

City of Sherwood, Oregon
Resolution No. 96-651

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

WHEREAS, the current City Personnel Rules and Employee Handbook (hereinafter called ("Rules")) were established by Resolution 93-547, effective July 1, 1993; and


WHEREAS, in the course of reviewing work loads in the Public Library and Public Works-Engineering Departments, management has determined additional staffing is critical to properly conduct City business.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

Section 1. Job Descriptions: The City's Job Descriptions, attached hereto as Exhibit "A", are hereby approved and adopted.

Section 2. Effective Date. This Resolution shall become effective retroactive to September 1, 1996.

Duly passed by the City Council this 24th day of September 1996.



Walter Hitchcock, Mayor

ATTEST:



Jon Bormet, City Manager-Recorder

City of Sherwood, Oregon
Engineering Department

ENGINEERING COORDINATOR

BASIC FUNCTION: Performs a wide variety of complex clerical, secretarial and administrative work providing support to department staff and assisting in the administration of standard operating policies and procedures.

ESSENTIAL DUTIES:

1. Coordinates the office operations of department which includes developing and maintaining office forms and procedures to assure organized processing among the public and City departments.
2. Receives and processes subdivision and development applications which involves reviewing engineers estimates, collection of fees and taking or recommending appropriate action.
3. Prepares all supporting materials and calculations for Bond Agreements and Compliance Agreements for new developments and coordinates with developers for signing and payments of fees. Issues letter of final acceptance of public improvements.
4. Receives the public and answers questions from contractors, property owners, staff, and general public relating to various City services, particularly in engineering and new developments matters.
5. Schedules pre-construction conferences for Engineering projects and private development.
6. Coordinates and administers SDC Committee requests, documentation, meetings, and payback agreements.
7. Coordinates bid openings and maintains computerized budget tracking for all major Engineering projects.
8. Provides computerized recording keeping of departments requisitions and vendors data.

AUXILIARY DUTIES:

1. Maintains all official and permanent Engineering files and records of inspection reports, resolutions, public notices and similar documents, including computerized records.
2. Routes Mylars to Public Works and coordinates other mapping documents for Engineering and assist other departments in system usage.

3. Assigns property addresses for the City outside of those done by Washington County.
4. Performs similar and incidental duties as required.

RESPONSIBILITIES: The goal of the City of Sherwood Engineering Department is to safely and efficiently design and construct City utilities, parks, buildings, streets and other public facilities and to be a "Service" Department. The Engineering Coordinator is responsible for providing accurate and timely assistance involving document preparation and support for delivery of Engineering services. The Engineering Coordinator must perform his or her duties in a manner that reflects positively on the City and the Department.

SUPERVISION: Reports to the City Engineer. Works closely with Project Inspections.

JOB CONDITIONS: Normally works a 40-hour week in an office setting. Regular hours of work may be adjusted from the conventional "8 to 5" to better serve department clients, such as engineers and developers. Work is performed in a fast-paced environment with competing priorities and a constant high level of demand for customer service. Must be able to accurately and efficiently process data and forms within limited time periods while maintaining routine office services, and independently prioritizing workload. Physical demands typically involve the mobility and manual dexterity related to usual office tasks, particularly in the use of computer equipment, and moving of office materials up to ten (10) pounds.

EXTERNAL CONTACT: Frequent opportunity and requirement to interact with developers, engineers, contractors, vendors, the general public and other individuals and groups doing business with the City. Contacts may occasionally be of 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 specialized course work in accounting, bookkeeping, business office practices and office equipment use preferred. Must possess, or be able to obtain upon hire, a valid Oregon driver's license.

EXPERIENCE/SKILLS: Four years experience in Administrative Assistant work of an increasingly responsible nature; or an equivalent combination of related education and experience. Additional experience in the Engineering, Public Works operations, building trades and municipal permitting processes preferred. Must be able to type approximately 50 WPM with excellent grammar, spelling, punctuation and accuracy. Proficiency in basic recordkeeping practices, and experience in the use and operation of Microsoft Word, Microsoft Excel and computer equipment is also required.

COMPENSATION: Class 7, FTE \$2512 to \$2773 monthly (FY 96-97)

City of Sherwood, Oregon
Library Department

LIBRARY DIRECTOR

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

ESSENTIAL DUTIES:

1. Coordinates and administers all Library activities.
2. Selects, trains, supervises, evaluates, disciplines and discharges all department staff, as per City Personnel Rules, and also performs similar functions with library volunteers.
3. Develops and implements goals, operational policies, and programs for the library, including preparation of an annual budget.
4. Promotes department and City activities directed towards improving public knowledge, confidence and understanding of local library services.
5. Coordinates the activities of the City Library Board.
6. Coordinates functions of the department with other Library agencies, and professional organizations.
7. Participates in the development of goals, operational policies, and programs for the entire City government.

AUXILIARY 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.

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 library materials. The Director is responsible for operating the library with a budget

of \$488,043.00 as a quality "reading center" and for using community resources to enhance local library service in a cost effective manner. The Director 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 Assistant Director, Assistant Librarian and Library Assistant.

JOB CONDITIONS: Normally works a 40-hour week in a library setting on a flexible schedule, sometimes with no other employees on duty. Must be able to successfully manage several tasks and duties simultaneously during library open hours. Must be able to use sound judgment, make independent decisions, and produce positive results with limited resources. Physical demands typically involve mobility and manual dexterity related to usual library and office tasks, and moving office and book materials up to thirty pounds.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, library patrons, library support groups, personnel from other area libraries, and vendors. Formally represents the library before the City Council, advisory boards, or area-wide library organizations. Contacts are normally routine, but may be adversarial and 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: Masters degree in library science or other applicable discipline.

EXPERIENCE/SKILLS: Level of experience typified by five years employment in a library required. Extended 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, be familiar with a broad range of literature and books, and have strong budgeting and personnel management skills. Experience with computerized cataloging required. Additional experience may be substituted for education at the City's discretion.

COMPENSATION: Class 11, FTE \$4,197 to \$4,633 monthly (FY 96-97)

City of Sherwood, Oregon
Library Department

ASSISTANT DIRECTOR

BASIC FUNCTION: Assists Library Director in the promotion, planning, implementation, and evaluation of all Library Department services.

ESSENTIAL DUTIES:

1. Performs extended reference searches and inter-library loan process.
2. Assists with the continuing evaluation and development of library collections, and manages the periodical collection including record keeping.
3. Establishes, maintains, and updates library files and records, including on-line cataloging of library materials.
4. Supervises preparation of library materials for circulation and shelving of library materials.
5. Assists with recruiting, training, scheduling and supervising library assistants and volunteers.
6. Assists with supervision of other library staff, makes assignments and coordinates work schedules.
7. Assists with coordinating programs, events, and collections for library patrons.
8. Maintains and updates purchase orders and other budgetary records.
9. Represents Library at Washington County Community Library Services WILI meetings.

AUXILIARY DUTIES:

1. Assists patrons in finding and borrowing books and other library materials through use of a computerized book catalog, issues library cards, and provides general information and basic reference service.
2. Represents Director as need arises.
3. Performs 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 library materials. The Assistant Director supports the delivery of basic library services such as circulation, cataloging, patron assistance, collection development and operational concerns with an emphasis on flexibility and excellent service. The Assistant Director must perform his or her duties in a manner that reflects positively on the City and the Library.

SUPERVISION: Reports to the Library Director. Leads and trains library assistants and volunteers.

JOB CONDITIONS: Normally works a 40-hour work week in a library setting on a flexible schedule, sometimes with no other employees on duty. Required to work Saturdays. Must be able to successfully manage several tasks and duties simultaneously during library open hours. Must be able to use sound judgment, make independent decisions, and produce positive results with limited resources. Physical requirements typically involve mobility and manual dexterity related to usual library and office tasks, and moving office and book materials up to thirty pounds.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, library patrons, library support groups, personnel from other area libraries, and vendors. Contacts are normally routine, but may be adversarial and 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: BA or BS degree required, MLS preferred.

EXPERIENCE/SKILLS: Level of experience typified by three years employment in a library required. Additional experience in a senior capacity with a public library organization. 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, and familiarity with a broad range of literature and books also required.

COMPENSATION: Class 7, \$2,515 to \$2,773 monthly (FY 96-97)

City of Sherwood, Oregon
Library Department

LIBRARY ASSISTANT I

BASIC FUNCTION: Assists with daily activities directed toward operating and maintaining library services and the public library building.

ESSENTIAL DUTIES:

1. Assists patrons in finding and borrowing books and other library materials through use of a library data base, issues library cards, and provides general information and basic reference service.
2. Assists with the preparation of library materials for circulation, and shelves library materials.
3. Assists with maintenance of library files and records, including automated files and records.
4. Assists with training, scheduling, and leading library volunteers.

AUXILIARY DUTIES:

1. Assists with coordinating programs, events, and collections for special groups of library patrons, such as children and seniors.
2. Assists in the development and implementation of operational practices and programs for the library.
3. Performs miscellaneous tasks such as typing, copying, mail sorting, and the routine cleanup and security of library facilities.
4. 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 library materials. The Library Assistant supports the delivery of basic library services such as circulation, cataloging and patron assistance. The Library Assistant must perform his or her duties in a manner that reflects positively on the City and the Library

SUPERVISION: Reports to the Director.

JOB CONDITIONS: Normally works a 40-hour week in a library setting on a flexible schedule, sometimes with no other employees on duty. Required to work Saturdays and evenings. Must be able to successfully manage several tasks and duties simultaneously during library open hours. Must be able to use sound judgment, make independent decisions, and produce positive results. Physical demands typically involve mobility and manual dexterity related to usual library and office tasks, and moving office and book materials up to thirty pounds.

EXTERNAL CONTACTS: Frequent opportunity and requirement to interact with City employees, library patrons, library support groups, personnel from other area libraries, and vendors. Contacts are normally routine, but may be adversarial or 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: Minimum AA degree, BA/BS preferred.

EXPERIENCE/SKILLS: Prior experience in a public library organization. Experience with automated library systems, and familiarity with a broad range of literature and information.

COMPENSATION: Class 5, FTE \$1,943 to \$2,145 monthly (FY 96-97)