

City of Sherwood, Oregon
RESOLUTION NO. 92-526

A RESOLUTION AMENDING THE CITY OF SHERWOOD PERSONNEL RULES AND EMPLOYEE HANDBOOK, REVISING SALARY SCHEDULES AND JOB DESCRIPTIONS, AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the current City Personnel Rules and Employee Handbook (hereinafter called "Rules") were established by Resolution No. 91-500, effective July 1, 1991, and

WHEREAS, in the course of reviewing the proposed FY 1992-93 City budget, the City Budget Committee recommended that certain elements of the City's employee compensation plan be amended, and

WHEREAS, other miscellaneous changes to the Rules have been suggested, and

WHEREAS, The City's salary schedules and job descriptions have undergone annual review and update.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. Mileage Reimbursement. Section 3.14.2 of the Rules is hereby amended to provide mileage reimbursement for the use of private vehicles at a rate of twenty-eight cents (\$.28) per mile.

Section 2. Holiday Pay. Section 6.1.4 of the Rules is hereby amended by adding the following clause after the first sentence of the current Section:

6.1.4 Holiday Pay. Full-time employees who do not work on a holiday shall receive eight (8) hours holiday pay at their regular rate of pay, provided they have worked their last scheduled workday before and their first scheduled workday after the holiday. Part-time employees regularly working twenty (20) hours or more a week who do not work on a holiday that is their regularly scheduled workday shall receive a portion of the eight (8) hours holiday pay at their regular rate of pay equivalent to the percentage of their hours worked to a full forty (40) hour work week, provided they have worked their last scheduled workday before and their last scheduled workday after the holiday. All other part-time and temporary employees do not receive holiday pay, provided however that when in the best business interest of the City, part-time employees may be offered the opportunity to work a substitute workday. Employees who are on leave without pay are not entitled to receive holiday pay. An unexcused absence from scheduled work on a holiday will result in loss of holiday pay for that holiday.

Section 3. Life Insurance. Section 6.12.5 is hereby amended to read:

6.12.5 Life Insurance. The City provides life insurance at one and one-half (1-1/2) times the employee's annual salary. In addition, the City provides dependent life insurance based on EBS Insurance Trust, Plan II. The City pays one-hundred percent (100%) of premium.

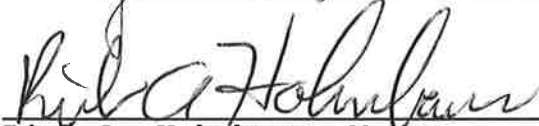
Section 4. Salary Schedules. Table I, Salary Steps by Title, and Table II, Salary Steps by Class, of the Rules are hereby amended and attached to this Resolution as Exhibit "A".

Section 5. Job Descriptions. The City's job descriptions are hereby amended and updated and attached to this Resolution as Exhibit "B".

Section 6. Effective Date. This Resolution shall become effective July 1, 1992.

Duly passed by the City Council on

June 24, 1992


Rick A. Hohnbaum, Mayor

Attest:

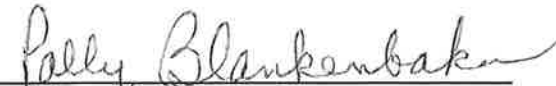

Polly Blankenbaker
City Recorder

TABLE I
SALARY STEPS BY TITLE
FY 92-93

TITLES	CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
PARKS MAINTENANCE WORKER	2	\$ 1070	\$ 1096	\$ 1124	\$ 1152	\$ 1181
CLERK TYPIST/RECEPTIONIST PUBLIC WORKS CLERK	4	\$ 1383	\$ 1417	\$ 1453	\$ 1489	\$ 1526
SECRETARY PUBLIC SERVICES CLERK UTILITY WORKER ACCOUNTING CLERK	5	\$ 1572	\$ 1611	\$ 1651	\$ 1693	\$ 1735
SR. UTILITY WORKER PROJECT INSPECTOR	6	\$ 1787	\$ 1832	\$ 1878	\$ 1925	\$ 1973
POLICE OFFICER	7	\$ 2032	\$ 2083	\$ 2135	\$ 2188	\$ 2243
POLICE LIEUTENANT PUBLIC WORKS FOREMAN LIBRARY SUPERVISOR	8	\$ 2310	\$ 2368	\$ 2427	\$ 2488	\$ 2550
PLANNING DIRECTOR	9	\$ 2626	\$ 2692	\$ 2759	\$ 2828	\$ 2899
POLICE CHIEF FIN & ADMIN. SERV. DIR. PUBLIC WORKS DIR.	10	\$ 2986	\$ 3061	\$ 3137	\$ 3216	\$ 3296

TABLE II
SALARY STEPS BY CLASS
FY 92-93

<u>CLASS</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
1	\$ 941	\$ 964	\$ 988	\$ 1013	\$ 1038
2	1070	1096	1124	1152	1181
3	1216	1246	1278	1310	1342
4	1383	1417	1453	1489	1526
5	1572	1611	1651	1693	1735
6	1787	1832	1879	1925	1973
7	2032	2083	2135	2188	2243
8	2310	2368	2427	2488	2550
9	2626	2692	2759	2828	2899
10	2986	3061	3137	3216	3296
11	3395	3480	3567	3656	3747
12	3860	3956	4055	4157	4260

City of Sherwood, Oregon
Planning Department

DIRECTOR

BASIC FUNCTION: Coordinates, supervises, and administers the promotion, planning, implementation, and evaluation of all Planning Department services.

PRIMARY DUTIES:

1. Coordinates and administers all regular department activities directed toward the enforcement, review, updating, and integration of City land use codes and development plans.
2. Coordinates the activities of the City Planning Commission, including the analysis, and preparation of reports on land use applications such as rezones, variances, conditional uses, and site plans.
3. Coordinates functions of the department with municipal, county, state, and federal agencies, utility agencies, Fire and building inspection officials, builders, engineers, planners, and developers.
4. Develops and implements goals, operational policies and programs for the department, including preparation of an annual budget.
5. Promotes department and City activities directed towards improving public knowledge, confidence and understanding of local government and land use planning, particularly in responding to basic public and developer inquiries.

OTHER DUTIES:

1. Coordinates the establishment, maintenance, and updating of planning project maps, city zoning maps, and associated records.
2. Participates in the development of goals, operational policies, and programs for the entire City government.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Planning Department is to create an economically viable and liveable community through the application of sound land use planning policies. The Planning Department is responsible for administering a department with an operating budget of \$51,889.00 (FY 92-93) and for coordinating the activities of the City Planning Commission. The Planning Director must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Reports to the City Manager. No regular supervisory duties.

JOB CONDITIONS: Normally works a 30 hour week in an office setting on a flexible schedule. Occasionally required to work evenings and perform inspections in the field. Must be able to use sound judgement, make independent decisions, and produce positive results with limited resources.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, elected and appointed officials, the general public, all levels of government agencies, builders, engineers, planners, developers, and other individuals and groups doing business with the City. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Equivalent to a bachelors degree in planning, urban studies, or other discipline applicable to a career in city planning required. Additional graduate work in planning preferred. Must possess, or be able to obtain upon hire, a valid Oregon drivers license.

EXPERIENCE/SKILLS: Level of experience typified by four years employment in the land use planning field required. Experience as a zoning administrator and prior employment with a local government agency preferred. Must be knowledgeable in all aspects of Oregon land use law. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 9, \$1,970.00 to 2,174.00 monthly (FY 92-93)

City of Sherwood, Oregon
City Library

LIBRARY SUPERVISOR

BASIC FUNCTION: Supervises all day-to-day activities directed toward operating and maintaining library services and the public library building.

PRIMARY DUTIES:

1. Assists patrons in finding and borrowing books and other library materials through use of a computerized book catalog, issues library cards, arranges inter-library loans, and provides general information and basic reference service.
2. Trains, schedules, and supervises library volunteers.
3. Selects, orders, and prepares for circulation, library books and other library materials.
4. Establishes, maintains, and updates library files and records, and book, periodical and other material catalogs, including data entry in the computerized book catalog.

OTHER DUTIES:

1. Develops and coordinates programs, events, and book collections for special groups of library patrons, such as children and seniors.
2. Collects, sorts, and shelves or reshelves books and other library materials, and conducts an annual inventory of the library collection.
3. Assists in the development and implementation of goals, operational policies, and programs for the library, including preparation of an annual budget.
4. Performs miscellaneous clerical tasks such as typing, copying, mail sorting, and the routine cleanup and security of library facilities.
5. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Library is to provide the community with convenient local access to a diverse collection of books and other reading materials. The Library Supervisor is responsible for operating the library as a quality "reading center" and for using volunteer and community resources to enhance and expand local library service in a cost effective manner. The Library Supervisor must perform his or her duties in a manner that reflects positively on the City and the library and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources to the library.

SUPERVISION: Reports to the City Manager. Supervises library volunteers and community service personnel.

JOB CONDITIONS: Normally works a 30 hour week in a library setting on a flexible schedule, frequently with no other individuals on duty. May be required to work evenings and Saturdays. Must be able to use sound judgement, make independent decisions, and produce positive results with limited resources.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, library patrons, library support groups, personnel from other area libraries, and vendors. Not responsible for formally representing the library before the City Council, advisory boards, or area-wide library organizations. Contacts are normally routine, non-adversarial and non-stressful. Must be able to communicate effectively with adults and children, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Equivalent to a bachelors degree in library science or other applicable discipline preferred.

EXPERIENCE/SKILLS: Level of experience typified by two years employment in a library required. Experience in a senior and independent supervisory capacity with a public library organization preferred. Must be knowledgeable and skilled in all aspects of library procedures and programs, and be familiar with a broad range of literature and books. Experience with computerized cataloging preferred. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 8, \$1,732.00 - \$1,913.00 monthly, (FY 92-93).

City of Sherwood, Oregon
Finance and Administrative Services Department

DIRECTOR

BASIC FUNCTION: Chief financial officer of the City. Coordinates, supervises and administers municipal budgetary, financial and accounting tasks and manages City recordkeeping and clerical functions, including those associated with Municipal Court activities.

PRIMARY DUTIES:

1. Performs required tasks and maintains associated records for all basic municipal accounting and financial services, including budget preparation and monitoring, "Bancroft" and other bond funds, investments, and payroll.
2. Coordinates functions of the department and City with other agencies concerned with financial matters such as the County Assessor, Oregon Department of Revenue, benefit and insurance providers, auditors, banks, and bond agents.
3. Establishes and supervises the maintenance of all official City records including liens, minutes, ordinances, resolutions, personnel files, and municipal court actions, and compiles data based on these records as required.
4. Selects, trains, supervises, evaluates, disciplines, and discharges all department staff.
5. Develops and implements goals, operational policies and programs for the entire City government and for the department, including preparation of the annual City budget.
6. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and local government finances, particularly in responding to basic public inquiries.

OTHER DUTIES:

1. Performs the duties of City Recorder as defined by State Statute and the City Charter, including acting as secretary to the City Council.

2. Performs various clerical duties as required, including data processing, typing, utility billing, telephone and office reception, and tasks associated with municipal court.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Director is responsible for administering a department with an operating budget of \$201,768.00 (FY92-93) and for managing a permanent staff of four. As chief financial officer of the City, the Director has responsibility for the fiscal administration of a General fund of \$870,298.00, a Library Fund of \$58,717.00, four utility funds of \$1,708,893.00, fifteen special funds of \$1,932,062.00 and two bonded debt funds of \$497,832.00 (all FY92-93). The Director must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Report to the City Manager. Regularly supervises Public Services Clerk, Secretary, Accounting Clerk, Clerk Typist/Receptionist, volunteers, and community service personnel.

JOB CONDITIONS: Normally works a 40-50 hour week in an office setting. Frequently required to work extended hours, evening and some weekends. Must be able to use sound judgement, make independent decisions, and produce positive results with limited resources.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, elected and appointed officials, the general public, all levels of government agencies, vendors, contractors, consultants, and most other individuals and groups doing business with the City. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Equivalent to a bachelors degree in business or accounting required. Bachelors degree in business, finance, public administration, or similar discipline preferred.

EXPERIENCE/SKILLS: Level of experience typified by four years of employment in a senior and independent supervisory capacity as an accounting manager, comptroller, or financial manager required. Experience with a public agency, particularly at the municipal level in the State of Oregon, preferred. Must possess advanced bookkeeping, recordkeeping, and accounting skills. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 10, \$2,986.00 to \$3,296.00 monthly (FY 92-93).

City of Sherwood, Oregon
Finance and Administrative Services Department

PUBLIC SERVICES CLERK

BASIC FUNCTION: Performs and coordinates most tasks associated with police records and municipal court citations and records, and performs other office tasks as required.

PRIMARY DUTIES:

1. Maintains police logs, case files and other records, and distributes reports and records to other public safety agencies and insurance companies as directed.
2. Serves as the Municipal Court Clerk including maintaining the court calendar, processing and accounting for citations, preparing warrants for arrests and suspensions, establishing court records, and similar tasks.
3. Operates teletype to obtain driving records for Municipal Court and other pertinent information to assist City police officers.
4. Collects statistical data and prepares monthly reports for distribution to State departments including Distribution of Fines and Assessments, Municipal Court Reporting System, and Oregon Uniform Crime Report.
5. Acts as a general receptionist and provides the general public and other individuals and groups with information and assistance on City services, particularly in utility, police, and court matters.

OTHER DUTIES:

1. Transcribes, types, collates and processes City records, correspondence, reports, contracts and similar documents.
2. May assist police officers in searches and other interrogations, and may accompany prisoners to jail, hospital and juvenile authorities.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Public Services Clerk is responsible for coordinating police records and municipal court functions. The Public Services Clerk must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Finance and Administrative Services Director. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

JOB CONDITIONS: Normally works a 40 hour week in an office setting. Required to attend 2-4 evening municipal court sessions per month. Must be able to accurately and efficiently process large columns of court and police records within limited time periods while maintaining routine office services, and independently prioritizing workload.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, individuals responding to police and court actions, the general public and other individuals and groups doing business with the City. Contacts are normally routine but may be of an adversarial and stressful nature, particularly in cases of police or Municipal Court actions. Must be able to communicate effectively, both orally and in writing, and be able to deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/ LICENSES: Functional competency in reading, writing, mathematics, and general education subjects required. Further education in typing and word processing, office equipment use, business or office practices, and accounting preferred.

EXPERIENCE/SKILLS: Level of experience typified by one years' employment in a general secretarial, bookkeeping, or similar office position required. Prior municipal level or other government experience preferred. Must possess basic bookkeeping, record keeping, accounting and typing skills, Experience in the use and operation of word processing and microcomputer equipment also required.

COMPENSATION: Class 5, \$1,572.00 to \$1,735.00 Monthly (FY 92-93)

City of Sherwood, Oregon
Finance and Administrative Services Department

SECRETARY

BASIC FUNCTION: Performs secretarial and clerical tasks for the department, and for the City Manager, Mayor, City Council and Planning Commission, and provides information and assistance on City services and regulations to the general public and other individuals and groups.

PRIMARY DUTIES:

1. Serves as recording secretary for the City Council, Planning Commission, and other City boards as required, and prepares associated meeting minutes.
2. Compiles and prepares City Council, Planning Commission, and other City board agenda packets, and makes associated legal and other notifications.
3. Transcribes, processes, distributes and records ordinances and resolutions considered and/or approved by the City Council.
4. Transcribes, types, copies, collates, processes and distributes office records, correspondence, reports, contracts, and similar documents.
5. Performs general telephone and office reception tasks, and provides the general public and other individuals and groups with information and assistance on all aspects of the City's services.

OTHER DUTIES:

1. Maintains files of official agreements, petitions, land use actions, ordinances, resolutions, and deeds.
2. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Secretary is responsible for providing accurate and timely secretarial services supporting the delivery of City services. The Secretary must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Finance and Administrative Services Director. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

JOB CONDITIONS: Normally works a 40 hour week in a office setting. Required to attend 2-4 evening City Council or Planning Commission meetings per month. Must be able to accurately and efficiently produce large volumes of typed material within limited time periods while maintaining routine office services, and independently prioritize workload.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with the general public, Council, and Commission members, developers and contractors, utility customers, vendors, City employees, and other individuals and groups doing business with the City. Contacts are normally routine but may occasionally be of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, and be able to deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Functional competency in reading, writing, mathematics and general education subjects required. Further education in typing and word processing, office equipment use, business or office practices preferred.

EXPERIENCE/SKILLS: Level of experience typified by one years' employment in a general secretarial, clerical or similar office position preferred. Must be able to type approximately 50 WPM with good grammar, spelling, punctuation and accuracy. Proficiency in shorthand, briefhand or an acceptable substitute, and in basic recordkeeping required. Experience in the use and operation of word processing and microcomputer equipment also required.

COMPENSATION: Class 5, \$1,572.00 to \$1,735.00 monthly (FY 92-93)

City of Sherwood, Oregon
Finance and Administrative Services Department

ACCOUNTING CLERK

BASIC FUNCTION: Performs and coordinates most daily tasks associated with financial accounting, and performs other office tasks as required.

PRIMARY DUTIES:

1. Performs required tasks associated with Accounts Receivable and Account Payable including verifying extensions, obtaining management approvals, preparing vouchers and assigning account numbers.
2. Performs required tasks associated with daily financial record keeping, i.e., journalizes receipts and expenditures, prepares bank deposits, and balances the City's check book.
3. Calculates interest and principal payments on bancrofted assessments and prepares statements.
4. Processes and maintains water, sewer and other utility service accounts including billing, collection and posting of receipts, opening and closing accounts, delinquency actions and associated records.
5. Performs general telephone and office reception tasks, and provides the general public and other individuals and groups with information and assistance on all aspects of the City's services.

OTHER DUTIES:

1. Types, copies, collates, processes and distributes office records, correspondence, reports, contracts and similar documents.
2. Compiles data and makes reports, including property lien searches, based on a variety of municipal records, as assigned or required.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Accounting Clerk is responsible for accurately recording daily financial transactions and maintaining complete documentation of those transactions. The Accounting Clerk must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Finance and Administrative Services Director. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

JOB CONDITIONS: Normally works an 30 hour week in an office setting. May work up to a 40 hour week in cases of staff absences. Must be able to accurately and efficiently process large volumes of accounting data within limited time periods while maintaining routine office services, and independently prioritize workload.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with utility customers, vendors, the general public and other individuals and groups doing business with the City. Contacts are normally routine but may be of an adversarial and stressful nature, particularly in cases of delinquent utility accounts and bancrofted assessments. Must be able to communicate effectively, and be able to deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Functional competency in reading, writing, mathematics and general education subjects required. Equivalent to an associate degree in accounting preferred.

EXPERIENCE/SKILLS: Level of experience typified by one years' employment in a bookkeeping or similar office position required. Prior municipal level or other government experience preferred. Must possess basic bookkeeping, record keeping, accounting and typing skills, Experience in the use and operation of word processing and microcomputer equipment also required.

COMPENSATION: Grade 5, \$1,179.00 to \$1,301.00 monthly (FY 92-93)

City of Sherwood, Oregon
Finance and Administrative Services Department

CLERK TYPIST/RECEPTIONIST

BASIC FUNCTION: Performs reception and clerical tasks for all City departments, and provides information and assistance on City services and regulations to the general public and other individuals and groups.

PRIMARY DUTIES

1. Answers a multi-line phone system, forwards calls to appropriate departments, answers routine inquiries, and takes messages.
2. Acts as a general receptionist and provides the general public and other individuals and groups with information and assistance on City services and meetings, gives directions, distributes maps and meeting information.
3. Types, copies, collates, and processes large volumes of correspondence, reports, documents, and contracts.

OTHER DUTIES:

1. Completes and processes forms requesting police vacation checks, utility billing information, and building inspection requests.
2. Maintains City facility reservation information.

RESPONSIBILITIES: The goal of the City of Sherwood Finance and Administrative Services Department is to provide efficient financial and public services that make the maximum effective use of the resources available to the City. The Clerk Typist/Receptionist projects the first line image of the City. The Clerk Typist/Receptionist must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Finance and Administrative Services Director. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

JOB CONDITIONS: Normally works a 20 hour week in an office setting. May be required to attend 2-4 evening municipal court sessions per month to assist the Municipal Court Clerk. Must be able to accurately and efficiently produce large volumes of typed material within limited time periods while maintaining routine office services, responding to citizen inquiries, and answering the telephone.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with the general public, Council, and Commission members, developers and contractors, utility customers, vendors, City employees, and other individuals and groups doing business with the City. Contacts are normally routine but may occasionally be of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, and be able to deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/ LICENSES: Functional competency in reading, writing, mathematics, and general education subjects required. Further education in typing and word processing, office equipment use, business or office practices preferred.

EXPERIENCE/SKILLS: Level of experience typified by one years' employment in a general secretarial, clerical or similar office position preferred. Must be able to type approximately 50 WPM with good grammar, spelling, punctuation, and accuracy. Experience in the use and operation of word processing and microcomputer equipment also required.

COMPENSATION: Class 4, \$692.00 to \$763.00 monthly (FY 92-93).

City of Sherwood, Oregon
Police Department

POLICE CHIEF

BASIC FUNCTION: Chief law enforcement officer of the City. Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Police Department services, and assumes the duties of a line Police Officer as required.

PRIMARY DUTIES:

1. Coordinates and supervises all regular department activities directed toward enforcing the criminal and traffic laws, regulations and ordinances of the State of Oregon and the City of Sherwood.
2. Coordinates functions of the department with the Courts, and municipal, County, State, federal and other law enforcement, public safety, and social service agencies.
3. Provides for and coordinates all criminal investigations undertaken by the department.
4. Selects, trains, supervises, evaluates, disciplines, and discharges all department staff and reserves.
5. Develops and implements goals, operational policies, and programs for the department, including preparation of an annual budget.
6. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and law enforcement, including crime prevention and safety programs.

OTHER DUTIES:

1. Performs the duties of a Police Officer, primarily in a patrol capacity, on a regular basis.
2. Participates in the development of goals, operational policies and programs for the entire City government.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Police Department is to provide for the safety of the City's residents, businesses, and visitors through the efficient prevention, apprehension, and prosecution of criminal activities, infractions and ordinance violations. The Police Chief is responsible for administering a department with an operating budget of \$360,750 (FY92-93), and for managing a permanent staff of four. The Police Chief must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Reports to the City Manager. Regularly supervises the Police Lieutenant, Police Officers, and Police Reserves.

JOB CONDITIONS: Frequently works overtime, weekend, holiday, shift and evening hours, usually with no other police officers on duty. Subject to call-out at all times. Works in all weather conditions and must be able to use sound judgement in stress situations, make independent decisions and produce positive results with limited resources. Regularly exposed to life threatening or potentially life threatening situations.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, elected and appointed officials, other law enforcement agencies, social service and similar organizations, businesses, vendors, and residents and visitors of all ages. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Equivalent to a bachelors degree in law enforcement, or in a discipline applicable to a career in public safety administration such as criminal justice public administration or social services, required. Must possess, or be able to obtain upon hire, a valid Oregon drivers license, and CPR, Advanced BPST, and police radar certifications.

EXPERIENCE/SKILLS: Level of experience typified by four years employment in a senior and independent supervisory capacity in the law enforcement field required. Prior employment with a recognized Oregon BPST agency preferred. Must be knowledgeable in the use of firearms, pursuit vehicles, investigative and communication equipment. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 10, \$2,986.00 to \$3,296.00 monthly (FY92-93)

City of Sherwood, Oregon
Police Department

POLICE LIEUTENANT

BASIC FUNCTION: Enforces the criminal and traffic laws, regulations and ordinances of the State of Oregon and City of Sherwood, and assists in the general administration of the department and supervision and training of staff.

1. Regularly patrols all areas of the City performing security checks, observing and responding to unusual or unsafe circumstances and conditions, enforcing traffic safety laws, and responding to a wide variety of radio dispatches.
2. Conducts criminal investigations in consultation with the Police Chief, including interviewing, apprehension and evidence preservation.
3. Assists in the selection, training, supervision, evaluation, discipline, and discharge of department staff.
4. Assists in developing and administering the goals, operational policies and programs of the department and acts for the Police Chief in his or her absence.
5. Assists the general public by providing information on community and State laws, responding to complaints, conducting vacation checks and giving other assistance as needed.
6. Appears in court as a witness in support of department citations and arrests, and on other matters as applicable.

OTHER DUTIES:

1. Participates in crime prevention and public relation programs and performs other duties directed toward reducing alcoholism and substance abuse, family disputes, juvenile delinquency and other social and criminal problems.
2. Prepares and maintains investigative reports, incident logs, personnel documents, training records and schedules, work schedules, and other records.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Police Department is to provide for the safety of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations. The Police Lieutenant is responsible for the efficient delivery of quality law enforcement services, particularly through the line supervision of Officers and Reserves. The Police Lieutenant must perform his or her duties in a manner that reflects positively on the City and department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Reports to the Police Chief. Supervises Police Officers and Reserves.

JOB CONDITIONS: Regularly works overtime, weekend, holiday, shift and evening hours, usually with no other police officers on duty. Subject to call-out at all times. Works in all weather conditions and must be able to use sound judgement in stressful situations and make independent decisions. Regularly exposed to life threatening or potentially life threatening situations.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, other law enforcement agencies, social service and similar organization, businesses, and residents and visitors of all ages. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Equivalent to an associate degree in law enforcement, or in a discipline applicable to a career in public safety administration such as criminal justice, public administration, or social services, required. Must possess Intermediate BPST Certificate or be able to obtain same within nine months of hire. Must possess, or be able to obtain upon hire, a valid Oregon drivers license and police radar certification.

EXPERIENCE/SKILLS: Level of experience typified by four years employment in the law enforcement field required. Prior employment with a recognized BPST agency or in a supervisory law enforcement position preferred. Must be knowledgeable in the use of firearms, pursuit vehicles, investigative and communication equipment. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 8, \$2,310.00 to \$2,550.00 monthly (FY92-93)

City of Sherwood, Oregon
Police Department

POLICE OFFICER

BASIC FUNCTION: Enforces the criminal and traffic laws, regulations and ordinances of the State of Oregon and City of Sherwood, primarily in the course of regular community patrol.

PRIMARY DUTIES:

1. Regularly patrols all areas of the City, performing security checks, observing and responding to unusual or unsafe circumstances and conditions, and responding to a wide variety of radio dispatches.
2. Enforces the traffic safety laws of the City and State including issuing citations, investigation accidents and traffic control.
3. Assists senior department staff in conducting criminal investigations including interviewing, apprehension and evidence preservation.
4. Assists the general public by providing information on community and State laws, responding to complaints, conducting vacation checks and giving other assistance as needed.
5. Appears in court as a witness in support of department citations and arrests, and on other matter as applicable.

OTHER DUTIES:

1. Participates in crime prevention and public relation programs and performs other duties directed toward reducing alcoholism and substance abuse, family disputes, juvenile delinquency and other social and criminal problems.
2. Prepares and maintains incident and investigative reports, logs and other records.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Police Department is to provide for the safety of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations. The Police Officer is responsible for the efficient delivery of quality law enforcement services, particularly in the area of patrol. The Police Officer must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Reports to the Police Chief or Police Lieutenant depending on shift assignment. No supervisory responsibility under normal circumstances but must be prepared to lead in emergency situations or as assigned.

JOB CONDITIONS: Regularly works overtime, weekend, holiday, shift and evening hours, usually with no other police officers on duty. Subject to call-out at all times. Works in all weather conditions and must be able to use sound judgement in stress situations and make independent decisions. Regularly exposed to life threatening or potentially life threatening situations.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, other law enforcement agencies, social service and similar organizations, businesses, and residents and visitors of all ages. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATIONAL/LICENSES: Graduation from high school or equivalent required. Must possess Basic BPST Certificate or be able to obtain same within nine months of hire. Must possess, or be able to obtain upon hire, a valid Oregon drivers license and police radar certification.

EXPERIENCE/SKILLS: Level of experience typified by two years employment in the law enforcement field preferred. Prior employment with a recognized BPST agency desirable. Must be knowledgeable in the use of firearms, pursuit vehicles, investigative and communication equipment.

COMPENSATION: Class 7, \$2,032.00 to 2,243.00 monthly (FY92-93)

City of Sherwood, Oregon
Public Works Department

DIRECTOR

BASIC FUNCTION: Coordinates, supervises and administers the promotion, planning, implementation and evaluation of all Public Works Department services, including street maintenance, utility and park operations, and building code enforcement.

PRIMARY DUTIES

1. Coordinates and supervises all regular department activities directed towards operating and maintaining municipal parks, municipal buildings, water, sanitary sewer, street, storm drainage facilities, and associated equipment.
2. Coordinates functions of department with municipal, county, State and federal agencies, Fire District officials, advisory committees, builders, engineers, and planners for all public works, building code enforcement and parks tasks.
3. Selects, trains, supervises, evaluates, disciplines, and discharges department staff.
4. Develops and implements goals, operational policies, and programs for the department, including preparation of an annual department budget.
5. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government utilities and public works.

OTHER DUTIES:

1. Performs the duties of a construction project inspector or manager, and the duties of other Public Works personnel as required.
2. Coordinates the establishment, maintenance and updating of public works project files, City mapping, and associated records.
3. Participates in the development of goals, operational policies and programs for the entire City government.
4. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Public works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets, and other public facilities. The Public Works Director is responsible for administering a department with an operating and capital budget totalling \$3,671,590.00 (FY92-93) and nine functional divisions (Streets, Water, Sewer, Storm Drainage, Equipment Rental, Parks, Building Inspection, Building Rental, and Building Maintenance), and for managing a permanent staff of seven. The Public Works Director must perform his or her duties in a manner that reflects positively on the City and the department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

SUPERVISION: Reports to the City Manager. Regularly supervises Public Works Foreman and may supervise other Public works employees.

JOB CONDITIONS: Normally works a 40-50 hour week in both office and field settings. Subject to call-out at all times. Frequently required to work extended hours and to inspect or participate in department activities in the field involving exposure to normal construction site hazards and to all weather conditions. Must be able to use sound judgement, make independent decisions and produce positive results with limited resources.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with other City employees, elected and appointed officials, other public works and governmental agencies, contractors, builders, engineers, planners and related professional, public and private utility companies, vendors, local businesses, residents, and visitors. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Equivalent to a bachelors degree in civil engineering or a discipline applicable to a career in public works administration required. Additional education in civil engineering and public administration preferred. Must possess or be able to obtain upon hire, a valid Oregon drivers license.

EXPERIENCE/SKILLS: Level of experience typified by four years employment in a senior and independent supervisory capacity in the engineering, public works or construction fields required. Prior employment with a local government agency preferred. Must be able to accurately read and interpret effectively, both orally and in writing, be knowledgeable in the use and operation of a wide variety of tools and heavy construction equipment, and be able to budget and prepare capital plans. Additional experience may be substituted for education at the City's description.

COMPENSATION: Class 10, \$2,986.00 to \$3,296.00 (FY92-93)

City of Sherwood, Oregon
Public Works Department

FOREMAN

PRIMARY FUNCTION: Supervises, coordinates and schedules Public Works Department field operations and tasks relating to the maintenance of public facilities and equipment, and performs the duties of project inspector and utility workers.

PRIMARY DUTIES:

1. Monitors and inspects public facilities and equipment, determines maintenance needs and assigns and schedules Public Works crews to appropriate projects.
2. Assists in coordinating the work of contractors, utilities, architects and Public works crews on City construction projects and performs the duties of a construction project inspector.
3. Assists in developing and administering the goals, operational policies and programs of the department and acts for the Public Works Director in his or her absence.
4. Assists in the selection, training, supervision, evaluation, discipline, and discharge of department staff.

OTHER DUTIES:

1. May perform the duties of other Public Works personnel as assigned or required.
2. Assesses material and equipment needs, maintains inventories, develops specifications and advises Public Works Director on purchasing matters.
3. Establishes and maintains Public Works project and operational reports and records.
4. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, building, streets and other public facilities. The Foreman is responsible for the efficient utilization in the field of Public Works Department personnel, equipment and resources in maintaining these public facilities and providing high quality service to the community. The Foreman must perform his or her

duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Director of Public Works. Supervises Senior Utility Worker, Utility Workers, Parks Maintenance Worker, volunteers, and community service personnel.

JOB CONDITIONS: Frequently lifts and carries heavy material such as piping and solid waste containers and is exposed to normal construction site hazards. Must be able to stand strong odors and loud noise, perform assigned duties under all kinds of weather conditions. Must work safely with and around: toxic materials such as paint, solvents and untreated sewage, vehicular traffic, and electrical and natural gas utilities. Position is subject to call out at all times, day or night, and will be assigned to weekend, on-call status on a rotating basis. Regularly required to work without direct supervision and make independent decisions.

EXTERNAL CONTACTS; Regular contact with contractors, vendors, other City employees, utility personnel and residents and visitors to the community. Contacts are occasionally complex and may be of an adversarial and stressful nature. Must be able to respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Functional competency in reading, writing, mathematics and general education subjects required. Additional education in engineering, construction techniques or public administration preferred. Must possess, or be able to obtain upon hire, a valid Oregon drivers license and be certified by the state as a Waterworks Operator II and Sewer System Operator II.

EXPERIENCE/SKILLS: Level of experience typified by four years employment in the general construction trades or public works with extended experience in a regular supervisory or lead capacity required. Prior employment with a municipal public works department that included duties in a broad range of typical public works services preferred. Must be knowledgeable and skilled in the use and operation of a wide variety of tools and heavy construction equipment and in the application of basic construction and building practices.

COMPENSATION: Class 8, \$2,310.00 to \$2,550.00 (FY92-93)

City of Sherwood, Oregon
Public Works Department

SENIOR UTILITY WORKER

BASIC FUNCTION: Performs a variety of skilled and manual tasks in the maintenance and construction of City buildings, water, sewer, drainage and street systems, parks and other municipal facilities and equipment.

PRIMARY DUTIES:

1. Performs major and complex maintenance and repair tasks on streets, sewers, water systems and similar public works facilities including installing new services and replacing deteriorated surface and subsurface structures.
2. Performs basic maintenance and upkeep tasks on parks, public buildings and other facilities including groundskeeping, minor carpentry and plumbing, trash pickup and general custodial care.
3. Operates a variety of standard and specialized public works vehicles such as dump trucks, backhoes, and street sweepers, and numerous power and other tools such as jackhammers, torches, welders and saws.

OTHER DUTIES:

1. Provides for project inspection, facility and material testing and material estimates and acts as Public Works crew leader in the absence of senior department staff.
2. Performs basic maintenance of City vehicles such as lubrication, tire changes, clean-up and other minor servicing and tune-ups.
3. Reads and inspects City water meters and shuts off and/or restores service to delinquent accounts, as required.
4. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets and other public facilities. The Senior Utility Worker is responsible for providing skilled maintenance and repair services for these facilities. The Senior Utility Worker must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Public Works Foreman. May lead Utility Workers, temporary help, volunteers, and community service personnel on assigned projects.

JOB CONDITIONS: Frequently lifts and carries heavy material such as piping and solid waste containers and is exposed to normal construction site hazards. Must be able to stand strong odors and loud noise, perform assigned duties under all kinds of weather conditions. Must work safely with and around: toxic materials such as paint, solvents and untreated sewage, vehicular traffic, and electrical and natural gas utilities. Position is subject to call out at all times, day or night, and will be assigned to weekend, on-call status on a rotating basis. Regularly required to work without direct supervision and make independent decisions.

EXTERNAL CONTACTS: Some contact with residents, visitors, contractors and vendors in the course of providing construction and maintenance services. Contacts are normally routine but may occasionally be of an adversarial and stressful nature. Must be able to respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Functional competency in reading, writing, mathematics and general education subjects required. Must possess, or be able to obtain upon hire, a valid Oregon drivers license and be certified by the State as a Waterworks Operator I and Sewer System Operator I.

EXPERIENCE/SKILLS: Level of experience typified by two years employment in the major construction trades or public works required. Some supervisory experience desirable. Must be knowledgeable and skilled in the operation of trucks and specialized heavy equipment, such as backhoes, in the maintenance of buildings, streets, parks, and sewers and other public works facilities, and familiar with a broad range of construction techniques. Specific experience in the carpentry, masonry, and pipe laying trades preferred.

COMPENSATION: Class 6, \$1,787.00 to \$1,973.00 monthly (FY 92-93)

City of Sherwood, Oregon
Public Works Department

PROJECT INSPECTOR

BASIC FUNCTION: Performs inspections on a variety of public street and utility construction projects.

PRIMARY DUTIES:

1. Inspects public water, sewer, storm sewer, street and park improvement projects, and provides associated facility and material testing and material estimates.
2. Performs erosion control inspections on public and private construction projects.
3. Performs inspections for sidewalk, driveway and concrete flat work on public and private property.
4. Assists in coordinating the work of contractors, utilities, architects and Public Works crews on construction projects.

OTHER DUTIES:

1. May perform the duties of other Public Works personnel as assigned or required.
2. Establishes and maintains project inspection reports and records and provides required reports to outside agencies such as U.S.A. and D.E.Q.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Public Works Department is to safely and efficiently construct, maintain and operate City utilities, parks, buildings, streets and other public facilities. The Project Inspector is responsible for providing skilled inspection services for these facilities. The Project Inspector must perform his or her duties in a manner that reflects positively on the City and the Department.

SUPERVISION: Reports to the Director of Public Works. May lead Utility Workers, temporary help, volunteers, and community service personnel on assigned projects.

JOB CONDITIONS: Frequently lifts and carries heavy material such as piping and solid waste containers and is exposed to normal construction site hazards. Must be able to stand strong odors and loud noise, perform assigned duties under all kinds of weather conditions. Must work safety with and around: toxic materials such as paint, solvents and untreated sewage, vehicular traffic, and electrical and natural gas utilities. Position is subject to call out at all times, day or night, and will be assigned to weekend, on-call status on a rotating basis. Regularly required to work without direct supervision and make independent decisions.

EXTERNAL CONTACTS: Regular contact with residents, visitors, contractors and vendors in the course of providing construction and maintenance services. Contacts are normally routine, but may occasionally be of an adversarial and stressful nature. Must be able to respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Functional competency in reading, writing, mathematics and general education subjects required. Additional education in engineering construction techniques and erosion control methods preferred. Must possess, or be able to obtain upon hire, a valid Oregon drivers license.

EXPERIENCE/SKILLS: Level of experience typified by a minimum of four years employment in the major construction trades or public works required, one or more of which involved construction inspection is preferred. Some supervisory experience is desirable. Must be knowledgeable and skilled in the operation of trucks and specialized heavy equipment, such as backhoes, in the maintenance of buildings, streets, parks, and sewers and other public work facilities, and familiar with a broad range of construction techniques. Specific experience in the carpentry, masonry, and pipe laying trades preferred.

COMPENSATION: Class 6, \$1,787.00 to \$1,973.00 monthly (FY 92-93).

City of Sherwood, Oregon
Public Works Department

UTILITY WORKER

BASIC FUNCTION: Performs a variety of semi-skilled and manual tasks in the maintenance and construction of City buildings, water, sewer, drainage and street systems, parks and other municipal facilities and equipment.

PRIMARY DUTIES:

1. Performs basic maintenance and repair tasks on streets, sewers, water systems and similar public works facilities including installing new services, replacing deteriorated surface and subsurface structures and doing line cleanouts.
2. Performs basic maintenance and upkeep tasks on parks, public buildings and other facilities including groundskeeping, minor carpentry and plumbing, trash pickup and general custodial care.
3. Operates a variety of standard public work vehicles such as dump trucks, street sweepers, tractor mowers, and numerous power and other tools such as jackhammers, torches, welders, and saws.

OTHER DUTIES:

1. Performs basic maintenance of City vehicles such as lubrication, tire changes, clean-up and other minor servicing and tune-ups.
2. Reads and inspects City water meters and shuts off and/or restores service to delinquent accounts, as required.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets and other public facilities. The utility worker is responsible for providing routine maintenance and repair services for these facilities. The Utility worker must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Public works Foreman. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

JOB CONDITIONS: Frequently lifts and carries heavy material such as piping and solid waste containers and is exposed to normal construction site hazards. Must be able to stand strong odors and loud noise, perform assigned duties under all kinds of weather conditions. Must work safely with and around: toxic materials such as paint, solvents, and untreated sewage, vehicular traffic, and electrical and natural gas utilities. Position is subject to call out at all times, day or night, and will be assigned to weekend, on-call status on a rotating basis. Regularly required to work without direct supervision and make independent decisions.

EXTERNAL CONTACTS: Some contact with residents and visitors in the community in the course of providing construction and maintenance services. Contacts are normally routine but may occasionally be of an adversarial and stressful nature. Must be able to respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSE: Functional competency in reading, writing, mathematics, and general education subjects required. Must possess, or be able to obtain upon hire, a valid Oregon drivers license. Possession of State Waterworks and Sewer System Operator certifications preferred.

EXPERIENCE/SKILLS: Basic experience and skills in the operation of trucks and standard equipment used in the maintenance of buildings, streets, parks and sewers and other public works facilities required. Additional experience in the carpentry, masonry, and pipe laying trades preferred.

COMPENSATION: Class 5, \$1,572.00 to \$1,735.00 monthly (FY92-93)

City of Sherwood, Oregon
Public Works Department

PUBLIC WORKS CLERK

BASIC FUNCTION: Performs secretarial and clerical tasks for the Public Works Department, particularly those associated with building activities, and provides information and assistance on City services, regulations and building permits to the general public and other individuals and groups.

PRIMARY DUTIES:

1. Receives building permit applications from the public and processes them through the Building Section.
2. Schedules building and project inspections for the Building Section and Public Works Department.
3. Collects statistical data for Public Works activities and prepares associated monthly reports for distribution to Federal, State and County agencies.
4. Acts as a general receptionist for the Public Works Department and provides the general public and other individuals and groups with information and assistance on City services, particularly in utility and building permit matters.

OTHER DUTIES:

1. Types, collates and processes Public Works Department and Building Section records, correspondence, reports, contracts and similar documents.
2. Maintains files of building permits, public works records and other correspondence.
3. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets and other public facilities. The Public Works Clerk is responsible for providing accurate and timely secretarial services supporting the delivery of these services. The Public Works Clerk must perform his or her duties in a manner that reflects positively on the City and the Department.

SUPERVISION: Reports to the Director of Public Works. No supervisory or lead responsibilities, except for occasional volunteers and community service personnel.

JOB CONDITIONS: Normally works a 40-hour week in an office setting. Must be able to accurately and efficiently process data and forms within limited time periods while maintaining routine office services, and independently prioritize workload.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with utility customers, builders, contractors, vendors, the general public and other individuals and groups doing business with the City. Contacts are normally routine, but may occasionally be of an adversarial and stressful nature. Must be able to communicate effectively and be able to deal patiently, courteously, accurately, and conscientiously with all parties.

EDUCATION/LICENSES: Functional competency in reading, writing, mathematics and general education subjects required. Further education in typing and word processing, office equipment use, business or office practices preferred. Must possess, or be able to obtain upon hire, a valid Oregon drivers license.

EXPERIENCE/SKILLS: Level of experience typified by one year of employment in a general secretarial, clerical or similar office position preferred. Must be able to type approximately 50 W.P.M. with good grammar, spelling, punctuation and accuracy. Proficiency in basic record keeping and experience in the use and operation of word processing and microcomputer equipment is also required. Familiarity with the building trades and/or permitting process desirable.

COMPENSATION: Class 4, \$1,383.00 to \$1,526.00 monthly (FY 92-93).

City of Sherwood, Oregon
Public Works Department

PARKS MAINTENANCE WORKER

BASIC FUNCTION: Performs a variety of semi-skilled and manual tasks in the maintenance and construction of City parks and related facilities and equipment.

PRIMARY DUTIES:

1. Performs basic maintenance and upkeep tasks on parks, park buildings, playground equipment, tennis courts, and other facilities including groundskeeping, minor carpentry and plumbing, trash pickup, and general custodial care.
2. Operates a variety of standard maintenance equipment such as power mowers, weed trimmers, edgers, power washers and other groundskeeping and repair tools.

OTHER DUTIES:

1. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood public Works Department is to safely and efficiently maintain and operate City utilities, parks, buildings, streets, and other public facilities. The Park Maintenance Worker is responsible for providing routine maintenance and repair services for City park facilities on a seasonal basis. The Park Maintenance Worker must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Public Works Foreman. No supervisory or lead responsibilities, except for occasional volunteers and community service workers.

JOB CONDITIONS: Temporary six month "summer-time" position. Frequently lifts and carries heavy material such as grass and trash containers. Performs assigned duties under all kinds of weather conditions. Must work safely with and around power machinery and tools.

EXTERNAL CONTACTS: Some contact with residents and visitors in the community in the course of providing maintenance services. Must be able to respond in a patient, courteous, and conscientious manner.

EDUCATION/LICENSES: Functional competency in reading, writing, and general education subjects required. A valid Oregon drivers license is desirable but not mandatory.

EXPERIENCE/SKILLS: Basic experience and skills in the operation and maintenance of power groundskeeping equipment such as mowers and trimmers. Basic knowledge of groundskeeping procedures.

COMPENSATION: Class 2, \$1,070.00 to \$1,181.00 monthly (FY92-93)