



COPY

Amended by  
Res. 2001-927

Resolution No. 2000-898

**A RESOLUTION AMENDING THE CITY OF SHERWOOD PERSONNEL RULES -  
SALARY SCHEDULE/JOB DESCRIPTIONS AND AMENDING RESOLUTION 2000-871**

**WHEREAS**, the current City Personnel Rules Salary Schedule and Job Descriptions was updated by Resolution 2000-871, on June 13, 2000; and

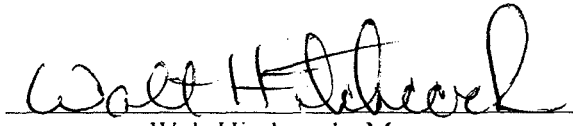
**WHEREAS**, recent personnel duties and responsibilities have been redefined and necessitated changes to the salary and job descriptions for the Controller, and the Parks and Recreation Coordinator; and

**WHEREAS**, two of the department head functions have been consolidated into one position entitled Assistant City Manager/CFO;

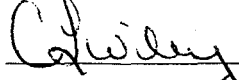
**NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:**

The Revision highlights attached hereto as Exhibit "A" are hereby approved and adopted.

Duly passed by the City Council this 14<sup>th</sup> day of November 2000.

  
Walt Hitchcock, Mayor

ATTEST:

  
\_\_\_\_\_  
C.L. Wiley, City Recorder

CITY OF SHERWOOD  
APPENDIX B - SALARY STEPS BY TITLE  
EFFECTIVE NOVEMBER 14, 2000  
FY 00-01

TITLE	CLASS	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Library Page	1	\$1,421	\$1,492	\$1,567	\$1,645	\$1,727	\$1,814
	2	\$1,667	\$1,750	\$1,838	\$1,930	\$2,026	\$2,128
Library Assistant I Parks Maintenance Worker Police Clerk Receptionist Utility Service Worker I	3	\$1,913	\$2,009	\$2,109	\$2,215	\$2,325	\$2,442
Evidence Control Technician Library Assistant II Municipal Court Administrator Parks Landscaper/Arborist Permit Specialist Secretary Utility Billing Clerk Utility Service Worker II	4	\$2,160	\$2,268	\$2,381	\$2,500	\$2,625	\$2,757
Accounting Technician Administrative Assistant Building Maintenance Coordinator Code Compliance/Zoning Technician Community Service Worker Engineering Coordinator Water Quality Specialist	5	\$2,406	\$2,526	\$2,653	\$2,785	\$2,925	\$3,071
Assistant Planner Circulation Supervisor Head of Technical Services Lead Utility Service Worker Librarian Park Ranger Parks Maintenance Lead Project Inspector	6	\$2,652	\$2,785	\$2,924	\$3,070	\$3,224	\$3,385
Associate Planner Construction Supervisor	7	\$2,898	\$3,043	\$3,195	\$3,355	\$3,523	\$3,699
<u>Controller</u> Detective Supervisor Head of Public Services System Administrator	8	\$3,144	\$3,301	\$3,466	\$3,640	\$3,822	\$4,013
Human Resource Analyst <u>Parks &amp; Recreation Coordinator</u> Police Sergeant Public Works Operations Mgr Senior Planner	9	\$3,390	\$3,560	\$3,737	\$3,924	\$4,121	\$4,327
Special Projects Manager Civil Engineer	10	\$3,637	\$3,819	\$4,010	\$4,210	\$4,421	\$4,642
Police Commander	11	\$3,883	\$4,077	\$4,281	\$4,495	\$4,720	\$4,956
Library Director Parks & Recreation Director	12	\$4,129	\$4,335	\$4,552	\$4,780	\$5,019	\$5,270
Planning Director	13	\$4,375	\$4,594	\$4,823	\$5,065	\$5,318	\$5,584
Public Works Director/City Engineer	14	\$4,621	\$4,852	\$5,095	\$5,349	\$5,617	\$5,898
Police Chief	15	\$4,868	\$5,111	\$5,367	\$5,635	\$5,917	\$6,213
<u>Assistant City Manager/CEO</u>	16	\$5,114	\$5,370	\$5,638	\$5,920	\$6,216	\$6,527

**ORGANIZATION:** City of Sherwood  
**LOCATION:** Sherwood, Oregon  
**DEPARTMENT:** Finance  
**JOB TITLE:** Controller

**DATE:** October 2000

**PURPOSE OF POSITION:** Perform a variety of professional accounting tasks related to the accumulation of financial data and the preparation and maintenance of financial data for posting to ledgers. Manage the treasury and budget systems of the City to assure compliance with state laws and local policies. Perform complex financial and budgetary analysis, including financial audits of City departments.

**ESSENTIAL JOB FUNCTIONS:**

Maintain the City's general ledger, associated journals and other financial records. Provide information and analysis to support business planning and information requirements from staff. Interact with government agencies as required, file appropriate reports, and ensure compliance.

In conjunction with the City Manager and CFO, prepare and administer the City budget in accordance with Oregon municipal finance law. Develop budgeting, accounting, and reporting systems in compliance with professional standards. Prepare initial department budget request and oversee the consolidation of departmental budgets into a comprehensive budget for the City, requiring the forecasting of City revenues and expenditures. Monitor approved department budget.

Supervise assigned staff, including training, scheduling, assigning and reviewing work, and evaluating performance.

Oversee and manage procurement processes. Answer questions from vendors and staff relating to finance functions. Serve as a City liaison with banks, investment firms and other financial institutions. Lead contact for "Citizens Budget Committee."

Manage the investment of the City funds in a fiduciary, responsible manner in accordance with applicable laws. Oversee City's cashflow to meet operational needs and maximize interest revenues within policy guidelines. Monitor and maintain long-term investment policies, procedures and practices.

Examine financial documents and transactions for mathematical accuracy, proper rate calculation, conformance with established accounting codes and classifications and proper documentation and authorizations.

Assemble data for and prepare or draft a variety of periodic and special financial reports such as balance sheets; statements of changes in funds balance; statements of appropriations, expenditures, and encumbrances; estimates of anticipated revenue and expenditures; cost accounting reports; bank reconciliation; and, reports of accounts receivable outstanding.

Perform internal financial audits of City departments. Prepare working papers and work closely with external auditors during annual audit.

Draft and recommend financial policies and procedures to maintain financial security and controls

Maintain cooperative working relationships with City staff, other organizations and the general public.

**Job Title:** Controller

**DATE:** October 2000

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of the principles, methods and practices of fund accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, and various laws affecting public accounting and budgeting. Knowledge of accounting software applications programs. Equivalent to a complete four year university education in accounting and over two years fund accounting experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** None.

**DESIRABLE REQUIREMENTS:** Possession of Certified Public Accountant designation. Previous experience in a municipality within the State of Oregon. Knowledge of specific accounting software utilized within the City.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Responsible for seldom over two FTE. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:** Works under the direction of the Assistant City Manager/CFO.

**ORGANIZATION:** City of Sherwood  
**LOCATION:** Sherwood, Oregon  
**DEPARTMENT:** Parks & Recreation

**DATE:** October 2000

**JOB TITLE:** Parks & Recreation Coordinator

**PURPOSE OF POSITION:** Oversee parks management and recreation, and facility maintenance activities, including development and operations of comprehensive recreation programs, recreation areas and facilities, playgrounds, and other specialized areas/structures and budget development, with accountability for results in terms of costs, personnel and methods. Supervise department personnel in the performance of their duties. Work under the supervision of the Assistant City Manager. Act as City's landlord of City properties under the supervision of the Assistant City Manager. Communicate with public on related matters and concerns.

**ESSENTIAL JOB FUNCTIONS:**

Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective park and recreation services to meet the needs and interests of the community.

Assign, supervise and evaluate work of subordinates. Resolve employee complaints and administer disciplinary action. Interview and effectively recommend hiring and termination actions. Ensure provision of adequate training within department.

Serve as landlord on City properties. Determine facility needs, project life expectancies, prepare preventive maintenance schedules and budget. Oversee contractors and monitor project status to ensure fulfillment of contractual responsibilities.

Supervision and coordination of all City festivals and events.

Represent the City to Parks Advisory Board, Friends of the Refuge Organization, Sherwood Sports Association, Sherwood School District, YMCA, Atfalati Recreation District Task Force, and other related groups.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of recreation management principles and practices, program development, and parks operations. Knowledge of supervisory and personnel principles and

**Job Title:** Parks and Recreation Coordinator

**DATE:** October 2000

practices, and funding sources and proposal techniques. Equivalent to a four-year university education in recreation management, business/public administration or related field and over three years related experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Must have excellent written and verbal communication skills to interact with staff, vendors, other organizations and the general public.

**DESIRABLE REQUIREMENTS:** Previous experience with municipal parks.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 50 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Work activities take place under both usual office working conditions as well as outside. Outside activities, with exposure to rain, dirt, dust, fumes, etc. take place less than 40% of the work period.

**SUPERVISORY RESPONSIBILITIES:** Responsible for seldom over two FTE. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

**SUPERVISION RECEIVED:** Works under the supervision of the Assistant City Manager.

**ORGANIZATION:** City of Sherwood  
**LOCATION:** Sherwood, Oregon  
**DEPARTMENT:** Administration

**DATE:** October 2000

**JOB TITLE:** Assistant City Manager/CFO

**PURPOSE OF POSITION:** Assists the City Manager in tasks related to the supervision and control of administrative and business affairs of the City. Plans and oversees the operations of the Finance Department, including financial reporting, budget development, and investments, with accountability for results in terms of costs, personnel and methods. Communicates with public on financial matters and concerns. Responsible for coordinating and developing public, legislative, community and/or intergovernmental issues as assigned. Administers intergovernmental agreements and provides research, policy analysis, and staff support to the City Manager. Serves as a member of the City's Management Team.

**ESSENTIAL JOB FUNCTIONS:**

Plan and develop programs, policies and procedures related to areas of responsibility based on analysis of City needs, workload, staffing levels, and economic, legislative and judicial influences to provide appropriate and effective financial services for the City.

Serve as City Treasurer and Budget Officer. In conjunction with the City Manager, prepare and administer the City budget in accordance with Oregon municipal finance law. Develop budgeting, accounting, and reporting systems in compliance with professional standards. Prepare initial department budget request and oversee the consolidation of departmental budgets into a comprehensive budget for the City, requiring the forecasting of City revenues and expenditures. Manage and monitor approved department budget. Review progress and make necessary modifications.

Provide general assistance on a City wide basis related to financial reporting and financing options. Ensure compliance to related policies. Review information and make recommendations for grants, loans, rate studies and other matters related to the finance area.

Assume responsibility and duties in the absence of the City Manager.

Consult with various financial institutions and advisors, and bond counsel to arrange financing for construction projects. Provide financial information and analyses used to prepare bond prospectuses for debt financing.

Manage the investment of City funds in a fiduciary, responsible manner in accordance with applicable laws. Oversee City's cash flow to meet operational needs and maximize interest revenues within policy guidelines. Monitor and maintain long-term investment policies, procedures and practices.

Attend various community, professional and civic organization meetings to communicate City goals, programs, and policies. Attend, in lieu to the City Manager, all meetings and conferences that s/he is unable to attend.

Administer and negotiate some of the City's contractual and intergovernmental service agreements and serves as liaison with assigned agencies. Present information on City operations and services at public meetings and facilitate group problem solving on complex and/or controversial issues. Carry out special projects and assignments at the direction of the City Manager.

**Job Title:** Assistant City Manager/CFO

**DATE:** October 2000

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

**AUXILIARY JOB FUNCTIONS:** Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Broad knowledge of the principles, methods and practices of municipal accounting and budgeting, financial analysis and reporting, internal controls and auditing procedures, cash management, investments, and various laws affecting public accounting and budgeting. Knowledge of the principles of supervision and personnel practices; and computer software applications. Equivalent to a complete four year university education in accounting and seven years experience which includes supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of Certified Public Accountant designation.

**DESIRABLE REQUIREMENTS:** Previous Oregon municipal experience. Possession of Certified Management Accountant designation. Completion of Master's degree program in public administration, management, or related field.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 10 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

**WORKING CONDITIONS:** Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

**SUPERVISORY RESPONSIBILITIES:** Position is responsible to ensure organization compliance with all laws and regulations pertaining to accounting, budget, and financial matters in an advisory manner. Assists in the general supervision of all City employees and the management of supervisors. Acts as a resource to other project managers at the City.

**SUPERVISION RECEIVED:** Works under the general direction of the City Manager. Manage projects of a complex nature with little or no supervision.