

SUPERVISION RECEIVED AND EXERCISED

- Works under the broad policy guidance of the City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Considerable knowledge of state statutes relating to municipal affairs; considerable knowledge of laws relating to the purchase of goods and services, contracting, labor, employment, land use, environment and traffic control; working knowledge of modern policies and practices of municipal law and public administration; considerable knowledge of managerial principles, techniques and practices; considerable knowledge of personal computers including word processing and spreadsheet applications.
- Skill in preparing briefs and other legal documents.
- Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, City officials, the court system, and the general public; ability to efficiently and effectively administer a municipal legal department.
- Broad knowledge of City mission, vision, strategic direction, goals, objectives, policies, procedures, priorities and departmental operations.
- Ability to provide leadership, counsel, motivation and constructive performance reviews to staff, securing their respective commitments to the department's goals.
- Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

WORKING CONDITIONS/PHYSICAL DEMANDS

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

- The employee may be required to push, pull, lift, and/or carry up to 10 pounds.
- The noise level in the work environment is usually moderately quiet.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Graduation from an accredited law school with a Juris Doctorate degree followed by admission to the California State Bar.
- Ten or more years of progressively responsible related experience in civil and/or criminal litigation in a municipal environment, as well as supervisory experience.
- Or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalized peak work periods, or to otherwise balance the workload

CITY OF NEVADA CITY

TITLE: CITY ENGINEER

DEPARTMENT: PUBLIC WORKS

REPORTS TO: DIRECTOR OF PUBLIC WORKS

EFFECTIVE DATE: JUNE 13, 2009

DEFINITION

Under the direction of the Public Works Director, the position is responsible for project development and implementation (including grant and permit applications, utility and agency coordination; design; preparation of plans, specifications and estimates; contract administration, and construction inspection), development review, traffic engineering, supervision, and other functions as assigned.

Controls Over the Work

Under the general supervisory control of the Public Works Director, work is performed with limited supervision, and the employee has relative independence and latitude for exercising independent judgment and initiative within the scope of oral and written instructions and established policies, guidelines, and procedures consistent with professional engineering practice. Work involves performance of complex tasks to provide engineering support for Public Works projects and programs and for development review to ensure technical congruence and compliance with current codes and criteria. Work is reviewed and evaluated by the Public Works Director.

Example of Duties and Responsibilities

- Prepares and/or supervises the preparation of grant and permit applications.
- Prepares and/or supervises design, preparation of plans, specifications, cost and quantity estimates, bid documents, and addenda for public works projects, such as street, sewerage system, water system, storm drainage system, and park improvements.
- Performs or supervises construction support services including on-site inspection, project coordination, preparation and/or negotiation of change orders, material source review, review and preparation of progress estimates, contract records preparation and management, and contract correspondence.
- Prepares and/or assists in the development of consultant and/or vendor services contracts, and advertisements for services; participates in the consultant selection process; directs and/or supervises the work of

consultants, and ensures conformance with contracted scopes of service and reviews invoices for accuracy.

- Reviews and/or assists in review of development proposals and construction plans submitted for City review.
- Coordinates projects and Department activities with other departments, agencies, consultants, contractors, developers, utilities, and citizens.
- Assists in planning and program management, including preparation of elements of the City's General Plan, capital improvement programs, updates and revisions to the Department Standards, and annual budget; and development and implementation of Department policies and procedures, and street and other infrastructure management functions.
- Ensures and/or assists in the preparation of accurate and properly filed project and Department documents.
- Compiles information for reference such as rules and regulations applicable to Department functional areas, traffic, grants, costs, and other pertinent information.

Knowledge, Abilities and Skills

- Knowledge of the development, design, construction contract administration and inspection, and maintenance of street, traffic control, water system, sewer system, storm drainage system, and park facilities.
- Knowledge of federal, state and local rules and regulations pertaining to City facilities, development, environmental review, construction, and public agencies.
- Ability to plan, schedule, coordinate, review and evaluate the work and performance of support staff, consultants, developers, and contractors in a manner conducive to proficient performance.
- Ability to establish and maintain effective working relationships with other departments, governmental agencies, utilities, consultants, contractors, developers, other staff and citizens.
- Skill in the use of various word processing, spread sheet, and design software.
- Ability to express ideas clearly and concisely, orally and in writing to groups to individuals.
- Valid California state driver's license and ability to remain covered by the City's insurance.

Physical Demands

Work is performed both in the office and in the field, including project inspection and review involving driving to the site(s). Work involves moderate risk conditions, such as high level of noise, dust, grease or mud, moving vehicles or machines, cold and/or wet weather. Work requires some physical exertion, such as long periods of standing, walking over rough, uneven surfaces, and recurring bending, crouching, reaching and occasional lifting of moderately heavy items.

Qualifications Required

Minimum: Graduation from a four-year college or university with major course in civil engineering or comparable field; California state registered professional civil engineer; three years experience in an engineering capacity with a city, county, or regional office or firm which does considerable work for local government agencies.

6-09

CITY OF NEVADA CITY

TITLE: POLICE CHIEF

DEPARTMENT: Police

REPORTS TO: City Manager

SUPERVISES: All Police Staff, Sworn and non-Sworn

ADOPTED/REVISED DATE: August 2008

POSITION PURPOSE/SUMMARY

Plans, organizes, directs and controls the functions of the Police Department; develops and implements policies, procedures and practices to protect life and property through law enforcement and crime prevention work; assures the efficient and economical use of departmental funds, including grant monies, the work force, facilities and time; and serves as the City Emergency Preparedness Coordinator.

EXAMPLE OF DUTIES AND RESPONSIBILITIES

- Promote positive public relations
- Develops, plans and monitors the annual department budget, which includes patrol, investigation, drug task force and emergency services
- Sets the tone for the department through leadership and example in all areas of law enforcement and crime prevention; encourages continuing education, physical fitness, innovation in techniques, etc.; supervises, directs, schedules all police personnel, including maintaining department policies, styles of leadership, training programs, scheduling all patrol officers; oversees and directs criminal investigations and reviews each case to maintain quality and integrity of the department; responsible for ongoing staff evaluation and record keeping
- Oversees the enforcement of city, county, state and federal statutes and works cooperatively with county, state and federal law enforcement agencies; informs and directs the department in the enforcement of current court decisions and laws pertaining to overall enforcement of statutes; advises the City Council and administration regarding needs on new ordinances for overall improved public safety
- City coordinator for state emergency services
- Administers the maintenance and training of a reserve unit to supplement and support the regular Nevada City Police Department.
- Maintains and coordinates public education and safety programs and enforcement in areas crime watch, property protection, etc.
- Participates in regular City Council meetings; assists Council committees; works interdepartmentally in overall planning and operations; meets with the Mayor, City Manager and department directors on a regular basis; responds to telephone and

written communication; promotes public education via press releases and media in general and speaks with various clubs and functions to raise public awareness on public safety issues.

- Performs other duties as required.

WORKING CONDITIONS

Work is performed in office and outside environment. Police Chief is subject to life threatening situations, abusive citizens, combative suspects and bloodborne pathogens.

KNOWLEDGE, ABILITIES AND SKILLS FOR SUCCESS

- Knowledge of federal, state, county, city laws and regulations relating to all aspects of performance of this position
- Ability to communicate effectively both orally and in writing
- Knowledge of police operations, budgets, financing, grants, training and safety issues
- Ability to establish and maintain effective working relationship with co-workers, other agencies and the public.

QUALIFICATIONS REQUIRED

Graduation from an accredited college or university with a bachelor's degree in Police Science or Administration of Justice or combination of education and experience necessary to perform as Chief of Police

Graduation from California State Police Academy

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalized peak work periods, or to otherwise balance the workload