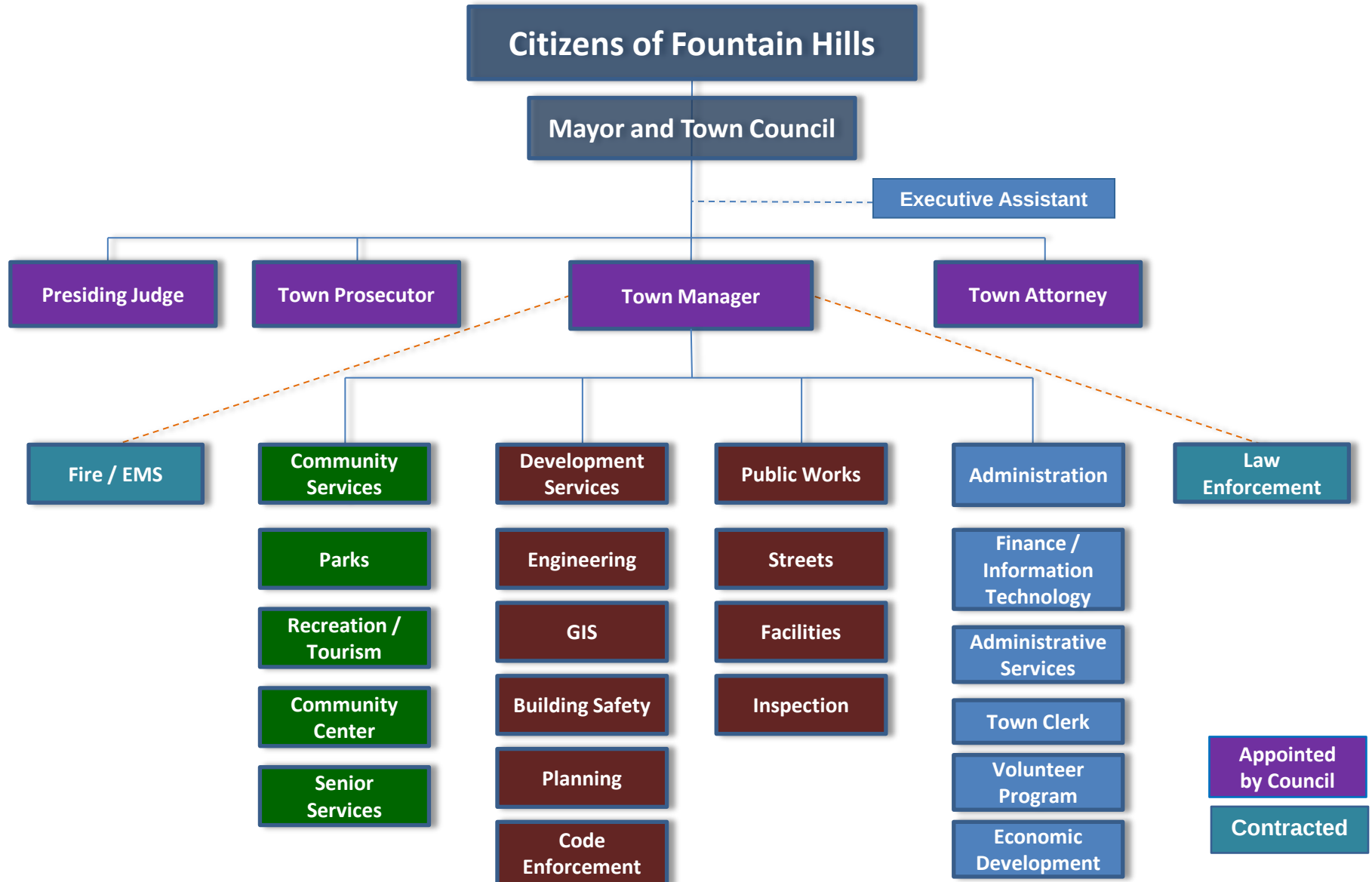
- I. The Town acknowledges the responsibilities of the underwriting community and pledges to make all reasonable efforts to assist underwriters in their efforts to comply with Securities and Exchange Commission Rule 15c2-12 and MSRB Rule G-36. The Town will follow its adopted issuance and post-issuance compliance procedures relating to its tax-exempt financings.

EXHIBIT B
TO
RESOLUTION 2016-10

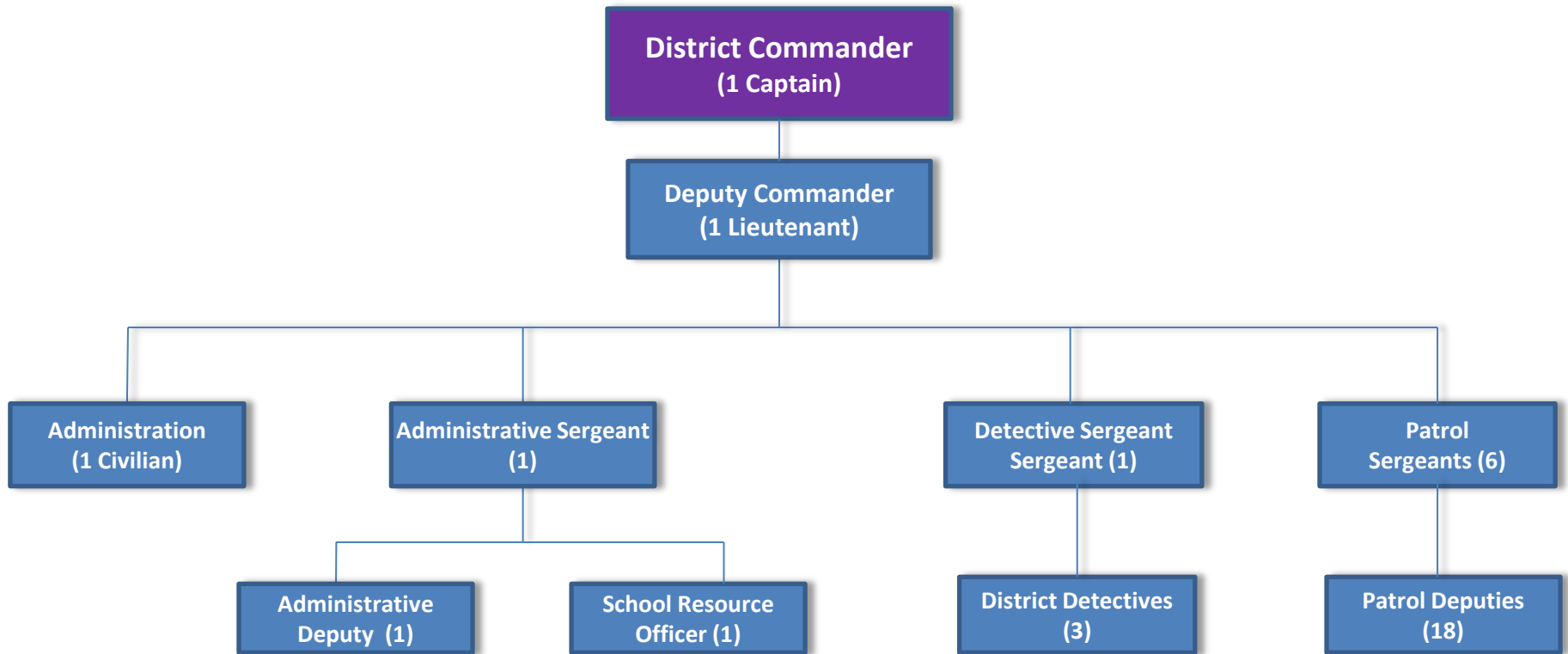
[Organization Charts, 2016-17 Pay Plan, Schedule of Authorized Positions, and
Employee Job Descriptions]

See following pages.

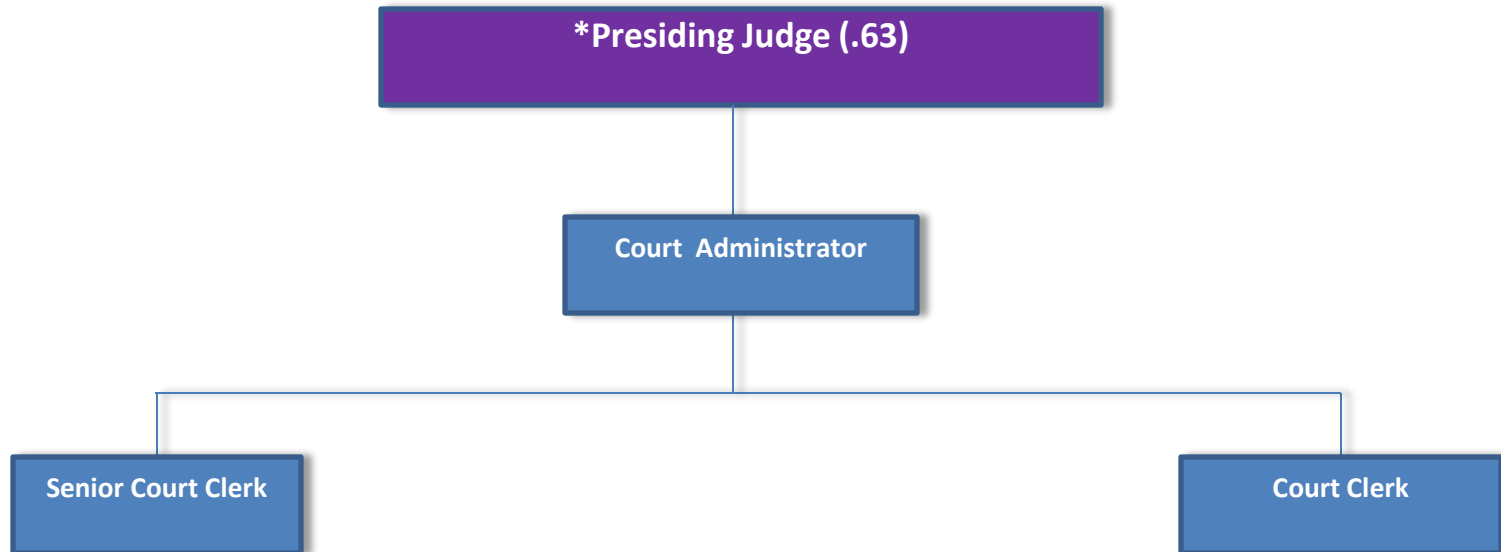
Town of Fountain Hills Organization



LAW ENFORCEMENT



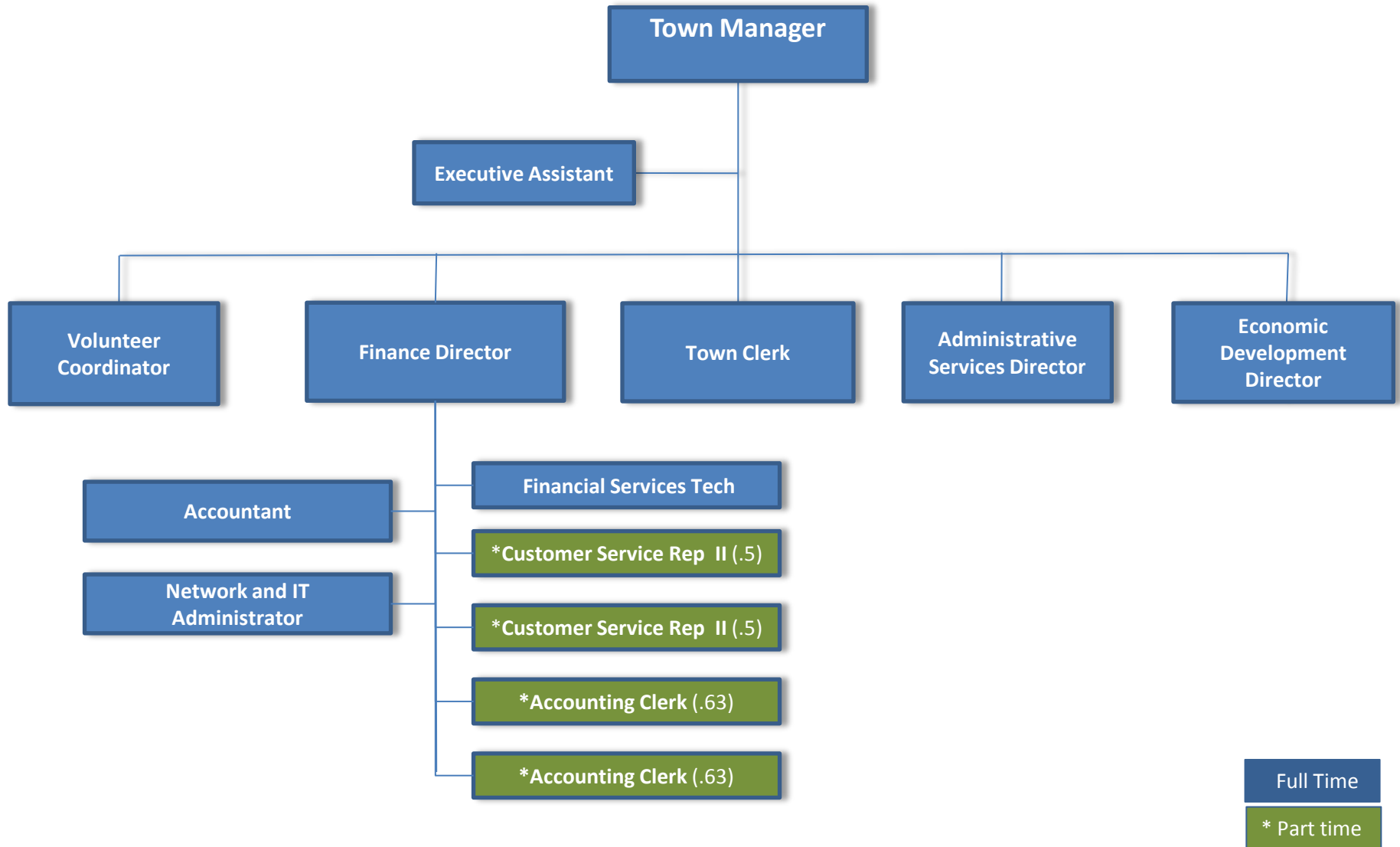
MUNICIPAL COURT



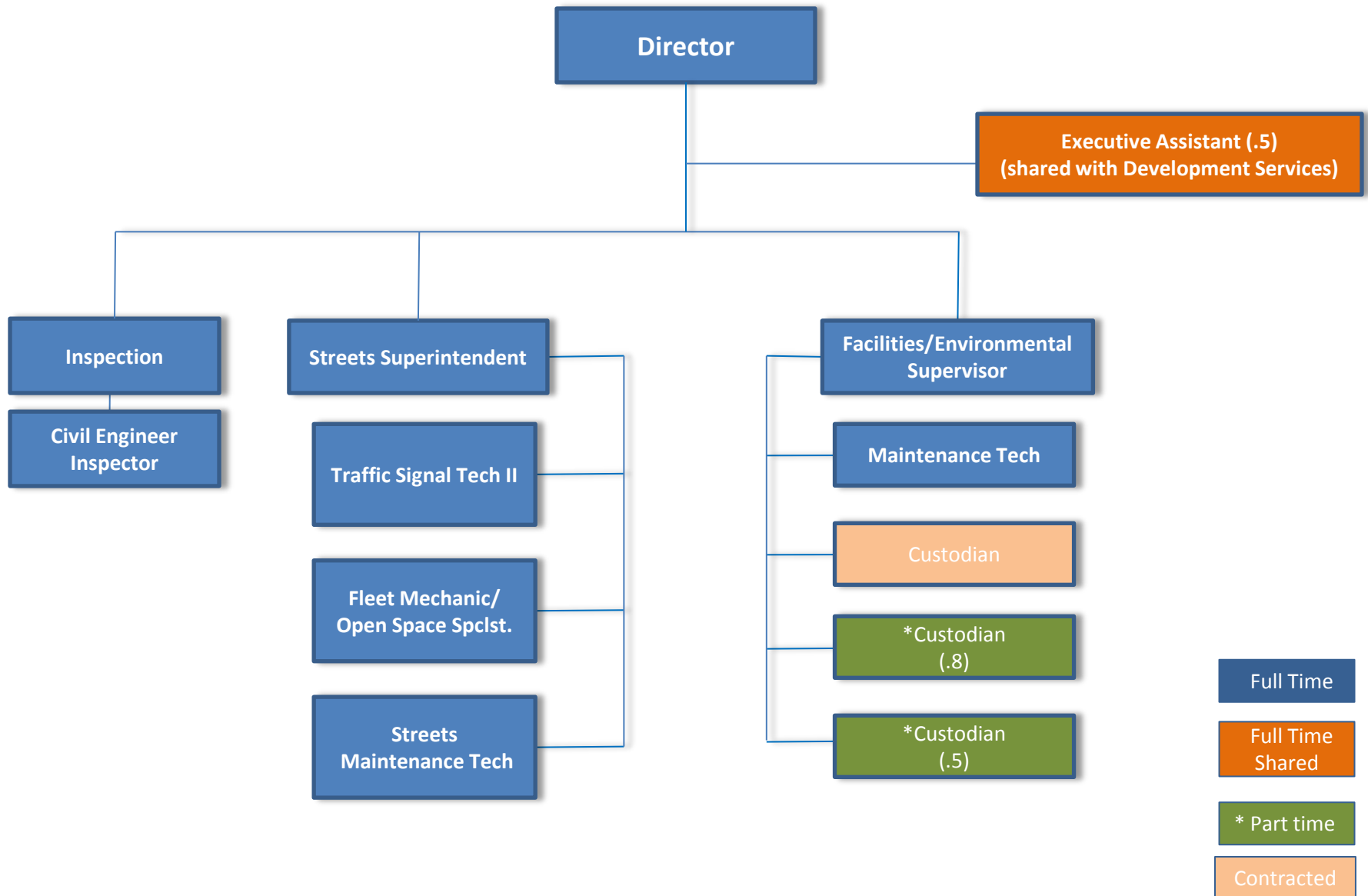
*Part time -
Appointed
by Council

Full Time

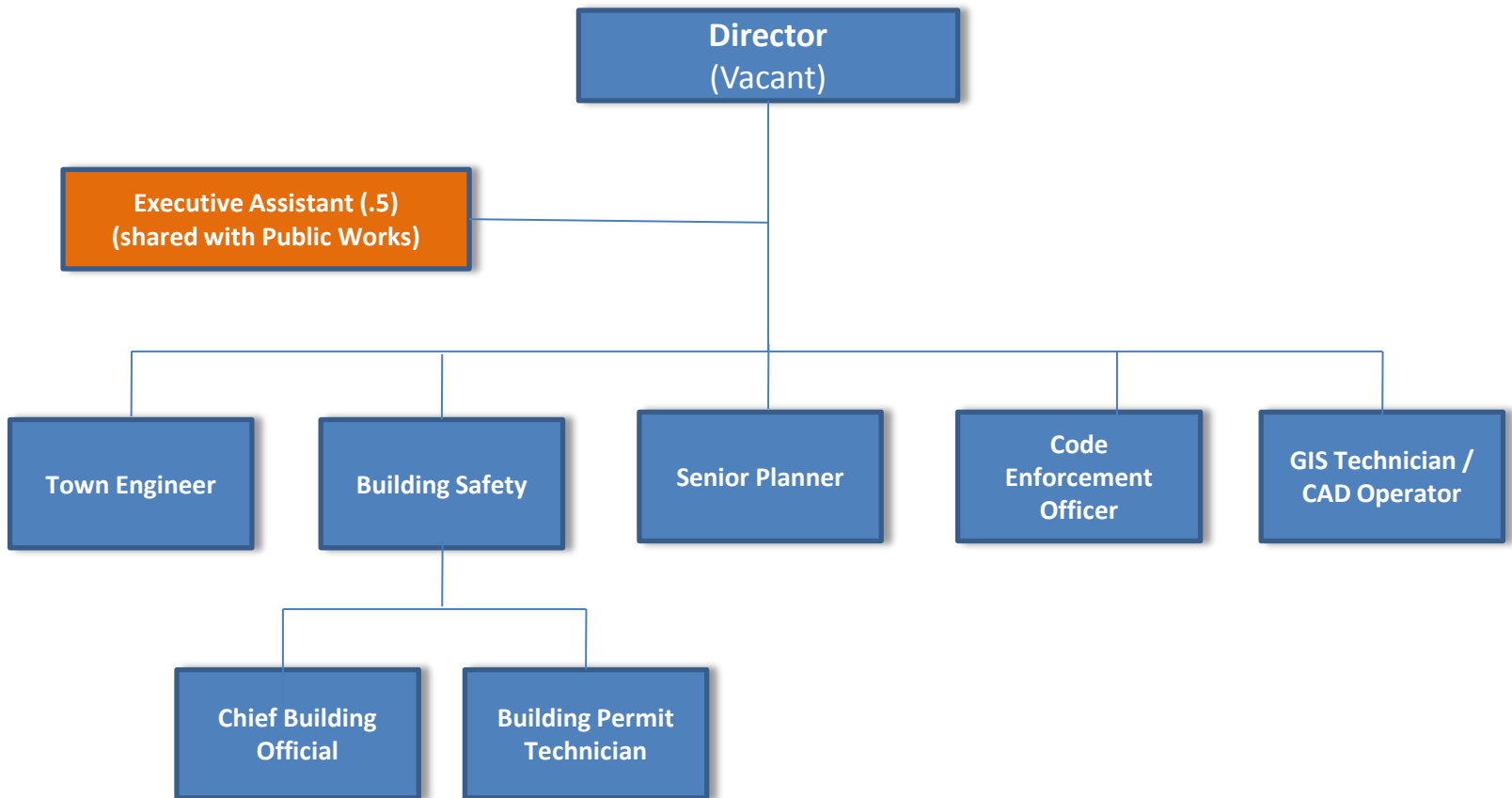
ADMINISTRATION DEPARTMENT



PUBLIC WORKS DEPARTMENT



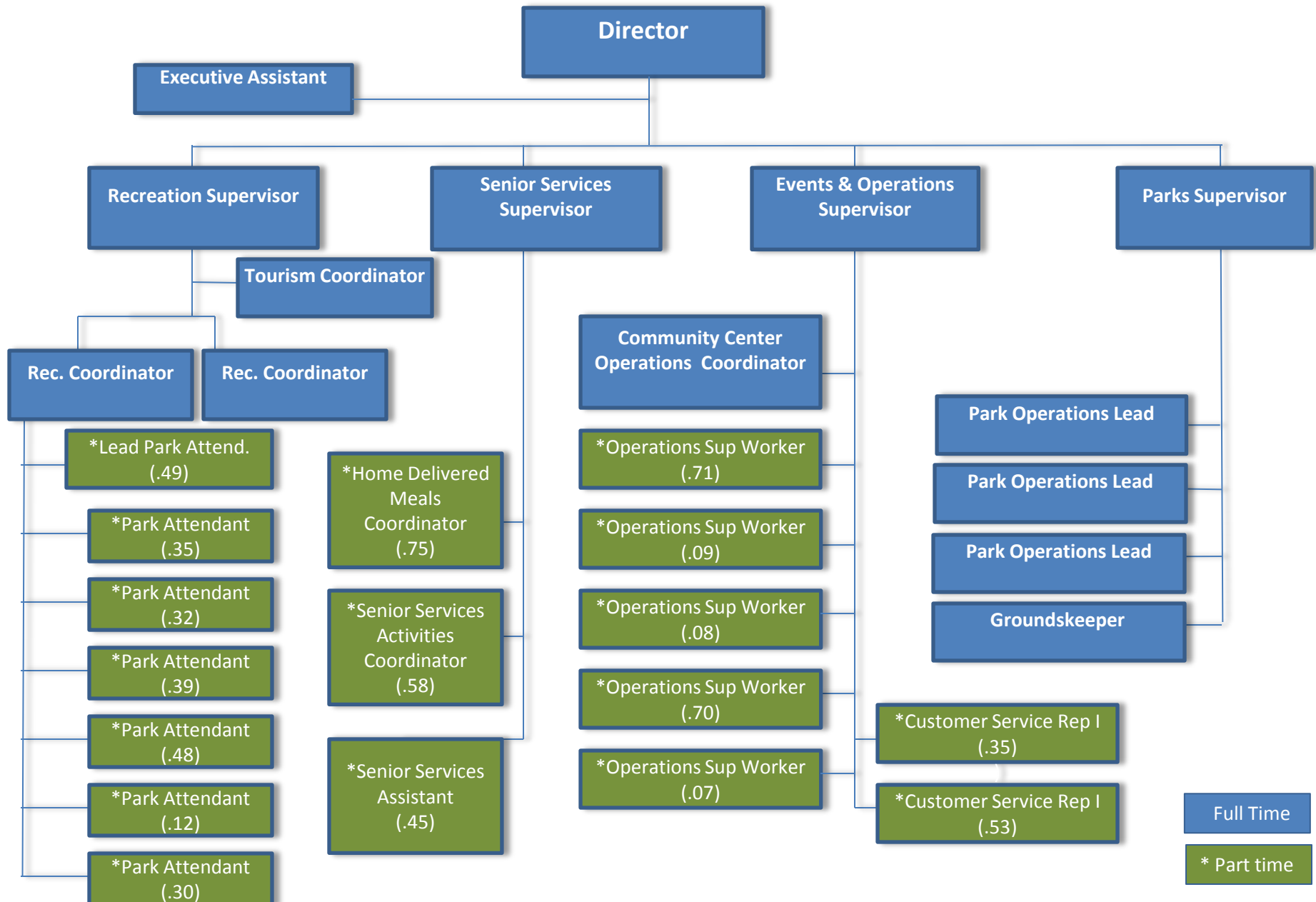
DEVELOPMENT SERVICES DEPARTMENT



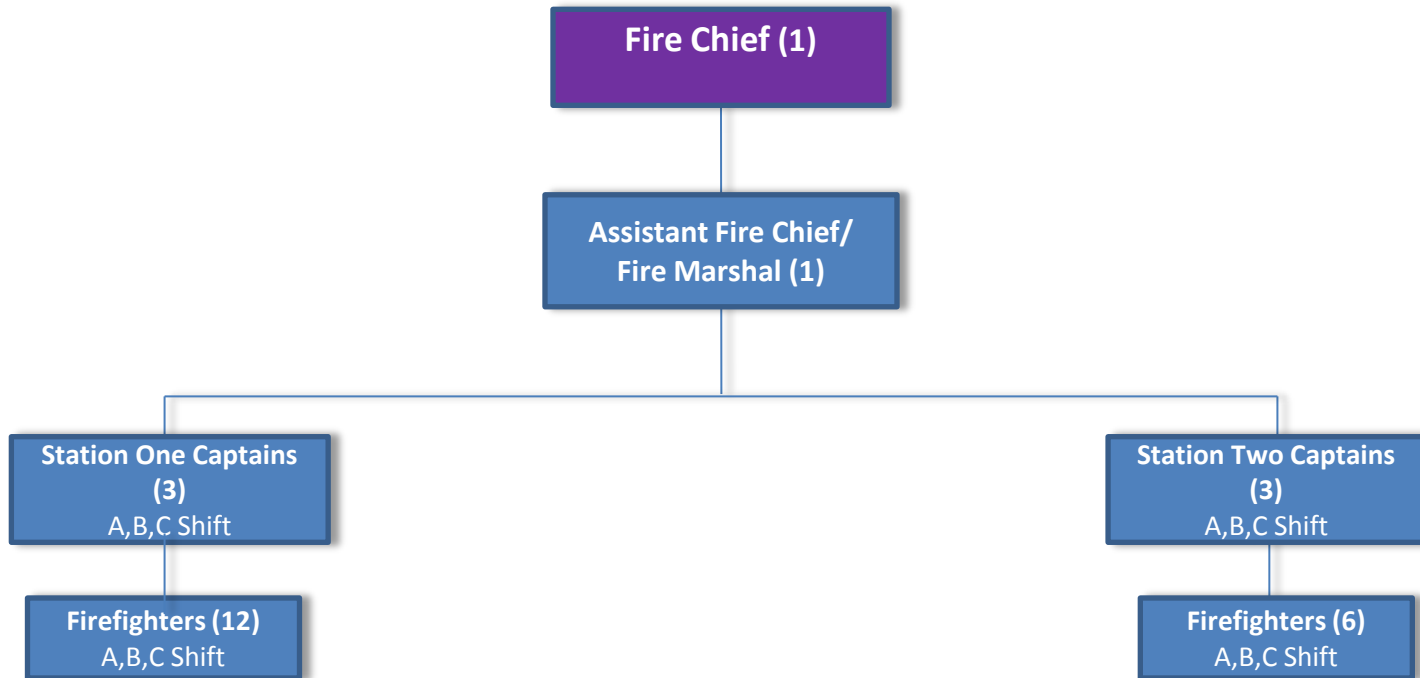
Full Time

Full Time
Shared

COMMUNITY SERVICES DEPARTMENT



FIRE DEPARTMENT



Exempt Positions

Position Title	Minimum	Maximum	Previous Range
Finance Director	\$ 89,676	\$ 127,529	\$ 85,406 - \$ 121,456
Public Works Director	88,300	125,571	84,095 - 119,592
Development Services Director	88,300	125,571	84,095 - 119,592
Town Engineer	84,884	120,713	80,842 - 114,965
Administrative Services Director	79,437	112,968	75,654 - 107,588
Community Services Director	79,129	112,529	75,361 - 107,171
Court Administrator	70,886	100,807	67,511 - 96,007
Town Clerk	65,165	92,671	62,062 - 88,258
Economic Development Director	63,352	90,094	60,336 - 85,804
Chief Building Official/Plans Examiner	62,706	89,174	59,720 - 84,927
Street Superintendent	61,391	87,304	58,468 - 83,147
Senior Planner	61,139	86,945	58,227 - 82,805
Network and Information Technology Administrator	57,532	85,697	51,774 - 73,628
Recreation Supervisor	56,940	80,975	54,229 - 77,119
Parks Supervisor	55,003	78,220	52,384 - 74,495
Facilities/Environmental Supervisor	53,483	76,059	50,936 - 72,437
Events and Operations Supervisor - Comm. Ctr.	49,861	70,907	47,486 - 67,530
Executive Assistant to Town Manager/Council	49,508	70,405	47,150 - 67,052
Senior Services Supervisor	47,486	67,530	45,225 - 64,315
Accountant	45,701	64,992	43,525 - 61,897
Recreation Program Coordinator	43,169	61,391	41,114 - 58,468
Tourism Coordinator	43,169	61,391	41,114 - 58,468
Volunteer Coordinator	43,169	61,391	41,114 - 58,468
Community Center Operations Coordinator	40,125	57,062	38,214 - 54,344

Non-Exempt Positions

Position Title	Minimum	Maximum	Previous Range
GIS Technician/CAD Operator	\$ 24.22	\$ 34.44	\$ 23.06 - \$ 32.80
Traffic Signal Technician II	23.62	33.60	22.50 - 32.00
Civil Engineer Inspector	21.03	29.91	20.03 - 28.48
Code Enforcement Officer	19.74	28.07	18.80 - 26.73
Executive Assistant	19.74	28.07	18.80 - 26.73
Fleet Mechanic/Open Space-Landscape Specialist	19.25	27.38	18.34 - 26.08
Park Operations Lead	19.25	27.38	18.34 - 26.08
Facilities Maintenance Technician	17.82	25.35	16.97 - 24.14
Building Permit Technician	17.36	24.69	16.53 - 23.51
Senior Court Clerk	16.89	24.01	16.08 - 22.87
Street Maintenance Technician	16.89	24.01	16.08 - 22.87
Court Clerk	16.14	22.96	15.38 - 21.86
Financial Services Technician	16.14	22.96	15.38 - 21.86
Accounting Clerk	15.62	22.21	14.87 - 21.15
Customer Service Representative II	15.62	22.21	14.87 - 21.15
Senior Services Activities Coordinator	15.28	21.73	14.56 - 20.70
Lead Park Attendant	15.28	21.73	14.56 - 20.69
Customer Service Representative I	13.92	19.79	13.25 - 18.85
Home Delivered Meals Coordinator	13.61	19.36	12.97 - 18.44
Groundskeeper	13.61	19.36	12.97 - 18.44
Operations Support Worker	13.61	19.36	12.97 - 18.44
Custodian	12.58	17.89	11.98 - 17.04
Park Attendant	12.58	17.89	11.98 - 17.04
Senior Services Assistant	12.58	17.89	11.98 - 17.04

Schedule of Authorized Positions

Position Title	FY12-13 Authorized FTE	FY13-14 Authorized FTE	FY14-15 Authorized FTE	FY 15-16 Revised FTE	FY 16-17 Proposed FTE
<u>Municipal Court</u>					
Presiding Judge	1.00	1.00	0.63	0.63	0.63
Court Administrator	1.00	1.00	1.00	1.00	1.00
Senior Court Clerk	1.00	1.00	1.00	1.00	1.00
Court Clerk	2.00	1.00	1.00	1.00	1.00
Authorized FTE	5.00	4.00	3.63	3.63	3.63
<u>Administration</u>					
Town Manager	1.00	1.00	1.00	1.00	1.00
Deputy Town Manager/Finance Director	1.00	1.00			
Administrative Services Director			1.00	1.00	1.00
Executive Asst to Town Mgr/Council	1.00	1.00	1.00	1.00	1.00
Town Clerk	1.00	1.00	1.00	1.00	1.00
Human Resources Administrator/Risk Mgr.	1.00	0.75	-		
Volunteer Coordinator	0.88	0.88	1.00	1.00	1.00
Economic Development Administrator	1.00	-	-	-	
Economic Development Specialist		0.63	1.00	1.00	
Economic Development Director		-	-	-	1.00
Information Technology Coordinator	1.00	1.00	-	-	
Information Technology Administrator	-	-	1.00	1.00	
Information Technology Technician	0.75	0.50			
Network & Information Technology Administrator	-	-	-	-	1.00
Finance Director	-	-	1.00	1.00	1.00
Accounting Supervisor	1.00	1.00	-		
Accountant	-	-	1.00	1.00	1.00
Financial Services Technician	0.75	0.50	1.00	1.00	1.00
Accounting Clerk	0.50	0.50	0.63	0.63	1.26
Customer Service Representative II	0.80	0.80	0.70	1.00	1.00
Authorized FTE	11.68	10.56	11.33	11.63	12.26

Schedule of Authorized Positions

Position – Title	FY12-13 Authorized FTE	FY13-14 Authorized FTE	FY14-15 Authorized FTE	FY 15-16 Revised FTE	FY 16-17 Proposed FTE
<u>Public Works</u>					
Public Works Director	-	-	-	-	1.00
Civil Engineering Inspector	1.00	1.00	1.00	1.00	1.00
Executive Assistant					0.50
Facilities/Environmental Supervisor	1.00	1.00	1.00	1.00	1.00
Facilities Maintenance Tech	1.50	1.00	1.00	1.00	1.00
Custodian	1.25	1.25	1.30	1.30	1.30
Street Superintendent	1.00	1.00	1.00	1.00	1.00
Fleet Mechanic/Open Space-Landscape Spec	1.00	1.00	1.00	1.00	1.00
Traffic Signal Technician II	1.00	1.00	1.00	1.00	1.00
Street Maintenance Technician	3.00	1.00	1.00	1.00	1.00
Authorized FTE	10.75	8.25	8.30	8.30	9.80
<u>Development Services</u>					
Development Services Director	1.00	1.00	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	0.50
Town Engineer	1.00	1.00	1.00	1.00	1.00
Senior Planner	1.00	1.00	1.00	1.00	1.00
GIS Technician/CAD Operator	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	1.00	1.00	1.00	1.00	1.00
Chief Building Official/Plans Examiner	1.00	1.00	1.00	1.00	1.00
Building Permit Technician	1.00	1.00	1.00	1.00	1.00
Authorized FTE	8.00	8.00	8.00	8.00	7.50

Schedule of Authorized Positions

Position – Title	FY12-13 Authorized FTE	FY13-14 Authorized FTE	FY14-15 Authorized FTE	FY 15-16 Revised FTE	FY 16-17 Proposed FTE
<u>Community Services</u>					
Community Services Director	1.00	1.00	1.00	1.00	1.00
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00
Recreation Program Coordinator	2.00	2.00	2.00	2.00	2.00
Tourism Coordinator	-	-	1.00	1.00	1.00
Executive Assistant	1.00	1.00	1.00	1.00	1.00
Parks Supervisor	1.00	1.00	1.00	1.00	1.00
Park Operations Lead	2.00	1.00	1.00	1.00	3.00
Lead Park Attendant	-	-	0.49	0.49	0.49
Park Attendant	-	-	1.96	1.96	1.96
Groundskeeper	3.00	3.00	3.00	3.00	1.00
Customer Service Representative II	0.30	0.30	0.30	-	-
Events & Operations Supervisor - CC			1.00	1.00	1.00
Operations Coordinator - Community Center	1.00	1.00	1.00	1.00	1.00
Operations Support Worker	1.65	1.65	1.65	1.65	1.65
Customer Service Representative I	1.00	1.00	0.88	0.88	0.88
Senior Services Supervisor	1.00	1.00	1.00	1.00	1.00
Senior Services Activities Coordinator	0.58	0.58	0.58	0.58	0.58
Home Delivered Meals Coordinator	0.75	0.75	0.75	0.75	0.75
Senior Services Assistant	0.45	0.45	0.45	0.45	0.45
Authorized FTE	21.18	20.18	21.06	20.76	20.76
Total Authorized FTE	<u>56.61</u>	<u>50.99</u>	<u>52.32</u>	<u>52.32</u>	<u>53.95</u>

**Job Title: Accountant****Department:** Administration**Immediate Supervisor:** Finance Director**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Performs various accounting duties including processing cash receipts, accounts receivable, and journal entries. Creates and posts entries to the general ledger, reconciles general ledger accounts, and prepares monthly reports. Administers the Procurement Card program and is the liaison for all banking matters. Gathers information for and works closely with auditors. Assists with the preparation of the annual budget and CAFR. Provides support for the MUNIS system.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains records, databases (MUNIS, Access, etc.) and reports. Provides support for MUNIS system, including contacting Tyler Technologies, to correct any issues.
2	S	Creates and posts journal entries, reconciles general ledger accounts to journals, reviews, codes and enters cash receipts, reconciles bank statements, assists with budget preparation and works with the auditors on the annual audit.
3	S	Prepares monthly revenue and expenditure journals, monitors expenditures to notify departments when budget line items are exceeded, respond to department requests for revenue and expenditure detail reports. Prepares semi-annual improvement district billings, prepares payoff statements and lien releases.
4	S	Administers the Procurement Card program and is the liaison for all banking matters. This includes monitoring the online P-Card database to ensure cardholder/supervisor compliance with timely reconciliation of accounts and contacting customer support with cardholder issues.
5	S	Prepares various reports such as the monthly sales tax report, quarterly worker's compensation report, monthly revenue and expenditure reports for the department heads, and the fuel inventory allocation report.
6	S	Assists the Finance Director and Town Manager with projects as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelor's degree or equivalent in Accounting. Knowledge of accounting principles, practices, and procedures on manual and automated systems, plus ability to work with detail, and good organizational skills; skilled in dealing with financial and numeric data and use of Excel spreadsheets and other accounting software. **
Experience	Minimum of two (2) years experience in clerical accounting
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of 2 yrs. with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read manuals, contracts, general ledger reports, budget reports and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	None.
Budget Responsibility	Work requires the ability to coordinate and prepare the annual budget. Job requires the monitoring of department budget expenditures.
Supervisory / Organizational Control	None.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may be involved in decision making or providing approval or decision making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing, making copies, faxing
Sitting	F	Deskwork
Walking	F	To and from office equipment, other offices, mailroom
Lifting	O	Files, office supplies, binders
Carrying	O	Files, mail, binders
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, and mail
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to other desk areas and bookcase
Climbing	O	Ladder to reach files, stairs
Balancing	N	N/A
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as MIP, Excel, Word and Access.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Accounting Clerk

Department: Administration

Immediate Supervisor: Finance Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs data entry functions for business licenses, animal licenses, cash receipts and accounts payable. Assists with peddler's licenses and new business license accounts. Files business and animal licenses. Provides front desk coverage for Customer Service when required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes all business license data entry batches. Coordinates business license renewal change approvals with Planning & Zoning. Assists with business license inquiries which include answering telephone calls and sending out correspondence, as well as obtaining approvals from other Town departments. Assists with business license cancellations.
2	S	Processes all animal license data entry batches. Assists with inquiries regarding animal licensing through telephone calls and written correspondence. Works with others on problem resolution.
3	S	Performs data entry with accounts payable as needed and assigned. Assists with peddler's licenses and business license new accounts as needed and assigned.
4	S	Processes data entry batches for all daily cash receipts. Files business and animal licenses. Sets up and prints labels for new business license folders. Files new and cancelled business license folders.
5	S	Assists with coverage at customer service front desk during lunch hours and serves as backup when necessary. Maintains records, files and manages archiving and records destruction schedules.
6	S	Performs other duties as needed and assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources.
Experience	A minimum of one year accounting experience. Must be computer literate. Knowledge of Microsoft Word, Microsoft Excel, Access, CLASS, ActiveNet, and MUNIS preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read invoices, license applications, purchase orders, reports, and general correspondence. Attention to detail is a requirement of this position.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division, as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	Planning responsibilities include the timing of license reports and other deadlines.
Budget Responsibility	Job has no responsibility for budget allocations.
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization as well as outside. Interactions occur in person as well as via telephone.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, and faxing
Sitting	C	Deskwork
Walking	O	To and from office equipment, mailroom, and other departments
Lifting	R	Files, boxes, and books
Carrying	O	Files, office supplies, books, and boxes
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, mail slots, telephone
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers
Twisting	F	From computer to other desk areas
Climbing	R	Ladder to reach files, stairs
Balancing	R	While on ladder reaching for files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as MIP, Tyler, Access, Outlook and Excel

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)

**Job Title: Administrative Services Director****Department:** Administration**Immediate Supervisor:** Town Manager**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Under administrative direction, performs complex management and technical duties as the Human Resources Manager and Risk Manager, with responsibility for directing the Town's administrative services programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides counsel and advice to insure effective management of the Town's human resources through organization planning, recruitment and selection, placement, compensation, classification, employee relations, group benefits administration, safety and training. Ensures compliance with organizations policies and procedures, federal, state, and local laws/regulations. Establishes effective relationships with management throughout the organization in order to provide appropriate support for their activities. Provides information to others as needed in order to fulfill their responsibilities. Participates in relevant professional associations, establishes and maintains appropriate relationships with oversight agencies.
2	S	Assures effective communications with Town management, interprets and explains Federal, state and Town personnel rules and regulations; evaluates and analyzes policies and procedures, and recommends solutions; assures that policies and procedures are administered and interpreted in a fair and consistent manner.
3	S	Administers and participates in the development of the Town's Risk Management Program, attends Loss Control Meetings, evaluates insurance coverage, loss exposure and potential loss in order to determine risks. Serves as the Town's liaison with consultants and attorneys contracted by the Town to review general liability, claims, and other insurance programs and with other agencies contracted by the Town to investigate claims against the Town.
4	S	Manages special projects; analyzes Town operations; reviews and monitors status reports, and recommends appropriate actions and plan modifications. Establishes priorities and assures program objectives and standards are defined, attained and congruent with the overall goals of the Town.
5	S	Performs other duties as assigned or required.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelors Degree in Public/Business Administration or related field required. Master's Degree preferred.
Experience	Five (5) years professional experience in municipal government, including three (3) years supervisory and management experience required.
Certifications and Other Requirements	IPMA-CP or SPHR certification is highly desirable. Possession of a valid driver's license for a minimum of two years with a good driving record required. CPR/AED Certification required within six months of hire date required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Skill in reading, interpreting, understanding and applying personnel standards and procedures, applicable Federal rules and regulations, and Town policies and procedures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and to prepare statistics for budgets.
Writing	Work requires the ability to write general correspondence, articles, letters, and reports at a college level.
Managerial	Skill in effectively leading staff and creating a work environment that fosters teamwork and professionalism. Skill in managing multiple projects and prioritizing multiple tasks and demands.
Budget Responsibility	Prepares and oversees the budget of Human Resources and Risk Management.
Supervisory / Organizational Control	None
Complexity	Skill in analyzing complex issues, collecting information, and recommending methods, procedures and techniques for resolution of issues. Skill in analyzing and interpreting technical documents, and preparing complex reports.
Interpersonal / Human Relations Skills	Skill in effective communication, both verbal and written. Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, presentations.
Sitting	C	Computer, desk work, paperwork, meetings, driving
Walking	C	Inter-office, to/from other buildings, to/from meetings
Lifting	R	Supplies
Carrying	R	Reports, supplies, files, paperwork
Pushing/Pulling	R	Boxes, doors, chairs, filing cabinet drawers
Reaching	F	Office supplies, files
Handling	F	Paperwork
Fine Dexterity	C	Computer keyboard, writing, telephone keypad, calculator
Kneeling	R	Retrieving files
Crouching	R	Retrieving files
Crawling	N	
Bending	R	Retrieving files
Twisting	F	To/from computer to desk, retrieving files
Climbing	R	Stairs
Balancing	N	
Vision	C	Computer, desk work, paperwork, writing, reading, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, supervisor, Council members, Town manager, directors, attorneys, representatives, meetings, presentations, training
Talking	C	Telephone, co-workers, staff, supervisor, Council members, Town Manager, directors, attorneys, representatives, meetings, presentations, training
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Building Permit Technician

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Processes building permit applications. Provides assistance to the public. Maintains files and plans for active and completed building permits. Maintains files and coordinates Adopt-A-Street Program.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Receives and processes building permit applications and plans by assigning a permit number, calculating and collecting plan review fee, inputting data into the computer and preparing documents for plan review. Provides status information until issued.
2	L	Processes completed permit applications and plans by preparing approved documents, calculating valuation and fees. Inputs data into computer, contacts applicants, collects permit and development fees and issues permits.
3	S	Provides information in reference to building codes and procedures to the general public, contractors, engineers at counter and on the telephone and, if necessary, routes them to the correct department.
4	S	Provides accurate and expeditious information to field inspectors and other departments to assist them in performing their duties. Coordinates the Adopt-A-Street Program and maintains records for such program.
5	L	Accurately files and maintains building permits, plans, and inspection tickets. Purges and disposes of old files as required by records retention policy.
6	S	Researches and inputs permit information to generate reports required for submittal to various government agencies.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four year of high school or equivalency.
Experience	Minimum of 2 years customer service experience in a construction and office environment.
Certifications and Other Requirements	Building Permit Technician Certification required within first six months of employment. Must be bondable. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and comprehend permit applications, construction plans and inspection tickets and building codes.
Math	Ability to calculate permit valuations, plan review fees, permit fees, count money, calculate refunds according to building code.
Writing	Ability to write inspection tickets, permits, certificate of occupancy, compose letters, check requests and requisitions.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Requires the ability to understand building codes and procedures, and the ability to use multiple computer programs.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Assisting customers, filing, making copies
Sitting	O	Deskwork
Walking	F	Throughout the office for various tasks and back and forth to counter.
Lifting	F	Building permit plans and files.
Carrying	F	Building permit plans and files.
Pushing/Pulling	R	Putting away rolled plans in bins.
Reaching	F	Small objects, books, rolled plans in bins (retrieving).
Handling	F	Paper work, office supplies
Fine Dexterity	F	Keyboard, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	R	Filing in lower drawers
Bending	O	Filing in lower drawers
Twisting	O	Deskwork
Climbing	O	Step stool for building plans
Balancing	R	Carrying files and plans.
Vision	C	Computer monitor, building plans and reading.
Hearing	C	Communicating with public, co-workers, telephone
Talking	F	Communicating with public, co-workers, telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax, telephone, computer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	N
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Chief Building Official/Plans Examiner

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Incumbent is authorized and directed to enforce the provisions of the adopted codes, render interpretations of adopted policies and procedures in order to apply code provisions. Approves alternate materials and methods. Responsible for administration of the codes.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Provides administrative and technical support to all staff members to ensure compliance with adopted codes and standards. Assures that reviews and inspections are done in a timely and professional manner. Prepares and presents policies, programs and education for the staff based on the most current codes and technologies available, ensuring that the best resources are available for the building community.
2	L	Inspects residential and commercial buildings to verify compliance with subject codes, approved drawings, and contract documents. Proactively investigates unpermitted work activity requiring building permits.
3	S	Monitors department budget, expenditures and forecasting future needs.
4	S	Reviews proposed construction documents for conformance with model building (general, structural, fire and life safety), electrical, fuel gas, mechanical and plumbing codes as adopted or amended by the Town. Advises applicants of needed changes with written checklists and plan review reports.
5	S	Ensure that retention and organization of public and private records meet state statutes, as well as make for efficient use of employee resources.
6	S	Assists the public by promptly answering technical code questions on the phone and at the front counter, explains plan review comments and code requirements, provides code interpretations, and otherwise assists applicants in meeting requirements as they proceed through the development review process. Respond to public concerns related to building safety. Investigates and resolves all complaints.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	A minimum of ten years of municipal government inspection and or plans examiner work.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. ICC Combination Inspector, Plans Examiner and Certified Building Official certification preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read and understand technical manuals, codes, construction plans and engineering documents.
Math	Ability to perform basic addition, subtraction, multiplication, division and algebra.
Writing	Basic writing skills should include proper use of grammar and structure for the purpose of correspondence and report writing.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	This job requires considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Front counter and job sites
Sitting	F	Desk work, plan review, driving
Walking	O	Office, job sites with un-even terrain
Lifting	R	Plan rolls, ladders
Carrying	R	Plan rolls, ladders
Pushing/Pulling	R	Doors, gates
Reaching	R	Plan storage, at job sites
Handling	R	Paper, books, plans
Fine Dexterity	O	Phone, computer
Kneeling	O	During the course of inspections
Crouching	O	During the course of inspections
Crawling	O	During the course of inspections
Bending	O	During the course of inspections
Twisting	O	During the course of inspections
Climbing	O	During the course of inspections
Balancing	O	During the course of inspections
Vision	C	During the course of inspections, plan reviews and driving
Hearing	C	Personal communication, phone, meetings
Talking	C	Personal communication, phone, meetings
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, tape measure, ladder, flashligh, screw driver, computer , fax, telephone, and general office supplies

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	S	Extreme Temperatures	S
Chemical Hazards	S	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	S	Respiratory Hazards	S
Explosives	S	Physical Hazards	M
Communicable Diseases	S		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toe boots, hard hat, safety glasses, ear protection

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Civil Engineering Inspector

Department: Public Works

Immediate Supervisor: Public Works Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

To conduct inspections of construction projects and public works that insure all work is completed in accordance with Town codes and ordinances, MAG standards, ADOT standards and to assure contract compliance for approved plans and specifications.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Inspects grading, drainage, pipelines, paving, concrete work, landscaping, utility modifications, retaining walls, concrete drainage structures and building infrastructure construction for compliance with codes and ordinances.
2	L	Provides final and one year warranty inspections for subdivisions and issues substantial compliance letters. Field checks and signs off on all "as-built" submittals.
3	L	Performs surveying, permit processing and related technical services. Reviews capital improvement projects for the Town.
4	L	Informs contractors of non-compliance and follows up on compliance work. Informs residents about construction zones, including types of construction and duration of projects..
5	L	Responds to and resolves complaints by citizens. Assists other departments as needed.
6	L	Performs other related duties as required.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High School or GED. Knowledge of MAG standards, Town standards and ordinances, some ADOT standards, basic surveying, traffic control, materials, equipment operations, and construction principles and practices.
Experience	Minimum five years civil construction inspection experience. Background experience in civil engineering technical areas. Experience using MAG specifications and details for street construction essential. Local technical knowledge beneficial
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read technical plans, specifications and other related documents.
Math	Ability to perform general math calculations.
Writing	Ability to write reports and keep logs.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various county, state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Job sites
Sitting	F	Driving, desk work
Walking	F	Job sites
Lifting	O	Tools and equipment
Carrying	O	Tools and equipment
Pushing/Pulling	O	During inspections
Reaching	O	During inspections, in truck or office
Handling	O	Paperwork
Fine Dexterity	O	Computer keyboard, telephone keypad
Kneeling	O	During inspections
Crouching	O	During inspections
Crawling	R	During inspections
Bending	F	During inspections
Twisting	O	During inspections
Climbing	O	During inspections, hills, rocks, ladders, scaffolding
Balancing	O	On ladders or walls
Vision	C	All aspects of work
Hearing	C	All aspects of work
Talking	F	Communicating and on telephone and radio
Foot Controls	C	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Levels, eye level, survey equipment, tape measure, hammers, probes, shovel, cameras, temperature gauges, cell phone and truck.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	M
Fire Hazards	M	Respiratory Hazards	M
Explosives	M	Physical Hazards	D
Communicable Diseases	M		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Steel toed shoes, hardhat

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)

**Job Title: Code Enforcement Officer****Department:** Development Services**Immediate Supervisor:** Development Services Director**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Performs skilled technical work in enforcing Town Zoning Ordinances and Town code regulations.

ESSENTIAL FUNCTIONS:*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Responds to complaints from the public, orally and in writing. Investigates possible violations of Town property maintenance, nuisance and zoning codes; identifies violations and properties not in compliance and follows up with warning notices and citations to ensure compliance with Town codes. Works with citizens, property and business owners to correct violations
2	L	Performs enforcement and conducts field inspections; inspects assigned areas of the Town to locate and observe violations of Town codes including zoning, nuisance, land disturbance, pools, and health and safety ordinance violations.
3	S	Is proactive and reactive in all matters and areas of code enforcement. Meets with residents to discuss violations, using diplomacy and tact.
4	S	Researches case histories, approval documents, approved blueprints, property ownership records, business licenses, aerial photos, microfiche records, utility records, and other related documents as necessary.
5	S	Provides information to the public, other Town departments, architects, engineers, contractors and interested parties regarding zoning and other regulations, and related departmental programs and policies.
6	S	Prepares cases for court actions, assists the Prosecutor's Office in determining appropriate disposition of outstanding cases and testifies in court. Prepares reports, documents, inspections, issues notices or letters, photographs property conditions and maintains required records. Uses a computer database for reporting and record keeping.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years of recent public contact experience, preferably including the application and interpretation of rules and regulations. One year of code enforcement experience preferred.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record. AACE certification is required within the first year of employment.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read codes and ordinances.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, written recommendations and documentation for non-compliance cases.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections and dealing with the public.
Sitting	F	Deskwork
Walking	F	During inspections
Lifting	O	Tools and equipment
Carrying	O	Files and equipment
Pushing/Pulling	O	Equipment
Reaching	F	Files and telephone work
Handling	C	Paperwork and equipment
Fine Dexterity	O	Computer input
Kneeling	O	During inspections
Crouching	O	During inspections
Crawling	R	During inspections
Bending	F	During inspections
Twisting	O	During inspections
Climbing	O	During inspections
Balancing	O	During inspections
Vision	C	Reading, computer monitor, driving and conducting inspections
Hearing	C	Communications
Talking	F	Communicating with personnel and general public and telephone
Foot Controls	F	Frequent driving and during inspections

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

35 mm digital and Polaroid camera, computer and related software, vehicle

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Community Services Director

Department: Community Services

Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Responsible for the oversight and operation of Parks and Recreation, Community Center and Senior Services. Overall fiscal responsibility concerning the department budget preparation, submission, defense and the oversight of expenditures. Responsible for the long term planning and development of the department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Overall fiscal responsibility for the preparation, defense and adherence to the department's annual budget.
2	L	Works with a wide variety of community and civic organizations in the development of recreational programs, activities, and goals and objectives.
3	L	Plans and directs park and recreational facility acquisition, development and improvements.
4	L	Formulates rules, policies and procedures associated with the public's use of facilities and their enrollment in programs.
5	L	Overall responsibility for the preparation and defense of recommendations regarding fees for the use of facilities and their enrollment in programs, and the collection of these fees.
6	L	Overall responsibility for the training, retention and supervision of all Department employees.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Parks & Recreation.
Experience	Seven (7) years experience in municipal recreation including at least three (3) years in direct supervision.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. CPR/AED certification and First Aid Certification. Certified Parks and Recreation Professional (CPRP) status preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports, letters, correspondence, schedules, budget materials, requisitions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Ability to write clearly and concisely utilizing appropriate sentence structure, grammar and punctuation. Work requires the ability to write reports, letters, correspondence.
Managerial	Ability to manage the department effectively, efficiently and in a proactive manner.
Budget Responsibility	Ability to prepare and defend the annual budget, including operational and capital improvement expenditures. Upon adoption, responsible for the overall compliance with the spending limits contained therein.
Supervisory / Organizational Control	Overall responsibility for the supervision and oversight of employees and the various operational components of the Department.
Complexity	Requires the ability to simultaneously handle diverse tasks of varying priorities in an effective manner, with a focus on accomplishing results.
Interpersonal / Human Relations Skills	Position requires frequent contact with the public and various organizations on a variety of topics, many of which can be difficult and require a great deal of tact and diplomacy. Ability to work effectively with subordinates, peers, the media, and the public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At park sites and at recreational facilities
Sitting	F	Office work, meetings and driving
Walking	F	Throughout park sites and facilities
Lifting	R	Various equipment and supplies
Carrying	R	Various equipment and supplies
Pushing/Pulling	R	Various equipment and supplies
Reaching	R	For files, supplies, etc.
Handling	R	Files, equipment, supplies, etc.
Fine Dexterity	R	Computer keyboard, calculator, telephone keypad, etc.
Kneeling	R	Picking up supplies, equipment, etc.
Crouching	R	To reach files, supplies, etc.
Crawling	R	Retrieving
Bending	R	To reach files, supplies, etc.
Twisting	R	To reach files, supplies, etc.
Climbing	R	To hang program banners at events, etc.
Balancing	R	To hang program banner at events, reach for supplies, etc.
Vision	C	Reading, computer monitor, driving, observing work activities.
Hearing	F	Communicating with the general public, employees, etc. in person and/or on the phone
Talking	F	Communicating with the general public, employees, etc. in person and/or on the phone
Foot Controls	O	Operation of a vehicle

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, vehicle, general office equipment, phone, fax, etc.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	C
Other (see 3 below)	

- (3)

**Job Title: Court Administrator****Department:** Court**Immediate Supervisor:** Presiding Judge**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Manages the administrative functions, court services operations, non-judicial staff and the resources of the Municipal Court.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Manages, plans and organizes the activities of all non-judicial staff; selects, trains, motivates and evaluates personnel; works with employees to provide job performance feedback and correct deficiencies and enhance performance; implements discipline and termination procedures for non-judicial personnel.
2	S	Manages the Court's accounting functions; implements and ensures compliance with the Arizona Code of Judicial Administration Minimum Accounting Standards; processes bond refunds and restitution disbursements; creates purchase requests for court expenditures, reviews and identifies and resolves financial discrepancies.
3	S	Implements policies and procedures governing administrative operations of the court; recommends changes to operational policies and procedures to improve court administrative operations; develops long-range plans and programs; identifies problems and creates and implements solutions.
4	S	Participates in the development and administration of the Court's budget; directs the forecast of funds needed for staffing, equipment, materials, services and supplies; monitors and approves expenditures within specified limits.
5	S	Compiles and evaluates statistical data related to the efficiency and effectiveness of Court operations, and makes appropriate written and verbal recommendations as needed; maintains compliance with monthly, quarterly and annual statistical reporting, accounting and records management policies and procedures established by the Supreme Court and the Presiding Judge of Maricopa County.
6	S	Responds to inquiries, requests for information and complaints; represents the Court with outside agencies, boards and committees, and at interdepartmental and committee meetings as required; serves as Clerk of the Court and Custodian of Records.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent in applicable field.
Experience	Five years of highly responsible experience in the administration and management of a limited jurisdiction court system, including a minimum of two years at the management level. Experience with court-related case and financial management software programs desirable. .
Certifications and Other Requirements	Fellowship in the Institute for Court Management desirable; must obtain 16 credit hours of judicial staff education annually. Possession of a valid AZ driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Requires the ability to read and understand various governmental and court-related reports, financial documents, court orders, statutes and Town codes, regulations and general correspondence.
Math	Requires the ability to perform general math calculations; the ability to calculate decimals and percentages; may include the ability to compute interest and ratios; may include ability to calculate surface areas, volumes, weights and measures.
Writing	Requires the ability to write clearly and effectively in English; requires the ability to write performance appraisals, procedures, memos and status reports with clearly organized content, using proper sentence structure, punctuation and grammar.
Managerial	Develops, implements and oversees work plans; organizes, prioritizes and delegates work activities, projects and programs; supervises, directs and evaluates staff; processes and addresses employee issues, concerns and problems; counsels, disciplines and writes performance evaluations.
Budget Responsibility	Participates in the development and administration of the Court's budget; monitors expenditures and revenues; authorizes purchases within authorized limits; monitors grants and intergovernmental agreements; analyzes future needs and forecasts funds needed for staffing, equipment, materials, services and supplies.
Supervisory / Organizational Control	Requires supervising and monitoring of the Court staff.
Complexity	Requires an understanding of court judicial and administrative processes, including statutes, rules and procedures and disposition protocol. Requires the ability to exercise good judgment, decisiveness and creativity in situations involving the evaluation of information against subjective criteria, as opposed to that which is clearly measurable or verifiable.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Conducting meetings or training; assisting the public.
Sitting	C	Considerable desk work.
Walking	O	To and from desk to other office areas, to other departments and occasionally to other buildings or locations.
Lifting	O	Files, file boxes, office supplies, books.
Carrying	F	Files, books, boxes.
Pushing/Pulling	R	Doors, desk and file drawers.
Reaching	F	For files, office equipment and supplies.
Handling	C	Paperwork, case files, office equipment, money.
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad.
Kneeling	R	Retrieving items from lower shelves or file drawers.
Crouching	R	Retrieving items from lower shelves or file drawers.
Crawling	N	N/A
Bending	R	Retrieving items from lower shelves or file drawers.
Twisting	O	From computer to telephone.
Climbing	R	Step stool to retrieve files from top shelves.
Balancing	N	N/A
Vision	C	Reading court documents and correspondence, reports and computer monitor.
Hearing	C	Communicating with staff, the public and other departments or agencies in person and on the phone.
Talking	C	Communicating with staff, the public and other departments or agencies in person and on the phone.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, copier, fax machine, calculator, telephone and laser printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	O

- (3) Dealing with stressful situations involving irate and/or emotional individuals.

**Job Title: Court Clerk****Department:** Court**Immediate Supervisor:** Court Administrator**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Performs a wide variety of specialized clerical duties, including money handling and reconciling; assists the public with court procedures and services; processes, records and files court documents; provides quality clerical support to the Presiding Judge of the Municipal Court.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Performs frequent and intense public contact work at the Court counter, over the telephone and by email; communicates orally with defendants to inform them of options, penalties and the effects of decisions; routinely handles difficult public contact situations which require diplomacy, tact and negotiation skills; performs all services efficiently and with respect for each individual.
2	S	Answers questions and provides information to defendants, attorneys, law enforcement, other municipal employees and the general public.
3	S	Creates and maintains complex court files and records; receives, prepares and reviews a variety of court documents for criminal, traffic and civil cases; maintains court calendars.
4	S	Performs a variety of data entry into the case management system, including citation entry, case dispositions, sentencing information, scheduling hearings, and program compliance information. Reviews computer data for quality control, and corrects errors; disperses information as required or requested.
5	S	Receives and processes payments; updates case management system and issues receipts; balances daily payment receipts, establishes and monitors payment plans for defendant's financial obligations; uses a variety of resources to optimize collection efforts, including the Tax Intercept Program, Accurint or other skip-tracing activities.
6	L	Performs other court related duties as required, including, but is not limited to, mail processing and distribution, filing, and overseeing audio tape recording of various court proceedings.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years of general clerical experience, including some public contact, preferably in a court or law office; experience in the use of Windows-based computer software programs is desirable.
Certifications and Other Requirements	Must obtain 16 credit hours of judicial staff education annually.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Necessary to read and understand general legal documents, reports and correspondence.
Math	Ability to perform general math calculations; the ability to calculate decimals and percentages.
Writing	Ability to write effectively in English with proper grammar and sentence structure.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Requires a general understanding of court processes, including statutes, rules and procedures and disposition protocol. Requires the ability to exercise good judgment, decisiveness and creativity in situations involving a variety of generally predefined duties which are often characterized by frequent change; ability to multi-task in a busy environment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At the counter assisting the public.
Sitting	C	Considerable desk work.
Walking	O	To and from desk and counter, to other departments and occasionally to other buildings or locations.
Lifting	O	Files, file boxes, office supplies and books.
Carrying	F	Files, books, boxes.
Pushing/Pulling	R	Doors, desk and file drawers.
Reaching	F	For files, office equipment and supplies.
Handling	C	Case files, paperwork, money, office equipment.
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad and charge machine keypad.
Kneeling	R	Retrieving items from lower shelves or file drawers.
Crouching	R	Retrieving items from lower shelves or file drawers.
Crawling	N	N/A
Bending	R	Retrieving items from lower shelves or file drawers.
Twisting	F	From computer to telephone.
Climbing	R	Step stool to retrieve files from top shelves.
Balancing	N	N/A
Vision	C	Reading court documents, correspondence and computer monitor
Hearing	C	Communicating with supervisors and other staff members, the public and other departments and agencies in person and on the phone.
Talking	C	Communicating with supervisors and other staff members, the public and other departments and agencies in person and on the phone.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, copier, fax machine, calculator, telephone, tape recorder or other recording equipment, charge machine, laser printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	F
Other (see 3 below)	F

(3) Dealing with stressful situations involving irate and/or emotional individuals.

**Job Title: Custodian****Department:** Public Works**Immediate Supervisor:** Facilities/Environmental Supervisor**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Provide a variety of routine custodial cleaning and building maintenance duties required to maintain a safe and clean work environment of Town facilities.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Sweeps, vacuums and mops floors; picks up debris indoors and outdoors; cleans, disinfects and stocks restrooms
2	M	Cleans drinking fountains and coffee rooms; operates power-cleaning equipment such as vacuums, carpet extractors; sets up, takes down and stores chairs and tables.
3	M	Spot cleans carpets, strips and waxes floors and other duties of this type; performs manual work requiring extensive physical exertion; dusts and polishes furniture, woodwork, fixtures and equipment; uses chemical/cleaning agents in compliance with established safety policies/procedures.
4	M	Empties and cleans waste receptacles indoors and out; maintains custodial supplies and equipment; follows a well established routine in accomplishing daily tasks.
5	L	Performs periodic cleaning of windows; moves and arranges furniture and equipment as needed; responds in a timely manner to requests for custodial needs; assists staff in special projects as required
6	L	Performs other related duties as requested

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High school equivalency
Experience	Methods, materials, tools, and equipment used in custodial work. Safe work practices. MSDS sheets on cleaning solvents and chemicals. General experience in facility custodial work is desirable.
Certifications and Other Requirements	Valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Basic reading and comprehension skills; ability to read and comprehend product directions, operation manuals and product labels.
Math	Basic math skills
Writing	Work requires good written skills. Communication between shifts is essential. Must be able to communicate legibly on forms, work orders, supply requisitions and messaging.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Able to perform a diverse range of duties and tasks.
Interpersonal / Human Relations Skills	Ability to interact with peers and public in a positive and professional manner. Communication and the ability to work in a team environment are essential.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	Job sites
Sitting	R	
Walking	C	Between job sites and tasks
Lifting	O	Tools, equipment, supplies, furniture
Carrying	O	Tools, equipment, supplies
Pushing/Pulling	F	Cleaning Equipment, carts, furniture
Reaching	F	
Handling	F	
Fine Dexterity	R	
Kneeling	F	Cleaning restrooms, floors and baseboards.
Crouching	F	Cleaning restrooms, floors and baseboards.
Crawling	N	
Bending	F	
Twisting	F	
Climbing	O	Stairs, ladders
Balancing	R	
Vision	C	
Hearing	C	
Talking	O	
Foot Controls	F	Custodial machinery

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Equiped with custodial care tools, manual and self propelled floor care machinery.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	D	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	W
Fire Hazards	N	Respiratory Hazards	S
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	X

- (1)
(2) Within entire confines of facility

PROTECTIVE EQUIPMENT REQUIRED:

Sanitary gloves, safety glasses.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Customer Service Representative I

Department: Community Services (Community Center)

Immediate Supervisor: Events and Operations Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The Customer Service Representative I is the first contact with the public as they enter the Community Center building. This position is instrumental in giving the proper information on event locations within the building, directing those with questions to the correct department, providing essential community information and processing registrations for the Senior Services Division. This person must maintain a working knowledge of the Community Center and Senior Services .

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Communicates with clients, the general public, vendors and Town employees, either through personal contact at the front desk or by phone, to give directions, answer questions, forward rental requests, discuss current and upcoming events.
2	L	Processes registrations for Senior Services activities using the appropriate booking system. Collects money, runs end of day reports and makes daily deposits. Must be able to troubleshoot and solve accounting problems associated with the booking system.
3	S	Answers and re-directs phone calls to the appropriate facility member. Maintains correct information on reader board and checks materials left at desk to assure they are appropriate for distribution.
4	S	
5	L	Provides clerical support as necessary to the Community Center and Senior Services staff. Proofreads correspondence and reports, files, posts agendas, processes incoming mail to appropriate department.
6	L	Provides basic information for Community Center and Senior Services.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four year of high school or equivalency.
Experience	Work requires a minimum of (2) two years clerical experience. Must possess basic computer skills and working knowledge of Windows based programs.
Certifications and Other Requirements	Possession of a valid Arizona Driver's License for a minimum of two years with a good driving record. CPR/AED Certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires ability to read routine documents.
Math	Work requires general math calculations (addition, subtraction, multiplication, division, percentages, decimals), ability to use a calculator, ability to reconcile bank deposits.
Writing	Work requires the ability to write correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work involves professional judgement to provide appropriate responses to the public and staff.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Mail services, faxing, copying, filing, facility tours.
Sitting	F	Desk and computer work and answering phones.
Walking	O	To and from office equipment and around Community Center building.
Lifting	R	Files, office supplies
Carrying	R	Files, office supplies
Pushing/Pulling	R	Doors, filing drawers
Reaching	F	Files, keyboard, materials for distribution
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, calculator, telephone, writing
Kneeling	R	Filing in lower drawers
Crouching	R	Retrieving from lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers, retrieving distribution materials
Twisting	F	From telephone to computer to file drawers
Climbing	R	Stairs at Town Hall
Balancing	R	Files or other materials
Vision	C	Reading, computer monitor
Hearing	C	Communication with staff and general public
Talking	C	Communication with staff and general public
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computer and related software, telephone system, copier, fax machine, laminator, label maker and other general office equipment.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Customer Service Representative II

Department: Administration

Immediate Supervisor: Finance Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Receives and directs visitors and callers to the appropriate Town representative or department. Responds to all forms of telecommunications at Town Hall. Performs moderately complex clerical and accounting work involving mail distribution, cashing, program and facility registration. Assists with requests for public records. Must be able to work a flexible schedule.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Interacts frequently with the public by phone, email and through counter duty responding to customer inquiries and/or concerns. Demonstrates considerable tact and persuasion when dealing with customers who may become irate or distraught.
2	S	Processes incoming and outgoing mail. Orders and maintains postage supplies. Distributes incoming faxes and maintains fax supplies. Orders and maintains animal license tags.
3	L	Receives and handles payments and reconciles daily transactions.
4	L	Registers individuals for various recreation programs and recreational facilities. Processes refund requests for cancelled programs.
5	S	Serves as the central cashing function for Administration, Parks & Recreation and other Town departments, receiving payments, processing credit card transactions, balancing the cash drawer, compiling and preparing daily reports and receipts.
6	L	Performs administrative duties such as preparing correspondence, updating various reports and records, miscellaneous filing, assisting with requests for public records. Provides notarial services to public and staff. Performs other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency. Knowledge of CLASS system, ActiveNet, and Microsoft Office preferred.
Experience	Work requires a minimum of (2) two years customer service experience and computer literacy. **
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires ability to read routine documents.
Math	Work requires the ability to perform general math calculations (addition, subtraction, multiplication, division, percentages, decimals), ability to use a calculator, ability to count cash drawer.
Writing	Work requires the ability to produce correspondence with clearly organized thoughts using proper English sentence construction, punctuation and grammar.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work involves professional judgment to provide appropriate responses to the public and staff.
Interpersonal / Human Relations Skills	The employee in this position contacts others within the organization as well as outside the Town. This employee must be able to deal with all types of people in a professional manner.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Mail services, faxing, copying, filing
Sitting	F	Desk and computer work and answering the phone
Walking	O	To and from office equipment and other departments
Lifting	R	Files, office supplies, packages
Carrying	R	Files, office supplies, packages
Pushing/Pulling	R	Doors, filing drawers
Reaching	F	For reference material, files, keyboard
Handling	C	Paperwork, money
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	R	Filing in lower drawers
Crouching	R	Retrieving from lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers,
Twisting	F	From telephone to computer to book cases
Climbing	R	Stairs
Balancing	R	Files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with staff and general public and on telephone
Talking	F	Communicating with staff and general public and on telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Personal computer and related software, telephone system, copier, fax machine, laminator, label maker and other general office equipment

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Development Services Director

Department: Development Services

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes and directs the work of professional and technical staff in such areas as, planning & zoning, building safety, code enforcement, mapping & graphics, and engineering.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Responsible for program planning and project development of all projects in the, financial/cost analyses for projects, overseeing grants, initial project assessments, design concept reports, assisting the Finance Department on budgeting, financial planning and programming of projects, and coordinating project development activities with Town Departments.
2	L	Directs trains and evaluates the various divisions within the Development Services Department. Administers and distributes workloads for Town development projects. Inspects project sites to assist in the solution of difficult problems. Interprets specifications and Town policies. Prepares and manages the department's budget.
3	L	Evaluates plans and reports by reviewing and approving submitted plats, improvement plans, and associated reports to ensure compliance with applicable Town laws, codes, ordinances, and planning principles.
4	S	Develops department policies and guidelines by developing, updating and revising various standardized forms, applications, and processes for development projects.
5	L	Provides professional and technical support to the Town Manager, Town Council and other boards and commissions. Communicates with the general public, other Town, local, state and federal employees, vendors, management, contractors, and public officials in order to perform assigned work. Prepares letters, memos, specifications, Town Council and other reports, with clearly organized thoughts using proper sentence structure, punctuation, and grammar to communicate technical and controversial issues.
6	S	Directs and participates in the development of plans, specifications, estimates, and work orders for community development projects. Participates in the selection of consultants, preparation of plans, specifications and cost estimates, negotiating fees for professional services, processing submittals, progress payments and change orders.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree in Urban Planning, Business Administration, Public Administration, Political Science or equivalent.**
Experience	Minimum of five (5) years public sector experience in planning & zoning, building safety, code enforcement, mapping and graphics, engineering, and management.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read construction plans and specifications, county, state and federal regulations, legal documents and descriptions, contracts, and reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, and statistics.
Writing	Work requires the ability to write technical and quantitative documents, construction specs, and policies and procedures.
Managerial	Work requires the supervision of the Development Services Department, which includes planning and zoning, building safety, code enforcement, mapping and graphics, and engineering.
Budget Responsibility	Ability to prepare and defend the annual budget, including operational and related expenditures. Upon adoption, responsible for the overall compliance with the spending limits contained therein.
Supervisory / Organizational Control	Work requires supervising and monitoring performance of planning and zoning, building safety, code enforcement, mapping and graphics, and engineering.
Complexity	Work requires strong knowledge of general urban planning principles and practices. The level of work requires exercising competent, independent judgement. Work is widely varied involving analyzing and evaluating many complex and significant variables, identifying needs and assignments, and developing and/or recommending departmental and or townwide policies and procedures.
Interpersonal / Human Relations Skills	This position has contact with others within the organization. These contacts may involve similar work units or departments within the Town. In addition, this position works with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Meetings and discussions may be conducted with customers, developers, contractors, and design professionals to resolve specific issues.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job sites and meetings
Sitting	F	Deskwork, meetings
Walking	F	To other departments and around job sites
Lifting	R	Plans and equipment
Carrying	F	Plans and equipment
Pushing/Pulling	N	
Reaching	R	For supplies and plans
Handling	F	Paperwork
Fine Dexterity	O	Measuring and drafting
Kneeling	R	During inspections
Crouching	R	During inspections
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	R	Stairs, step stool
Balancing	R	On step stool
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public and on telephone
Talking	F	Communicating with personnel and general public and on telephone
Foot Controls	O	Automobiles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, fax machine, copier, scanner, telephone

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	X
Recreation Center	
Other (see 2 Below)	

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat and steel-toed shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

(3)

**Job Title: Economic Development Director****Department:** Administration**Immediate Supervisor:** Town Manager**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Plans, organizes and implements the activities of an economic development program to promote the growth and development of the Town's economic base. Assists in business recruitment, retention and expansion for both existing and new businesses for the Town.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plans and organizes economic development programs related to generating business and development opportunities, including successfully managing projects from inception to completion. Plans, develops and implements informational strategies to attract growth industries and companies. Researches, prepares and communicates information to attract new business clients projecting an effective communication and project management environment.
2	S	Directs Town response to requests for information from potential businesses, developers and consultant groups.
3	S	Develops and maintains various project management databases. Generates statistical reports, information and plans in connection with economic development projects.
4	S	Researches and assists in development of alternative economic development policies, strategies and implementation techniques.
5	L	Makes verbal and written presentations to the Town Council, boards, commissions and other citizen groups in a professional and effective manner.
6	L	Acts as a liaison between the Town, local and regional Chambers of Commerce, Economic Development Councils and various federal, state and local government agencies.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelor's degree in Economic Development, marketing, planning, urban geography or a related field. Completion of a Master's Degree preferred. **
Experience	A minimum of four years of management support experience, with three of those years in business development and related economic development activities. Experience in both the public and private sectors preferred.
Certifications and Other Requirements	IEDC Certified Economic Developer status preferred. Valid driver's license for a minimum of two years with a good driving record required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read complex legal documents, development agreements and contracts, executive business letters and communications, development-related documents, master plans, design guidelines, construction site plans, budget documents, business magazine, journals, newspapers and technical reports, strategic or operational plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, college algebra, and statistics.
Writing	Work requires the ability to write communication with executive management, Town Council, and business executives, preparing marketing documents, assisting with development agreements, concise and professional letters all at a college level.
Managerial	Managerial responsibilities include participation and management of Town teams with crucial issues including strategic planning and fiscal management, infrastructure planning and development, Town building projects, and management of the Economic Development division.
Budget Responsibility	Assists in preparing and monitoring the Economic Development budget.
Supervisory / Organizational Control	None
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Organization-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Communicates extensively with the Town Manager, Town Council, developers / real estate, external clients, customers, allies, business professionals, government officials, and regional, state, and national personnel. Employee must maintain regular attendance.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Presentations, copier, fax machine, filing
Sitting	C	Computer, desk work, paperwork, answering telephone, meetings, driving
Walking	O	Inter-office, to/from meetings, field work, tradeshow
Lifting	O	Contracts, reports, plans, displays
Carrying	O	Contracts, reports, plans, displays, boxes
Pushing/Pulling	R	Doors, chairs, filing cabinet drawers
Reaching	O	Supplies, files, boxes
Handling	F	Contracts, reports, plans
Fine Dexterity	C	Computer keyboard, writing, telephone keypad
Kneeling	R	Filing, retrieving dropped items
Crouching	R	Filing, retrieving dropped items
Crawling	R	Retrieving dropped items
Bending	R	Filing, retrieving dropped items
Twisting	R	Filing, retrieving dropped items
Climbing	R	Stairs
Balancing	R	Stairs
Vision	C	Computer, desk work, writing, reading, use of office equipment, field work, driving
Hearing	C	Telephone, staff, co-workers, supervisor, Town Manager, Town Council, analysts, directors, planners, engineers, local businesses, reporters, meetings, presentations, training classes
Talking	C	Telephone, staff, co-workers, supervisor, Town Manager, Town Council, analysts, directors, planners, engineers, local businesses, reporters, meetings, presentations, training classes
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Standard office equipment such as a telephone and computer; use of a vehicle.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)



Job Title: Events and Operations Supervisor

Department: Community Services

Immediate Supervisor: Director of Community Services

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Plans, organizes and manages the daily operations, bookings, marketing, financial objectives, budget division and staff of the Town of Fountain Hills Community Center.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Schedules, leases, and markets the Fountain Hills Community Center for the Community Services Department; assures that the facility is clean, safe, secure, properly prepared, and in compliance with state and Federal regulations and Town standards.
2	S	Meets with clients, assists in event planning, and explains Town policies and procedures; identifies available resources for rental, and defines equipment and services to be provided by the Community Center; prepares cost estimates and writes proposals; prepares contractual agreements and resolves contractual issues.
3	L	Promotes the Community Center, and encourages participation in Town programs and events; answers questions on the use of facilities, and coordinates work with public and private sector organizations, community groups, business and service clubs, and regional government agencies.
4	L	Works with event promoters to coordinate special events and programs; manages event calendars; oversees the development of marketing materials.
5	S	Assures effective communication and coordination with Operations staff ; coordinates with other Town departments to assure customers are in compliance with technical requirements for facility events.
6	L	Manages operational and administrative issues; supervises staff, and assigns priorities and projects; coaches staff and evaluates performance; assures that assignments are defined and achieved; meets regularly with staff to discuss and resolve priorities, workload, budgets, and technical issues; reviews the work of assigned staff to assure the work quality and the timely accomplishment of assigned duties and responsibilities.
7	S	Exercises independent judgment within policy guidelines; evaluates and analyzes issues, and recommends and implements solutions; provides leadership, direction and guidance in planning, program development priorities, and customer service issues; assures the effective allocation and utilization of budgeted funds.
8	S	Reviews operational information and trends, and creates summary reports and recommendations.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Bachelor's degree in business, public administration, marketing, hospitality/tourism, or related field.
Experience	Minimum of three (3) years experience in marketing, hospitality or facilities management in a Convention or Conference Center, including one year of supervisory experience. Work performed in a municipal environment preferred.
Certifications and Other Requirements	Valid AZ driver's license at the time of hire Evening, weekend and holiday work required Possession of , or ability to obtain within six months of hire, CPR/AED Certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret policies and procedures, contracts, comprehend and make inferences from written materials.
Math	Work requires the ability to make basic math calculations such as addition, subtraction, multiplication, division and percentages.
Writing	Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
Managerial	Review the work of others and ensure conformance to standards. Responsibilities include collecting and tracking event information, maintaining contract documents, collection and accounting of money, training event staff.
Budget Responsibility	Prepares documents and conducts research on other event facilities in order to be competitive in the current marketplace. Responsible for monitoring and tracking funding sources, revenues and expenditures for Community Center.
Supervisory / Organizational Control	Work cooperatively with other employees, clients, management, and general public. Direct and manage the work activities of multiple support staff groups and satisfy the contract requirements for multiple events occurring simultaneously.
Complexity	Work involves decision making within established policies and procedures. Professional actions and judgement and analytical skills required to determine appropriate course of action.
Interpersonal / Human Relations Skills	This position requires a high degree of interaction with others both inside and outside the organization. Facility promotion at tradeshow, networking events, etc.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At events and programs
Sitting	C	Office and paperwork
Walking	F	Facility tours, final walk through with client, attending various outside events
Lifting	R	Supplies and equipment, event setup. Set up at trade shows, etc.
Carrying	R	Supplies and equipment, event setup.
Pushing/Pulling	R	Supplies and equipment, event setup
Reaching	R	Supplies and equipment, event setup
Handling	R	Supplies and equipment
Fine Dexterity	R	Supplies and equipment
Kneeling	R	Supplies and equipment
Crouching	R	Supplies and equipment
Crawling	N	
Bending	O	Supplies and equipment, event setup.
Twisting	N	
Climbing	N	
Balancing	N	
Vision	F	Reading, observing activities, driving
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Foot Controls	O	Driving to and from outside events

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, audiovisual equipment, and supplies related to event setup.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	X
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Executive Assistant****Department:** Community Services**Immediate Supervisor:** Director of Community Services**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Provides support services and executive assistance for Director and division heads of the department. Provides grant and project construction file management and reporting. Attends Commission meetings and prepares minutes. Performs various administrative duties as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares, maintains, and ensures timely reporting of Heritage Grant and Land & Water Conservation Grant reports; assists the supervisors in project construction management by reporting, file management, and contract administration
2	S	Assists Department management in budget preparation; monitors and tracks the Department's budget on a daily basis; prepares Department budget reports for Department staff.
3	S	Prepares bidding documents and administers contract documents for the annual landscape contract.
4	S	Prepares and distributes Parks and Recreation Commission meeting packets; attends Parks and Recreation Commission meetings, transcribes Commission minutes from meetings; works with the Administration Department on annual Commission member recruitment. May serve as back-up clerical for McDowell Mountain Preservation Commission and Senior Services Commission.
5	S	Assists in participant registration and park facility booking using the CLASS system; troubleshoots and solves accounting problems associated with the CLASS system.
6		Other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma, or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience as executive assistant.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record; Notary Public; Automated External Defibrillator/CPR certification; First Aid Certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports, letters, correspondence, schedules, budget materials, and requisitions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write reports, letters, correspondence and purchase requisitions.
Managerial	Planning responsibilities include managing and coordinating data for special projects, budget process, programs, grants, construction and purchasing.
Budget Responsibility	Cooperatively works with Department and Town staff in developing the Community Services Department budget.
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diverse duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, copying, assembling packet materials, and assisting the public
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment and other departments and during programs
Lifting	O	Receiving and restocking supplies
Carrying	R	Light weight equipment and office supplies
Pushing/Pulling	R	Light weight equipment
Reaching	O	For supplies and files
Handling	C	Paperwork, resolving problems associated with the CLASS system
Fine Dexterity	C	Computer keyboard and calculator
Kneeling	O	Retrieving filing items and organizing equipment and supplies
Crouching	O	Retrieving filing items and organizing equipment and supplies
Crawling	R	Retrieving small pieces of equipment and supplies under tables
Bending	O	Retrieving filing items, small equipment, and supplies
Twisting	O	Retrieving filing items, small equipment, and supplies
Climbing	O	Stairs and ladder
Balancing	R	On ladder
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with staff and on the telephone
Talking	C	Communicating with staff and the general public on the phone and in person
Foot Controls	O	Transcription/dictaphone equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, laminator, paper autofolder machine, binding machine, dictiphone, telephone, calculator, general office supplies, computer and related software, typewriter, laser printer, inkjet printer, department vehicles (van, standard truck, and mid-size car), Automated External Defibrillator, and first aid kits.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Executive Assistant****Department:** Development Services and Public Works**Immediate****Supervisor:** Director of Development Services & Public Works**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Supports the Directors and all divisions within Development Services and Public Works by performing highly responsible secretarial, clerical and administrative duties. Serves as budget aide for all divisions of the departments.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Assists the Director by performing administrative support in the day-to-day operations. Screens the Director's phone calls and re-routes calls, as appropriate. Maintains the Director's daily calendar and schedules meetings. Reviews incoming mail, distributes it accordingly, and responds to correspondence as directed.
2	S	Assists the Director in developing and implementing department budgets. Monitors expenditures and purchases on a daily basis.
3	S	Receives and logs all incoming/outgoing improvement plan review submittals. Maintains and monitors construction assurance files. Issues permits for overweight/over height vehicle permits. Maintains accident report data base. Researches and implements special projects as directed.
4	S	Issues permits and associated billings related to departmental plan review and inspection fees. Researches, as needed, and prepares information for presentation to the Town Council, i.e., special events and easement abandonments.
5	S	Assists in the preparation and bidding of annual contracts. Monitors annual maintenance contracts and prepares work orders as needed.
6	S	Responds to requests for information from staff and the general public in a timely manner to achieve satisfactory resolutions. Meets the needs of departmental personnel and management through efficient, established office procedures. Acts in a courteous and professional manner, and with good judgment, while assisting the public, elected and appointed officials, employees, service providers, and other state and county government agencies

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical, or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum five years in progressively responsible administration work. Previous municipal experience working with the public is desirable.
Certifications and Other Requirements	Possess a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and understand reports, letters, correspondence, schedules, budget material and purchase orders. Ability to read and understand construction plans.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, letters, correspondence, schedules and purchase orders.
Managerial	Planning responsibilities include coordinating data for special projects, budget process, purchasing and inter-divisional issues.
Budget Responsibility	Assist in developing and implementing department budgets. Monitor expenditures and purchases.
Supervisory / Organizational Control	Position has no supervisory responsibility.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, faxing
Sitting	F	Desk work, meetings
Walking	O	To and from office equipment and other departments
Lifting	R	Receiving and restocking supplies
Carrying	R	Equipment, files, office supplies
Pushing/Pulling	O	File and desk drawers
Reaching	O	For supplies and files
Handling	O	Paperwork
Fine Dexterity	C	Computer keyboard, calculator
Kneeling	R	Filing
Crouching	O	Retrieving Files
Crawling	N	N/A
Bending	O	Retrieving and filing items
Twisting	O	Computer to telephone or other equipment
Climbing	R	Retrieve files or plans
Balancing	N	N/A
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone
Foot Controls	R	Transcriber controls

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser or inkjet printer, binding machine, transcriber, recorders

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Executive Assistant to Town Manager/Council

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Provides support to the Town Manager, Mayor and Council.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides support to the Town Manager, Mayor and Council by coordinating meetings and events and maintaining calendars; relaying messages; preparing correspondence, reports, manuals, proclamations and various other documents utilizing Word, PowerPoint, Excel, and Publisher; handling registrations for conferences and seminars; making travel arrangements and preparing itineraries.
2	S	Responds to requests or concerns from Town citizens and serves as liaison to Town departments on a variety of issues. Responds to requests from public officials in other governmental agencies and regional organizations.
3	L	Coordinates Town meetings, receptions and special events, including intergovernmental meetings.
4	S	Conducts research, accomplishes special projects, and sits on committees as assigned.
5	S	Assists in performing essential Town Clerk duties in his/her absence.
6	S	Acts as staff liaison to Strategic Planning Advisory Commission, Municipal Property Corporation, and other boards or commission as assigned by Town Manager.
7	S	Prepares and oversees Town Manager and Council budgets; codes P-card purchases.
8	S	Logs and fulfills Requests for Information during Council election cycles.
9	S	Orders office supplies and handles purchasing functions for Town Manager, Mayor/Town Council, and Town Clerk Offices
10	S	In the absence of the Town Clerk, serves as Acting Town Clerk, performing functions in support of the Town Clerk's Office, including preparing the Town Council meeting agenda and minutes, attending Town Council meetings, and other Clerk-related duties

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. An understanding of best practices relating to records management, Arizona Open Meetings laws, and Public Records Retention.
Experience	Five years experience as an Executive or Administrative Assistant, preferably in a municipal setting.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record. A designation as a Certified Municipal Clerk (CMC) is required at the time of hire or after a specified period of time on the job. Training with the Secretary of State's Office and/or Maricopa County in the area of elections is desirable.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read policies, procedures, handbooks, agreements, contracts, city ordinances, Council reports, newsletters, brochures.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, ratios, and percentages.
Writing	Work requires the ability to write memos, letters, emails, and general correspondence.
Managerial	None
Budget Responsibility	Assists in preparing and monitoring Town Manager and Council budgets.
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, faxing, retrieving mail, distributing
Sitting	F	Deskwork, meetings
Walking	F	To and from office equipment and other departments
Lifting	R	Files, office supplies, tables and chairs
Carrying	F	Files, office supplies
Pushing/Pulling	R	Office cart
Reaching	R	For items on higher shelves
Handling	F	Files, office supplies
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	R	Filing
Crouching	R	Filing, retrieving items from shelves
Crawling	R	N/A
Bending	O	Filing in lower drawers, retrieving items from lower shelves
Twisting	O	From computer to telephone
Climbing	F	Stairs
Balancing	O	Carrying files, office supplies
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel and general public and on telephone
Talking	C	Communicating with personnel and general public and on telephone

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, general office supplies, telephone, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: FACILITIES MAINTENANCE TECHNICIAN

Department: Public Works

Immediate Supervisor: Facilities/Environmental Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs a variety of general maintenance duties required to maintain the safety, aesthetics and physical plant operations of Town owned and/or leased facilities..

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Performs preventive maintenance on all Town physical plant operations, such as HVAC equipment. Maintains records for all preventive maintenance. Performs a variety of tasks related to plumbing, electrical, fabrication, carpentry and HVAC operations.
2	L	Responds to requests received through the Maintenance Request system for maintenance/repairs of all Town owned/leased facilities. Distributes supply requests.
3	L	Performs facility safety inspections, insures all life safety functions operate properly.
4	M	Supplies and supports custodial positions, filling in for custodians during their absence.
5	L	Performs the tasks of Facility Operations Supervisor in his/her absence.
6	M	Performs all other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Minimum of high school diploma or equivalency. Knowledge of Microsoft Office and other basic computer skills
Experience	Three years of responsible experience in construction, commercial building maintenance; basic skills in HVAC, plumbing, electrical and plant maintenance.
Certifications and Other Requirements	Possession of a valid driver's licence for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Must be able to read and comprehend technical manuals and construction blue prints.
Math	Must be able to perform basic math calculations.
Writing	Must be able to communicate legibly in completing forms, work orders, supply requisitions and messaging.
Managerial	none
Budget Responsibility	none
Supervisory / Organizational Control	Liaison to custodial staff.
Complexity	Perform a diverse range of duties and responsibilities
Interpersonal / Human Relations Skills	Ability to interact with peers and public in a positive and professional manner.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☐ Medium	☒ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Job sites
Sitting	R	
Walking	F	Between job sites and tasks
Lifting	F	Tools, equipment, supplies
Carrying	F	Tools, equipment, supplies
Pushing/Pulling	F	Tools, Equipment, supplies
Reaching	F	Telephone, supplies
Handling	F	
Fine Dexterity	O	Computer, telephone keypad
Kneeling	O	
Crouching	O	
Crawling	R	
Bending	O	
Twisting	O	
Climbing	O	Ladders
Balancing	O	Ladders
Vision	C	
Hearing	C	
Talking	F	
Foot Controls	O	Vehicles and equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Operate HVAC equipment in the 25 to 150 ton capacity. Operate all machinery associated with plant custodial care. Utilize all types of hand tools associated with construction and building maintenance.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	D	Noise and Vibration	D
Electrical Hazards	W	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	M
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	X
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2) Mechanical Plants

PROTECTIVE EQUIPMENT REQUIRED:

Hard Hat, gloves (Latex, Leather, Chemical Protection), safety glasses, respiratory, safety belts, steel toed footwear.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: FACILITIES/ ENVIRONMENTAL SUPERVISOR

Department: Public Works

Immediate Supervisor: Public Works Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Organize and supervise the operations, maintenance and custodial services of owned and/or leased Town buildings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plan, assign and supervise the work of staff involved in providing maintenance and custodial services to Town facilities; requisition supplies, materials, and equipment for all facility needs; prepare and maintain preventive maintenance programs and contracts. Implement Town environmental policies by initiating, managing and coordinating environmental programs. Coordinate and supervise wash and dam maintenance. Assist in management of the Town's Solid Waste contract. Reviews plans and other documents for consistency with the Town environmental policy.
2	S	Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures. Prepare and present various reports on existing and proposed environmental policies and programs to Town management, the Planning and Zoning Commission and the Town Council.
3	S	Participate in the hiring of staff; monitor employee performance ; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures. Research environmental regulations and programs for possible application in Fountain Hills
4	L	Assist with the safety inspections of all Town facilities; respond to requests from the risk pool to implement improvements in property and staff safety; prepare reports required by Federal, State, and Local agencies.. Act as Town ADA (Americans with Disabilities Act) Coordinator, research and resolve ADA concerns with Town owned facilities; interact with US Department of Justice and State ADA compliancy agencies on matters concerning Town owned property. Ensure compliance with Federal, State, County and Town regulations and programs relating to storm water and air quality.
5	M	Participate in and supervise the liquidation of Town surplus property in accordance with State regulations; prepare all necessary reports. Prepare and plan for the collection and destruction of archived files in accordanc with the State Records Reduction Act. Develop and implement monitoring, reporting and compliance

		strategies related to storm water and air quality, including drafting local regulations and submitting annual reports.
6	L	Prepare and present reports to various entities on the many aspects of the storm water program including State and Federal regulatory agencies.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Planning, Environmental Planning, Environmental Science, Engineering or Water Resources. Basic knowledge of HVAC, plumbing, electrical and plant maintenance required.
Experience	Minimum of two years of municipal planning experience or experience in administering environmental or storm water management programs. Working knowledge of Microsoft Office software. Five years of responsible experience in construction and commercial building maintenance .
Certifications and Other Requirements	Computer skills in Microsoft Office software and Outlook (e-mail). Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Must be able to read and comprehend technical manuals and construction blue prints. Ability to complex, technical documents, reports and regulations.
Math	Must be able to perform basic math calculations.
Writing	Ability to write reports, correspondence, and ordinance amendments.
Managerial	Planning responsibilities include scheduling daily tasks. Possess skills to work as a lead worker on projects. Ability to manage projects including scheduling and organizing meetings.
Budget Responsibility	Prepares and monitors a comprehensive budget pertaining to the Facilities/Environmental Division.
Supervisory / Organizational Control	Minimum two years of lead and supervisory responsibility.
Complexity	Position requires the ability to be self motivated, independent and self managed. Ability to follow broad instructions, objectives and policies. Work requires analysis and judgment in accomplishing diversified duties.
Interpersonal / Human Relations Skills	The employee in this position has contact with work units or departments within the Town, which may be involved in decision-making or providing approval for purchases or projects. In addition, this employee works with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Work site
Sitting	O	Driving and computer/office work
Walking	F	Between work sites
Lifting	F	Tools & equipment, packages, tables, chairs
Carrying	O	Tools & equipment, packages
Pushing/Pulling	F	Equipment, broom, vacuum
Reaching	O	Telephone, office supplies
Handling	O	Tools & equipment
Fine Dexterity	F	Small hand tools, computer, calculator, telephone and writing
Kneeling	O	Work site
Crouching	O	
Crawling	R	
Bending	F	
Twisting	O	
Climbing	O	
Balancing	O	On ladder
Vision	C	Driving, computer
Hearing	C	Communicating with public and personnel
Talking	C	Communicating with public and personnel
Foot Controls	F	Town vehicle, gator, other Town equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Maintains HVAC equipment in the 25 to 150 ton capacity, operates computer monitored and controlled HVAC. Operates hydraulic high reach equipment up to 30' in height. Operates all machinery associated with facility custodial care. Utilizes all types of hand tools associated with construction and building maintenance.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	W	Noise and Vibration	D
Electrical Hazards	D	Wetness/Humidity	S
Fire Hazards	D	Respiratory Hazards	W
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	X
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2) Mechanical Plants

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves (latex, leather , chemical protection), safety glasses, respiratory, safety belts, steel toed footwear (when necessary).

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Finance Director****Department:** Finance**Immediate****Supervisor:** Town Manager**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Establishes goals, objectives, policies, procedures and priorities related to activities of finance and budgeting. Provides administrative direction for accounts payable, purchasing, information technology, sales and property tax, prepares annual budget and financial report. Researches, analyzes and develops recommendations on financial and budgetary issues.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Supervises staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is cross-trained. Develops, implements, and evaluates departmental policies, procedures, strategies and goals.
2	S	Attends management meetings and public meetings including making presentations to Council, civic and citizen groups.
3	S	Oversees preparation of audited financial statements and special audits by coordinating with external auditors, preparing Comprehensive Annual Financial Report, Management Discussion and Analysis, disseminates reports to bond rating agencies.
4	S	Manages budget procedures and monitors the Town's budget including revenues and expenditures. Oversees preparation of annual budget by coordinating department requests, developing management indicators, forecasting revenue projections, preparing budget message, making budget available to citizenry.
5	S	Coordinates with bond counsel, investment banking team for bond issuances and refinancing, bond ratings, covenant requirements.
6	S	Oversees maintenance of accounting ledgers and records on accounting software. Responsible for safeguarding Town's assets by implementing appropriate internal controls.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional field and specific knowledge of generally accepted accounting principles. Knowledge is normally acquired through four years of college resulting in a Bachelors of Science in Accounting.
Experience	Over five years experience in government finance including (3) years in direct supervision.
Certifications and Other Requirements	Certification by the State of Arizona as a Certified Public Accountant (CPA) preferred. Member of national and local Government Finance Officers Association is desired
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read federal, state, and local regulations, accounting manuals and promulgations, and computer manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division as well as interpolations, statistical analysis, and projections.
Writing	Work requires the ability to write reports, summaries, memos, letters, outlines, and requests; written reports need to be understandable by the general public.
Managerial	Planning responsibilities include allocation of personnel and resources to accomplish all assignments that have deadlines and communicating requirements for upcoming changes, deadlines, training and computer updates.
Budget Responsibility	The incumbent prepares the annual budget document that meets governmental standards (GFOA), prepares estimates of revenues, researches alternative funding resources and may recommend budget allocations for presentation to the Town Manager. Monitors actual versus budgeted revenues and expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed; performance evaluations and promotions.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Talking with staff, making presentations to the public, Town Council or staff
Sitting	C	Deskwork, meetings
Walking	O	Talking with staff, attending meetings
Lifting	O	Files and office supplies
Carrying	O	Files and office supplies
Pushing/Pulling	R	Files and office supplies
Reaching	O	Filing and storage of files
Handling	C	Paperwork, telephone
Fine Dexterity	C	Computer keyboard, calculator, writing
Kneeling	R	Files and office supplies
Crouching	R	Files and office supplies
Crawling	N	None
Bending	O	Files and office supplies
Twisting	R	Files and office supplies
Climbing	R	Stairs
Balancing	R	Files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with personnel and telephone
Talking	F	Communicating with personnel and telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, calculator, general office supplies, computer and related software, laser and/or inkjet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Financial Services Technician

Department: Administration

Immediate Supervisor: Finance Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs as a professional specialist with responsibility for an accounting program, function or specialty area. May be assigned to a specific functional area such as Accounts Payable, Accounts Receivable or Licensing, or may carry out special projects as assigned.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Processes/reconciles daily cash receipts, requisitions, purchase orders, accounts payable and accounts receivable invoices, purchasing cards, petty cash or other program areas as assigned.
2	S	Handles all inquiries and maintains the files for the program area assigned. Verifies information for accuracy and resolves any discrepancies prior to preparing data or preparing accounting or managerial reports.
3	S	Oversees all business licensing and animal licensing, including resolving any issues. Utilizes and maintains multiple software applications and reports, which includes coordination with Code Enforcement and processing notice violations.
4	S	Handles the issuance of peddlers licenses, badges, and approvals with other departments. Processes regular liquor license applications.
5	S	Acts as liaison with other departments to coordinate accounting activities, such as insuring accurate requisition preparation, following up on invoicing, and reconciliation of cash receipts from all departments.
6	S	Assists with other accounting functions as assigned, including but not limited to, front desk coverage and general ledger journal entries.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with two years of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources.
Experience	A minimum of two years accounting experience. Knowledge of Microsoft Word, Microsoft Excel, Access, CLASS, ActiveNet, and MUNIS preferred
Certifications and Other Requirements	Valid drivers license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read invoices, license applications, purchase orders, reports, and general correspondence. Attention to detail is a requirement of this position.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division, as well as business math.
Writing	Work requires the ability to write memos, emails, and documenting procedures.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents..
Interpersonal / Human Relations Skills	The incumbent in this position contacts others within the organization. These contacts may be involved in decision making or providing approval or decision making authority for purchases or products. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Customers may also be called for information on licensing.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, making copies, and faxing
Sitting	C	Deskwork
Walking	O	To and from office equipment, mailroom, and other departments
Lifting	O	Files, boxes, and books
Carrying	O	Files, office supplies, books, and boxes
Pushing/Pulling	R	File boxes
Reaching	F	For supplies, files, and mail
Handling	C	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	O	Filing in lower drawers
Crouching	O	Filing in lower drawers
Crawling	N	N/A
Bending	O	Filing in lower drawers
Twisting	F	From computer to other desk areas
Climbing	O	Ladder to reach files, stairs
Balancing	O	While on ladder reaching for files
Vision	C	Reading, computer monitor
Hearing	C	Communicating with the public and personnel both in person and on the phone
Talking	F	Communicating with the public and personnel both in person and on the phone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculator, copier, fax machine, telephone, typewriter, printer, general office supplies, computer and related software such as Munis, Access and Excel.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Fleet Mechanic/Open Space & Landscape Specialist

Department: Public Works

Immediate Supervisor: Street Superintendent

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Schedules and performs maintenance and repairs on Town vehicles and construction equipment. Schedules emission tests and licensing. Processes documentation into Fleet Management Program. Performs a variety of semi-skilled and skilled work in maintenance and repair of landscaping, turf, irrigation systems, fountains and grounds.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Maintains the fleet data management program. Schedules preventative maintenance inspections and repairs. Schedules emissions tests by conversing with agencies to receive emissions coupons and vehicle operations to complete the emission test, working with DMV for new and old vehicle registration.
2	S	Processes maintenance documentation into fleet maintenance program, maintains fleet parts inventory and warranty repairs.
3	H	Performs routine scheduled and un-scheduled repairs to all town vehicles and equipment which include tractors, backhoes, street sweepers, dump trucks, light trucks, cars and golf carts. Also performs welding and fabrication work and checks all vehicles and equipment over for other needed services.
4	H	Performs other duties by monitoring shop safety procedures, cleaning vehicles, equipment and the shop, repairing shop equipment, research and ordering parts, analyzing complaints to ensure proper repair of the vehicles and equipment.
5	M	Inspects landscaping in medians and open spaces. Coordinates contracted landscape crews, assigning jobs, then conducting follow-up. Performs maintenance and repairs as needed on irrigation. Programs and maintains irrigation timers. Maintains up-to-date records on all irrigation systems, tracking water consumption, etc.
6	M	Cleans and maintains the fountains on Avenue of the Fountains and the water feature on Shea and Palisades.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Five years experience as an automotive and/or heavy equipment mechanic.
Certifications and Other Requirements	Possess a valid Arizona CDL Driver's License with Air Brake Endorsement for a minimum of two years with a good driving record. Mac certification license for refrigerant use.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read manuals and instructions and requires the ability to access and read the internet, OSHA directives, Town, county and state laws.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write vehicle replacement requirements, service reports and parts requests.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diverse duties. Work requires the exercise of independent thinking within the limits of policies, standards and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☐ Medium	☒ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job site
Sitting	O	Deskwork and inside vehicle
Walking	F	Around job site and vehicle
Lifting	F	Tools and equipment
Carrying	F	Tools and equipment
Pushing/Pulling	O	Equipment and supplies
Reaching	F	For supplies and equipment
Handling	F	Supplies and equipment
Fine Dexterity	F	Installing small parts in confined areas
Kneeling	O	While inspecting and making repairs
Crouching	F	While inspecting and making repairs
Crawling	F	While inspecting and making repairs
Bending	F	While inspecting and making repairs
Twisting	F	While inspecting and making repairs
Climbing	F	Stairs, ladder
Balancing	F	On ladder and large vehicle
Vision	C	Reading, driving and looking for physical problem
Hearing	C	Communicating with personnel and listening for possible problems
Talking	O	Communicating with personnel and general public and on telephone
Foot Controls	F	Operating heavy equipment and driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Tool box, professional tool set, Hydraulic lift, jacks, A/C equipment, diagnostic break out box and scan tool equipment, tire repair equipment, steam cleaner, volt meters, charging systems, part washer, hydraulic hose maker and computer software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	D	Noise and Vibration	D
Electrical Hazards	W	Wetness/Humidity	M
Fire Hazards	W	Respiratory Hazards	D
Explosives	M	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	D		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	X
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, steel-toed boots, gloves, ear plugs, welding face shields

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	R
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	

- (3)



Job Title: GIS Technician/CAD Operator

Department: Development Services

Immediate Supervisor: Development Services Director

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs paraprofessional technical duties for the Development Services Department. Provides technical CAD, GIS, mapping, graphics, drafting and Town facility management mapping support for all Town departments and Town customers.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares designs, revises plans, maps, and other graphics in AutoCAD, GIS and other computerized methods, and by manual drafting methods. Coordinates, prioritizes and distributes Town digital mapping and various projects.
2	S	Design Signing and Striping plans for new subdivisions, commercial and improvement projects (final approval by Town Engineer). Address assignment and distribution to proper contacts for new subdivisions, commercial and utility structures. CIP - Engineering design, exhibits and mapping. Minor drainage projects.
3	S	Quarterly mapping updates of town maps. Prepare and check routine survey legal descriptions. Prepare Exhibits and legal descriptions for various Easement, Right-of-Way and Real Property Acquisitions and Abandonments.
4	L	Perform slope analysis checks. Obtains surveying and engineering field data. Performs routine surveying and engineering calculations. Performs occasional site development and public works inspections. Prepares schedules and cost estimates.
5	L	Maintains engineering, planning and facility drawing files, as-builts and GIS. Scanning coordination of archives. Develops written and graphic standards.
6	S	Special projects-working with Mayor, Council and Town Manager, also with public agencies and emergency services . Performs other related duties as required.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational or technical nature which may be obtained with two years of college, diploma or equivalent from a technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over two years experience in computer software applications, AutoCAD and/or Arcview software preferred. Two years of GIS experience required. Drafting, mapping, surveying, engineering, construction techniques, planning principles and practices and customer service experience preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. Professional or technical registration, certification or licensing preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read civil engineering design guidelines, construction specifications and details, property legal descriptions, engineering plan review submittal forms and plans.
Math	Work requires the ability to perform routine surveying and engineering calculations, general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports, property legal descriptions and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by specific instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	This position requires contact with others within the organization such as the Street Division, Parks and Recreation Department, Administration and Planning & Zoning. In addition contact may be required with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with citizens, realtors, developers, etc.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Routine office mobility
Sitting	C	Computer work
Walking	R	To and from office equipment and other departments
Lifting	R	Plotting paper rolls, Files, office supplies, books, boxes
Carrying	R	Plotting paper rolls, Files, office supplies, books, boxes
Pushing/Pulling	R	Plotting paper rolls, Files, office supplies, books, boxes
Reaching	R	Plotting paper rolls, Files, office supplies, books, boxes
Handling	O	Plotting paper rolls, Files, office supplies, books, boxes
Fine Dexterity	F	Computer keyboard, plotter's, calculator, telephone keypad, writing
Kneeling	R	Plotting paper rolls, Files, office supplies, books, boxes
Crouching	N	
Crawling	N	
Bending	R	Retrieving items from lower shelves
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Reading computer monitor
Hearing	C	Communicating with personnel and general public and telephone
Talking	F	Communicating with personnel and general public and telephone
Foot Controls	N	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Plotter, printer, copier, planimeter, calculator, light table, label maker, multi-line telephone, binding machine, fax machine, computer and related software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	S
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	C
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Groundskeeper****Department:** Community Services**Immediate Supervisor:** Parks Supervisor**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Maintains and cleans landscaped areas, exterior of buildings, and facilities.

ESSENTIAL FUNCTIONS:*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Maintain park grounds by removing trash and litter, cleaning ramadas and restrooms, blowing off sidewalks and dugouts; assists with overseeding open turf and ball fields.
2	M	Prune trees, plant trees, set irrigation clocks, install and maintain irrigation system, schedule and overseed fields.
3	M	Prepare athletic fields by painting, leveling, and lining athletic fields; perform minor construction duties.
4	M	Perform routine maintenance of playgrounds, tennis courts, basketball courts and volleyball courts.
5	M	Fertilize turf and spray pesticides
6	L	Order supplies, maintain inventory records

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency
Experience	One year of landscape maintenance or groundskeeping.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record; Playground Equipment and Safety training (within one year of hire); CPR certification; First Aid Certification; Structural Pest Control license (within one year of hire).
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read work schedules, instructions for equipment assembly, and equipment labels.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to fill out forms such as timesheets, leave requests, and etc.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Normal tasks require use of definite procedures, with little deviation. Work requires limited analysis.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job site
Sitting	F	Driving equipment
Walking	F	Around jobsite
Lifting	F	Tools and equipment
Carrying	O	Boxes, equipment
Pushing/Pulling	F	Equipment
Reaching	F	Trimming
Handling	F	Equipment
Fine Dexterity	F	Landscaping, irrigation repair
Kneeling	O	Picking up trash, pulling weeds, irrigation work
Crouching	F	Picking up trash, pulling weeds, irrigation work
Crawling	R	Picking up trash, pulling weeds
Bending	F	Picking up trash, pulling weeds
Twisting	O	Picking up trash, pulling weeds, lifting equipment
Climbing	O	Ladder
Balancing	R	On ladder
Vision	C	Observing work activities
Hearing	C	Communicating with personnel and on radio
Talking	F	Communicating with personnel and on radio
Foot Controls	O	Driving and operating heavy equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Hand tools, blowers, weed eater, chainsaw, pesticide sprayer, air compressor, chipper, power washer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	M
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hearing protection, constuction hat, steel-toed shoes, dustmask, backbrace, and chemical resistant suit .

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)



Job Title: Home Delivered Meals Coordinator

Department: Community Services

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental purpose of this position is to handle the day-to-day operations of the Home Delivered Meals Program (HDM), including coordination with clients, volunteers, and communication with the vendor contracted to prepare the meals.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	In constant contact with the chef and staff of Fountain View Village (FVV) regarding meal schedule, meal quantity, and monitor quality of meals standards set by state guidelines. Relays client comments about the meals to the kitchen staff.
2	S	Monitor and maintain all aspects of client's meal schedule; including client information, billing information, and changes to the daily route sheets. Maintain and track client accounts. Must clearly communicate and generate reports for FVV, and the Town's Finance Division.
3	L	Work with the daily HDM Volunteer Coordinators to make sure all routes are covered. Request monthly schedule from coordinators. Maintain data base with volunteer schedule and contact information. Recruit new volunteer drivers, schedule training with daily coordinator, and advise Town's Volunteer Coordinator of all new HDM volunteers.
4	L	Intake new self-pay clients, create/update weekly route sheets, and change out route books. Enter all client meals into ActiveNet and print reports. Apply for PO through Munis. Create requisition and check request for contracted meal vendor. Process self-pay client billing: invoice and mail. Update client information into ActiveNet and enter client meals into Activenet. Invoice Senior Services, Inc. Update monthly charts and reports. Coordinate background checks for all HDM volunteers.
5	S	Maintain volunteer contact spread sheet, volunteer folders, and volunteer level one clearance compliance. Keep Home Delivered Meals procedures up-to-date and available to volunteers. Create weekly route sheets for volunteers, which includes maps and driving directions. Keep volunteers briefed on any changes in the routing or delivery procedures. Trouble shoot problems when needed with client meal delivery. Notify Sheriff's Office if needed to conduct a wellness check. Be available to deliver meals if needed. Maintain HDM bags, route books, and supplies.

6	S	Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively with co-workers to provide quality customer service. Maintain office and lobby kiosks. Work with office volunteers. Other duties as needed/assigned.
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* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Must be proficient in Excel worksheets and Word documents. Level of knowledge equivalent to four years of high school or equivalency.
Experience	A minimum of one year customer service, preferably with seniors. Minimum of one year clerical experience.
Certifications and Other Requirements	Possession of a valid Arizona driver's license for a minimum of two years with a good driving record. CPR/AED certified.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires ability to read routine documents.
Math	Work requires general math calculations (addition, subtraction, multiplication, division, percentages, decimals).
Writing	Work requires the ability to write weekly schedules, procedural reports, and activity reports.
Managerial	Work requires ability to multitask.
Budget Responsibility	Prepare supportive documents.
Supervisory / Organizational Control	Position has no supervisory responsibility.
Complexity	Work involves professional judgement to provide appropriate responses to customers and the public.
Interpersonal / Human Relations Skills	The incumbent in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Faxing, copying, filing
Sitting	F	Deskwork
Walking	O	Around office and Community Center. Deliver route books to kitchen.
Lifting	R	Files, office supplies, and meal bags
Carrying	R	Files, office supplies
Pushing/Pulling	R	Doors, filing drawers
Reaching	F	Files, books, keyboards
Handling	F	Paperwork
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad, writing
Kneeling	R	Filing in lower drawers
Crouching	N	
Crawling	N	
Bending	O	Filing in lower drawers
Twisting	O	From telephone to computer
Climbing	R	Stairs
Balancing	R	Files
Vision	C	Reading, computer monitor, driving
Hearing	C	Communication with staff, customers, on the telephone
Talking	F	Communication with staff, customers, on the telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	N
Other (see 3 below)	

- (3)

**Job Title: Lead Park Attendant****Department:** Community Services**Supervisor:** Recreation Program Coordinator or Recreation Supervisor**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

In addition to performing simple manual and clerical duties with little or no supervision in park maintenance or recreation, this position functions in a lead capacity to other Park Attendants. The distinguishing characteristic between this position and a Park Attendant is that the Lead Park Attendant is assigned to perform additional duties. The additional duties may involve training, providing functional direction to other Park Attendants, interpreting and communicating policies, and reporting operating issues to the Recreation Program Coordinator or Recreation Supervisor.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Acts in a lead capacity which involves training employees, providing direction to other employees, interpreting and communicating policies and assignments to employees, and reporting operating issues to the supervisor
2	M	Participates in delivery of recreation programs; including interaction with participants
3	M	Polices sites, picking up paper and trash. Provides general cleaning of buildings and restrooms
4	S	Performs routine clerical functions such as delivering flyers and answering phones or general office work
5	L	Sets up apparatus and other equipment and issues supplies; lines athletic fields and ball diamonds
6	S	Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Twelve (12) months experience as a Park Attendant or in related programs areas preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record, Basic First Aid and CPR/AED Certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports. Some Recreation Assistants may interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports and fill out forms. Some Recreation Assistants must possess the ability to write letters, sponsorship requests, flyers, receipts, and equipment bids.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	While no direct supervision is exercised, work requires training of other employees, providing direction and clarification of job assignments of other employees, interpreting and communicating policies and procedures to other employees, and reporting operating issues to supervisory staff.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	Establish and maintain effective working relationships with employees and the public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At park sites, recreation facilities and programs/events
Sitting	F	Deskwork, meetings, driving
Walking	O	At park sites, recreation facilities and programs/events
Lifting	R	Equipment and supplies
Carrying	R	Equipment and supplies
Pushing/Pulling	R	Equipment and supplies
Reaching	O	Equipment and supplies
Handling	O	Equipment and supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	At park sites, recreation facilities and programs/events
Crouching	O	At park sites, recreation facilities and programs/events
Crawling	R	At park sites, recreation facilities and programs/events
Bending	O	At park sites, recreation facilities and programs/events
Twisting	O	At park sites, recreation facilities and programs/events
Climbing	R	At park sites, recreation facilities and programs/events
Balancing	R	At park sites, recreation facilities and programs/events
Vision	C	Reading, computer work, driving
Hearing	C	Communication with staff and customers
Talking	C	Communication with staff and customers
Foot Controls	R	Operating vehicles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Network and Information Technology Administrator

Department: Administration

Immediate Supervisor: Finance Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages the activities of Information Technology including application services, system and network operations, customer support and telecommunications services.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plans and organizes direction of the information technology activities of the Town including network, infrastructure, telecommunications, computer-related hardware and software, IT security, IT consulting and project management and new technology research. Works with departments in identifying computer software and hardware needs. Prepares special studies, analyses and projections.
2	L	Provides quality technical support by troubleshooting and analyzing systems with a high degree of customer service, technical expertise and timeliness to Town staff. Provides support for Council and Commission meetings. Provides Town website content and upkeep.
3	L	Manages the technical, programming, production aspects of the Town's government access channel and streaming media resources. Manages live televised public meetings held in Town Council Chambers. Contributes to Web content videos including; creating and collaborating on content; posting videos to the public website, internal media server; and troubleshooting Web video issues.
4	S	Analyzes, designs, installs, configures, maintains and repairs the Town's network infrastructure; Configures network devices of all new and existing hardware; Troubleshoots and resolves all network connectivity issues; maintains existing network infrastructure and all network equipment; Responsible for providing technical leadership and project management activities in support of operational objectives; communicates regularly with staff to maximize the effectiveness and efficiency of interdepartmental operations and activities; Provides customer service to all staff, internal customers as well as citizens of the Town of Fountain Hills; Utilizes communication, analytical, design, decision-making, project and problem solving skills to maximize the benefit of IT investments. Provides analysis to resolve and prevent long term system deficiencies; Maintains backup systems and procedures; executes system modifications, performance monitoring, and troubleshooting; Manages the implementation of enterprise level networking systems and maintains the health of the core infrastructure; analyzes, diagnoses and troubleshoots switching and routing issues; identifies, analyzes, architects, and proposes replacement solutions for

		all routing, switching and cabling systems reaching end of life; Monitors, analyzes and optimizes system performance and functionality for all routers, switches, firewalls and ancillary support devices; diagnoses problems and develops effective solutions for hardware and applications software;
5	S	Administers the division budget. Maintains Town-wide software licenses, software inventory, cell phones, pagers, and maintenance contracts. Provides end-user training to staff. Administers access control system by issuing building access and ID cards, adding and removing users.
6	S	Develops, implements, and manages operational standards and escalation procedures to ensure service levels are maintained at a consistent level. Documents, tracks, and monitors problems to ensure resolution in a timely manner with the least impact on Town operations .
7	S	Performs other duties as assigned or required. .

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires a Bachelor's Degree in Computer Science, Information Technology, or related field, knowledge of a specific vocational, administrative, or technical nature which may be obtained with advanced training or study past the high school equivalency. Junior college, vocational, business, or technical schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training. **
Experience	Minimum of five (5) years experience as Network Administrator or I/T Technician.
Certifications and Other Requirements	Microsoft Certified Professional, A+ Certified, or advanced degree in Information Technology preferred. Possess a valid Arizona Driver's License for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read technical instructions, technical specifications, planning documents, letters, memos, and general correspondence.
Math	Work requires the ability to perform general math calculations.
Writing	Work requires the ability to write memos, presentations, and issue requests for proposals, letters, and general correspondence.
Managerial	Allocating resources and planning projects.
Budget Responsibility	Prepares and monitors annual Information Technology budget and makes recommendations to other Town departments for technology requests.
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Work requires contact with others in the organization. In addition, work is performed with contact to others outside the Town who may belong to professional or peer organizations. Working with state and federal agencies may also be required. Vendors and suppliers may be called upon to provide information on purchases, supplies, or products. Meetings and discussions may be conducted with Town employees and outside sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observing work duties and activities
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment, other departments, to/from job sites
Lifting	O	Files, office supplies, and computer equipment
Carrying	R	Files, office supplies, and computer equipment
Pushing/Pulling	O	Computer equipment
Reaching	O	Connecting equipment cables
Handling	O	Files, office supplies, and computer equipment
Fine Dexterity	O	Computer and telephone keypads, writing, setting jumpers on circuit boards
Kneeling	O	Working on computers on the floor
Crouching	O	Working on computers on the floor
Crawling	O	Working on computers on the floor
Bending	O	Working on computers on the floor
Twisting	R	Working on computers on the floor
Climbing	R	Ladders, stairs
Balancing	R	Ladders
Vision	C	Reading, computer monitor, driving, observing work activities
Hearing	C	Communicating with personnel and general public and on phone
Talking	C	Communicating with personnel and general public and on phone
Foot Controls	R	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Screw drivers, ladders, test meters, copy machine, fax machine, telephone, calculator, office supplies, computer and software, laser and/or ink jet printer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	W	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

(1) N/A

(2) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	N
Other (see 3 below)	-

(3) N/A



Job Title: Operations Coordinator - Community Center

Department: Community Services

Immediate Supervisor: Events and Operations Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs both set up and take down duties as well as participatory supervision of operation workers. Organizes, supervises and oversee the daily custodial and maintenance services. Coordinates repairs and construction projects, maintains proper levels of supplies needed for facility maintenance. Works with the Community Center Event Coordinator to ensure that facilities, equipment and set up meet the requirements of the event and the client's contractual agreements.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Prepares work schedules based on staffing budget and event schedule. Assigns work to employees, oversees work procedures and inspects work in progress to support various events and activities.
2	M	Trains and supervises employees in the safe operation of equipment, such as floor scrubbers, dance floor, staging, alarms, AV equipment, and in routine maintenance of the building and equipment.
3	S	Communicates with vendors and evaluates new products as needed. Keeps current on maintenance of all equipment and building codes. Maintains compliance with OSHA standards and fire code regulations.
4	L	Communicates with Center clients and staff to clarify needs ensuring proper event set up. Works closely with Community Center Event Coordinator and Senior Center Supervisor to make sure event sheets and drawings are reviewed after event has ended.
5	M	Arranges for last minute adjustments in room or equipment set up at the request of lessee. Resolves problems or complaints from clients or the public in accordance with established policies and procedures
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Principles and practices of supervision for personnel. Knowledge of common tools and the use and maintenance of light motorized equipment. Knowledge of fire codes and safety practices and procedures for custodial and public facilities. Knowledge of specialized equipment such as audio visual equipment, operable wall system, HVAC and cleaning equipment.
Experience	One year of facilities operations management, or the equivalent training and experience in event management and supervision.**
Certifications and Other Requirements	Basic computer skills and possession of a valid driver's license for a minimum of two years with a good driving record. CPR/AED certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret policies and procedures, contracts, comprehend and make inferences from written materials.
Math	Work requires the ability to make basic math calculations such as addition, subtraction, multiplication, division and percentages.
Writing	Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	Supervise the work activities of multiple support staff groups and satisfy the contract requirements for multiple events occurring simultaneously.
Complexity	Work involves decision making within established policies and procedures. Professional actions and judgement and analytical skills required to determine appropriate courses of action.
Interpersonal / Human Relations Skills	The position requires a high degree of interaction with others both inside and outside of the organization.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☐ Medium	☒ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	At events and programs.
Sitting	O	Office and paperwork.
Walking	C	Set up and take down of various events.
Lifting	C	Supplies and equipment, event setup.
Carrying	C	Supplies and equipment, event setup.
Pushing/Pulling	C	Supplies and equipment, event setup.
Reaching	R	Supplies and equipment, event setup.
Handling	R	Supplies and equipment.
Fine Dexterity	R	Supplies and equipment.
Kneeling	R	Supplies and equipment.
Crouching	R	Supplies and equipment.
Crawling	N	
Bending	O	Supplies and equipment, event setup.
Twisting	N	
Climbing	N	
Balancing	N	
Vision	F	Reading, observing activities, driving.
Hearing	C	Communicating with personnel and general public.
Talking	C	Communicating with personnel and general public.
Foot Controls	O	Driving to and from outside events.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, audiovisual equipment, and supplies related to event setup.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	N
Chemical Hazards	M	Noise and Vibration	N
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	X

- (1)
(2) Community Center

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Operations Worker****Department:** Community Services**Immediate Supervisor:** Events and Operations Supervisor**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Supports a wide variety of facilities operations at the Community Center. Communicates with the general public, clients, vendors and management in order to answer inquiries,

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Ensures the set-up and take down of chairs, tables, staging, sound equipment, dance floor or other equipment in accordance with the lease requirements.
2	L	Working knowledge of all audio visual, sound, lighting, kitchen and bar equipment. Responsibilities include set-up and basic operation of equipment.
3	L	May occasionally opens and/or secures facility before and after events. Completes event reports noting attendance and any significant problems.
4	L	Demonstrates continuous effort to improve operations, decrease turn-around times, streamline work process, and works cooperatively and jointly to provide quality seamless customer service.
5	S	Performs custodial duties as needed, including but not limited to cleaning, sanitizing and replenishing restrooms. Washes windows, walls and mirrors. Sweeps, mops, scrubs, waxes and vacuums floors. Dusts and cleans offices. Replaces light bulbs, cleans and polishes fixtures and empties waste receptacles and ashtrays.
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High School equivalency
Experience	Audio, visual and customer service skills. Previous banquet or meeting facilities skills a plus. **
Certifications and Other Requirements	Possession of a valid drivers license for a minimum of two years with a good driving record. CPR/AED Certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Requires good reading skills. Being able to follow written instruction is important in this position.
Math	Work requires basic math skills. The ability to calculate and balance cash in and cash out transactions.
Writing	Work requires good written skills. Communication between shifts is essential.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	The responsibility of customer service and client satisfaction is important to the success of our goal.
Interpersonal / Human Relations Skills	Customer/Client relations and team building skills are required. Communication and the ability to work in a team environment are essential.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☐ Medium	☐ Heavy	☒ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	
Sitting	O	
Walking	F	
Lifting	F	Tables, chairs and sections of dance floors.
Carrying	F	Tables, chairs and sections of dance floors.
Pushing/Pulling	F	Staging, carts, racks of chairs up to 1200 Lbs.
Reaching	F	
Handling	F	
Fine Dexterity	R	
Kneeling	F	Installing dance floors, audio cords and electrical cords
Crouching	F	Installing dance floors, audio cords and electrical cords
Crawling	R	
Bending	F	
Twisting	F	
Climbing	R	
Balancing	R	
Vision	F	
Hearing	F	Customer/Client services.
Talking	F	Customer/Client services.
Foot Controls	R	

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copy machine, vacuum cleaner, floor machines.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	N
Chemical Hazards	W	Noise and Vibration	N
Electrical Hazards	M	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	X
Other (see 2 Below)	D

- (1)
(2) Community Center

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	C
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Park Attendant****Department:** Community Services**Supervisor:** Recreation Program Coordinator or Recreation Supervisor**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

The fundamental reason this position exists is to perform simple manual and clerical duties, with little or no supervision, in park maintenance or recreation unskilled activities. Some positions are assigned to the maintenance area performing tasks such as custodial work and policing of the grounds. In the recreation area, duties include providing unskilled clerical support and helping with the various recreation programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Participates in delivery of recreation programs; including interaction with participants
2	M	Polices sites, picking up paper and trash. Provides general cleaning of buildings and restrooms
3	S	Performs routine clerical functions such as delivering flyers and answering phones or general office work
4	L	Sets up apparatus and other equipment and issues supplies; lines athletic fields and ball diamonds
5	S	Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Six (6) months experience in related programs areas preferred.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record, Basic First Aid and CPR/AED Certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read reports. Some Recreation Assistants may interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write reports and fill out forms. Some Recreation Assistants must possess the ability to write letters, sponsorship requests, flyers, receipts, and equipment bids.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	Establish and maintain effective working relationships with employees and the public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At park sites, recreation facilities and programs/events
Sitting	F	Deskwork, meetings, driving
Walking	O	At park sites, recreation facilities and programs/events
Lifting	R	Equipment and supplies
Carrying	R	Equipment and supplies
Pushing/Pulling	R	Equipment and supplies
Reaching	O	Equipment and supplies
Handling	O	Equipment and supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	At park sites, recreation facilities and programs/events
Crouching	O	At park sites, recreation facilities and programs/events
Crawling	R	At park sites, recreation facilities and programs/events
Bending	O	At park sites, recreation facilities and programs/events
Twisting	O	At park sites, recreation facilities and programs/events
Climbing	R	At park sites, recreation facilities and programs/events
Balancing	R	At park sites, recreation facilities and programs/events
Vision	C	Reading, computer work, driving
Hearing	C	Communication with staff and customers
Talking	C	Communication with staff and customers
Foot Controls	R	Operating vehicles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)

**Job Title: Park Operations Lead****Department:** Community Services**Supervisor:** Parks Supervisor**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Manages maintenance of park or parks and oversees contract staff. Assists with equipment and projects as needed.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Assists with work schedules by planning and organizing projects with Park Supervisor and employees. Oversees crews and projects. Performs hands-on work.
2	S	Administers yearly budget by allocating funds for the park's operational needs ; collects proposals to get specific projects accomplished.
3	S	Monitors contract staff by observing daily work performance, ensuring the completion of projects.
4	M	Inspects park site for public safety hazards or problems in the field, taking initiative for corrective action.
5	M	Maintains accurate records of work activities and scheduling of overseeding and irrigation clocks; monitoring water usage; pesticide and fertilizer management schedule; legal and health concerns with effluent water.
6	M	Responsible for overall, safety of playgrounds, fields, and all amenities. Responsible for ordering all supplies, tools, and equipment needed for daily operations of the park and scheduled activities; operating various equipment as needed for projects.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	High school diploma or equivalency; knowledge of irrigation systems with master valve and pump station, clocks, wires, valves, heads, drip and rotors, as well as legal and health concerns with using effluent water, and environmental impact of herbicides and fertilizers.
Experience	Two (2) years in grounds or turf maintenance
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record. State of Arizona pesticide applicator certificate (within one year of employment), basic first aid, CPR/AED Certification, certified landscape professional program (within one year of employment), playground safety certification.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read contract proposals, memos, action plans, budgets, schedules, and blue prints.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division; and basic calibrations for chemical applications.
Writing	Work requires the ability to write action plans, schedules, budgets, memos, and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives, and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town such as field supervisors, coordinators, public works, or directors that may be involved in decision making or providing approval for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies, or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections, trimming, raking, prepping
Sitting	O	Deskwork and driving
Walking	C	Prepping, trimming, painting
Lifting	F	Bases, branches, garbage, tables, fertilizers, seed, plants, trees.
Carrying	F	Assisting crews with equipment and projects
Pushing/Pulling	F	Assisting crews with equipment and projects
Reaching	F	Assisting crews with equipment and projects
Handling	F	Assisting crews with equipment and projects
Fine Dexterity	O	Computer keyboard , telephone keypad, and writing
Kneeling	F	Assisting crews with equipment and projects
Crouching	F	Assisting crews with equipment and projects
Crawling	F	Assisting crews with equipment and projects
Bending	F	Assisting crews with equipment and projects
Twisting	F	Assisting crews with equipment and projects
Climbing	F	Assisting crews with equipment and projects
Balancing	F	Assisting crews with equipment and projects
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Foot Controls	F	Assisting crews with equipment and projects

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Backhoe, trencher, blower, chainsaws, trailer, tractor, gators, spreaders, paint and chemical sprayers.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	D
Electrical Hazards	S	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	D
Explosives	N	Physical Hazards	M
Communicable Diseases	M		
Physical Danger or Abuse	N		
Other (see 1 Below)	W		

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1) Hepatitis, effluent water
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hearing protection, constuction hat, steel-toed shoes,dustmask, backbrace, and chemical resistant suit .

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)

**Job Title: Parks Supervisor****Department:** Community Services**Immediate Supervisor:** Community Services Director**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Supervise and evaluate Parks Division staff, facilities, and daily maintenance operations. Coordinate activities with other departments and resolve issues and complaints from citizens.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervise staff, facilities, and daily operations, which includes annual evaluations, monitoring park budgets, park amenities, equipment and vehicles.
2	S	Conducts research and prepares written budgetary expenditure justification, facility usage and activity reports.
3	S	Participates in the planning of new park facilities.
4	L	Administers contracts for grounds maintenance and capital improvements.
5	L	Meets with vendors and oversees contract workers
6	H	Assist staff with daily maintenance and operations as needed at each park facility.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	3 to 5 years experience in supervision of municipal parks or ground maintenance.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record; Playground Equipment and Safety certification; CPR certification; First Aid Certification; Structural Pest Control license.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read reports, memos, bids, blueprints, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division; basic calibrations for chemical applications.
Writing	Requires ability to correspond by writing reports, e-mails, memos, letters, requisitions, and employee evaluations.
Managerial	Responsibilities include personnel reviews, maintenance schedules, administering contracts, and attending meetings.
Budget Responsibility	Responsible for preparing all Town parks annual budgets, including research and recommendations for park equipment and facilities
Supervisory / Organizational Control	Work requires managing and supervising all Parks Division employees, including input on hiring, disciplinary actions and evaluations..
Complexity	Work requires extensive knowledge of all aspects of grounds and facilities maintenance: turf, irrigation, buildings, electrical, mechanical , and etc..
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	During inspections, tours, and assisting personnel
Sitting	O	Desk work, meetings, and driving
Walking	F	During inspections, tours, and assisting personnel
Lifting	O	Assisting crews with equipment and projects
Carrying	O	Assisting crews with equipment and projects
Pushing/Pulling	O	Assisting crews with equipment and projects
Reaching	O	Assisting crews with equipment and projects
Handling	O	Assisting crews with equipment and projects
Fine Dexterity	F	Computer keyboard , telephone keypad and writing
Kneeling	O	Assisting crews with equipment and projects
Crouching	O	Assisting crews with equipment and projects
Crawling	N	N/A
Bending	O	Assisting crews with equipment and projects
Twisting	O	Assisting crews with equipment and projects
Climbing	R	Assisting crews with equipment and projects
Balancing	R	Assisting crews with equipment and projects
Vision	F	Reading, computer monitor, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	C	Communicating with personnel and general public
Foot Controls	O	Assisting crews with equipment and projects

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Backhoe, trencher, blower, chainsaws, trailer, tractor, gators, spreaders, paint and chemical sprayers, printer, and computer

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	M
Explosives	N	Physical Hazards	M
Communicable Diseases	W		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Safety glasses, gloves, hearing protection, constuction hat, steel-toe shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)

**Job Title: Public Works Director****Department:** Public Works**Immediate Supervisor:** Town Manager**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Plans and directs the operation of the Public Works Department, including administration of the Street Division, Capital projects, Environmental programs, right-of-way permits and inspections; is responsible for operating, maintaining and improving the Town's public infrastructure; develops and carries out the annual capital improvement program for the Public Works Department. Provides professional and technical support to the Town Manager, Town Council and other boards and commissions. Oversees the development and ongoing expenditures of the department budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees the direction of department divisions by providing direction to division heads. Oversees and creates department goals, policies and procedures. Authorizes and oversees department personnel and budget decisions.
2	S	Represents the Town on public works matters by presenting directions and decisions at Town meetings. Provides technical background and professional opinions to the Town Manager and Council. Communicates the Town's official opinion on public works related matters and makes presentations at external meetings regarding public works.
3	S	Oversees the Town's public works projects by directing the division's development of regulations and guidelines. Makes final recommendations to the Town Manager and Council regarding the appropriate direction for Town public works.
4	S	Responsible for program planning and project management of the Town's Capital Improvement Program (CIP). Administers and distributes workloads for Town CIP projects; including preparation of Request for proposals and bid packages.
5		
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Civil Engineering. **
Experience	Over ten years experience in engineering and public works.
Certifications and Other Requirements	Possess a valid Arizona Driver's License for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read codes and ordinances, general and specific plans, engineering design standards, development agreements, case law, applications, reports and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and statistical analysis.
Writing	Work requires the ability to write reports, Town codes, amendments, plans, projects, technical analysis and general correspondence.
Managerial	Responsibilities include managing and directing department long range goals, division managers and annual department expenditures.
Budget Responsibility	The incumbent has responsibility for final approval of budgetary recommendations to the Town Council and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Town-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Making presentations
Sitting	F	Deskwork, meetings
Walking	F	To and from meetings and around job sites
Lifting	R	Files and furniture
Carrying	R	Files, office supplies, books
Pushing/Pulling	R	Equipment
Reaching	R	For supplies and files
Handling	R	Paperwork and supplies
Fine Dexterity	F	Computer keyboard, calculator, telephone keypad
Kneeling	N	N/A
Crouching	N	N/A
Crawling	N	N/A
Bending	R	Retrieving items from lower shelves
Twisting	R	From computer to telephone
Climbing	R	Stairs
Balancing	N	N/A
Vision	C	Reading, computer monitor, driving
Hearing	C	Communicating with personnel, general public and on telephone
Talking	F	Communicating with personnel, general public and on telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, vehicle, computer and related software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Recreation Program Coordinator

Department: Community Services

Immediate Supervisor: Recreation Supervisor

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental reason for this position is to provide professional recreational programming for the Town of Fountain Hills. This is accomplished by planning, organizing, coordinating and supervising a wide variety of recreation programs, sports programs and special events. Will also assist peers in programs and events.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plan, organize, implement and evaluate recreation programs; create and monitor budgets; incorporate new developments in the field of recreation as needed.
2	S	Coordinate programs and events and work with Tourism in designing fliers, writing news releases, brochures and survey instruments; attracting sponsors, locating equipment and entertainment, and complying with policy requirements.
3	S	Provide administrative support by answering phones, interacting with the public, ordering and maintaining supplies and equipment, and drafting letters to participants and sponsors.
4	M	Responsible for overseeing all program activity at designated locations such as parks, school facilities and other public facilities. Includes setting up facilities and area for special events, and any related tasks to ensure success of programs.
5	L	Train, motivate, evaluate and work as a team with contracted and part-time staff for events and programs.
6	L	Collaborate with school districts, non-profit groups, citizens and other departments to promote programs and activities.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Recreation, Leisure Studies, or closely related field.
Experience	Minimum two years experience in professional recreation work, including programming and coordinating recreational activities is required. Full time municipal recreation programming experience is preferred. Must have the ability to work a flexible schedule to include occasional evenings, weekends and holidays. .
Certifications and Other Requirements	Possess a valid Arizona Driver's License with a minimum of two years driving experience with a good driving record; Basic First Aid and CPR/AED Certification required or ability to obtain within first six months of employment. Certified Parks and Recreation Professional (CPRP) status preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to to perform general math calculations such as addition, subtraction, multiplication, division, fractions and percentages.
Writing	Work requires the ability to write forms, letters, sponsorships, fliers, receipts, equipment bids, purchase requisitions and reports.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	May require functioning as a lead worker while performing own responsibilities, and includes overseeing work quantity, training, instructing, and scheduling work for part-time staff and volunteers.
Complexity	Work involves decision making within established standard practices and procedures. Professional judgment and analytical skills required to determine appropriate course of action.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At special events and programs
Sitting	C	Deskwork
Walking	O	Around offices and during special events
Lifting	R	Supplies and equipment
Carrying	R	Supplies and equipment
Pushing/Pulling	R	Supplies and equipment
Reaching	R	For supplies and equipment
Handling	O	Supplies and equipment
Fine Dexterity	R	Supplies and equipment
Kneeling	R	Retrieving items from the ground
Crouching	R	Retrieving items from the ground
Crawling	R	Retrieving items from the ground
Bending	R	Retrieving items from the ground
Twisting	R	Retrieving items from the ground or from shelving
Climbing	R	Ladder
Balancing	R	Ladder
Vision	F	Reading, driving, observing work activities
Hearing	F	Communicating with personnel and general public on telephone
Talking	F	Communicating with personnel and general public on telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Scoreboards, toolboxes, computer and related software, general office machines such as copier, fax.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Recreation Supervisor

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs responsible administrative and management duties in the daily operation of the Community Services Recreation Division. Work involves the planning, organizing, and supervising of the Town's recreation services, including both internal and external special events. This position is also responsible for the Town's overall tourism promotion efforts. Employees in this class exercise considerable judgment and discretion in accomplishing program objectives. Responsible for the effectiveness of all programs within the Recreation Division.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Supervises full and part-time recreation staff and contract personnel
2	L	Attends events, evaluates programs and discusses improvements
3	S	Conducts research and prepares written budgetary, expenditure justification, facility usage and activity reports
4	L	Oversees the activities and use of public recreation facilities; participates in the planning of new park and recreation facilities
5	S	Meets with individuals or groups to stimulate interest and support for recreation activities
6	S	Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Recreation, Leisure Studies, or closely related field.
Experience	A minimum of five (5) years experience in professional recreation management with a minimum of three (3) years at a supervisory level.
Certifications and Other Requirements	Possession of a valid driver's license with a minimum of two years with a good driving record; Basic First Aid and CPR/AED Certification required. Certified Parks and Recreation Professional (CPRP) status preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read contracts, bids, proposals, applications, registrations, insurance documents, council reports, budgets, meeting minutes, newsletters, equipment specifications, surveys, e-mails, purchase orders and instruction manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write intergovernmental agreements, evaluations, reports, letters, memos, contracts, creating documents, registration forms, grants and sponsorship letters.
Managerial	Plans, organizes and directs the activities of staff engaged in the delivery of recreation services to the community.
Budget Responsibility	Administers the budget for the Recreation Division, which includes both expenditures and revenues.
Supervisory / Organizational Control	Supervises employees, volunteers, interns, and oversees contracted employees through the Recreation Coordinators, to ensure a smooth operation of all recreation programs and facilities. Reviews reports of employees, advises and directs subordinates in the improvement of work processes.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgement.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with department heads, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At park sites, recreation facilities and programs/events
Sitting	F	Deskwork, meetings, driving
Walking	O	At park sites, recreation facilities and programs/events
Lifting	R	Equipment and supplies
Carrying	R	Equipment and supplies
Pushing/Pulling	R	Equipment and supplies
Reaching	O	Equipment and supplies
Handling	O	Equipment and supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	At park sites, recreation facilities and programs/events
Crouching	O	At park sites, recreation facilities and programs/events
Crawling	R	At park sites, recreation facilities and programs/events
Bending	O	At park sites, recreation facilities and programs/events
Twisting	O	At park sites, recreation facilities and programs/events
Climbing	R	At park sites, recreation facilities and programs/events
Balancing	R	At park sites, recreation facilities and programs/events
Vision	C	Reading, computer work, driving
Hearing	C	Communication with staff and customers
Talking	C	Communication with staff and customers
Foot Controls	R	Operating vehicles

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, vehicle, general office equipment, telephone, fax, etc.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	C
Other (see 3 below)	

- (3)

**Job Title: Senior Planner****Department: Development Services****Immediate Supervisor: Development Services Director****Status: Exempt****BRIEF DESCRIPTION OF THE JOB:**

Organizes and manages assigned land use planning activities. Administers land use ordinances and policies. Maintains and updates General Plan in accordance with State law. Coordinates projects with internal and external reviewing agencies to obtain reliable and complete information for processing and reporting. Provides information to Development Services Director, Mayor and Council, Town Manager, Planning and Zoning Commission, Board of Adjustment and general public.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Contact with the general public and development community in zoning matters.
2	S	Processes subdivision, zoning, special and temporary use permits, administrative use permits, and variance cases.
3	S	Prepares text amendments for Zoning Ordinance and Subdivision Ordinance.
4	S	Public presentations to Planning and Zoning Commission, Town Council, and Board of Adjustment.
5	S	Reviews development plans and subdivisions for compliance with applicable codes.
6	S	Processes amendments and prepares updates to the General Plan and negotiates development agreements.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Planning or closely related field.
Experience	At least five (5) years of experience in municipal planning or a closely related field and a working knowledge of Microsoft Office and related software.
Certifications and Other Requirements	· Possess a valid Arizona Driver's License for a minimum of two years with a good driving record;· AICP preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read codes and ordinances, general and specific plans, development agreements and general correspondence.
Math	Work requires the ability to perform general math calculations and statistical analysis.
Writing	Work requires the ability to write reports, Town codes, amendments, plans, projects, technical analysis and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Position requires the ability to be self motivated, independent and self managed. Ability to follow broad instructions, objectives and policies.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Standing at the building safety counter and on occasional site visits
Sitting	F	Sitting at a drafting table and desk
Walking	O	Site visits on hillside slopes are occasionally required.
Lifting	O	Plans and files
Carrying	O	Plans and files
Pushing/Pulling	R	Using push cart for moving large plan submittals
Reaching	O	Phone and plans
Handling	O	Plan submittals
Fine Dexterity	R	Plan submittals
Kneeling	O	Retrieving plans stored in low areas
Crouching	O	Retrieving plans stored in low areas
Crawling	N	N/A
Bending	O	Retrieving plan submittals or files
Twisting	N	While doing deskwork
Climbing	R	Hiking in native hillside terrain
Balancing	N	N/A
Vision	F	Plan review
Hearing	C	Verbal communication with the public, developers, Council or Commissioners
Talking	F	Verbal communication with the public, developers, Council or Commissioners
Foot Controls	O	Driving Town vehicle to site visits

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Phone, computer, calculator, camera, noise meter and vehicles.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)

**Job Title: Senior Court Clerk****Department:** Court**Immediate Supervisor:** Court Administrator**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Serves as lead position for the Court Clerk classification. Performs a wide variety of specialized clerical duties, including money handling and reconciling, case disposition, statistical records and complex financial and computer data entry. Prepares daily cash reports and disburses bonds when the court administrator is not available. Monitors required training for court staff.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs frequent and intense public contact work at the Court counter, over the telephone and by email; communicates orally with defendants to inform them of options, penalties and the effects of decisions; routinely handles difficult public contact situations which require diplomacy, tact and negotiation skills; performs all services efficiently and with respect for each individual.
2	S	Recommends and assists in the implementation of goals and objectives; provides input on updates to policies and procedures.
3	S	Creates and maintains complex court files and records; monitors, records and documents compliance with judicial sentencing orders; prepares court orders as directed; prepares the courtroom for jury trials and oversees jurors; maintains audio tape records of court proceedings.
4	S	Trains court staff on policies and procedures relating to general court processes, computerized records system usage, and resolution of work errors. Resolves problems or complaints from the public if referred by staff.
5	S	Interacts respectfully and courteously with the public, even under difficult and stressful circumstances; establishes and maintains effective and proper working relationships with other Town employees, attorneys, co-workers and the general public.
6	S	Assists the Court Administrator with daily cash reporting and Presiding Judge with administrative or secretarial duties as assigned. Schedules interpreters and pro tem judges as needed.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training
Experience	Three years clerical experience involving direct public contact or customer service, preferably in a court environment. Experience in the use of Windows-based computer software is desirable. Some lead worker experience is preferred.
Certifications and Other Requirements	Must obtain 16 credit hours of judicial staff education annually.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Requires the ability to read and understand court documents, reports and correspondence.
Math	Requires the ability to perform general math calculations such as addition, subtraction, multiplication and division; the ability to calculate decimals and percentages.
Writing	Requires the ability to write effectively in English with proper grammar and sentence structure.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Requires a comprehensive understanding of court processes, including statutes, rules and procedures and disposition protocol. Requires the ability to exercise good judgment, decisiveness and creativity in situations involving a variety of generally predefined duties which are often characterized by frequent change; ability to multi-task in a busy environment.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At the counter assisting the public
Sitting	C	Considerable desk work.
Walking	O	To and from desk and counter and to other departments.
Lifting	O	Files, file boxes, office supplies and books.
Carrying	F	Files, books and boxes.
Pushing/Pulling	R	Doors, desk and file drawers.
Reaching	F	For files, office equipment and supplies.
Handling	C	Case files, paperwork, money and office equipment.
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad and charge machine keypad.
Kneeling	R	Retrieving items from lower shelves or file drawers.
Crouching	R	Retrieving items from lower shelves or file drawers.
Crawling	N	
Bending	R	Retrieving items from lower shelves or file drawers.
Twisting	F	From computer to telephone.
Climbing	R	Step stool to retrieve files from top shelves.
Balancing	N	
Vision	C	Reading court documents, correspondence and the computer monitor.
Hearing	C	Communicating with supervisors and other staff members, the public and other departments or agencies in person and on the phone.
Talking	C	Communicating with supervisors and other staff members, the public and other departments or agencies in person and on the phone.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer and related software, copier, fax machine, calculator, telephone, charge machine, laser printer.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	O

- (3) Dealing with stressful situations involving irate and/or emotional individuals.



Job Title: Senior Services Activities Assistant

Department: Community Services

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental purpose of this classification is to assist with special program /event planning and coordination, research potential new events and programs to offer and perform clerical tasks, update program flyers, help with Public Relations needs (create monthly newsletter) and outreach, and assist clients.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Coordinate and plan special programs and events throughout the year. Assist with identifying potential sponsors, drafting event press releases and coordinating the design of event flyers and other event details as needed. Update event outlines and event action lists. Research potential new events and programs to offer at the Center. Assist with the coordination of programs
2	L	Create monthly newsletter using InDesign program. Create monthly program coordinator updates and email out to distribution list or place in program coordinators mailbox slots.
3	L	Performs routine clerical work such as designing flyers, filing, making copies, answering phones, drafting public relations material, thank you letters, donation request letters and other correspondence as needed.
4	S	Assist with monitoring and logging attendance for activities/programs. Update new emails or members in spreadsheet.
5	L	Provide customer service to walk-in clients and phone-in clients. Maintains kiosks in office and in front lobby. Coordinate First Fridays at Fountain View movie program.
6	S	Supervise office volunteers. Available to serve as back-up at Community Center front desk. Other duties as needed/assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Computer skill level is high- word, excell and powerpoint. Level of equivalent to four years of high school or equivalency.
Experience	Minimum of two years experience in progressively responsible administrative field.
Certifications and Other Requirements	CPR certified Valid Drivers License
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Considerable time is spent on the computer.
Math	Should have the ability to use a calculator.
Writing	Will be required from time to time to compose correspondence.
Managerial	Manage time to ensure daily tasks are completed.
Budget Responsibility	Position has no budget responsibility
Supervisory / Organizational Control	Supervise volunteer staff.
Complexity	The ability to multi-task is essential.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Greeting clients, filing
Sitting	C	Preparing all paperwork
Walking	O	Touring the building and the Senior Activity Center with clients
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	N	N/A
Reaching	F	While doing desk work
Handling	F	Paperwork
Fine Dexterity	N	N/A
Kneeling	R	Filing
Crouching	N	N/A
Crawling	N	N/A
Bending	R	Filing
Twisting	F	While doing desk work
Climbing	N	N/A
Balancing	N	N/a
Vision	C	Work on the computer
Hearing	C	Communicating with personnel and on the telephone
Talking	C	Communicating with personnel, general public and on the telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, calculator, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	N
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Senior Services Activities Coordinator

Department: Community Services (Senior Services)

Immediate Supervisor: Senior Services Supervisor

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

The fundamental purpose of this classification is to coordinate programs and special presentations. Duties include confirming guest speakers for special health topics and education presentations, coordinate the Legal Consultation program, the Weekly Movie program, First Fridays program, Eye Glass Donation program, Extended Hands Food Bank drop off program. Assist members with Social Service needs, and provide assistance to walk-in or phone-in customers, keep Kiosks and information boards organized, take program head count. Responsible for preparing all press releases and send out information in a timely manner to media. Submit Senior Services website updates. Research travel companies and coordinate with these companies on types of trips to offer and do post trip follow-up with companies. Serves as Home Delivered Meals back-up when HDM Coordinator not available.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Home Delivered Meals - Serve as back-up when HDM Coordinator is not available. Advise HDM Coordinator of any changes in meal schedule, contact Fountain View Village with changes, readily available to deliver meals if needed, contact daily coordinators regarding issues that arise.
2	L	Programs - coordinate trips with various travel companies as to type of trips to offer. Request flyers on specific outings from travel companies, do post trip follow-up to confirm attendance and maintain log of completed trips. Legal Consultations - contact attorneys to schedule dates, prepare sign-up sheet, confirm appointments with clients and attorneys. Movies - review and select monthly movies, prepare detailed flyer each month. First Friday Movie - prepare flyer, update monthly sign-up sheet, and call Fountain View Village monthly with count. Eye Glass Donations - monitor level and call for pick-up when needed. Extended Hands Food Barrel - monitor level and call for pick-up when needed.
3	L	Presentations - coordinate and confirm guest speakers for special health topics and education presentations (research topics, request speakers bio, confirm date with speakers, obtain presentation information, topic outline, and create flyer).

4	S	Create and update program/event/presentation flyers as needed. Maintain flyers in office kiosk, lobby kiosk, and community information boards. Assist customers with medical equipment loans, fill out loan form, clean returned equipment. Give tours of the senior office. Take head counts for each program (Wed.- Fri.) and log count on monthly calendar.
5	S	Updates information flyers (legal, transportation, and social services). Serve as the primary person to assist members with social service needs.
6	S	Public Relations - prepares all press releases and sends out information in a timely manner to media, updates and maintains Senior Services website on a weekly basis.
7	S	Coordinate Wed. - Fri. office volunteers. Provide assistance to walk-in or phone-in customers. Take head counts for all Senior program, event, presentations and log on daily calendar. Serve as back-up at Community Center front desk.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Computer skill level is high - Word, Excel, and PowerPoint. Level equivalent to four years of high school.
Experience	Minimum of two years experience in progressively responsible program planning and coordination.
Certifications and Other Requirements	CPR/AED Certification. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Considerable time is spent on the computer.
Math	Should have the ability to use a calculator.
Writing	Will be required from time to time to compose correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	The ability to multi-task is essential.
Interpersonal / Human Relations Skills	The incumbents in this position contacts others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Greeting clients, filing, filling kiosks
Sitting	C	Preparing all paperwork.
Walking	O	Touring the building with clients
Lifting	O	Files
Carrying	O	Files
Pushing/Pulling	N	Using push cart to move supplies for programs and events.
Reaching	F	While doing desk work and filling kiosks
Handling	F	Paperwork, telephone
Fine Dexterity	N	N/A
Kneeling	R	Filing
Crouching	N	N/A
Crawling	N	N/A
Bending	R	Filing
Twisting	F	While doing desk work
Climbing	N	N/A
Balancing	N	N/a
Vision	C	Reading, computer work
Hearing	C	Communicating with personnel, general public and on the telephone
Talking	C	Communicating with personnel, general public and on the telephone
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, calculator, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	C
Emergency Situations	N
Frequent Change of Tasks	C
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Senior Services Supervisor

Department: Community Services

Immediate Supervisor: Community Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs responsible administrative and management duties in the daily operation of the Senior Services Division. Plans, organizes, implements and evaluates all activities, programs and services provided to assist, educate and entertain senior adults .

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Plans, develops, implements and evaluates social services, activities and programs for senior adults either directly or through advocacy with other service providers and citizen advisory groups.
2	L	Conducts community outreach efforts to publicize services, activities and programs to recruit new Senior Center clients; communicates and collaborates with other Fountain Hills organizations on programs for senior adults.
3	S	Assists clients in utilizing personal and external resources to alleviate their problems or concerns; refers clients to appropriate agencies.
4	L	Participates in collaborative efforts to develop new funding opportunities; develops and participates in fundraising efforts for Senior Center activities and special events.
5	S	Trains, motivates, evaluates and works as a team member with contracted, part-time, and volunteer staff.
6	L	Conducts research and prepares written budgetary expenditure justification, facility usage and activity reports. Meets and accepts advice as required with the Senior Services Advisory Commission.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge of available Maricopa County services for seniors which Fountain Hills cannot provide is useful. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Social Services, Gerontology, or closely related field.
Experience	Minimum two years experience in professional programming and coordinating Senior Services activities is required. Experience in providing social services to older adults is required. Familiarity with CLASS scheduling system is preferred. Full time municipal senior programming experience is preferred.
Certifications and Other Requirements	Possession of a valid driver's dLicense for a minimum of two years with a good driving record; Basic First Aid and CPR/AED Certification required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to to perform general math calculations such as addition, subtraction, multiplication, division, fractions and percentages.
Writing	Work requires the ability to write forms, letters, sponsorships, fliers, receipts, equipment bids, purchase requisitions and reports.
Managerial	Planning responsibilities include collecting and tracking registration monies, reserving facilities, training volunteers, and monitoring program results.
Budget Responsibility	The incumbent prepares documents and conducts research to provide information to the Community Center Supervisor. Responsible for monitoring and tracking funding sources, revenues and expenditures for assigned units. May also recommend budget allocations.
Supervisory / Organizational Control	Works cooperatively with other employees, clients, town staff, and general public. Supervise and manage the work activities of multiple support staff. Satisfy the contract requirements for multiple events occurring simultaneously.
Complexity	Work involves decision making within established standard practices and procedures. Professional judgment and analytical skills required to determine appropriate course of action.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with members of management, customers, brokers and sales representatives.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At special events and programs
Sitting	C	Deskwork
Walking	O	Around offices and during special events
Lifting	R	Supplies and equipment
Carrying	R	Supplies and equipment
Pushing/Pulling	R	Supplies and equipment
Reaching	R	For supplies and equipment
Handling	O	Supplies and equipment
Fine Dexterity	R	Supplies and equipment
Kneeling	R	Retrieving items from the ground
Crouching	R	Retrieving items from the ground
Crawling	R	Retrieving items from the ground
Bending	R	Retrieving items from the ground
Twisting	R	Retrieving items from the ground or from shelving
Climbing	R	
Balancing	R	
Vision	F	Reading, driving, observing work activities
Hearing	F	Communicating with personnel and general public on telephone
Talking	F	Communicating with personnel and general public on telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, calculator, fax, copier

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)

**Job Title: Street Maintenance Technician****Department:** Public Works**Immediate Supervisor:** Street Superintendent**FLSA Status:** Non-Exempt**BRIEF DESCRIPTION OF THE JOB:**

Under general supervision, performs a variety of semi-skilled and manual labor, repairing and maintaining public streets and rights-of-way.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Performs a variety of maintenance tasks associated with the repair of streets and works with a variety of construction materials including asphalt, hot tar, striping material, gravel and concrete. Trims trees and vegetation..
2	M	Operates a variety of light to medium power tools and equipment, such as a jackhammer, chainsaw, tamping machine, air compressor, pickup truck, trailer, aerial lift, tractors, dump truck, street sweeper, and other equipment utilized in the maintenance and repair of the streets.
3	H	Work often requires prolonged heavy physical exertion that may be performed under adverse weather conditions, and may entail working in close proximity to heavy traffic.
4	M	Performs operator maintenance as needed on vehicles and equipment
5	L	Maintains daily work records which may include computerized record keeping
6	M	Performs related duties as needed

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Equivalent to one year full time street constuction, maintenance work, or other construction work involving the operation of light or heavy motorized equipment.
Certifications and Other Requirements	Possession a valid driver's license for a minimum of two years with a good driving record. Commercial Driver's License with Air Brake Endorsement required, or ability to obtain within six months of employment. Average computer skills required.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read work orders, street signs, directions, maps, written correspondence, policies, and saftey information.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write daily work reports and general correspondence.
Managerial	None
Budget Responsibility	None
Supervisory / Organizational Control	None
Complexity	Work requires analysis and judgment in accomplishing diversified duties.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town, which may be involved in decision-making or providing approval or decsion-making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☐ Medium	☒ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	At job site
Sitting	O	Driving and computer work
Walking	F	Around job site
Lifting	F	Tools and equipment
Carrying	F	Tools and equipment
Pushing/Pulling	F	Equipment, brush
Reaching	F	Controls on equipment, sign installation, and brush control
Handling	F	Tools and equipment
Fine Dexterity	O	Small hand tools, computers, calculators, telephones, and writing
Kneeling	O	Curb number painting
Crouching	O	Storm drain maintenance
Crawling	R	Storm drain maintenance
Bending	O	Thermoplastic installation and cracksealing
Twisting	O	Cracksealing
Climbing	O	Brush control and sign installation
Balancing	O	On equipment and on ladders
Vision	C	Driving, observing work activities
Hearing	C	Communicating with personnel
Talking	C	Communicating with personnel
Foot Controls	F	Driving and operating equipment

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Tractor, dump truck, paint striper, concrete cutter, tamper, jackhammer, aerial-lift, chainsaw, computer, fax machine and calculator

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	D
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	M
Explosives	M	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	D		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, gloves, safety shoes, safety glasses, hearing protection, reflective safety vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Street Superintendent

Department: Public Works

Immediate Supervisor: Public Works Director

Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Supervises general field and preventive maintenance activities of the street division and operates equipment used in the maintenance and construction of Town streets. Supervises Town's vehicle and equipment maintenance program. Supervises open space and landscape activities. Performs special projects as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Performs administrative tasks by scheduling work, conducting research for various projects, compiling reports, and recommending changes in policies and procedures for the Street Division and Open Space & Landscape Division.
2	M	Provides supervision to all Street Division personnel, fleet mechanic, open space & landscape specialist, and oversees all Town vehicles and equipment maintenance. Assists in hiring of new personnel, trains new staff, conducts performance evaluations, and verifies timesheets and work code sheets.
3	L	Operates street maintenance equipment, and supervises emergency and unscheduled work.
4	L	Assures department compliance with applicable safety rules and regulations. Initiates safety training, requisitions for tools, materials, equipment, and services.
5	L	Represents the Town in contacting property owners, contractors, and utility company employees to ensure proper and safe road maintenance. Responds to resident's concerns regarding street maintenance or refers to appropriate department.
6		Recommends purchases of materials and equipment required for department operations. Reviews and approves billing for work performed by Street Division for outside activities. Reviews and approves billing for work performed by Open Space and Landscape Division.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature, which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical, or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum of three (3) years in street maintenance. One year in a supervisory capacity
Certifications and Other Requirements	Possession of a valid Arizona Class A CDL Driver's License with Air Brake Endorsement for a minimum of two years with a good driving record. CPR/AED Certification. Close Quarters Rescue Certification. OSHA safety reporting.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read blueprints, technical instructions, manuals, letters, machine/equipment readings, measurements, gauges, and town, county, and federal regulations
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division
Writing	Work requires the ability to write letters, memos, reports, formal documents, performance reviews, and general correspondence
Managerial	Planning responsibilities include managing all phases of street maintenance and some construction. Provides direct supervision to all Street Division personnel and Fleet Mechanic.
Budget Responsibility	The incumbent does research for documents, compiles data for computer entry, and has responsibility for monitoring budget expenditures within the street department
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a group of regular employees in a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. Organizational-wide policies, procedures, or precedents are developed and/or recommended
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers, or sales representatives

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☒ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Supervising, visiting work sites, observations
Sitting	F	Computer, desk work, meetings
Walking	F	To/from offices, vehicles, job sites
Lifting	O	Hand tools, assisting at job sites
Carrying	O	Hand tools, assisting at job sites
Pushing/Pulling	O	Unloading materials and equipment
Reaching	O	Books, files, supplies
Handling	O	Office equipment, hand tools
Fine Dexterity	F	Computer keyboard, writing
Kneeling	O	Picking up equipment and materials
Crouching	O	Picking up equipment and materials
Crawling	O	Inspecting equipment
Bending	O	Picking up materials
Twisting	O	Picking up materials
Climbing	O	Onto equipment
Balancing	O	On ladder
Vision	C	Reading, computer work, driving, observing work activities
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Street sweeper, dump truck, front loader, backhoe, jackhammer, tractors, pick-up truck,

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	W	Extreme Temperatures	S
Chemical Hazards	M	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	M	Respiratory Hazards	S
Explosives	M	Physical Hazards	M
Communicable Diseases	S		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	X
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat gloves, safety shoes, safety glasses, hearing protection, reflective safety vest

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)

**Job Title: Tourism Coordinator****Department:** Community Services**Immediate Supervisor:** Recreation Supervisor**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Responsible for coordinating the Town's annual and ongoing tourism efforts. Updates and keeps current the Town's Tourism website and special events calendar. Reports to and works with the Recreation Supervisor on various special events related to the Town's ongoing Tourism efforts.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Plan, organize, implement and evaluate tourism programs; maintain and regularly update the Town's Tourism website and social media; create and regularly update the Town's special event calendar
2	S	Coordinate programs and events and design fliers, brochures, and other publications to market and promote special events and tourism for the town
3	S	Establish, monitor, and evaluate the Town's tourism efforts by using various analytical methods
4	M	Work on various special events over the year as directed by the Recreation Supervisor
5	S	Work and collaborate with local businesses, the Chamber of Commerce, Fort McDowell, and regional/state agencies to promote and support the local economy
6	S	Seek and apply for grant opportunities from various local, state, and regional entities for offsetting the cost of marketing and promoting tourism and special events

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Tourism or a closely related field
Experience	Minimum two years experience in programming and coordinating tourism or special events activities is required. Must have the ability to work a flexible schedule to include occasional evenings, weekends and holidays.
Certifications and Other Requirements	Possess a valid Arizona Driver's License with a minimum of two years driving experience with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read and interpret manuals, rules, contracts, purchase orders, and professional publications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, fractions and percentages.
Writing	Work requires the ability to write forms, letters, sponsorships, grant applications, fliers, receipts, purchase requisitions and reports.
Managerial	None
Budget Responsibility	Assist with the preparation of the annual budget for tourism efforts.
Supervisory / Organizational Control	None
Complexity	Work involves decision making within established standard practices and procedures. Professional judgment and analytical skills required to determine appropriate course of action. Strong computer skills are necessary for creating publications and creating presentations.
Interpersonal / Human Relations Skills	The incumbent in this position may contact others within the organization. These contacts may involve similar work units or departments within the Town. In addition, the incumbent may work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and regional agencies may also be required of the employee. Meetings and discussions may be conducted with department heads, business owners, Chamber of Commerce, civic leaders, and regional and state agency staff.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	At special events and programs
Sitting	C	Deskwork
Walking	O	Around offices and during special events
Lifting	R	Supplies and equipment
Carrying	R	Supplies and equipment
Pushing/Pulling	R	Supplies and equipment
Reaching	R	For supplies and equipment
Handling	O	Supplies and equipment
Fine Dexterity	R	Supplies and equipment
Kneeling	R	Retrieving items from the ground
Crouching	R	Retrieving items from the ground
Crawling	R	Retrieving items from the ground
Bending	R	Retrieving items from the ground
Twisting	R	Retrieving items from the ground or from shelving
Climbing	R	Ladder
Balancing	R	Ladder
Vision	F	Reading, driving, observing work activities
Hearing	F	Communicating with personnel and general public on telephone
Talking	F	Communicating with personnel and general public on telephone
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Scoreboards, toolboxes, computer and related software, general office machines such as copier, fax.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Town Clerk

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages and maintains official Town records as prescribed by State Statute and Town Code; responsible for coordinating, preparing and posting Council meeting agendas/packets/minutes; serves as the Town's Elections Official and main contact for "requests for public information". This position also serves as the District Clerk for the Eagle Mountain Community Facilities District and Cottonwoods Maintenance District.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Directs the preparation of Town Council meeting agendas; coordinates and schedules Council meetings; prepares and assembles agenda packets, including the electronic packet; posts documents to the Town's website; instructs internal and external parties on the procedure for placing items on the agenda; and attends Council meetings, prepares meeting minutes; and records official actions taken at meetings.
2	S	Manages the maintenance of official Town records; establishes and writes policies and procedures for record maintenance, retention and destruction as well as other organizational procedures when necessary; ensures records activities comply with state public records requirements and regulations; responds to subpoenas for records and/appears in court as required; and provides notarial services to the public and staff.
3	S	Responds to questions and attests to official actions of the Town Council; maintains the Town's official Code Book and other official records; administers oaths to newly elected and appointed officials; and ensures appropriate use of the Town Seal; and coordinates responses to requests for information" from staff, elected officials, and the general public.
4	S	Interprets laws and regulations relating to the work performed by the Town Clerk's office; provide information and organizes material in compliance with laws, regulations and policies; administers provisions of the Town Code, State and Federal regulations as they relate to the Town Clerk's office.
5	S	Directs Town Elections; plans and organizes elections, coordinates services; directs the distribution of election materials and verifications of election related documents, such as eligibility and signature requirements; ensures election related activities comply with Federal, State and local laws and regulations; initiates reviews and actions in response to violation of election laws; ensures the integrity of election process; and prepares related reports and records.

JOB REQUIREMENTS:

JOB REQUIREMENTS	
**Formal Education / Knowledge	Knowledge of municipal functions; modern management principles, practices, techniques of public administration; office management methods, procedures and computerized equipment essential to the Town Clerk's office including familiarity with various Microsoft, Laserfiche, and Adobe professional computer software programs; Federal, State laws; local laws, codes and regulations; and Council support functions. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or through considerable experience in progressive responsible administration or management work involving frequent interaction with the public. Work requires broad knowledge in a related profession or technical field.
**Experience	Any combination of experience and training that provides the required knowledge and abilities.
Certifications and Other Requirements	Possession of a valid driver's license for a minimum of two years with a good driving record; Certified Municipal Clerk or Certified Master Municipal Clerk designation preferred. State Certified Election Officer designation preferred.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read administrative and technical documents, statutes, codes, ordinances, resolutions, and manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division, percentages and decimals.
Writing	Work requires the ability to write correspondence, reports, procedures and minutes and knowledge of a variety of computer software applications (Laserfiche and Microsoft software products).
Managerial	Planning responsibilities include managing elections, coordinating meeting agendas and packet materials, calendars and staff.
Budget Responsibility	Election cost projections and outside service contract costs for transcription services as part of the annual budget process.
Supervisory / Organizational Control	None
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	This position interacts with individuals within the organization, which may involve the town manager, town attorney, department directors, and councilmembers. This position may work with individuals outside the Town who belong to a professional or peer organization. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products; meetings and discussion may be conducted.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☒ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Filing, making copies, and faxing
Sitting	C	Desk work
Walking	F	To and from office equipment and other departments
Lifting	F	Files, office supplies, and books
Carrying	F	Files, office supplies, and books
Pushing/Pulling	F	Doors
Reaching	F	For telephone and files
Handling	C	Paper work
Fine Dexterity	C	Computer keyboard, calculator, telephone keypad, and writing
Kneeling	O	Filing and connecting computer components
Crouching	R	Filing and connecting computer components
Crawling	R	N/A
Bending	F	Filing in lower drawers
Twisting	F	From computer to telephone to drawer
Climbing	F	Stairs
Balancing		N/A
Vision	C	Reading and use of computer monitor
Hearing	C	Communicating with external and internal customers
Talking	C	Communicating with external and internal customers
Foot Controls		N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, telephone, copier, FAX machine, scanner, and other general office equipment

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment: may be required to work evenings or weekends	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)

**Job Title: Town Engineer****Department:** Development Services**Immediate Supervisor:** Development Services Director**FLSA Status:** Exempt**BRIEF DESCRIPTION OF THE JOB:**

Assists in the review of Town's technical documents. Provides technical advice to Public Works and other departments.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	PLANNING: Assists in preparation of the Town's capital improvement plan, annual budget, ordinance and code changes, design standards, and grant proposals. Acts as the Town's Floodplain Administrator, Drainage Administrator, and Traffic Analyst. Coordinates with adjacent municipalities, and serves on regional (MAG) committees.
2	S	DESIGN: Selects, contracts, and reviews work of design and surveying consultants for Public Works improvement projects. Prepares civil and traffic engineering designs, plans, specifications, contract documents and cost estimates.
3	S	DESIGN REVIEW: Oversees review of civil and site plans submitted for building permits; subdivision, utility, and other private development plans submitted for encroachment permits.
4	S	CONSTRUCTION ADMINISTRATION: Administers Public Works construction projects, including traffic control, materials submittals; approval of payment and change order requests;
5	L	SITework DEVELOPMENT INSPECTION: Oversees inspection of private development sitework and utility right-of-way permit construction.
6		

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Civil Engineering.
Experience	Ten years experience as a civil engineer. Knowledge of local codes and conditions highly desirable.
Certifications and Other Requirements	Possess a valid Arizona Drivers License for a minimum of two years with a good driving record. Registered as a Civil Engineer in the state of Arizona. Other technical registrations desirable - especially Land Surveyor and Structural Engineer.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Ability to read technical reports and manuals, research papers, construction plans and specifications, correspondence, legal documents, ordinances, and legal descriptions.
Math	Ability to perform arithmetic, algebra, geometry, and trigonometry calculations.
Writing	Write technical reports, analysis of engineering-related issues, Town ordinances, memos, and general correspondence.
Managerial	Project future infrastructure needs, develop implementation plans, prepare project budgets,
Budget Responsibility	Assist in the preparation of the Department budget, and in the capital budget for other departments, as requested.
Supervisory / Organizational Control	Position has no supervisory responsibility.
Complexity	Widely varied work, involving analyzing complex factors. Develops or recommends Town-wide policies, procedures, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town which may be involved in decision-making or providing approval or decision-making authority for purchases or projects. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and general public.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Observing work duties and activities, at job site.
Sitting	F	Deskwork, meetings, driving.
Walking	O	At job sites.
Lifting	R	Supplies, plans, reports.
Carrying	R	Supplies, plans, reports.
Pushing/Pulling	R	Supplies, plans, reports.
Reaching	O	Plans, reports.
Handling	R	Supplies, plans, reports.
Fine Dexterity	C	Writing, drawing, sketching, computer keyboard, calculator.
Kneeling	O	Field review.
Crouching	R	Field review.
Crawling	N	N/A
Bending	R	Field review.
Twisting	R	Field review.
Climbing	O	Field review.
Balancing	O	Field review.
Vision	C	Reading, computer monitor, driving, plan and field review.
Hearing	C	Communicating with personnel and general public.
Talking	C	Communicating with personnel and general public.
Foot Controls	F	Driving.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Vehicle, drafting equipment, calculator, general office supplies, computer and related software, hand-held radio, surveying and measuring equipment, telephone.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	M
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	M
Communicable Diseases	N		
Physical Danger or Abuse	M		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hardhat, steel toe boots, safety vest.

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	

- (3)



Job Title: Traffic Signal Technician II

Department: Public Works

Immediate Supervisor: Street Superintendent

FLSA Status: Non-Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs skilled journey-level technical work in the installation, maintenance, operation, and repair of traffic signals, control devices, intelligent transportation systems, and street luminaries. Performs installation/removal maintenance and inventory control for all traffic control devices and pavement markings.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	H	Installs, maintains, operates and repairs traffic signals, control devices, intelligent transportation systems, and street luminaries. Performs installation/removal, maintenance and inventory control for all traffic control devices and pavement markings.
2	H	Repairs or replaces traffic signal equipment in the field on an emergency basis including storm and accident damage, faulty equipment, burned out lamps and other electrical or equipment problems. Repairs or replaces traffic control devices as per the MUTCD.
3	H	Reviews electrical and construction plans for traffic signals and inspect all phases of construction. Interprets plans and work orders to determine and confirm proper placement of traffic signals and street lights. Ensures proper location of utilities and other work hazards prior to digging. Performs blue staking of traffic signal electrical conduits and inductance loops.
4	H	Works cooperatively with neighboring cities to maintain traffic signal operations
5	H	Maintains records of traffic signal repairs, power outages and preventive maintenance work. Maintains parts inventory and orders parts for traffic signals, control devices, and intelligent transportation systems, and street luminaries. Maintains records of all traffic control devices including inventory.
6	H	Performs other work as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	H.S. diploma or GED. Knowledge of methods, materials, tools and standard practice for the installation, operation, and maintenance of traffic signal and supporting and related systems. Knowledge of the operation, maintenance, and repair of electronic, solid state, digital, analog, and other electro-mechanical devices and equipment related to traffic signal and control systems. Knowledge of proper use of testing equipment. Knowledge of traffic control and safety requirements. Knowledge of Federal (OSHA) regulations and Town policies regarding safe work practices. Knowledge of electrical repair work. Knowledge of Manual on Uniform Traffic Control Devices (MUTCD) as it pertains to signalized intersections, traffic control devices and pavement markings.
Experience	Minimum of three years experience in traffic signal maintenance. Minimum of two (2) years experience in traffic control devices and pavement markings.
Certifications and Other Requirements	IMSA Traffic Signal Technician Level II Certification. IMSA Signs and Markings Level II Certification. Possession of a valid driver's license for a minimum of two years with a good driving record.
**	Equivalent combinations of experience and training that meet the minimum qualifications may be substituted.
Reading	Work requires the ability to read blueprints, technical and engineering manuals and specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, algebra and geometry.
Writing	Work requires the ability to write daily logs reports and bid documents.
Managerial	N/A
Budget Responsibility	Participate in budget preparation and administration thereof. Prepare cost estimates for traffic-related budget recommendations. Justify traffic-related budget items. Monitor and control traffic division expenditures.
Supervisory / Organizational Control	May oversee subcontractors hired by the Town for traffic maintenance work. Work may require the occasional direction of helpers or assistants. Work requires functioning as a lead worker performing essentially the same work as those directed and includes overseeing work quality, training and instructing.
Complexity	Within this job, the employee normally performs the duty assignment within broad parameters defined by general organizational requirements and accepted practices. Total end results determine effectiveness of job performance.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the Town such as Engineering. In addition, these incumbents work with individuals outside the Town who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or projects.

OVERALL PHYSICAL STRENGTH DEMANDS:

☐ Sedentary	☐ Light	☐ Medium	☒ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	At job sites, field inspections and working in shop
Sitting	O	Deskwork, driving, operating ATMS
Walking	F	Around job sites and working on existing signals
Lifting	F	Tools and equipment
Carrying	F	Tools and equipment
Pushing/Pulling	R	Equipment
Reaching	R	Above head
Handling	F	Supplies
Fine Dexterity	F	Computer keyboard, telephone keypad, writing
Kneeling	O	Making repairs
Crouching	O	Making repairs
Crawling	R	Making repairs
Bending	O	Making repairs
Twisting	O	Making repairs
Climbing	O	Onto equipment, ladder
Balancing	R	On equipment, ladder
Vision	F	Reading, computer monitor, driving, observing work activities. Inspections, investigations and/or troubleshooting problems.
Hearing	F	Communicating with personnel and on radio
Talking	F	Communicating technical information to customer and staff
Foot Controls	O	Driving

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Electrical testing gauges, bucket trucks, directional arrow boards and cones, computer and related software, electric jackhammer. .

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	M	Extreme Temperatures	S
Chemical Hazards	N	Noise and Vibration	W
Electrical Hazards	M	Wetness/Humidity	S
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	D
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)			

PRIMARY WORK LOCATION	
Office Environment	
Warehouse	
Shop	X
Vehicle	
Outdoors	X
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

Electrical safety gloves, safety glasses, hard hat and safety shoes

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 3 below)	

- (3)



Job Title: Volunteer Coordinator

Department: Administration

Immediate Supervisor: Town Manager

FLSA Status: Exempt

BRIEF DESCRIPTION OF THE JOB:

Responsible for recruiting, screening, placement, and ongoing management and support of volunteers. Tracks a volunteer's involvement, such as number of hours served; keeps the database of volunteers updated, and provides assistance when requested by a volunteer or staff member.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Recruits volunteers for placement in various Town departments, events, and activities to further the Town's work, interviewing potential volunteers and placing them according to their interests and skills. Provides orientation that will encourage the volunteer's success.
2	S	Serves on task forces and committees related to volunteerism for the Town. Actively markets and promotes volunteer program. Maintains public contacts in the community sectors in order to recruit and discuss program. Coordinates the preparation of publicity materials such as flyers, banners, posters, social media, and website.
3	S	Monitors and evaluates volunteers' performance in regard to having positive public relations skills and being good ambassadors for the Town. Holds regular meetings with the volunteers to update current policies and information. Maintains volunteer time records, applications and database.
4	S	Plans, organizes, and implements volunteer recognition events and activities, including annual Volunteer Reception, volunteer coffees, newsletters, etc. Coordinates the "Give a Lift" program, Make a Difference Day; serves as Advisor to the Mayor's Youth Council; assists with such local events as the Volunteer EXPO,
5	S	Reviews proposed legislation and Town, departmental, and program policies and procedures for issues related to volunteers. Performs other duties as assigned.

* See page 3 – Overall Physical Strength Demands

JOB REQUIREMENTS:

JOB REQUIREMENTS	
Formal Education / Knowledge	Knowledge is normally acquired through four years of college resulting in a Bachelor's Degree or equivalent in Social Work, Liberal Arts, Public Relations, Business or Public Administration, or a closely related field. Work requires knowledge necessary to understand principles, techniques, tools and media used in promoting good public relations, in addition to principles and practices of volunteer management.
Experience	Minimum of two (2) years of experience in professional volunteer management or public relations. Experience in customer service. Must be able to relate with people and follow up with tasks.
Reading	Work requires the ability to read reports, letters, correspondence, schedules, budget materials, and requisitions.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write reports, letters, correspondence, purchase requisitions, thank you notes, and newsletters.
Managerial	None
Budget Responsibility	Assists in preparing and monitoring the Volunteer Program annual budget.
Supervisory / Organizational Control	While the position does not involve supervising staff, the position does involve overseeing, hiring, placing, providing assignments, supervising, and evaluating volunteers.
Complexity	Work requires analysis and judgment in accomplishing diverse duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	The incumbents in this position contact others within the organization and cooperatively works with individuals to resolve problems and coordinate projects. Communicates with clients, the general public, Town employees, facility staff, vendors and guests either through personal contact, computer, or telephone. Human relations skills are important to this position.

OVERALL PHYSICAL STRENGTH DEMANDS:

☒ Sedentary	☐ Light	☐ Medium	☐ Heavy	☐ Very Heavy
S=sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L=Light Exerting up to 20 lbs. occasionally, 10lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M=Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	H=Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH=Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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This is a description of the way this job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Filing, copying, and assisting the public.
Sitting	F	Deskwork and meetings
Walking	O	To and from office equipment and other departments and during programs
Lifting	O	Boxes and books., coffee, pates, pictures of volunteers, etc.
Carrying	O	Light weight equipment and office supplies
Pushing/Pulling	R	Light weight equipment and piano.
Reaching	O	For supplies and files
Handling	C	Paperwork .
Fine Dexterity	C	Computer keyboard and calculator
Kneeling	R	Retrieving filing items and organizing equipment and supplies
Crouching	R	Retrieving filing items and organizing equipment and supplies
Crawling	R	Retrieving small pieces of equipment and supplies under tables
Bending	O	Retrieving filing items, small equipment, and supplies
Twisting	R	Retrieving filing items, small equipment, and supplies
Climbing	R	Stairs and ladder.
Balancing	R	On ladder.
Vision	C	Reading, computer monitor, observing work activities
Hearing	C	Communicating with staff and the general public on the phone and in person.
Talking	C	Communicating with staff and the general public on the phone and in person.
Foot Controls	N	N/A

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, copy machine, fax machine, laminator, telephone, calculator, general office supplies, Automated External Defibrillator, and first aid kits.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Extreme Temperatures	N
Chemical Hazards	N	Noise and Vibration	N
Electrical Hazards	N	Wetness/Humidity	N
Fire Hazards	N	Respiratory Hazards	N
Explosives	N	Physical Hazards	N
Communicable Diseases	N		
Physical Danger or Abuse	N		
Other (see 1 Below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	
Shop	
Vehicle	
Outdoors	
Recreation Center	
Other (see 2 Below)	

- (1)
(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time	F = Frequently From 1/3 to 2/3 of the time	O = Occasionally Up to 1/3 of the time	R = Rarely Less than 1 hour per week	N = Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressures	O
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	C
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	

- (3)

EXHIBIT C
TO
RESOLUTION 2016-10

[2016-17 Comprehensive Fee Schedule]

See following pages.

Description	Fee FY16-17
MISCELLANEOUS FEES	
Services	
Notarization	\$2.00 per signature
Affix Town Seal	\$2.00 each
Faxing Service - Local Only	\$2.00 First Page, \$.50 Each Additional Page
Faxing Service - Long Distance	\$3.00 First Page, \$.50 Each Additional Page
Email Document Service	\$0.00
Returned Check Fee	\$30.00
Incoming Wire Transfer Fee	\$35.00
ActiveNet Transaction Fee	\$2.50 per transaction
Convenience Fee - credit card payment	\$3.00 per transaction
Art Commission	20% of selling price
Campaign Fees	
Pro/Con Argument Fee	\$100.00
Campaign Finance - Late Filing Fee	\$10.00 per business day (per ARS 16-918)
Copies - Non - Commercial	
Photocopies (B&W) 8 1/2 x 11	\$.25 per page
Photocopies (B&W) 8 1/2 x 14	\$.30 per page
Photocopies (B&W) 11 x 17	\$.40 per page
Photocopies (Color) 8 1/2 x 11	\$.50 per page
Photocopies (Color) 8 1/2 x 14	\$.60 per page
Photocopies (Color) 11 x 17	\$.70 per page
Copies - Commercial	
Photocopies (B&W) 8 1/2 x 11	\$.50 per page
Photocopies (B&W) 8 1/2 x 14	\$.60 per page
Photocopies (B&W) 11 x 17	\$.80 per page
Photocopies (Color) 8 1/2 x 11	\$1.00 per page
Photocopies (Color) 8 1/2 x 14	\$1.20 per page
Photocopies (Color) 11 x 17	\$1.40 per page
Documents	
Town Code	\$25.00 (CD or hard copy)
Zoning Ordinances	\$25.00 (CD or hard copy)
Subdivision Code	\$25.00 (CD or hard copy)
CAFR (Annual Financial Report)	\$25.00 (CD or hard copy)
Annual Budget	\$25.00 (CD or hard copy)
Land Use Analysis	\$25.00 (CD or hard copy)
CD of Council Meeting	\$25.00 ea
Other Materials on CD	\$25.00 ea
Reports	
License Report (Non - Commercial Use)	\$25.00 (CD or hard copy)
License Report (Commercial Use)	\$50.00 (CD or hard copy)

Description	Fee FY16-17
MISCELLANEOUS FEES (CONT.)	
Maps	
11" x 17" Street/Index Map "Typical" (B&W)	\$6.00
11" x 17" Street/Index Map "Typical" (Color)	\$8.00
11" x 17" Aerial Site Plan (Photo)	\$20.00
24" x 36" Street/Final Plat/As Built (B&W)	\$20.00
24" x 36" Street/Final Plat/As Built (Color)	\$30.00
36" x 36" Bldg/Plat/Zoning Map (B&W)	\$30.00
36" x 36" Bldg/Plat/Zoning Map (Color)	\$40.00
60" x 60" Street/Bldg/Develop/Plat/Plot (B&W)	\$50.00
60" x 60" Street/Bldg/Develop/Plat/Plot (Color)	\$80.00
Map Book	\$25.00
Adopt A Street	
Fee, per sign	\$30.00
DOG LICENSE	
Non - neutered dog	\$42.00 - non-refundable
Spayed/Neutered dog	\$17.00 - non-refundable
Over 65 with neutered dog	\$6.00 - non-refundable
Service Dog	
Replacement Dog Tag	\$4.00 - non-refundable
Late fee neutered dog (per month)	\$2.00 - non-refundable
Late fee non - neutered dog (per month)	\$4.00 - non-refundable
BUSINESS LICENSE FEES	
Providers of services, wholesalers and manufacturers with a fixed place of business within the town limits	\$50.00/application and first year fee - non-refundable
Retail merchants, restaurants, bars, contractors and renters of real and personal property with a fixed place of business within the town limits and persons engaging in the sale of real estate	\$50.00/application and first year fee - non-refundable
Wholesalers, manufacturers and providers of services without a fixed place of business within the town limits	\$50.00/application and first year fee - non-refundable
Retail merchants, etc. (as above) without a fixed place of business within the town limits	\$50.00/application and first year fee - non-refundable
Annual renewal fee for business within the town limits	\$35.00 - non-refundable
Annual renewal fee for business without a fixed place of business within the town limits	\$50.00 - non-refundable
Late fee for renewal of business license fee	25% of renewal fee
Penalty for operating a business without a license	\$100.00

Description	Fee FY16-17
BUSINESS LICENSE FEES (CONT.)	
Peddlers, solicitors and mobile merchants	\$250.00/calendar quarter or fraction thereof - non-refundable
Peddler investigation fee (per person)	\$25.00 - non-refundable
Promoters of entertainments, circuses, bazaars, etc., who receive a percentage of receipts or other consideration for their services. Each such promoter shall also obtain liability insurance of a minimum of \$1 million naming the Town as insured.	\$100.00/week
Animal Show	\$100.00/week
Circus Parade Only	\$50.00/day
Handbill Distributor	\$10.00/day
Amusement Company, such as ferris wheel, merry - go - round, etc., not part of a circus. Tent Show. Wrestling Exhibition. Road Show, Carnival or Circus.	\$100.00/day
Practice of palmistry, phrenology, astrology, fortune telling, mind reading, clairvoyancy, magic or any healing practices not licensed by the State of Arizona, or any similar calling without a fixed place of business	\$50.00/day
Duplicate Business License	\$10.00 - non-refundable
Verification of License Letter	\$10.00 - non-refundable
FALSE ALARM SERVICE CHARGES (PER CALENDAR YEAR)	
First and second	None
Third	\$50.00
Fourth	\$75.00
Fifth and Sixth	\$100.00
Seventh or more	\$200.00 each
FIRE ALARM LICENSE	
License fee	\$25 - non-refundable
WIRELESS COMMUNICATIONS (CELL TOWER ON TOWN PROPERTY)	
Lease Agreement Application Fee, each location	\$100.00, per location - non-refundable
Amendments to Cell Tower Lease Agreements	\$100.00 - non-refundable

Description	Fee FY16-17
<u>SPECIAL EVENT PERMITS</u>	
Special Event Permits - Business	
Application Fee - Business (If submitted at least 60 days prior to the event date)	\$100.00 - non-refundable
Application Fee - If submitted 59 days or less prior to the event date	\$300.00 - non-refundable
Permit Fee	\$50 per day (not to exceed \$400)
Special Event Permits - Non-Profit	
Application Fee - Charitable Organization (If submitted at least 60 days prior to the event date)	\$50.00 - non-refundable
Application Fee - If submitted 59 days or less prior to the event date	\$200.00 - non-refundable
Permit Fee	\$25 per day (not to exceed \$200)
Special Event Permits - Extra Fees	
Special Event Liquor Application Fee	See alcohol license application fees - non-refundable
Utility Fees	Actual cost of usage
Park/ Open Space Fees- Festival Event	\$2,500/ day
Park/ Open Space Fees- Mega Event	\$3,500/ day
Special Event Permits - Deposit Fees	
Events with < 1,000 attendance	\$500
Events with 1,000 - 2000 attendance	\$1,000
Festival Events (2-5k attendance)	\$2,500
Mega Events (>5k attendance)	\$5,000
Special Event Permit Fees - Road Closure Admin Fees	
Events with < 1,000 attendance	\$500
Events with 1,000 - 2000 attendance	\$750
Festival Events (2-5k attendance)	\$1,000
Mega Events (>5k attendance)	\$1,500
Special Event Permit Fees - Vendor Compliance Fine	
First time penalty	\$250
Recurring penalty	\$750

Description	Fee FY16-17
ALCOHOL LICENSE APPLICATION	
Person Transfer Fee	\$150.00 - non-refundable
Location Transfer Fee	\$150.00 - non-refundable
Probate/Will Assignment/Divorce Decree	\$150.00 - non-refundable
Extension of Premise	\$25.00 - non-refundable
Sampling Permit	\$25.00 - non-refundable
Initial/ Interim Application Fee	
01 - In State Producer	\$500.00 - non-refundable
02 - Out of State Producer	\$500.00 - non-refundable
03 - Domestic Microbrewery	\$500.00 - non-refundable
04 - In State Wholesaler	\$500.00 - non-refundable
05 - Government	\$500.00 - non-refundable
06 - Bar, All Spirituous Liquors	\$500.00 - non-refundable
07 - Beer & Wine Bar	\$500.00 - non-refundable
08 - Conveyance	\$500.00 - non-refundable
09 - Liquor Store	\$500.00 - non-refundable
10 - Beer & Wine Store	\$500.00 - non-refundable
11 - Hotel/Motel	\$500.00 - non-refundable
12 - Restaurant	\$500.00 - non-refundable
13 - Domestic Farm Winery	\$500.00 - non-refundable
14 - Private Club	
15 - Special Event	\$25.00 - non-refundable
16 - Wine Festival/Wine Fair	\$25.00 - non-refundable
ADULT ORIENTED BUSINESS LICENSE	
Application Fee - Business	\$500.00 - non-refundable
Application Fee - Provider	\$100.00 - non-refundable
Application Fee - Manager	\$100.00 - non-refundable
Application Fee - Employee (per person)	\$50.00 - non-refundable
License Fee - annual - Business	\$200.00 - non-refundable
License Fee - annual - Provider	\$100.00 - non-refundable
License Fee - annual - Manager	\$100.00 - non-refundable
CABLE LICENSE	
Initial License Application	\$2,500.00 - non-refundable
Transfer of ownership	\$2,000.00 - non-refundable
License modification, pursuant to 47 USC Sec 545	\$2,500.00 - non-refundable
Other License modification	up to \$2000 - non-refundable
License fee - quarterly	5% of gross receipts
Late fee (after 30 days)	5% plus interest of 1 1/2% per mo

Description	Fee FY16-17
EXCAVATIONS/IN - LIEU FEES	
Base fee (per excavation)	\$250.00 plus:
Trench cut fees:	
Newly paved or overlayed 0 - 1 yrs	\$55.00 per lineal ft.
Newly paved or overlayed 1 - 2 yrs	\$45.00 per lineal ft.
Newly paved or overlayed 2 - 3 yrs	\$35.00 per lineal ft.
Newly paved or overlayed 3 - 4 yrs	\$25.00 per lineal ft.
Newly paved or overlayed 4 - 5 yrs	\$15.00 per lineal ft.
Newly paved or overlayed 5 - 6 yrs	\$10.00 per lineal ft.
Slurry or chip sealed 0 - 2 years	\$4.00 per lineal ft.
Pavement replacement greater than 300 ft in length	\$2.50 per sq. yd.
Utility Pit fees:	
Newly paved or overlayed 0 - 1 yrs	\$5.00 per Sq. ft.
Newly paved or overlayed 1 - 2 yrs	\$4.50 per Sq. ft.
Newly paved or overlayed 2 - 3 yrs	\$3.50 per Sq. ft.
Newly paved or overlayed 3 - 4 yrs	\$2.50 per Sq. ft.
Newly paved or overlayed 4 - 5 yrs	\$1.50 per Sq. ft.
Newly paved or overlayed 5 - 6 yrs	\$1.00 per Sq. ft.
Slurry or chip sealed 0 - 2 years	\$5.00 per Sq. ft.
Adjustment (MH, valve, monument, etc)	\$500 ea.
Striping	\$.55 per linear ft.
Lane Markers	\$150.00 ea.
Stop Bars	\$2.50 per Sq. ft.
Crosswalks	\$.79 per Sq. ft.
RPMS	\$7.00 ea.
ENCROACHMENT/ENGINEERING PERMITS	
Base Permit Fee	\$50.00 - non-refundable
2"/6" Paving A.C.	\$.35 per sq. yd.
1" Paving - Overlay or Top Course	\$.15 per sq. yd.
1" ABC or Select Subbase	\$.05 per sq. yd.
Permanent Barricading	\$25.00 ea.
Guard Rail/Hand Rail	\$.20 per linear ft.
Survey Monuments	\$10.00 ea.
Concrete Aprons	\$15.00 ea.
Scuppers	\$15.00 ea.
Review for Adjustments MH, etc.	\$10.00 ea.
4" Paving - PC Concrete	\$.22 per sq. yd.
Decorative Sidewalk or Paving	\$.30 per linear ft.
Sidewalk & Bike path	\$.30 per linear ft.
Curb & Gutter	\$.20 per linear ft.
Valley Gutter	\$.50 per linear ft.
Sign (regulator, street etc.)	\$5.00 ea.
Pavement Cuts	\$2.00 per linear ft.
Driveway/Driveway Modifications	\$30.00 ea.
Utility, Water Line, Sewer Line Trench	\$.15 per linear ft.
Drywells (maxwell or similar)	\$100.00 ea.
Storm Drain Pipe	\$2.00 per linear ft.
Catch Basins, Headwells	\$50.00 ea.

Description	Fee FY16-17
ENCROACHMENT/ENGINEERING PERMITS (CONT.)	
Cutoff Walls	\$.35 per linear ft.
Slope Protection	\$.30 per sq. yd.
Rip Rap	\$.90 Sq. ft.
Retaining Wall	\$1.53 per linear ft.
Cut/Fill (Materials Moved)	\$.40 per cubic yd.
Box Culverts	5% of attached estimate
Miscellaneous	5% of attached estimate
Landscaping	5% of attached estimate
Irrigation	5% of attached estimate
Lighting	5% of attached estimate
Grading	5% of attached estimate
Utility Splice/Repair Pits (outside pvmt)	\$2.00 Sq. ft. (minimum \$50.00)
Other	5% of attached estimate
In Lieu Payments	Calculated for cuts greater than 300 feet in length
Traffic Control Plan Review	\$200
Engineering Plan Review Fee	\$350 per sheet
Failure to obtain an Encroachment Permit	\$200
Failure to obtain a Final Inspection	\$100
Reinspection Fee	\$150
Investigation Fee for Work Done Without Permit	\$250 or the permit fee, whichever is greater, but not to exceed \$2,500 for every day or a portion of a day from the time unpermitted work began until a permit is obtained.
Oversize/Overweight Vehicle/Haul Permit	\$210.00

Description	Fee FY16-17
DEVELOPMENT SERVICES FEES	
Easement or Right-of-Way Abandonment	\$350.00
Hillside Protection Reconfiguration and/or Replacement of Hillside Protection Easement	\$350.00
Revocation Administrative Fee	\$300.00
Engineering Plan Review Fee	\$350.00 per sheet
Final Plat Improvement:	
Plan Checking	\$350.00 per sheet (includes 2nd and 3rd reviews)
Except water and sewer plans	\$175.00 per sheet (includes 2nd and 3rd reviews)
Water and sewer plans only	\$200.00 per sheet with corrections (4th + reviews); \$75.00 per sheet for addendums (changes made after approval).
Engineering Report/Calculations Review Fee (Drainage, Environmental, Traffic, Structural, Water, Sewer, etc.)	\$350.00 per report
Failure to barricade or improper barricading	Up to \$1,000
New/Address Change	\$25.00
Environmental fee:	
per residential solid waste account	\$3.00 per month per parcel; billed \$36.00 annually
per multifamily solid waste account (with a range for number of units)	to be determined
commercial solid waste accounts (license fee and/or cost per commercial account)	to be determined
DEVELOPMENT FEES	
Single Family Residential	\$1,601
Multi - Family Residential	\$1,601/dwelling
Commercial	\$0.243/Sq. ft.
Office	\$0.243/Sq. ft.
Hotel	\$0.243/Sq. ft.
Industrial	\$0.243/Sq. ft.
Fee Detail (From Above)	
Park & Recreation	
Residential ⁽¹⁾	\$1,301/dwelling
Fire and Emergency	
Residential ⁽¹⁾	\$300/dwelling
Non - Residential ⁽²⁾	\$0.243/Sq. ft.
<i>(1) Residential includes single and multi - family dwelling units</i>	
<i>(2) Non - residential includes commercial and industrial square footage</i>	

Description	Fee FY16-17
PLANNING & ZONING FEES	
Administrative Use Permit/Grand Opening Sign Permit	\$25.00
Appeal of a Decision by the Zoning Administrator	\$1,000.00 plus notification * ^
Area Specific Plans and amendments	\$3,000.00 plus \$ 100.00 per acre ^
Comprehensive Sign Plans and amendments	\$200.00
Concept Plans or Design Review or Site Plan Review	\$500.00 plus \$200.00 for every 5,000 square feet or portion thereof ^
Condominium Plats	\$1,500.00 plus \$50.00 per unit ^
Continuance at Applicant Request	\$250.00
Cut & Fill Waiver	\$300
Development Agreements	\$5,000.00 plus \$100 per acre or portion thereof
Final Plats	\$1,500.00 plus \$ 50.00 per lot, unit or tract ^
General Plan Amendments	Minor \$ 3,000.00 plus \$ 100.00 per acre ^ Major \$ 5,000.00 plus \$ 100.00 per acre ^
Hillside Protection Easement (HPE)	\$20.00 + applicable recording fees
Land Disturbance Fee	\$10.00 per Sq. ft.
Landscape Plan Review	\$420.00 plus \$ 2,500.00 refundable deposit **
Notification fee	\$5.00 per mailing label and \$ 60.00 per newspaper posting as appropriate
Ordinances (Text Amendments)	\$2,000.00 plus notification *
Planned Area Developments (PAD)	\$2,000.00 plus \$100 per acre or portion thereof plus notification *
Planned Unit Developments (PUD)	\$2,000.00 plus \$100 per acre or portion thereof plus notification *
Plat Abandonments	\$500.00 ^
Preliminary Plats	\$2,000.00 plus \$50.00 per lot, unit or tract ^
Recording Fees (<i>subject to change without notice</i>)	\$24.00 first page for plat filed for record, + \$20.00 per page for each additional copy, and; \$9.00 for each instrument, + \$1.00 for each additional page over 5 pages.
Replats (lot joins, lot divisions, lot line adjustments)	\$500.00 up to three lots, more than 3 lots use Final Plat fees ^
Rezones (Map)	\$2,000.00 plus \$100 per acre or portion thereof plus notification * ^
Saguaro Cactus Permit	\$90.00
Special Use Permits and amendments	\$500.00 plus notification * ^ - non-refundable
Temporary Use Permits	\$200.00 plus notification * - non-refundable
Temporary Visitor Permit (RV Parking):	\$25.00
Time Extension Fee	\$100.00
Tract Housing	\$500.00 per Standard Plan + \$100 per House Façade Variant
Variances	\$1,000.00 plus \$300.00 for each additional variance plus notification * ^
Zoning Verification Letter	\$200.00
*Plus a notification charge of \$5.00 per mailing label and/or \$60 per newspaper posting as appropriate.	
**Deposit refundable upon landscaping approval by Town.	
^All fees include up to 3 reviews by staff. Any additional reviews will be subject to an additional fee equal to 25% of the original fee. The "recording fee" is per Maricopa County's Fee Schedule and is, therefore, subject to change.	

Description	Fee FY16-17
BUILDING PERMIT/PLAN CHECK – SINGLE FAMILY RESIDENTIAL	
Single Family Homes (Includes Permit and Plan Review)	
Livable Area with A/C	\$.75 Sq. ft.
Covered Area: Garage and/or Patio (non A/C)	\$.45 Sq. ft.
Single Family Addition	\$.75 Sq. ft.
Area non A/C	\$.45 Sq. ft.
Single Family Remodel	\$.23 Sq. ft.
Area non A/C	\$.14 Sq. ft.
Specialized Permits (Includes Permit and Plan Review)	
Solar Photovoltaic	\$140.00
Fence Walls	\$70 plus \$.15 LF (Linear Footage)
Retaining Walls	\$70 plus \$1.53 LF (Linear Footage)
Pools & Spas Attached	\$290 plus \$.90 Sq. ft.
Stand Alone Spas	\$235.00
Landscape Plan Review	\$420.00 plus \$ 2,500.00 refundable deposit **
Miscellaneous Permits (Plan Review Fee Extra)	
One Discipline Permit	\$70.00 (building, plumbing, electrical or mechanical)
Combination Permit	\$210.00
Miscellaneous Plan Review	
Minimum Plan Review	\$70.00 per hour (1 - hour Minimum)
Revisions to Approved Plans	\$70.00 per hour (1 - hour Minimum)
Over the Counter Permits (No Plan Review Fee Required)	
Plumbing - Water heater replacement/solar (minor)	\$70.00
Mechanical - HVAC replacement (minor)	\$70.00
Electrical - panel repair (minor)	\$70.00
Demolition (minor)	\$120.00
Plan Review Add On (After 3rd Review)	50% of Bldg Permit/Plan Review Fee
Reinspection Fee	\$150.00 per Trip
Plan copies 24x36	\$3.00 per page - B&W \$5.00 per page - Color
Permit Extensions - Residential new construction only (If Town has all records and within current Code cycle)	\$400.00
Permit Extensions - Residential remodel only (If Town has all records and within current Code cycle)	\$100.00
Refund for cancelled Single Family Home permit	35% of building permit fee paid - request must be made within 180 days of original payment
Penalty for failure to obtain a building permit	50% of Bldg Permit/Plan Review Fee

Description	Fee FY16-17
BUILDING PERMIT/PLAN CHECK - COMMERCIAL	
Commercial Building Permit (Includes Permit and Plan Review)	
Area with A/C	\$.75 Sq. ft.
Covered Area (non A/C)	\$.45 Sq. ft.
Commercial Building Addition	
Area with A/C	\$.75 Sq. ft.
Covered Area (non - A/C)	\$.45 Sq. ft.
Commercial Remodel (Existing)	
Area with A/C	\$145 plus \$.23 Sq. ft.
Covered Area (non - A/C)	\$145 plus \$.14 Sq. ft.
Description	Fee FY16-17
BUILDING PERMIT/PLAN CHECK – COMMERCIAL (CONT.)	
Shell Only for Commercial & Multi - Family	
Area with A/C	\$205 plus \$.50 Sq. ft.
Covered Area (non – A/C)	\$70 plus \$.45 Sq. ft.
Commercial Tenant Improvement	
Area with A/C	\$145 plus \$.23 Sq. ft.
Covered Area (non - A/C)	\$145 plus \$.14 Sq. ft.
Apartments/Condominiums	
Livable Area with A/C	\$.75 Sq. ft.
Covered Area (non - A/C)	\$.45 Sq. ft.
Apartments/Condominiums with 4 or more units & recurring floor plans (0 -100,000 livable sq. ft.) 100,000 livable Sq. ft.)	
Livable Area with A/C	\$.60 Sq. ft.
Covered Area (non - A/C)	\$.37 Sq. ft.
Apartments/Condominiums with 4 or more units & recurring floor plans (Over 100,000 livable sq. ft.) 100,000 livable Sq. ft.)	
Livable Area with A/C	\$.53 Sq. ft.
Covered Area (non - A/C)	\$.33 Sq. ft.
Specialized Permits (Includes Permit and Plan Review)	
Solar Photovoltaic	\$140.00
Fence Walls	\$70 plus \$.15 Lf (Linear Footage)
Retaining Walls	\$70 plus \$1.53 LF (Linear Footage)
Pools & Spas Attached	\$290 plus \$.90 Sq. ft.
Stand Alone Spas	\$235.00
Landscape Plan Review	\$420.00 plus \$ 2,500.00 refundable deposit **

Description	Fee FY16-17
BUILDING PERMIT/PLAN CHECK – COMMERCIAL (CONT.)	
Miscellaneous Permits (Plan Review Fee is Separate)	
Minimum Permit (one discipline)	\$70.00 (or \$210.00 for building, plumbing, electrical and mechanical)
Minimum Combination (all disciplines)	\$210.00
Sign Permit, less than 32 Sq. ft. (Face Replacement Only)	\$50.00 per sign
Sign Permit, greater than 32 Sq. ft. (Face Replacement Only)	\$100.00 per sign
Sign Permit, less than 32 Sq. ft. (New)	\$190.00 per sign
Sign Permit, greater than 32 Sq. ft. (New)	\$240.00 per sign
Miscellaneous Plan Review	
Minimum Plan Review	\$70.00 per hour (1 - hour Minimum)
Revisions to Approved Plans	\$70.00 per hour (1 - hour Minimum)
Over the Counter Permits (No Plan Review Fee Required)	
Plumbing - Water heater replacement/solar (minor)	\$70.00
Mechanical - HVAC replacement (minor)	\$70.00
Electrical - panel repair (minor)	\$70.00
Demolition (minor)	\$120.00
Plan Review Add On (After 3rd Review)	50% of Bldg Permit/Plan Review Fee
Reinspection Fee	\$150.00 per trip
Permit Extensions - Commercial new construction only (If Town has all records and within current Code cycle)	\$400.00
Permit Extensions - Commercial remodel only (If Town has all records and within current Code cycle)	\$100.00
Penalty for failure to obtain a building permit	50% of Bldg Permit/Plan Review Fee
Refund for cancelled Commercial Building permit (must be done in writing)	35% of building permit fee paid - request must be made within 180 days of original payment
Appeal of Decision by Building Official / Fire Marshall	\$1,000 plus notification * ^

Description	Fee FY16-17
FIRE SAFETY FEES	
Residential Automatic Sprinkler System Plan Review/Inspection	0.05 Sq. ft. (minimum \$25)
Commercial Automatic Sprinkler System Plan Review/Inspection	\$.10 Sq. ft. (minimum \$50)
Commercial Auto Sprinkler System Modification Plan Review/Inspection	\$75.00
Commercial Hood System Plan Review/Inspection	\$100.00
Commercial Fire Alarm System Plan Review/Inspection	\$100.00
Commercial Fire Alarm System Modification Plan Review/Inspection	\$50.00
Residential LPG Installation Review/Inspection	\$50.00
Annual Adult Residential Group Care Inspection	\$100.00 per year
Annual Commercial Fire Inspection Fee	\$15.00
Tent Permit Fee (any tent over 200 Sq. ft. & any canopy over 400 Sq. ft.)	\$100.00
Reinspection Fee (beyond one re-check)	\$150.00 per trip
ABATEMENT FEES	
Inspection fee	\$70.00 per hour (1 - hour minimum)
Reinspection fee	\$150.00 per trip
SENIOR SERVICES ANNUAL MEMBERSHIP FEES (CALENDAR YEAR)	
Resident	\$20.00
Non - Resident	\$30.00
PARK FACILITY RENTALS	
Park Rental Fees - Resident/ Organization ⁽¹⁾	Per Hour
Small Ramada - 2 hour minimum	\$10.00
Medium Ramada - 2 hour minimum	\$15.00
Large Ramada - 2 hour minimum	\$20.00
Meeting Rooms 2 hour minimum	\$10.00
Multi-Purpose Fields - 2 hour minimum	\$15.00
Tennis Courts - 90 minute reservation	\$5.00 without lighting
Tennis Courts - 90 minute reservation	\$7.00 with lighting
Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Great Lawn and other lawns	\$400/half day \$750/ Full day
⁽¹⁾ 10% wedding discount when combined with Community Center Rental	

Description	Fee FY16-17
<u>PARK FACILITY RENTALS (CONT.)</u>	
Park Rental Fee Extras	
Power Distribution Box Rental Fee & Deposit	\$15.00/box per day; \$100.00 deposit per box and power cable
Athletic Field Lights (2 hour minimum)	
Athletic Field – Prep & Bases	
Alcohol Permit with Park Reservation	\$10.00 for 50 Consuming Adults - non-refundable
Fountain Operation	\$265.00 Per Half - Hour
Staff (2 hour minimum)	\$21 - \$38 Per Hour
Park Rental Fees - Non - Resident / Commercial (1)	Per Hour
Small Ramada - 2 hour minimum	\$15.00
Medium Ramada - 2 hour minimum	\$22.50
Large Ramada - 2 hour minimum	\$30.00
Meeting Rooms - 2 hour minimum	\$15.00
Multi-Purpose Fields - 2 hour minimum	\$22.50
Tennis Courts - 90 minute reservation	\$10.00 without lights
Tennis Courts - 90 minute reservation	\$14.00 with lights
Open Park space, including Amphitheater, Avenue of the Fountains Plaza, Great Lawn and other lawns	\$750/half day \$1,400/ Full day
⁽¹⁾ 10% wedding discount when combined with Community Center Rental	
Park Rental Fee Extras	
Power Distribution Box Rental Fee & Deposit	\$15.00/box per day; \$100.00 deposit per box and power cable
Athletic Field Lights - 2 hour minimum	
Athletic Field – Prep & Bases	
Alcohol Permit with Park Reservation	\$10.00 for 50 Consuming Adults - non-refundable
Fountain Operation	\$265.00 Per Half - Hour
Staff - 2 hour minimum	\$21.00 - \$38.00 Per Hour
Recreation Fees	
Program Cancellation Fee	\$10.00
<u>Description</u>	<u>Fee FY16-17</u>
<u>COMMUNITY CENTER RENTALS</u>	
Community Center Rental - Resident / Organization (Tier 2) ⁽²⁾	Per Hour
Any Meeting Room - 2 hour minimum	\$17.00
One Ballroom (30 - 90 people)	
Minimum 4 hours	\$36.00
Two Ballrooms *(91 - 160 people)	
Minimum 4 hours	\$72.00
Three Ballrooms*(161 - 250 people)	
Minimum 4 hours	\$108.00
Grand Ballroom *(251 - 450 people)	
Minimum 4 hours	\$144.00
Lobby ⁽²⁾	Per Hour
4 hour minimum	\$34.00
Grand Ballroom & Lobby ⁽²⁾	
All Day Rate (Monday - Thursday 7:00 am to Midnight)	\$1,760.00
All Day Rate (Friday - Saturday 7:00 am to Midnight)	\$2,200.00

Description	Fee FY16-17
COMMUNITY CENTER RENTALS (CONT.)	
Weekend Rates: Friday & Saturday ⁽²⁾ (no rentals on Sunday)	Weekend Rates: Friday-Sunday
Ballroom 3 (includes patio access and views) *	Per Hour
4 hour minimum	\$41.00
Ballroom 4 (includes patio access and views)	
4 hour minimum	\$41.00
Tier 2 Groups meeting 6 or More Times per Year:	
4 hour minimum with contract	50% of Resident/Non-Profit rate
Centennial Circle - 3 hour minimum ⁽²⁾	\$75.00
*Ballroom 3 not available as a standalone rental	
⁽²⁾ 10% wedding discount when combined with a Park Rental	
Community Center Rental - Non-Resident / Commercial (Tier 3) ⁽²⁾	Per Hour
Any Meeting Room	\$39.00
One Ballroom (30-90 people)	
4 hour minimum	\$83.00
Two Ballrooms *(91 - 160 people)	
4 hour minimum	\$166.00
Three Ballrooms*(161 - 250 people)	
4 hour minimum	\$249.00
Grand Ballroom *(251 - 450 people)	
4 hour minimum	\$332.00
Lobby ⁽²⁾	
4 hour minimum	\$69.00
Grand Ballroom & Lobby ⁽²⁾	
All Day Rate (Monday - Thursday 7:00 am to Midnight)	\$4,400.00
All Day Rate (Friday - Saturday 7:00 am to Midnight)	\$5,500.00
Weekend Rates: Friday & Saturday ⁽²⁾ (no rentals on Sunday)	Weekend Rates: Friday-Sunday
Ballroom 3 (includes patio access and views) *	Per Hour
4 hour minimum	\$124.00
Ballroom 4 (includes patio access and views)	
4 hour minimum	\$124.00
Tier 3 Groups meeting 6 or More Times per Year:	
4 hour minimum with contract	50% of Non-Resident/Commercial Rate
Centennial Circle - 3 hour minimum ⁽²⁾	\$112.50
*Ballroom 3 not available as a standalone rental	
⁽²⁾ 10% wedding discount when combined with a Park Rental	

Description	Fee FY16-17
COMMUNITY CENTER RENTALS (CONT.)	
Community Center Extra Service Fees - Resident / Non-Profit	
Video Projector - Note Vission 3,000 Lumens	\$40.00
Overhead Projector	\$15.00
Slide Projector	\$15.00
27" TV	\$15.00
Flat Screen TV	\$25.00
TV/VCR (or DVD)	\$0.00
VCR or DVD Player	\$10.00
Small Screen	\$5.00
Large Screen (8' x 10')	\$10.00
Large Screen Border	\$15.00
Internet Access	
Hard Wire	\$125 per day
Sound Reinforcement	
Microphones	
Wireless	\$5.00
Speaker Table (Includes Mixing Board)	\$15.00 each
Conference Phone	\$10.00
Portable Sound System (Includes Mixing Board and/or Portable Speaker)	\$25.00
CD Player	\$10.00
Electricity (per booth)	
110 V	\$15.00
220 V	\$40.00
Other	
Easel	\$5.00
Papers & Markers	\$10.00
Portable White Board	\$5.00
Walker Display Board	\$5.00
Items for Sale	
25' Extension Cord	\$15.00 each
Power Strip	\$15.00 each
Masking Tape	\$5.00 per roll
Miscellaneous	
Dance Floor - per 3' x 3' parquet square	\$3.00
Staging 6' x 8" section	\$5.00
Piano - Tuning Extra	
Upright	\$25.00
Grand	\$50.00
Coffee Service	\$5.00 per 8 cup pack

Description	Fee FY16-17
COMMUNITY CENTER RENTALS (CONT.)	
Community Center Extra Service Fees - Non - Resident / Commercial	
Video Projector - Note Vision 3,000 Lumens	\$75.00
Overhead Projector	\$30.00
Slide Projector	\$30.00
27" TV	\$30.00
Large Flat Panel Monitor	\$50.00
Flat Screen TV	\$50.00
VCR or DVD Player	\$20.00
Small Screen	\$10.00
Large Screen (8' x 10')	\$20.00
Large Screen Border	\$30.00
Internet Access	
Hard Wire	\$125.00 per day
Sound Reinforcement	
Microphones	
Wireless	\$15.00
Speaker Table (Includes Mixing Board)	\$15.00 each
Conference Phone	\$20.00
Portable Sound System (Includes Mixing Board and/or Portable Speaker)	\$50.00
CD Player	\$20.00
Electricity (per booth)	
110 V	\$25.00
220 V	\$75.00
Other	
Easel	\$10.00
Papers & Markers	\$20.00
Portable White Board	\$10.00
Walker Display Board	\$10.00
Items for Sale	
25' Extension Cord	\$15.00 each
Power Strip	\$15.00 each
Masking Tape	\$5.00 each
Miscellaneous	
Dance Floor - Per 3' x 3' parquet square	\$5.00
Staging 6' x 8" section	\$10.00
Piano - Tuning Extra	
Upright	\$50.00
Grand	\$100.00
Coffee Service	\$5.00 per (10) 8oz cup pack
Portable Bar	\$50.00
Labor Charges	\$25/hr \$40/hr OT
NOTE: All Rentals Are Subject To Applicable Arizona Sales Taxes	

<u>Description</u>	<u>Fee FY16-17</u>
<u>COURT FEES</u>	
Non - Sufficient Funds (checks returned to Court)	\$30.00 per check
Public Defender	Actual costs for appointed attorney
Jail Reimbursement	Actual costs billed by County for jail time served
Jury Costs (assessed if jury trial canceled within five days of trial)	Actual administrative costs
Civil Traffic Default	\$50.00 per defaulted charge
Warrant	\$50.00 per warrant issued
Diversion Program Rescheduling	\$25.00
Court Clerk	\$17.00
Court User	\$30.00 per charge, plus surcharges
Public Records Search	\$2.00 per name
Copies	\$0.50 per page
Certified Copies	\$17.00
Copies of CDs	\$17.00
NOTE: Court fees are subject to change throughout the fiscal year in accordance with State Law and Arizona Supreme Court Rules.	