

City of Sherwood, Oregon

Resolution No. 94-596

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

WHEREAS, the current City Personnel Rules and Employee Handbook, hereinafter called "Rules" were established by Resolution No. 94-579, effective July 1, 1994, and

WHEREAS, a subsequent staff review of the amended Rules revealed a major typographical error in that a sentence effectively nullifying a change made at that time to the composition of the City Personnel Board was not deleted, and

WHEREAS, experience in administering the Rules has suggested some miscellaneous clarifications that would be useful, and

WHEREAS, the City Council also subsequently reviewed City compensation policies on October 12, 1994, and directed staff to prepare specific alternatives for their consideration, and

WHEREAS, new positions have been added to the City service requiring the incorporation of new job descriptions into the Rules, and other job descriptions also require minor amendments.

NOW THEREFORE THE CITY RESOLVES AS FOLLOWS:

Section 1. Typographical Corrections: The sentence in Section 3.22.1 "Board members must reside within the corporate City limits and may not concurrently be members of the Council or any other City Board or Commission", which contradicts earlier sentences, is hereby deleted in its entirety.

Section 2. Clarification to Benefits for Part-time Employees: Amend the third sentence of Section 6.12.1 to read "Part-time employees working a minimum of twenty (20) hours per workweek may participate in...."

Section 3. Job Descriptions: The attached job descriptions, Exhibits "A", "B" and "C" are hereby adopted into the Rules, and all other City job descriptions shall be amended accordingly with respect to associated supervisory duties.

Section 4. Additional Pay for Police Officers: A new Section 5.8 is added to read:

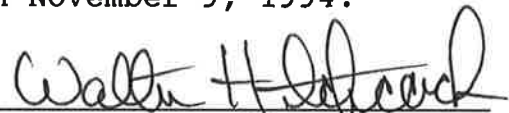
5.8 Supplemental Compensation Programs

5.8.1 Police Department. All sworn police department employees shall be paid a lump sum of one-hundred fifty (\$150.00) dollars per month in addition to other compensation, commencing on their first anniversary date following advancement to the fourth step for their class of positions. This supplemental compensation shall not be included in the calculation of merit pay as per Section 5.4.2.

Section 5. Classification of Deputy City Recorder: At such time, and if, the Clerk/Receptionist position created by this Resolution is converted from temporary to permanent, the Deputy City Recorder position shall be reclassified to Class 7 and placed at Step 1 of that class, in recognition of newly assigned permanent supervisory duties.

Section 6. Effective Date: This Resolution shall become effective December 1, 1994.

Duly passed by the City Council on November 9, 1994.



Walter Hitchcock, Mayor

Attest:



James H. Rapp, City Manager
City Recorder

City of Sherwood, Oregon
Administration Department

CLERK/RECEPTIONIST

BASIC FUNCTION: Performs and 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.

ESSENTIAL DUTIES:

1. Takes and transcribes minutes of meetings of City Council, Planning Commission, and other City Boards and Commissions.
2. Assists in the preparation and distribution of officials City information packets, especially for City Council and Board and Commission business.
3. Answers a multi-line phone system, forwards calls to appropriate departments, answers routine inquiries, and takes messages.
4. 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.

AUXILIARY DUTIES:

1. Types, copies, collages, and processes correspondence, reports, documents, and contracts.
2. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Administration Department is to provide efficient public services that make the maximum effective use of the resources available to the City. The Clerk/Receptionist is often the first point of contact of the public with City government. The Clerk/Receptionist must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Deputy City Recorder. May follow direction of City Manager and Planning Director. No regular supervisory or lead responsibilities, but may occasionally direct volunteers and community service personnel.

JOB CONDITIONS: Normally works up to a 20 hour week in an office setting. May be required to attend 2-5 evening City Council,

Planning Commission or other City board meetings per month. Must be able to accurately and efficiently process and produce lengthy minutes of official City meetings within limited time periods while maintaining routine office services, and independently prioritize workload. Physical demands typically involve mobility and manual dexterity related to usual office and clerical tasks, particularly in the use of computer equipment, and moving office materials up to fifteen pounds.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with the general public, Council, 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 regularly 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 two years employment in a general secretarial, clerical or similar office position required. Must be able to type approximately 50 WMP with good grammar, spelling, punctuation and accuracy. Experience in the use and operation of word processing and computer equipment and associated software also required. Proficiency in shorthand, speed writing or similar skills preferred.

COMPENSATION: Class 4, FTE \$1,524 to \$1,682 monthly (FY 1994-95).

City of Sherwood, Oregon
Public Works Department

BUILDING INSPECTOR/PLANS EXAMINER

BASIC FUNCTION: Reviews plans for and/OR inspects residential structures in the process of construction, alteration, or repair for compliance with building codes, safe construction practices and other applicable regulations.

ESSENTIAL DUTIES:

1. Conducts field inspections of new residential construction, repairs and remodeling for building code compliance as indicated on approved plans and permits.
2. Checks building plans of one and two family residences for compliance with State building, mechanical, and fire and life safety codes, and for approved materials, appliances and methods of construction.
3. Notes probable violations of City building, and zoning and community development codes in the fields, and takes appropriate corrective action in consultation with the Building Official and Planning Department.
4. Answers telephone and counter inquiries on building codes and regulations.
5. Figures and collects building permit fees and issues permits.

AUXILIARY DUTIES:

1. Maintains building records as required by building codes, States Statutes, and applicable City codes and policies, and keeps code books and reference materials current.
2. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Building Inspection Division is to safely and efficiently regulate building within the City by enforcing all adopted building and planning codes and ordinances. The Building Inspector/Plans Examiner is responsible for providing accurate and timely inspection and plan review services ensuring the efficient and safe development of building and other structures in the community. The Building Inspector/Plans Examiner must perform his or her duties in a manner that reflects positively on the City and the department.

SUPERVISION: Reports to the Building Official. No supervisory or lead responsibilities.

JOB CONDITIONS: Normally works a 40-hour week in field and office settings. May also be staffed as a part-time position. Regular hours of work may be adjusted from the conventional "8 to 5" to better serve department clients, such as builders and contractors. Frequently required to inspect or participate in activities in the field involving exposure to normal construction site hazards and to all weather conditions. Must be able to use sound judgment, make independent decisions and produce positive results with limited resources. Physical demands typically involve the mobility and manual dexterity to participate in a full range of construction activities, including entering and exiting construction excavations, moving around multi-story structures under construction, and moving various materials up to forty pounds.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, 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: Possession of Oregon State CABO Structural certificate required. CABO Plans Examiner, Plumbing and/or Mechanical certificates preferred. Must possess, or be able to obtain upon hire, a valid Oregon driver's license.

EXPERIENCE/SKILLS: Level of experience typified by two years of employment in building construction trades or in building inspection required. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 7, FTE \$2,240 to \$2,472 monthly full-time (FY 94-95).

City of Sherwood, Oregon
Planning Department

ASSISTANT PLANNER

BASIC FUNCTIONS: Assists in the coordination and delivery of all Planning Department services, particularly public and developer inquiries, and current planning and zoning administration.

PRIMARY DUTIES:

1. Assists in the delivery of all regular department services directed toward the enforcement, review, updating, and integration of City land use codes and development plans, particularly for current zoning administration.
2. Assists in promoting department activities directed towards improving public knowledge, confidence and understanding of local government and land use planning, particularly in responding to public and developer inquiries..
3. Assists in the coordination of the activities of the City Planning Commission and Landmarks Advisory Board, including the analysis and preparation of reports on land use applications such as rezones, variances, conditional uses, site plans, and historic designations.
4. Assists in the coordination of the functions of the department with municipal, county, state, and federal agencies, utility agencies, fire and building inspection officials, builders, engineers, planners, and developers.
5. Assist the designated code enforcement officer in the identification and correction of any violations of City zoning and community development codes.

OTHER DUTIES:

1. Assists the City Manager in undertaking special projects as assigned.
2. Assists in the establishment, maintenance, and updating of planning project maps, City zoning maps, and associated records.
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

principles and policies. The Assistant Planner is responsible for assisting in the delivery of such services, particularly in the areas of current planning and zoning administration. The Assistant Planner must perform his or her duties in a manner that reflects positively on the City.

SUPERVISION: Reports to the Planning Director. May report to the City Manager for special projects. No regular supervisory or lead responsibilities, but may direct the work of the Deputy City Recorder regarding Planning Commission or Landmarks Advisory Board business.

JOB CONDITIONS: Normally works a 40-hour week in an office setting on a flexible schedule. Occasionally required to work evenings and to regularly perform inspections in the field. Must be able to use sound judgment, make independent decisions, and produce positive results with limited resources. Physical demands typically involve mobility related to field inspections and incidental office and clerical tasks, and moving office materials up to ten pounds.

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 may be 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 preferred. Must possess, or be able to obtain upon hire, a valid Oregon driver's license.

EXPERIENCE/SKILLS: Level of experience typified by two years employment in the land use planning field required. Experience with zoning administration and prior employment with a local government agency preferred. Experience in the use of office computers and programs required. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 7, FTE \$2,240 to \$2,472 monthly (FY 94-95)