

CITY OF GIG HARBOR

RESOLUTION NO. 281

A resolution relating to personnel regulations: adopting new job descriptions.

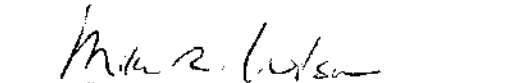
WHEREAS, the Gig Harbor City Council has approved in the 1990 Budget the creation of two new positions which presently do not have approved job descriptions in the city's personnel policies manual,

NOW, THEREFORE, the City Council of the City of Gig Harbor, Washington, DO HEREBY RESOLVE that Exhibit "A", Personnel Regulations, is hereby adopted as city policy.

PASSED this 14th day of May, 1990


Gretchen A. Wilbert, Mayor

ATTEST:


Michael R. Wilson
City Administrator/Clerk

Filed with city clerk: 5/10/90
Passed by city council: 5/14/90

POLICE/MUNICIPAL COURT ASSISTANT CLERK

Nature of Work

This is a responsible clerical, accounting, and administrative support position in public safety and the Municipal Court operations for the City of Gig Harbor.

The person occupying this position is responsible for several clerical functions. Work may be varied in nature, but it follows prescribed procedures: typing, filing, records management, answering the telephone, and radio dispatching.

The employee develops effective working relationships with the public, supervisors, other criminal justice agencies, and city employees.

Control Over Work

The employee is under the direct supervision of the police clerk and direct supervision of the court clerk.

Representative Examples of Duties and Responsibilities

Records and files crime, traffic, and incident reports.

Processes traffic citations, constructs files, etc.

Receipts citation payments and develops accurate accounting records.

Assists public in checking records, answering questions, records messages, and responds to citizen complaints.

Types letters, memorandums, administrative reports, police reports, and Incident Base Reports.

Reconciles the court's monthly bank statement.

Develops court dockets.

Maintains court records.

Assist Municipal Court judge during trials. Able to work in court as bailiff and jury manager.

Able to work with the public, police, attorneys, and personnel from related agencies.

Knowledge, Abilities, and Skills

Thorough knowledge of office skills: typing, filing,

record-keeping, business English, mathematics, and answering telephones.

Ability to learn assigned tasks readily within a reasonable training period, and to adhere to prescribed routines.

Ability to relate to the public, supervisors, related agencies, and city employees.

Good knowledge of policy and procedure, laws pertaining to storage and release of criminal records, and human relations techniques.

Ability to understand and carry out oral and written instructions.

Physical Demands

The employee works in an office setting. Since the employee files data and reports, there is some standing, bending, climbing stairs, and walking. Exposure to adverse weather is minimal.

Qualifications Required

Minimum three years related office experience and a high school diploma or GED equivalent; type minimum 40 words per minute.

PLANNING-BUILDING ASSISTANT

Nature of Work

This is a para-professional and technical position in the field of land-use development and construction for the City of Gig Harbor.

The employee occupying this position will be working in areas involving land-use administration and building codes. Under the direction of the Director of Planning and/or the Building Official, the incumbent will be assisting the general public and the development community in the review of construction project proposals, building permits and code interpretation; gathering and interpreting data in respect to current land-use planning projects such as variances, conditional use permits, short subdivisions and subdivisions; perform various inspection services pertinent to non-commercial structures. The incumbent should be able to develop an effective working relationship with elected officials, department managers, city employees, and the general public.

Controls Over Work

Under the supervisory control of the Planning Director and within the framework of governing federal, state, and local laws and policies established by the City Council, the incumbent will perform tasks related to established community development programs as well as tasks associated with the land-use, building, and environmental protection codes of the city. Supervision will be exercised on a daily basis for compliance with internal policies and procedures, quality of work, compatibility with city programs and policies, and the manner and effectiveness in which the incumbent deals with subordinates, city officials, and the general public.

Representative Duties and Responsibilities

Under direction, provides assistance to the general public and the development community in the processing of land-use and construction permits and the interpretation of applicable land-use and building codes such as the city zoning ordinance and building codes.

Reviews non-commercial building installation and plans and assists the Building Official in the review and processing of building permits, including some field inspection duties.

Develops and updates various city maps pertinent to zoning,

comprehensive plans, and special projects as may be assigned by the Planning Director.

Under direction, performs special studies relevant to land-use trends within the city such as population and economic data, land-use and resource inventories and building and construction data.

Provides non-technical assistance relevant to public works and city utilities inquiries.

Knowledge, Abilities and Skills

Good knowledge of current planning principles and practices pertinent to zoning, subdivisions and environmental codes.

Knowledge and ability to read and interpret legal descriptions of real property using county assessors' maps and property deeds.

Familiarity with Washington State Uniform Building Codes, particularly relevant to basic construction requirements for non-commercial structures.

Familiarity with State and local laws, codes, and ordinances incident to municipal planning and development.

Ability to think conceptually, observe and evaluate trends, analyze data and draw conclusions.

Ability to communicate well, both orally and in writing.

Ability to gain and maintain effective working relationships with fellow employees, city officials, other municipal and state agency officials, and the general public.

Physical Demands and Work Environment

This work is performed in an office environment. A slight amount of local traveling is involved in land use surveys, inspections, and site visits. Consequently, the incumbent could be exposed to inclement weather and normal transportation activity. Work requires average physical agility and dexterity.

Minimum Qualifications for the Position

Candidates for the position should have a four-year college or university degree with major course work in planning, public administration, environmental studies, engineering,

or a closely related field and one year experience. An associate degree in engineering or a closely related field may be substituted for a four-year degree providing the applicant has a minimum of three years experience in land-use planning, building code inspection or a related field. A valid Washington State drivers license is required.