

CITY OF FERNLEY
Assistant Planner
Associate Planner

FLSA Status: Non-exempt

Created: 07-01-2014
Updated:

DEFINITION

Under direction, performs current and long-range planning functions; reviews and prepares staff reports for community development projects; makes presentations to the Planning Commission, the City Council, and community groups.

DISTINGUISHING CHARACTERISTICS

Assistant Planner is the first working level class performing most of the duties required of an Associate Planner but is not expected to perform at the same skill level; the planning staff works under the guidance of the Department Director.

Assistant Planner exercises less independent judgment and discretion and has a narrower scope of responsibility. Associate Planner is the second working level class performing with greater independence and includes a greater range of professional planning responsibilities.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: *The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are least likely to be essential functions for any single position in this class. Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.*

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1. Receives and processes various planning and zoning applications including variances, master plan amendments, zoning map amendments, subdivision maps, parcel maps, design reviews, annexations, and special use permits.
2. Interprets, explains, and enforces provisions of City codes, applicable laws and regulations, and other policies and standards to potential applicants and the public.
3. Answers telephone and counter inquiries regarding City ordinances and requirements.
4. Reviews building plans, constructions plans, and business license applications for conformity to applicable planning and zoning regulations; and tentative approvals as appropriate.
5. Monitors status of development applications from acceptance of application through the completion of the project.
6. Prepares staff reports for the Planning Commission, City Council and other agencies or community groups.
7. Makes oral and graphic presentations and prepares materials for presentation to the Planning Commission, City Council, and other agencies or community groups.
8. Prepares correspondence to applicants, developers, engineers, architects, and other professionals.
9. Updates and maintains database of statistical and geographic information, including changes in land use and zoning.
10. Makes field surveys and investigations related to planning and zoning projects or requests.
11. Prepares, updates, and implements long-range plans.
12. Prepares, analyzes, and articulates recommendations for possible Development Code Amendments.

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13. Prepares Ordinances and Resolutions as may be required.

14. Performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Abilities:

Knowledge of:

- Department policies and procedures;
- Planning theory and principals;
- Current trends and practices of public planning and zoning;
- Federal and state laws and regulations pertaining to planning and zoning;
- City codes, ordinances, regulations and policies; and
- Computer software, including word processing, database spreadsheets and GIS.

Ability to:

- Design and implement long-range plans and studies concerning areas such as natural resources, land use planning and transportation, public services and facilities, and strategic planning;
- Produce drawings, charts, graphs and site maps according to the information provided;
- Perform difficult and complex review and analysis of planning projects and assignments;
- Manage projects and programs;
- Interpret, explain and apply planning programs, ordinances, policies and procedures;
- Compile, analyze and appropriately utilize technical and statistical information and reports;
- Present planning projects or reports to the Planning Commission, City Council, Community groups or state agencies;
- Write and administer grants, including Community Development Block Grant (CDBG); and,
- Read and interpret architectural, building and civil plans.

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Special Requirements: SPECIAL REQUIREMENTS

Possession of a valid Nevada driver's license or access to alternate means of travel.

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Experience and Training: EXPERIENCE AND TRAINING Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

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Assistant Planner: Bachelor's degree from an accredited college or university in planning, urban studies, environmental sciences, public administration, geography, or a closely related field plus one (1) year of professional planning experience.

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Associate Planner: Bachelor's degree from an accredited college or university in planning, urban studies, environmental sciences, public administration, geography, or a closely related field plus (3) years of professional planning experience.

Or

May substitute seven (7) years of progressive, professional experience directly related to planning disciplines and land development towards education requirements; or any equivalent combination of training and experience.

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PHYSICAL DEMANDS: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such*

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accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)

Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods on a regular basis. Strength and stamina to drive long distances. Dexterity and coordination to handle files and single pieces of paper. Occasional lifting of items weighing up to 25 lbs. Such as files, stacks of paper, reference and other materials. Frequently moving from place to place within the office; some reaching for items above and below desk level.

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WORKING CONDITIONS

Generally clean working environment with limited exposure to conditions such as dust, fumes, odors, or noise; frequent interruptions of planned work activities by telephone calls, office visitors and response to unplanned events; periodic contact with angry or upset individuals. Occasionally will need to work outside and be subjected to extremes of temperature, dust, fumes, odors and hazards often present around construction or demolitions sites.

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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

FLSA STATUS: Non-exempt

This job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

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EMPLOYEE'S ACKNOWLEDGEMENT

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Signed

Dated

Print name

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CITY OF FERNLEY

VECTOR CONTROL/WEED ABATEMENT TECHNICIAN

FLSA Status: Non-exempt

Created:

DEFINITION

Under general direction of the Public Works Director, plans, coordinates and implements the Vector Control Program; performs a variety of skilled technical duties and skilled labor duties in the operation of the City's Vector and Weed Abatement Program.

DISTINGUISHING CHARACTERISTICS

Incumbents direct, participate and implement in the activities of the Vector and Weed Abatement Program under NRS 555 and City Municipal Code, Title 16.

ESSENTIAL FUNCTIONS *(Performance of these functions is the reason this job exists. Employee may not be assigned all duties and assigned job tasks/duties are not limited to the essential functions.)*

- Operate and maintain activities of the Vector and Weed Abatement Program through the formulation, evaluation and implementation of plans, procedures and protocols for office and field operations.
- Establish and maintain an accounting of operational pesticides used by the City including current known hazards they may cause to humans, domestic animals, and wildlife; determines and monitors the proper and safe handling, storage, transportation, and disposal and decontamination procedures for any hazardous products used in the abatement process per manufactures instructions.
- Assists Public Works Director with the development of the annual operating budget, review operating expenditures monthly and coordinate payments.
- Educates the public concerning the City's abatement programs and what they as a community can do to enhance the success of the program.
- Operates and coordinates repairs and maintenance for all assigned vehicles, equipment and machinery.
- Reads, interprets and draws different types of maps, such as U.S. Geological Survey (USGS), Truckee Carson Irrigation District (TCID) drainage and City GIS maps.
- Assists the General Services Department when in Vector off season.
- Inspect assigned areas; correct or report safety hazards, ensure safe work methods and use safety equipment; attend safety meetings.
- Performs other related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge, Skills and Abilities

Knowledge of:

- Department and City of Fernley policies and procedures;
- Federal, state and local laws, statutes, codes, regulations and standards affecting the program;
- Equipment and tool safety;
- Operational pesticides and herbicides used for mosquito and weed abatement, including hazards to humans, domestic animals, and wildlife; proper and safe handling, storage, transportation, disposal and decontamination procedures;
- The biology and ecology of mosquitoes, weeds and their control techniques; and
- Occupational hazards and safety practices related to Vector and Weed Abatement operations or continuance of the City's program.

Skill to:

- Work cooperatively with other departments to accomplish necessary tasks;
- Operate pesticide application equipment; and
- Perform a variety of semi-skilled and skilled manual maintenance and construction tasks on equipment and facilities.

Ability to:

- Maintain accurate and legible records of activities and conditions observed;
- Understand and follow written and verbal instruction;
- Read and follow diagrams;
- Perform basic arithmetic calculations;
- Safely operate a variety of equipment and tools;
- Work harmoniously and tactfully with other City employees, contractors, and the public including individuals having complaints regarding City services;
- Identify and repair problems with equipment, machinery and application systems;
- Assess situations, analyze data, make appropriate decisions, and implement an effective course of action consistent with department regulations, City policies and procedures, and within federal, state and local laws, statutes, codes and regulations;
- Operate a personal computer; and
- Occasionally operate specialized equipment such as all-terrain vehicles and other mechanized equipment necessary for vector and weed abatement.

SPECIAL REQUIREMENTS

- Possession of valid Nevada driver's license.
- Must possess or be able to obtain within two (2) months of employment a Nevada State Certified Pesticide Applicator License.

EXPERIENCE AND TRAINING *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

- High school diploma or equivalent plus six (6) months of experience involving semi-skilled manual labor and the use of machinery.

WORKING ENVIRONMENT

Most work is performed outside with exposure to extreme weather conditions including heat, rain, snow, cold and wind. Frequent exposure to noise, dust, fumes, and odors. Potential exposure to dangerous chemicals. Occasional work in confined areas. Work may be performed independently and may be in isolated geographic areas.

PHYSICAL DEMANDS *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for some periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 100 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; physically demanding work for continuous and lengthy periods of time.

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EMPLOYEE’S ACKNOWLEDGMENT

I acknowledge that I have read and understand the above job description and have received a copy for my records.

Signed

Dated

Print name

CITY OF FERNLEY
Information Technology ~~Specialist~~ Coordinator

FLSA Status: Non-exempt

Effective date: 03-21-2007

Updated:

DEFINITION

Under general supervision of the City Manager, installs, administers, and maintains the City's information technology systems and equipment; performs the maintenance and repairs on computer components, software, and other computer equipment; assists users in the proper use of computer hardware and software; installs hardware and software; administers and maintains the City's telephone system; performs related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position class responsible for administration of the City's information technology systems, including personal computers, computer networks, network servers, data capturing equipment, and telephone systems.

EXAMPLES OF DUTIES: *The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties (shown in italics) are those which are least likely to be essential functions for any single position in this class.*

1. Provides assistance to end users through a "help desk" function.
2. Provides basic user training on published software used in City offices.
3. Tests, installs, upgrades, modifies, and performs basic maintenance of personal computers, printers, scanners, and other peripherals.
4. Maintains the security of the information stored on City information systems and of access to City information technology systems in general; establishes user network logins, accounts, and passwords; adds, deletes, and maintains user profiles and permissions for access to files.
5. Uses diagnostic and repair tools (both software and hardware) to locate the cause of and correct malfunctions in computers, routers, modems, storage devices, and related components of the City's information systems; repairs or oversees the work of contracted experts retained to resolve hardware and software problems.
6. Diagnoses and corrects connectivity within City Hall (wired), at remote offices, and with wireless devices; identifies software, hardware, and network communication errors; resolves or arranges for resolution of the problems.
7. Adds, deletes, and maintains users from the City's telephone system and maintains the system.
8. Acts as liaison with the City's contractors for network administration, Internet service, and telephone service.
9. Recommends and implements policies, procedures, and related software and hardware to back

up systems and data; monitors compliance with procedures; verifies that backups are working properly; restores data from backup data.

10. Performs preventive maintenance on personal computers, components, and peripherals, including printers, scanners, and communication devices.
11. Monitors software licensing and periodically examines users' computers to assure compliance with policies regarding software.
12. Establishes and maintains procedural, software, and hardware capabilities for detection and removal of viruses, spyware, and other malicious and unauthorized software.
13. Establishes and maintains desktop and network security controls to ensure a stable network environment.
14. Participates in the planning for maintenance, improvement, and expansion of the City's information technology, participates on planning and oversight committees; gathers information regarding specific technology needs and regarding the changes in information technology which may affect the City's use of information technology; assists City staff with the selection, implementation, and administration of facilities for electronic records management; recommends acquisition of hardware and software.
15. Participates in and oversees maintenance of content on the City's Web site and facilitates further development of the Web site.
16. Maintains records for cost allocation of information technology expenditures.

QUALIFICATIONS OF EMPLOYMENT

Knowledge and Abilities:

Knowledge of:

- Functions and applications of software used by the City, including methods for analyzing and identifying software problems;
- Components, circuit boards, special features, and workstations.
- Methods, materials, and equipment used in the installation, maintenance, and repair of computer systems, networks, and components;
- Diagnostic software used in identifying and correcting complex computer, network system, and component problems;
- Network procedures, remote connectivity, Internet, and security issues.

Ability to:

- Analyze and solve problems during system and workstation setup, maintenance, and diagnostics;
- Assemble computer equipment, printers, and other information technology equipment;
- Research, read, interpret, and apply user and technical manuals;
- Apply documentation from a variety of sources to diagnose and resolve problems;
- Plan and oversee the design, installation, and support of citywide department desktop PC database images for compatibility and reliability in accordance with department specialized needs and established City standards;

- Diagnose the problems associated with software, hardware, and computer peripherals and take appropriate corrective actions;
- Maintain and update records for the allocation of work time and the use of supplies;
- Collect technical information, establish facts, diagnose problems, and draw valid conclusions;
- Communicate effectively, both orally and in writing;
- Maintain effective working relationships with City staff, vendors, and service providers;
- Select and utilize diagnostic software and use tools to determine component failures; °
- Utilize Active Directory to manage network resources.

Special RequirementsSPECIAL REQUIREMENTS:

Possession of a valid Nevada driver's license or access to alternate means of travel.

Experience and TrainingEXPERIENCE AND TRAINING: *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

Four years of full-time experience in the assembly, installation, repair, and maintenance of computer networks, a variety of personal computers and peripherals, and the related software; OR an equivalent combination of training and experience. A bachelor’s degree from an accredited college or university in computer information systems or a closely related field is desirable and may substitute for a portion of the desired experience.

PHYSICAL DEMANDS: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 50 lbs.

WORKING CONDITIONS

Work is primarily performed indoors with generally clean work environment and occasional exposure to electrical energy, dust, grease, and chemicals; periodic contact with upset and potentially angry or frustrated individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

FLSA Status: ~~Nonexempt~~

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Employee’s Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ **Date:** _____

CITY OF FERNLEY

Effective: 04.01.2015

Updated: ~~03.15.2017~~

CITY OF FERNLEY
Human Resource Specialist Generalist
Range ~~134: \$51,147—\$78,756~~

FLSA Status: ~~Non-exempt~~ Exempt

DEFINITION

This middle management position under executive direction of the City Manager performs a variety of professional activities in support of a centralized human resources system, including recruitment and selection, job analysis, classification and compensation plan administration, systems/records development, employee/organizational development, training and assistance. Coordinates safety management issues and assists the City Manager in carrying out the direction of the City on a wide range of municipal administrative issues.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions. Employee may not be assigned all duties and assigned duties are not limited to the essential functions).*

1. Perform a variety of technical, programmatic, administrative, advanced clerical and routine staff and analytical duties requiring the application of specific program knowledge and administrative skill in support of assigned human resource programs, operations and functions.
2. Coordinates in the areas of recruitment and selection, classification and compensation, and/or benefits. Prepare job announcements, advertisements, and other recruitment materials.
3. Oversee risk management functions for the City including OSHA compliant safety program, prevention and training plan, workers compensation, and emergency plan, ensures compliance with appropriate legislative actions related to injury leave, health plans, and workers compensation, coordinates activities of the safety committee.
4. Regularly maintain and revise job descriptions; conduct routine studies of individual positions using job descriptions, job analysis results, or position description questionnaire.
5. Plans and directs employee benefits programs.
6. Recommend and administer policies and procedures for human resources and risk management functions, keeps abreast of regulatory standards governing employment law such as collective bargaining, EEOC, ADA, veterans' preference, FLSA wage and hour law.
7. Coordinate support efforts with Pool Pact.
8. Arranges orientation program for new employees.
9. Serves as custodian of all regular and confidential personnel records.
10. Assists in the collective bargaining process and in the administration of all negotiated contracts.
11. Meets with and responds to concerns of bargaining units regarding the negotiated agreement.
12. Work collaboratively with supervisors and employees where performance and disciplinary issues may exist and provide support to correct the situation in a positive and proactive manner.
13. Facilitates conflict resolutions among employees and between management and employees; mediates, facilitates investigations and provides guidance relative to formal grievances and appeals procedures.
14. Coordinates Emergency Preparedness activities with local, state, federal and regional emergency planners.
15. Responds to citizen inquiries, concerns and complaints, provides information, resolution, or direction accordingly.

16. Oversees special projects at the direction of and assigned by the City Manager.
17. Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: *(KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training).*

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KNOWLEDGE OF:

- Basic principles, practices, and operations of a centralized human resources department.
- Modern and current practices related to the recruitment, selection, assignment, and in-service training of personnel.
- Current and traditional methods of collective bargaining.
- The evaluation and discipline process.
- Basic principles and practices of risk management.
- ~~Pertinent local, State and Federal laws, rules and regulation.~~
- Modern office procedures, methods, and equipment including computers and various software packages.
- Methods and techniques of effective technical, administrative and financial record keeping, report preparation and presentation.
- Terminology used in area of assignment.
- Pertinent federal, state, and local laws, codes, rules and regulations.

SKILL TO:

- Operate standard office equipment including computers and related software applications.
- Interpret and explain changes in current human resources laws.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Effectively communicate policies and procedures to new and existing employees.
- Research, analyze, and interpret data, laws, regulations and policies and prepare clear, concise reports, correspondence, and other written material.
- Skill in establishing and maintaining effective working relationships with employees, supervisors, department heads, council members and the general public.
- Skill in following and effectively communicating verbal and written instruction.
- Accurately type at a rate sufficient to perform assigned duties.

ABILITY TO:

- Understand the organization and operation of the City and of outside agencies as necessary.
- Understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent laws, regulation and ordinances.
- Develop and implement Human Resource policies, procedures and programs.
- Handle highly sensitive personnel matters in a timely and professional manner.
- Problem-solve, plan, organize, and schedule.
- Be an integral team player, which involves flexibility, cooperation and communication.
- Perform responsible and difficult professional analytical, programmatic and administrative duties involving the use of independent judgment and personal initiative.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Maintain accurate, confidential and complete employee records.
- Establish and maintain various data collection, record keeping, tracking, filing and reporting systems.

EXPERIENCE AND TRAINING: Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

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Graduation from an accredited college or university with a bachelor's degree;
OR
PHR (Professional in Human Resources), IPMA (International Public Management Association), or Human Resources Management Certification required; SPHR (Senior Professional in Human Resources) desired;

Minimum of five years of verified professional experience in human resources.

PHYSICAL DEMANDS: (The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.)

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Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to occasionally bend, stoop, sit and stand for prolonged periods. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper, reference, and other materials weighing up to thirty pounds. Some reaching for items above or below desk level. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is frequently is required to stand, walk, and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING CONDITIONS:

Work is primarily performed indoors with generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with upset and potentially angry or frustrated individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events.

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Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

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Signature: _____ Date: _____

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