

RESOLUTION NO. 2017-_____

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF MERCED, CALIFORNIA,
AMENDING THE CLASSIFICATION PLAN BY
AMENDING THE JOB DESCRIPTIONS AND
SALARY RANGES FOR THE POSITIONS OF
DIRECTOR OF DEVELOPMENT SERVICES AND
FINANCE OFFICER**

THE CITY COUNCIL OF THE CITY OF MERCED DOES HEREBY
RESOLVE, DETERMINE, FIND, AND ORDER AS FOLLOWS:

SECTION 1. The Classification Plan of the City of Merced is hereby amended by approving the revised job descriptions for the positions of Director of Development Services at pay range 892 and Finance Officer at pay range 898.

SECTION 2. The job descriptions for the positions of Director of Development Services and Finance Officer shall be as set forth in Exhibits A and B attached hereto.

PASSED AND ADOPTED by the City Council of the City of Merced at a regular meeting held on the ____ day of _____ 2017, by the following vote:

AYES: Council Members:

NOES: Council Members:

ABSENT: Council Members:

ABSTAIN: Council Members:

APPROVED:

Mayor

ATTEST:
STEVE CARRIGAN, CITY CLERK

BY: _____
Assistant/Deputy City Clerk

(SEAL)

APPROVED AS TO FORM:

 4-19 2017

City Attorney Date



Director of Development Services

Bargaining Unit: Unrepresented -
Executive Management

Class Code:
2785

CITY OF MERCED
Established Date: Apr 14, 2008
Revision Date:

CLASS CONCEPT:
DEFINITION

Under administrative direction of the City Manager, to oversee and direct the functions and operations of the Development Services Department or other department as assigned, to represent the City Council policies and programs with City staff, community organizations, other agencies, and the public; to provide highly responsible and technical staff support for the Planning Commission and Bicycle Advisory Commission; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the top-level management classification that has responsibility for managing and directing the Development Services functions, including One-Stop Planning and Permitting, Housing, Inspection Services, and Engineering.

REPORTS TO

City Manager or designee

CLASSIFICATIONS SUPERVISED

Staff assigned to Development Services Department.
EXAMPLES OF DUTIES:

EXHIBIT A

(The following is used as a partial description and is not restrictive as to duties required.)

Plans, organizes, directs and coordinates the functions, operations, and services of the Development Services Department; develops and implements Development Services goals, objectives, and priorities; develops, coordinates, and participates in current and advanced planning functions; develops and administers the Development Services budget; formulates division procedures and policies; ensures proper staffing for the Planning Commission and the Bicycle Advisory Commission; directs the preparation and develops; prepares, and presents a variety of complex reports and recommendations for assigned boards, commissions, and committees; directs and participates in the most complex planning studies; has oversight responsibility of the City's development review process; provides consultation and advice on Development Services issues for the City Manager and City Council; has responsibility for the maintenance and updating of the City's General Plan; participates in-regional and joint planning studies; interprets applicable laws, rules, codes, and regulations; develops and recommends adoption of codes and ordinances, as well as revisions to existing codes and ordinances; selects, supervises, and trains Development Services staff; represents the Development Services functions with the public, community organizations, and other governmental agencies. Plans, organizes, and manages the City's Community Development Block Grant, HOME, First Time Homebuyer, and Housing Rehabilitation programs; prepares the HUD Annual Report and amendments thereto; oversees the development of Department activity reports and reports required by other governmental agencies; has responsibility for public hearings regarding Community Development Block Grant and HOME funds; provides advice and support for Department staff; develops creative programs in support of a jobs/housing balance; develops neighborhood revitalization programs; represents the City and the Development Services Department with citizens, community organizations, and other governmental agencies.

TYPICAL QUALIFICATIONS:

DESIRABLE QUALIFICATIONS

Knowledge of:

General theory, principles, and practices of land use planning and their application to a variety of planning problems.

Public housing administration, including rehabilitation and financing.

Contract and grant development and administration.

Laws, rules, regulations, and polices affecting land use, zoning, and housing.

Purposes and procedures of public planning agencies, boards, and governing bodies.

Research methods and statistical analysis.

Environmental review procedures and impacts from changes in land use.

Graphic illustration and presentation.

Use of computer and computer applications in program and services development and evaluation.

Budget development and control.

Principles of project planning, development, coordination, and direction.

Principles of public administration, management, staff supervision, employee training, and work evaluation.

Ability to:

Plan, organize, manage, and direct the functions and services of the City's Development Services Department.

Provide supervision, training, and work evaluation for assigned staff.

Develop and monitor the Development Services budget

Perform the most complex professional studies and environmental reviews.

Read and interpret laws, ordinances, general plan elements, environmental impact statements, maps, and other documents related to community planning and land use.

Collect, compile, prepare, and analyze technical, statistical, and other information.

Perform special assignments for a variety of boards and commissions.

Direct the preparation and prepare a variety of planning studies and reports.

Operate a computer and use appropriate software in performing management and administrative responsibilities.

Make effective oral and written presentations.

Effectively represent City Development Services and CDBG functions in responding to inquiries, providing assistance, and dealing with public and community organization concerns about planning, land use, housing, building and engineering.

Establish and maintain cooperative working relationships.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Completion of the requirements for a Bachelor's Degree in urban planning, landscape architecture, public administration, or closely related field, and considerable experience in planning, community development, and development services. At least three years in a management or supervisory capacity.

A Master's degree in a related field is highly desirable.

Special Requirements:

Possession of current and valid California Driver's License.

SUPPLEMENTAL INFORMATION:

Reference: City of Merced Personnel Rules and Regulations. Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice.

Terms and conditions of employment are determined by the City Manager.



FINANCE OFFICER

Bargaining Unit: Unrepresented -
Executive Management

Class Code:
4550

CITY OF MERCED
Established Date: Jan 11, 1982
Revision Date:

CLASS CONCEPT: **DEFINITION**

Receives policy direction from the City Manager and/or Assistant City Manager, performs administrative and professional work in directing all financial activities of the City.

DISTINGUISHING CHARACTERISTICS

The Finance Officer is responsible for financial planning, budgeting, accounting and auditing, property management, treasury cash management, license administration, central purchasing, and the billing and collection of utility charges for the City. Responsibilities further extend to providing principal and complex administrative support to the City Manager and/or Assistant City Manager in the preparation of the annual budget, and to advise the City Manager, Assistant City Manager and other City officials on financial problems and the maintenance of the City's financial status. The Finance Officer's position is unclassified and works under general direction of the City Manager in accordance with the provisions of the City Charter.

REPORT TO

City Manager

EXHIBIT B

CLASSIFICATIONS SUPERVISED

Deputy Finance Officer, Accountant I, II, III, Purchasing Supervisor and other Department Staff.

TYPICAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures. Direct the design, implementation and control of automated financial systems.

Supervise and participate in the development and administration of the City and Finance Department's annual operating budget; direct the forecasting of funds needed for staffing, equipment, materials and supplies and capital improvement projects; compile and evaluate estimated year-end data; and implement mid-year adjustments.

Develop, coordinate and supervise the central accounting activity and central payroll operation, including the preparation of varied financial reports. Provide financial assistance to City departments; ensure compliance with internal controls and standard accounting practices.

Develop, implement and supervise the investment and treasury. Oversee the preparation of documentation related to the refinancing of existing debt and the issuance of new debt; direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the Assistant City Manager, City Manager and City Council.

Plans, directs, and participates in the audit of all financial transactions and expenditure of appropriated funds; enforces compliance with standard accounting systems and fiscal procedures.

Develops and implements estimation programs for revenues and tax yields for use by the City Manager, Assistant City Manager and other City officials.

Initiates and participates extensively in the development and implementation of municipal financial policies.

Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

Extensive knowledge of the modern principles and practices of public-finance administration with particular reference to budgeting, accounting and auditing, purchasing, treasury, utility billing, business license, taxation, revenue management and customer service.

Thorough knowledge of Charter provisions, ordinances and state and federal laws governing the financial administration of the City government.

Considerable knowledge of the functions, organization, staffing and operations of the various City departments.

Ability to:

Ability to compile and analyze complex financial reports and provide revenue estimates within reasonable limits.

Ability to select, train, assign and supervise employees.

Ability to present reports and express ideas clearly and concisely, orally and in writing.

Ability to establish and maintain effective working relationships with other City officials, employees, and the general public.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education and experience equivalent to a Bachelor's degree in accounting, business administration, or public administration and thorough experience in public finance administration and planning including supervisory experience.

Special Requirements:

Possession of current and valid California Driver's License.

SUPPLEMENTAL INFORMATION:

Reference: City of Merced Personnel Rules and Regulations. Sections 5.05 and 5.07.

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