

**CITY OF PHOENIX
SPECIAL CITY COUNCIL MEETING
PUBLIC WORKS OFFICE
1000 S. "B" STREET
MONDAY, MAY 9, 2016
6:30 P.M.**

- 1. CALL TO ORDER/ROLL CALL6:30 PM**

- 2. NEW BUSINESS:**
 - a) Decision on Interim City Manager
 - b) Decision on Interim Finance Director
 - c) Discussion of Recruitment Priorities and Methods

- 3. ADJOURNMENT**

NOTE: At special meetings only the items listed on the agenda may be discussed. Discussion on any other issue is not allowed and testimony will not be taken.

*In accordance with state law, copies of the complete record of this meeting will be available at City Hall. If you are hearing impaired and need accommodation, please give 48 hours notice to City Hall prior to the meeting.

CITY OF PHOENIX

JOB DESCRIPTION

Title: City Manager/Recorder
Department: Administration
Reports to: City Council
FLSA Status: Exempt
Union Position: No
Effective Date: 10/01/08

DEFINITION: The City Manager/Recorder shall be the chief executive officer and head of the administrative branch of the city government and shall be responsible to the City Council for the proper administration of all affairs placed in his/her hands.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned and required.

1. To supervise and control all administrative and business affairs of the City, and generally to manage its affairs and concerns, except the legislative and appointive powers vested in the Council and the judicial functions of the Municipal Judge.
2. To meet with City Council at regular and special meetings; to provide information or make presentations covering a variety of issues on municipal operations; to advise the City Council of financial conditions, current and future city needs and other issues of citywide concern and to provide recommendations to Council in their deliberations.
3. To see that all ordinances and the laws of the state are enforced. To see the provisions of the franchises, contracts, leases, permits and privileges granted by the City are fully observed and to report to the Council any violations thereof.
4. Serves as City's Election Officer. Handles all aspects of City elections, including preparing and distributing official notifications and elections information. Providing information to candidates and campaign committees and ensuring compliance with all county and state laws, regulations and requirements.
5. To exercise general oversight of all city departments and programs; to confer with department heads and other staff on varied operating and administrative issues; to propose and/or review departmental plans, programs and procedures. To hold weekly staff meetings of department heads to promote team building, communication, and cooperation between city departments.
6. To control the purchase, storage and distribution of all supplies and to establish and enforce standard specifications as set forth in the City's Purchasing Policy.
7. To contract for the performance of any work or for the furnishings of any supplies, materials or equipment, for each departments of the City as set forth in the City's Purchasing Policy.

8. To provide administrative direction to all City employees, directly or through subordinate department heads; to ensure satisfactory resolution of personnel issues; to review and provide final approval on hiring, discipline and termination recommendations; to act as lead negotiator in labor contract negotiations.

9. Serves as City's Budget Officer. To prepare and submit to the Council the annual budget estimate and such reports as may be required by the governing body. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control;

10. To confer with representatives of the city, county and other governmental agencies on a wide variety of concerns involving the coordination of city services and agreements.

11. To seek out financial resources available to the city and oversee any application made for grants by department heads.

12. Provides City staff and the public with general information about the City Charter.

13. Oversees public records requests from citizens, civic organizations, news media, and other public agencies in compliance with Oregon Public Records Law and City policies.

14. Oversees the preparation and distribution of population reports and census information to state agencies. Maintains a record of properties annexed into the City.

15. Performs or assists subordinates in performing duties;

16. Must be bondable.

ESSENTIAL JOB FUNCTIONS:

Knowledge:

1. Considerable knowledge of municipal government organization, power and functions; working knowledge of municipal finance, human resources, public works, public safety, and community development.

2. Knowledge of practices of public administration; budgeting and management;

3. Knowledge of Oregon land use and planning;

4. Knowledge in and commitment to citizen involvement in the public policies and processes used by local government.

Abilities:

1. Ability to research assigned projects independently; perform detailed work involving numerical data; organize and summarize information; maintain a high degree of confidentiality; and read, understand and apply ordinances, laws, policies and applicable to scope of work.
2. Ability to follow written and oral instructions and organize and prioritize work to meet deadlines and demands of workloads with a minimum of supervision while maintain accuracy and attention to detail.
3. Ability to communicate effectively, both orally and in writing, with employees, city officials, other organizations, and the general public to explain general established policies, procedures and systems using good judgment, courtesy and tact.
4. Ability to motivate and encourage high performance in employees.

Skills:

1. Skill in operating tools and equipment such as personal computer including word processing and spreadsheet programs, fax machine, copier, calculator, spreadsheet programs;
2. Skill in preparing and administering municipal budgets;
3. Skill in planning, directing and administering municipal programs;

JOB QUALIFICATIONS:

1. Graduate from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and five (5) years of experience as a municipal manager.

PHYSICAL DEMANDS OF THE POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, reach and manipulate objects, tools or controls. The position requires mobility. Duties involve moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 75% of the work period while operating equipment such as computer keyboard, telephone, fax, and copier, etc.
2. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORKING CONDITIONS:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. The noise level in the work environment is typical of most office environments.

CITY OF PHOENIX
FINANCE DIRECTOR
JOB DESCRIPTION

JOB TITLE: Finance Director
DEPARTMENT: Finance
REPORTS TO: City Manager
FSLA STATUS: Exempt
UNION POSITION: No
Effective Date: May 2, 2016

DEFINITION: Provide leadership, management, direction, planning and goal setting for the City's Finance Department to ensure delivery of quality municipal services. The Director is responsible for strategy and planning for all financial issues facing the city. Conduct special projects as assigned by the City Manager.

This position works under the general supervision of the City Manager. As a member of the City's executive leadership team, this position has direct input into City policies and procedures and advises the City Manager on related issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned and required.

1. Develops and directs the implementation of policy and operational goals through department divisions and programs in response to service demands, and consistent with performance standards.
2. Directs the preparation and implementation of the department's annual operating and capital budget consistent with program goals and objectives; responds to requests from City Manager and Budget Committee members and other departments regarding the department budget request, and in the preparation of annual comprehensive financial statements.
3. Ensures compliance with all state, federal and local laws, department rules, and City policies and procedures; monitors and enforces safety rules established for assigned work areas.
4. Establishes annual department goals including ongoing confirmation and/or recommended updates to strategic direction, and provides periodic reports of the status of progress toward goals.
5. Sets and attains professional development goals; maintains proficiency in area of responsibility; stays current on area of expertise; demonstrates unquestionable integrity at all times, serving as a role model for appropriate public service ethics and effective leadership.
6. Prepares and presents written and oral reports to the City Manager, City Council, boards, commissions, other government agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information; advise the City Manager and City Council on department-specific issues.
7. Serves as a member of the City's executive leadership team; participates in recurring and special meetings and workshops including internal staff meetings, City Council meetings, Council

workshops and study sessions, commission and committee meetings, and department staff meetings. Coordinates activities of the department with other departments, other public agencies, and various community groups.

8. Represents the City at community and/or inter-agency meetings and functions, as appropriate; establish and maintain effective relationships with peers in other agencies and organizations, city departments, citizens, the business community, special interest groups, and the general public.
9. Recommends programs and techniques to improve the effectiveness of the City and its services.
10. Provides assistance to the City Manager, as directed and needed.

DEPARTMENT SPECIFIC:

1. Prepares a budget document that details all City expenditures and revenues in accordance with generally accepted governmental accounting practices. In conjunction with City Manager, presents final budget document to budget committee for approval.
2. Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and City finance policies, and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
3. Monitors departmental expenditures for the purpose of advising departments and City Manager of budget status, and insuring conformance with budget provisions and maximum expenditure amounts.
4. Maintains City's investment portfolio. Makes investments of idle funds, oversees reconciliation of all bank statements and accounting records monthly, and prepares information necessary for periodic audits. Ensures annual financial audit is conducted; assists and confers with independent auditor(s) as necessary.
5. Oversees preparation of City's payroll, accounts payable, and accounts receivable functions, including preparation and processing, monthly reports, and associated deposits.
6. Administers the City's participation in the Oregon Public Employees Retirement System (PERS).
7. Prepares necessary documents for approval, advertisement, printing, and sale of warrants to finance the construction, and bonds to provide long-term financing, of public improvements for the City; signs and delivers bonds when sold, and receives monies; provides the necessary documents for the acceptance of the bonds.
8. Provides for preservation, retention, and destruction of city finance records in accordance with state and federal laws and City policy.
9. Disseminates financial notices and information to departments, financial institutions, and state, federal and private agencies as required.

NECESSARY KNOWLEDGE, SKILLS & ABILITIES

To successfully perform this job, one must possess the following:

1. Knowledge of modern principles and techniques of governmental and municipal accounting and finance laws and rules, administration, organizational management, supervision, budget, and policy.
2. Ability to effectively apply management techniques, supervise subordinate personnel, and ensure that the department adheres to state and federal laws, department rules, City codes and policies. Ability to read, comprehend, interpret and apply laws and regulations. Ability to establish and maintain effective working relationships with other public officials, employees, vendors, the general public, and other individuals with which the incumbent comes in contact during the course and scope of employment.
3. Skills necessary to effectively perform the duties and responsibilities of the position, including: excellent communication and negotiation skills; management and supervision; writing and public presentation skills; computer skills sufficient to proficiently use word processing, spreadsheet and database applications.

JOB QUALIFICATIONS:

Job education and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience which ensure the ability to perform the work will be considered.

Education:

Bachelor's degree from an accredited college or university in Accounting, Finance, Business Management or closely related field required. Certified Public Accountant (CPA) or Professional Finance Officer Certification preferred.

Prior Experience:

Five years of progressively responsible related experience, including three years in a leadership role.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. Manual dexterity and coordination are required for less than half of the daily work period, which is spent either sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment or driving to meeting locations. The position requires a degree of mobility and moving materials weighing up to 5 lbs. frequently, up to 10 lbs. occasionally, and up to 40 pounds infrequently. This position requires both verbal and written communication abilities.

WORKING CONDITIONS:

While performing the duties of this position, the employee is generally working indoors in an office environment. The office setting does not expose the employee to hazardous conditions. The noise level in the office environment is usually moderate and lighting is adequate. Travel is required less than 10% of the work period.

Public Works Director – Operations Manager

Job Description

Summary

Under direction of the City Manager, plans, organizes and directs the City's, water management and distribution system, construction and public improvement projects, street system, and motor pool, also provides administrative support services for the division. Supervises staff in planning, prioritization and delivery of services and developing and monitoring service contracts. Prioritizes budget requests and prepares departmental budget. Resolves citizen complaints and concerns.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this position and does not include all the duties that may be assigned. The incumbent may perform a combination of some or all of the following duties:

1. Plans oversees and recommends projects, additions, maintenance and repair of Public Works facilities which include water distribution system, street system, parks, and motor pool.
2. Provides overall management and supervision of all public works operations; determines departmental priorities and schedules work assignments.
3. Supervises subordinate employees including reviewing work and evaluating performance. Insures subordinates are trained in latest "best practices" and are meeting required certifications.
4. Prepares department budget and presents to Budget Committee. Reviews and monitors expenditures to remain within established budgetary constraints.
5. Oversees and ensures compliance with all federal, state and local laws and regulations regarding public works operations; attends meetings and serves on committees relating to local and regional issue. Assists in determining strategies and procedures in regard to local and regional issues
6. Supervises writing of requests for proposals, grant applications, and bidding specifications for projects undertaken by the department; evaluate proposals and bids to make recommendations to the City Manager and Council.
7. Answers questions regarding citizen complaints and resolves issues associated with City infrastructure including determining solutions and communicating those solutions to the general public. Ensures the department is prepared to respond in a timely manner to emergencies and to citizen complaints.
8. Manages and oversees public contracting, and prepares correspondence and reports.
9. Performs other duties of a similar nature or level as assigned.

Minimum Qualifications

Knowledge of:

1. Management theories and principles.
2. Budgeting theories and principles.
3. Technical knowledge of public works related systems, including water distribution, water management, transportation system and motor pool/fleet management operations.
4. Practical knowledge of public works contraction. Creating request for proposals, analyzing proposals, and making recommendations for projects.
5. Valid Cross-connection inspector license.
6. Valid Oregon Commercial Driver's License (CDL) Class B on date of hire
7. Valid Level II certification in water distribution on date of hire. Able to attain Level III certificate in water distribution with 24 months of hire.
8. Valid ODOT flagging certificate within six months of hire
9. Attain Erosion and Sediment Control certification within six months from date of hire.
10. Local, state and federal laws governing public infrastructure system operations and maintenance services.
11. Reporting responsibilities to regulating agencies.
12. Report writing.
13. Public contracting.
14. Problem resolution techniques in public employee bargaining and union contexts.
15. Personal computers and related software applications.

Skills and Abilities to:

1. Apply management theories and practices.
2. Prepare budgets.
3. Track and record expenditures.
4. Manage public contracts.
5. Write reports.
6. Evaluate service program effectiveness.
7. Resolve conflicts.

8. Promote positive public relations.
9. Provide good customer service.
10. Comply with safety requirements of the position and actively promote safe work practices.
11. Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

Bachelor's degree and three or more years of supervisory and related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Bachelor's degree is preferred along with construction experience.

Licensing and Other Requirements:

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards. Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

CITY OF PHOENIX

JOB DESCRIPTION

Job Title: Public Works Director
Department: Public Works
Reports to: City Manager/Recorder
FLSA Status: Exempt
Union Position: No
Effective Date: 10/01/08

DEFINITION: The Public Works Director is responsible for the entire operation of the Public Works Department. This individual plans, organizes, staffs, directs and coordinates the operation and activities of the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.

1. Plans, oversees and recommends projects, additions, maintenance and repair of Public Works facilities which includes streets, parks, and water distribution system
2. Provides overall management and supervision of all public works operations; determines departmental priorities and schedules work assignments.
3. Supervises subordinate employees including reviewing work and evaluating performance training.
4. Prepares department budget and presents to Budget Committee. Reviews and monitors expenditures to remain within established budgetary constraints.
5. Coordinates and oversees public work projects with contracted agencies and public jurisdictions; reviews plans and specifications for all new construction of public improvements within the City.
6. Represents the Public Works Department at various local organizations and City Council Meetings; attends trade and professional meetings to keep current with developments, laws and regulations related to public works operations.
7. establishes short-term and long-term departmental goals and objectives.
8. Participates as part of the City's management team in the development and implementation of City goals and objectives.
9. Supervises writing of requests for proposals, grant applications, and bidding specifications for projects undertaken by the department; evaluate proposals and bids and makes recommendation to the City Manager/City Council.
10. Prepares requisitions and specifications for materials and equipment.

11. Responsible for overseeing planning and implementation of City infrastructure needs.

ESSENTIAL JOB FUNCTIONS:

1. Ability to work in all weather conditions.
2. Ability to communicate with others and produce written reports.
3. Ability to manage multiple, complicated projects and substantial amounts of data and information.
4. Ability to develop short and long term plans and programs.
5. Ability to make sound decisions on matters of major policy and on complex administrative and technical engineering problems.
6. Ability to work effectively with other employees, officials, committees and the public.

JOB QUALIFICATIONS:

1. Prefer Bachelor's degree in Engineering or equivalency of five years progressive responsibility, with at least two years in a supervisory and administrative capacity in Public Works field.
2. Possession of valid Oregon operator's license at the time of employment, with acceptable driving record.
3. Valid Oregon Cross-connection Inspector license.
4. Valid Oregon Commercial Driver's License (CDL), Class B, on date of hire.
5. An ODOT flagging certificate is required.
6. Must have Level II certification in water distribution on date of hire. Attain Level III certification in water distribution within 24 months.
7. Attain Erosion and Sediment Control certification within six (6) months from date of hire.

PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, communicate, type, communicate, reach, stoop, crawl, kneel, climb or balance. Employee will be required to manipulate objects, tools, equipment or controls. This position requires mobility. Duties involve ability to lift 50 lbs. alone and 100 lbs. with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORKING CONDITIONS:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in the work environment is usually loud.

2. Employee is regularly exposed to moving mechanical parts. Occasionally exposed to high, precarious places; fumes or airborne particles, toxic or caustic chemicals; risk of electrical shock; and vibration.

CITY OF PHOENIX

JOB DESCRIPTION

Job Title: Public Works Operations Superintendent
Department: Public Works
Reports to: Public Works Director
FLSA Status: Exempt
Union Position: No
Effective Date: July 6, 2009

DEFINITION: To oversee and manage the maintenance and repair operations for City water, streets and vehicles/equipment, to coordinate activities with other divisions, departments and outside agencies; and to provide highly responsible and complex support to the Public Works Management Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The duties and responsibilities are not to be construed as all-inclusive. The essential duties will include other responsibilities as assigned or required.

1. Plans, directs, coordinates, and reviews the work plan for maintenance and operations staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
2. Monitors, reviews and evaluates water reports, records, logs and graphs to confirm proper water system operations. Assures compliance with federal, state and city regulations and policies. Manages the City's cross-connection and pavement management programs.
3. Provides direct supervision to employees implementing operations and maintenance programs. Prepares written evaluations, recommendations for promotion or demotion, and employee discipline in accordance with City policies and procedures. Participates in Interviews and hiring decisions for division staff and arranges required and elective training.
4. Assists Finance Officer in preparation of budget and manages budget for Water, Streets and and Equipment Maintenance Divisions. Assists with long-range financial planning, developing fees and charges and renewal and replacement programs.
5. Reviews difficult or sensitive customer relations issues and implements corrective actions. Establishes and maintains a positive customer service orientation within the divisions.
6. Reviews plans for proposed new development, and assists with new development inspections. Assists with developing construction standards, standard operating procedures, and department/division directives.
7. Alerts Public Works Director of unusual or emergency situations and determines action to be taken.

8. Oversees safety of division employees by instructing employees in proper safety procedures and monitoring work in progress.
9. Performs fieldwork and operate machinery as workload and staffing levels dictate. Develops objectives and provides input to the establishment of public works priorities. Maintains work areas in a clean and orderly manner.

ESSENTIAL JOB FUNCTIONS:

Ability to:

1. Ability to maintain good organizational skills.
2. Ability to perform multiple tasks with continuity on a consistent basis and in a timely manner.
3. Ability to convey information in a concise manner, both orally and written.
4. Ability to establish and maintain effective relationships with subordinates as well as other departments within the City.
5. Oversee and participate in the management of a comprehensive public works maintenance program.
6. Select, supervise, train and evaluate staff.
7. Participate in the development of and administration of department goals, objectives and procedures.
8. Prepare and administer budget.
9. Act quickly and calmly in emergencies.
10. Communicate clearly and concisely, both orally and in writing.
11. Analyze problems, identify alternatives/solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Knowledge of:

1. Materials, methods, techniques and regulatory guidelines used in construction, operation, and maintenance of public works water systems and public streets.
2. Fleet management operations.
3. Principles and practices of program development and administration.
4. Methods and techniques of public works system design and construction.
5. Mandated regulations for water.
6. Basic engineering principles as they relate to water and streets.
7. Principles and practices of budget preparation.
8. Principles of supervision, training and performance evaluation.

JOB QUALIFICATIONS:

1. Possession of High School diploma or GED or the equivalent of technical short course training in public works and five years of progressively responsible experience in public works activities including two years of supervisory or lead work responsibility. Preference given to Associates Degree in related field.
2. Possession of Oregon Water Distribution Level II certification
3. Possession of Cross Connector certification
4. Possession of a valid Oregon drivers' license
5. May be required to obtain Commercial Driver's license

PHYSICAL DEMANDS OF POSITION:

1. The employee in this position is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch/crawl and smell. Physical demands for this position exceed what is typically found in an office environment due to performing occasional field duties. Most materials moved weigh less than 25 pounds, but may require moving materials weighing up to 90 pounds.

WORKING CONDITIONS:

1. Work is performed in a wide variety of environments including office, work sites, confined spaces, outside weather conditions, and employee may be exposed to fumes, oils, chemicals, construction hazards, etc.

SUPERVISION RECEIVED:

1. Works under direction of the Public Works Director.