

City of Sherwood, Oregon

RESOLUTION NO. 325

A RESOLUTION ADOPTING NEW JOB DESCRIPTIONS AND NEW PERFORMANCE EVALUATION REPORT FORMS FOR ALL CLASSIFICATIONS CURRENTLY IN THE CITY SERVICE AND ESTABLISHING AN EFFECTIVE DATE.

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WHEREAS, the City Personnel Policies were enacted by Resolution No. 168, adopted November 9, 1977 and have been amended from time to time to reflect changes in City policies;

WHEREAS, the City Personnel Policies incorporate as appendices, job descriptions for all City classifications and forms for employee performance evaluation;

WHEREAS, the current set of City job descriptions have grown outmoded due to changes in staffing levels and responsibilities and amendments to the City Charter and other City policies;

WHEREAS, the current form of employee evaluation and compensation has proven inadequate in light of advancing practices in public personnel administration and public personnel law;

NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:

SECTION 1. Descriptions Adopted. New job descriptions for the following classifications are hereby adopted and all prior descriptions for these and any other classifications repealed: Police Chief, Public Works Director, Finance and Administrative Services Director, Library Director, Police Sergeant, Public Works Foreman, Police Officer, Building Official, Senior Utility Worker, Utility Worker, Public Services Clerk, Office Clerk and Library Assistant.

SECTION 2. Forms Adopted. New employee performance evaluation forms, entitled "Sherwood Employee Evaluation" are hereby adopted and all prior forms repealed.

SECTION 3. Implementation. The new job descriptions and evaluation forms shall be immediately implemented and constitute the basis for the selection, assignment of duties, evaluation, discipline and compensation of City employees and

the City Recorder is hereby directed to incorporate these documents into the appropriate appendices of the City Personnel Policies.

SECTION 4. Further Study Authorized. The City Manager is hereby authorized to conduct further study of City personnel and compensation policies and to draft revisions to basic personnel rules, classification and pay plans, performance evaluation procedures and other matters for the Council's consideration in the near future.

SECTION 5. Effective Date. This resolution shall become effective upon adoption and approval by the Council.

This Resolution approved and adopted this 26 day of June, 1985.

Mary L. Tobias  
Mary L. Tobias, Mayor  
City of Sherwood, Oregon

ATTEST

Polly Blankenbaker  
Polly Blankenbaker, Recorder

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.

**SPECIFIC 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 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 and evaluates all department staff.
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.
7. Performs the duties of a Police Officer, primarily in a patrol capacity, on a regular basis.
8. Participates in the development of goals, operational policies and programs for the entire City government.
9. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Police Department is to provide for the safety and security 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 \$186,773 (FY 85-86), for providing services in the areas of patrol, investigation and public safety education, 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 Sergeant, Police Officers and Reserves.

**JOB CONDITIONS:** Frequently works overtime, weekend, holiday, shift and evening hours. 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, 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.

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

**EXPERIENCE/SKILLS:** Level of experience typified by five years employment in the law enforcement field with three of those years in a senior and independent supervisory capacity required. Prior employment with a recognized BPST agency preferred. Must be knowledgeable in the use of firearms, pursuit vehicles, investigative and communications equipment. Must be able to communicate effectively, both orally and in

writing, work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

COMPENSATION: Grade 9, \$2,012.00 to \$2,220.00 monthly (FY85-86)

City of Sherwood, Oregon  
Police Department

POLICE SERGEANT

**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.

**SPECIFIC DUTIES:**

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 and evaluation 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.
7. 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.
8. Prepares and maintains incident and investigative reports, logs, personnel documents and other records.
9. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Police Department is to provide for the safety and security of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activities, infractions and ordinance violations. The Police Sergeant is responsible for the efficient delivery of quality law enforcement services, particularly through the line supervision of Officers and Reserves. The Police Sergeant 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. Supervises Police Officers and Reserves.

**JOB CONDITIONS:** Regularly works overtime, weekend, holiday, shift and evening hours. 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.

**EDUCATION/LICENSE:** Graduation from high school or equivalent required. Must possess BPST Basic Certificate or be able to obtain same within six to nine months of hire. Must possess or be able to obtain upon hire a valid Oregon drivers license and radiotelephone operator certification.

**EXPERIENCE/SKILLS:** Level of experience typified by two 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. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 7, \$1,558.00 to \$1,719.00 monthly (FY 85-86)

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.

**SPECIFIC 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, investigating 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 matters as applicable.
6. 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.
7. Prepares and maintains incident and investigative reports, logs and other records.
8. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Police Department is to provide for the safety and security of residents, businesses and visitors through the efficient prevention, apprehension and prosecution of criminal activ-



ities, 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 Sergeant 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. 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.

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

**EXPERIENCE/SKILLS:** Level of experience typified by one to 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. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 6, \$1,372.00 to \$1,513.00 monthly (FY85-86)

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.

SPECIFIC DUTIES:

1. Coordinates and supervises all regular department activities directed towards operating and maintaining municipal parks, water, sanitary sewer, street and storm drainage facilities and associated equipment.
2. Coordinates functions of department with municipal, county, State and federal agencies, advisory committees, consulting engineers and planners for all public works, code enforcement and parks tasks.
3. Selects, trains, supervises and evaluates 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.
6. Performs the duties of a construction project inspector or manager and the duties of other Public Works personnel as required.
7. Participates in the development of goals, operational policies and programs for the entire City government.
8. Coordinates the establishment, maintenance and updating of public works project files, City mapping and associated records.
9. Performs similar or 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 budget of \$591,653.00 (FY 85-86) and seven functional divisions (Streets, Water, Sewer, Equipment Rental, Parks, Building Inspection and Building Maintenance) and for managing a permanent staff of five. 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 Building Official 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, other public works and governmental agencies, contractors and builders, engineers, planners and related professionals, public and private utilities, vendors and local businesses, residents and visitors. Contacts are frequently complex and of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Equivalent to an associate 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 five years employment in the engineering, public works or construction fields with two of those years in a senior and independent supervisory capacity required. Prior employment with a local government agency preferred. Must be able to

accurately read and interpret project plans and specifications, be able to communicate effectively, both orally and in writing, be knowledgeable in the use and operation of a wide variety of tools and heavy construction equipment, be able to budget and prepare capital plans, to work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs and to deal patiently, courteously and conscientiously with the general public.

COMPENSATION: Grade 9, \$2,012.00 to \$2,220.00 monthly (FY85-86)

City of Sherwood, Oregon  
Public Works Department

BUILDING OFFICIAL

BASIC FUNCTION: Enforces City building and community development codes and other related regulations and ordinances of the City, and serves as a City project inspector.

SPECIFIC DUTIES:

1. Reviews plans and specifications for the construction, alteration and use of structures for compliance with the Uniform Building Code, Mechanical Code, Community Development Code and other City ordinances, and stipulates modifications and issues permits, as appropriate.
2. Conducts field inspections of construction for code, permit and plan compliance and issues abatement orders and permit modifications, as required.
3. Coordinates code and ordinance enforcement activities with other City employees, City boards and commissions, the District Fire Marshall, County building officials and consulting engineers and planners.
4. Assists the general public, builders, contractors and developers by providing interpretations and information on codes and ordinances impacting building and construction.
5. Performs the duties of a construction project inspector or manager for municipal street, utility and building projects.
6. Establishes and maintains records and plan files associated with building activity and development, including updating City mapping.
7. Reviews and makes recommendations for updating City codes and ordinances on a regular basis and assesses modifications to the Codes of other jurisdictions and agencies.
8. Compiles data and prepares reports on matters relating to building, construction and land use, as required.
9. 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 Building Official is responsible for ensuring the public safety by applying uniform building and development standards to all structures in the City, both private and public. The Building Official 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 Public Works Director. No supervisory responsibilities but may lead other Public Works staff in the course of project inspections.

**JOB CONDITIONS:** Normally works a 40 hour week in both office and field settings. Frequently required to inspect building activities in the field involving exposure to normal construction site hazards and to all weather conditions. Must be able to use sound judgement and make independent decisions.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with other City employees, other public works and governmental agencies, contractors and builders, engineers, planners and related professionals, public and private utilities, vendors and local businesses, residents and visitors. Contacts are frequently complex and of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Equivalent to an associate degree in civil engineering or a discipline applicable to a career in building inspection required. Additional education in civil engineering, construction or public administration preferred. Must possess or be able to obtain upon hire a valid Oregon drivers license and multiple State building inspector and building official certifications.

**EXPERIENCE/SKILLS:** Level of experience typified by three years employment in the building inspection or construction fields required. Prior employment with a local government agency preferred. Must be able to read and interpret building plans and specifications, be able to communicate effectively, both orally and in writing, be knowledgeable in the use and operation of a wide variety of construction techniques and methods, be able to work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 7, \$1,558 00 to \$1,719 00 monthly (FY85-86)

City of Sherwood, Oregon  
Public Works Department

FOREMAN

BASIC FUNCTION: Supervises, coordinates and schedules Public Works Department field operations and tasks relating to the maintenance of public facilities and equipment.

SPECIFIC DUTIES:

1. Monitors and inspects public facilities and equipment, determines maintenance needs and assigns and schedules Public Works crews to appropriate projects.
2. Assesses material and equipment needs, maintains inventories, develops specifications and advises Public Works Director on purchasing matters.
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 and evaluation of department staff.
5. May perform the duties of other Public Works personnel as assigned or required.
6. Assists in coordinating the work of contractors, utilities, architects and Public Works crews on City construction projects and may perform the duties of a construction project inspector.
7. Answers inquiries and provides the general public, contractors and other public agencies with assistance and information on department projects and services.
8. Establishes and maintains Public Works project and operational reports and records.
9. 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 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 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, 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.

**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 State Waterworks certification.

**EXPERIENCE/SKILLS:** Level of experience typified by three 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:** Grade 7, \$1,558.00 to \$1,719.00 (FY 85-86)



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.

**SPECIFIC 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 public works vehicles such as dump trucks, backhoes, street sweepers and tractor mowers and numerous power and other tools such as jackhammers, torches, welders and saws.
4. 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.
5. Performs basic maintenance of City vehicles such as lubrication, tire changes, clean-up and other minor servicing and tune-ups.
6. May read and inspect City water meters and be required to shut off and/or restore service to delinquent accounts.
7. 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 and temporary help 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, 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 be of an adversarial and stressful nature.

**EDUCATION/LICNESES:** 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 certification preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by two years employment in the major construction trades or public works required. Some supervisory experiences desirable. Must be knowledgable and skilled in the operation of trucks and specialized heavy equipment, 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:** Grade 6, \$1,372.00 to \$1,513.00 monthly (FY 85-86)

City of Sherwood, Oregon,  
Public Works Department

UTILITY WORKER

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

**SPECIFIC 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 public works vehicles such as dump trucks, backhoes, street sweepers and tractor mowers and numerous power and other tools such as jackhammers, torches, welders and saws.
- 4 Performs basic maintenance of City vehicles such as lubrication, tire changes, clean-up and other minor servicing and tune-ups.
- 5 May read and inspect City water meters and be required to shut off and/or restore service to delinquent accounts.
- 6 Performs similar and incidental duties as assigned.

**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.

**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, 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 be of an adversarial and stressful nature.

**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. Possession of State Waterworks certification 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:** Grade 5, \$1,208 to \$1,332.00 monthly (FY 85-86)

City of Sherwood, Oregon  
Library Department

DIRECTOR

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

SPECIFIC DUTIES:

1. Coordinates and supervises all regular department activities directed towards operating and maintaining public library services and the public library building.
2. Coordinates functions of the department with municipal, county, State and federal agencies, library support organizations and the Library Board of Trustees.
3. Selects, trains, supervises and evaluates department staff and volunteers.
4. Promotes department and City activities directed toward improving public knowledge, confidence and understanding of local government and increasing use of the public library system.
5. Develops and implements goals, operational policies, and programs for the department, including preparation of an annual budget.
6. Performs the duties of the Library Assistant and volunteers on a regular basis, including circulation desk attendance and book shelving and cataloging.
7. Establishes, maintains and updates library files, records and book, periodical and other library material catalogs.
8. Participates in the development of goals, operational policies and programs for the entire City government.
9. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Library Department is to provide the community with local access to a diverse collection of books and other reading materials. The Library Director is responsible for administering a department with an operating budget of \$48,227.00 (FY 85-86). The Library 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. Supervises Library Assistant and/or volunteers depending on current staff levels.

**JOB CONDITIONS:** Normally works a 40 hour week in a library setting on a flexible schedule. Rarely required to work extended hours, but may 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 and library support groups, other library, governmental and granting agencies and vendors. Contacts can be complex and may occasionally be of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Bachelors degree in library science or other applicable discipline preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by two years employment in a senior and independent supervisory capacity with a library organization required. Prior employment with a public library 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. Must be able to communicate effectively, both orally and in writing, with both adults and children, work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs, and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 7, \$1,558.00 to \$1,719.00 monthly (FY 85-86)

City of Sherwood, Oregon  
Library Department

LIBRARY ASSISTANT

**BASIC FUNCTION:** Processes, catalogs and shelves library books and periodicals and assists patrons in finding and borrowing library materials.

**SPECIFIC DUTIES:**

1. Prepares library books and other materials for circulation including covers, labels, donation plates, book cards and packets
2. Assists patrons in finding and borrowing books and other library materials, issues library cards and provides general information on library services.
3. Collects, sorts and shelves or reshelves books and other library materials and conducts an annual inventory of the library collection.
4. Assists in cataloging library books including assigning subject headings and Dewey classification numbers and preparing, filing and maintaining associated catalog cards and records.
5. Performs miscellaneous clerical tasks such as light typing, copying, mail sorting and routine cleanup of Library facilities.
6. Performs similar and incidental duties as required.

**RESPONSIBILITIES:** The goal of the City of Sherwood Library Department is to provide the community with local access to a diverse collection of books and other reading materials. The Library Assistant is primarily responsible for the accurate and orderly preparation and shelving of books and other library materials. The Library Assistant must perform his or her duties in a manner that reflects positively on the City and the department.

**SUPERVISION:** Reports to the Library Director. No supervisory or lead responsibilities but may assist volunteers.

**JOB CONDITIONS:** Normally works a 20 hour week in a library setting on a flexible schedule which may include evenings and Saturdays. Regularly is the only staff member on-duty during hours library is open to the public.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with library patrons. Contacts are normally routine, non-adversarial and non-stressful.

**EDUCATION/LICENSES:** Functional competency in reading, writing, mathematics and general education subjects required. Additional education in library sciences, office practices and other disciplines applicable to library employment preferred.

**EXPERIENCE/SKILLS:** Prior employment in a library and a knowledge of basic library and cataloging procedures and familiarity with books and literature preferred. Must be able to communicate effectively with both adults and children and to deal patiently, courteously and conscientiously with the general public, the-job.

**COMPENSATION:** Grade 1, \$725.00 to \$800.00 monthly (FY 85-86)



City of Sherwood, Oregon  
Finance and Administrative Services

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.

**SPECIFIC 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 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 and personnel files and compiles data based on these records as required.
4. Selects, trains, supervises and evaluates all department staff.
5. Develops and implements goals, operational policies and programs for the entire City government and for the department.
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.
7. Performs the duties of City Recorder as defined by State Statute and the City Charter, including acting as secretary to the City Council.
8. Performs various clerical duties as required including data processing, typing, utility billing, telephone and office reception and tasks associated with municipal court.
9. 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 \$76,235 (FY 85-86) and for managing a permanent staff of two. As chief financial officer of the City, the Director has administrative and fiduciary responsibility for a General Fund of \$521,730, four utility enterprise funds of \$531,956, nine special funds of \$469,580 and bonded debt of \$420,371 (all FY 85-86). 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:** Reports to the City Manager. Regularly supervises Public Services Clerk, Office Clerk and volunteers.

**JOB CONDITIONS:** Normally works a 40-50 hour week in an office setting. Frequently required to work extended hours, evenings 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, 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/or of an adversarial and stressful nature.

**EDUCATION/LICENSES:** Equivalent to an associate degree in business or accounting required. Bachelors degree in business, finance, or similar discipline preferred.

**EXPERIENCE/SKILLS:** Level of experience typified by three 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, be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interests and respond to rapid changes in priorities and community needs and deal patiently, courteously and conscientiously with the general public.

**COMPENSATION:** Grade 9, \$2,012.00 to \$2,220.00 monthly (FY85-86)

City of Sherwood, Oregon  
Finance and Administrative Services Department

PUBLIC SERVICES CLERK

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

SPECIFIC DUTIES:

1. Processes and maintains water, sewer and other utility service accounts, including billings, collection and posting of receipts, opening and closing accounts, delinquency actions and associated records.
2. Maintains police logs, case files and other records and distributes reports and records to other public safety agencies and insurance companies as directed.
3. 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.
4. 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 and police and court matters.
5. Transcribes, types, collates and processes City records, correspondence, reports, contracts and similar documents.
6. Assists in basic bookkeeping tasks for City accounts and in processing general billings, invoices, fees and charges, purchase orders and similar documents.
7. Conducts property lien searches and submits findings to title companies and other agencies as requested.
8. Compiles data and makes reports based on a variety of municipal records, as assigned or required.
9. 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 records and accounts for City utilities, police 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.

**JOB CONDITIONS:** Normally works a 40 hour week in an office setting. Required to attend 2-4 evening municipal court sessions per month and to accurately and efficiently process large volumes of utility and court records within limited time periods while maintaining routine office services.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with City employees, utility customers, 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 occasionally be of an adversarial and stressful nature.

**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 year 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, be able to communicate effectively, both orally and in writing, be able to deal patiently, courteously and conscientiously with the general public and to independently prioritize workload. Experience in the use and operation of word processing and microcomputer equipment also required.

**COMPENSATION:** Grade 4, \$1,063.00 to \$1,173 monthly (FY 85-86)

City of Sherwood, Oregon  
Finance and Administrative Services Department

OFFICE CLERK

**BASIC FUNCTION:** Performs secretarial, reception, record-keeping and other office tasks, and provides information and assistance on City services to the general public and other individuals and groups.

**SPECIFIC DUTIES:**

1. Transcribes, types, copies, collates, processes and distributes office records, correspondence, reports, agendas, contracts and similar documents, including agenda packets for Council and other City meetings.
2. 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.
3. Maintains and indexes City records and files, including ordinances and resolutions, and compiles data based on these records as required.
4. Coordinates miscellaneous office management tasks such as supplies, petty cash, appointments, travel arrangements and mail handling.
5. Assists in processing City billings, invoices, fees and charges, purchase orders and similar documents.
6. May assist in maintaining City financial accounts and records and in the preparation of utility billings as required.
7. 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 Office Clerk is responsible for providing accurate and timely clerical services supporting the delivery of City services. The Office 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.

**JOB CONDITIONS:** Normally works a 20 hour week in an office setting. May work up to a 40 hour week in cases of staff absences. Required to accurately and efficiently produce large volumes of typed material within limited time periods while maintaining routine office services.

**EXTERNAL CONTACTS:** Frequent opportunity and requirement to interact with the general public, 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.

**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 year employment in a general secretarial, clerk or similar office position preferred. Must be able to type approximately 50 WPM with good grammar, spelling, punctuation and accuracy and possess basic recordkeeping and bookkeeping skills. Must be able to communicate effectively, both orally and in writing, be able to deal patiently, courteously and conscientiously with the general public and to independently prioritize workload. Experience in the use and operation of word processing and microcomputer equipment also required.

**COMPENSATION:** Grade 1, \$725.00 to \$800.00 monthly (FY85-86)

SHERWOOD EMPLOYEE EVALUATION

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Evaluation for:

Date:

Job Title:

Department:

Evaluation Period:

Purpose:

Evaluator:

Job Title:

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Specific Duty	Performance Summary
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Evaluation for:

Date:

Pg.            of

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Evaluators Comments: Required for "Not Current Job Requirement"  
ratings and any other job related comments.

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Employees Comments: May relate to this evaluation or any other  
employment related issues or concerns.

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# Action Plan Sheets Attached:            Oral Interview Date:

Employees Acknowledgment:

Evaluators Signature:

Department Head or City Manager Acknowledgment:

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Evaluation for:

Date:

Pg.            of

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Action Plans: Required for "Not Meeting All Requirements", "Making Expected Progress", and "Exceeds Requirements" evaluations. Suggested for "Meeting All Requirements" evaluations.

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Evaluation for:

Date:

Pg. of

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Action Plans: Required for "Not Meeting All Requirements", "Making Expected Progress", and "Exceeds Requirements" evaluations. Suggested for "Meeting All Requirements" evaluations.

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