



City of Woodland

**REPORT TO MAYOR AND CITY COUNCIL**

AGENDA ITEM

TO: THE HONORABLE MAYOR  
AND CITY COUNCIL

DATE: November 6, 2007

SUBJECT: New and Revised Job Descriptions

**Report in Brief**

The City Council is requested to approve revisions in the job descriptions for Assistant City Manager and Human Resources Manager and approve a new job description for Director of Administrative Services.

**Background**

City Manager Mark Deven has announced a reorganization of Department Head positions by appointing Community Development Director Barry Munowitch as Assistant City Manager (ACM) with responsibility for all development services functions which includes reassigning the engineering positions that support development services currently under Public Works. The consolidation of most development services functions under one department directed by the Assistant City Manager will align key development services under one management structure and improve the working relationship between planning, engineering, building, redevelopment and economic development. The title of "Assistant City Manager" is intended to express the high priority of this program to the City and the community. The new Assistant City Manager will be expected to focus significant effort on economic development and development services.

City Manager Mark Deven has also appointed City Clerk Sue Vannucci as Director of Administrative Services/City Clerk with responsibility for several projects/programs assigned to former ACM Phil Marler, including risk management, franchise management, budget development for the City Manager's Office, and oversight of Human Resources and the City Clerk's Office. The creation of the Director of Administrative Services will consolidate many of the responsibilities handled by former ACM Phil Marler. This consolidation will provide significant support within the City Manager's Office.

**Discussion**

The proposed reorganization requires a change in certain job descriptions and the creation of a new job description.

The primary revision to the Assistant City Manager job description deletes the language describing the responsibility for the Human Resources department and related activities. There is no change in salary and the City Manager has approved the changes to the job description.

The only revision to the Human Resources Manager job description deletes the supervision by the Assistant City Manager and adds the supervision of the Director of Administrative Services. There is no change in salary and the City Manager has approved the changes to the job description.

The proposed job description for Director of Administrative Services establishes the specific duties and qualifications for this new classification. The main responsibility for this classification includes planning, organizing, and directing the operations of the Administrative Services Department, including Human Resources, City Clerk, Risk Management, Franchise Management and to provide expert professional assistance to the City Council and City Manager. The pay range for Director of Administrative Services is \$8,854.00 - \$11,366.00 monthly. The City Manager has approved the job description and salary.

**Fiscal Impact**

There is no salary change for the Assistant City Manager and Human Resources Manager classifications. The salary for Director of Administrative Services is a salary savings due to a reorganization in the City Manager's department already approved by Council. The Director of Administrative Services position will be funded by the General Fund.

**Public Contact**

Posting of the City Council agenda.

**Recommendation for Action**

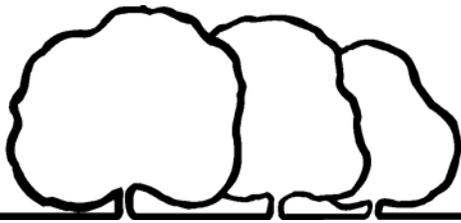
Staff recommends that the City Council approve the revisions in the job descriptions for Assistant City Manager and Human Resources Manager and approve a new job description for Director of Administrative Services.

Prepared by: Amy Buck  
Human Resources Mgr

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Mark G. Deven  
City Manager

Attachments



City of Woodland

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## **ASSISTANT CITY MANAGER**

### **DEFINITION**

To assist the City Manager in coordinating the overall administrative activities and operation of the City; to perform highly responsible, organizational, management and general studies; may manage or administer other specific program areas; and to serve as and represent the City Manager in his/her absence.

### **SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the City Manager. Exercises direct and indirect supervision over assigned staff.

### **EXAMPLES OF DUTIES**

The following are typical illustration of duties encompassed by the job class, not an all inclusive or limiting list:

### **ESSENTIAL JOB DUTIES**

Plans, directs, supervises and coordinates the functions of specific programs as assigned by the City Manager. Prepare and present reports to Council; provide technical and professional advice and recommendations related to levels of service and other related matters; coordinates special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Assures that positive public relations and effective working relationships are maintained by the Department with the general public, other governmental agencies, the City Council, City departments, and the media. In consultation with the City Manager and City Council, assure that the department has adequate resources to fulfill its mission through proper budget planning and execution, personnel selection, and training and development. Regular and consistent attendance.

### **OTHER JOB FUNCTIONS**

Provides staff assistance to the City Manager, City Council and various committees and commissions on assigned programs. Review work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures. Represent the department before the City Council, community, outside agencies and at professional meetings as requested. Perform related duties as assigned.

## QUALIFICATIONS

### Knowledge of:

Codes, ordinances, resolutions, laws, recent developments, current literature and sources of information of municipal governments.

Applicable federal, state and local laws and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs, particularly in the area of human resources.

Operation and programs of a personal computer.

### Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports while applying a high degree of independent judgment.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate effectively, orally and in writing.

Make effective public presentations.

Efficiently operate a personal computer.

Establish and maintain effective working relationships with employees and the public.

### Ability to:

Develop and implement services which will meet the changing needs of the community; use financial, technological and staff resources effectively for the planning, programming and promoting of services; set priorities, work well under pressure and meet deadlines.

Administer programs in accordance with modern practices and standards.

Identify, coordinate and resolve a wide variety of interests in the development of programs.

Deal patiently and tactfully with other department directors, elected officials, outside agencies, citizens, and the press.

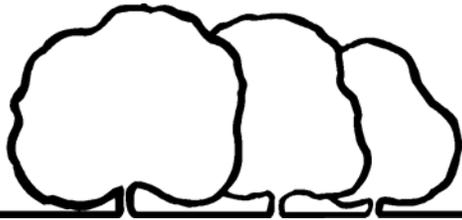
### Minimum Education and Experience

Education: Bachelor's Degree from an accredited college or university with major work in public administration or related field is required. A Master's Degree in public or business administration is preferred.

Experience: Equivalent to four (4) years of increasingly responsible administrative or analytical experience in local government. Experience in finance, budgeting, data processing and related fields desirable.

License or Certificate: Required upon hire, possession of a valid California Driver's license.

Council Action:



## **HUMAN RESOURCES MANAGER**

### **DEFINITION**

To plan, organize and manage the Human Resources Department programs including employee benefits and retirement, recruitment and selection, policy and procedure development, classification and compensation studies, training and development, labor and employee relations, worker's compensation and safety.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Director of Administrative Services. Responsibilities include the direct supervision of Human Resources staff. Exercises discretion and independent judgment with respect to assigned duties.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

Manage all phases of the City's Human Resources Department, including employee benefits and retirement, recruitment and selection, policy and procedure development, classification and compensation studies, training and development, labor and employee relations, workers' compensation and safety. Provide information to City departments, staff, and the general public on human resources law, policies, procedures. Develop goals and objectives, manuals, policies, procedures and forms necessary to the effective operation of the department. Hire, train, evaluate and supervise the assigned staff. Analyze applicable legislation and regulations to determine effects on personnel programs and services; and recommend procedures to ensure compliance. Oversee City recruitment and selection activities, including examination development and administration. Conduct complex compensation and classification studies and provide written reports with recommendations. Prepare background materials for labor negotiations. Coordinate and develop centralized employee training programs. Oversee the workers' compensation claims of the City acting as a liaison with the department director, supervisor, the employee and the City's contract risk manager. Consult with and advise employees, department directors, managers and supervisors regarding city policies, practices, ordinances, resolutions and personnel related problems. Conduct disciplinary and other such investigations and recommend course of action. Resolve issues related to claims against the City from federal and state agencies. Assures that positive public relations and effective working relationships are maintained by the Department with other City departments, employees, bargaining groups, the general public, and the City Council. Regular and consistent attendance.

## **OTHER JOB FUNCTIONS**

Review work methods and procedures to ensure effective work flow and compliance with established policies and procedures. Promote and maintain safety in the work place. Represent the department before the City Council, community, outside agencies and at professional meetings as requested. Develop, administer and monitor the Human Resources budget. Monitor the performance evaluation system of the City ensuring the completion of accurate, objective and timely performance reports. Act as staff liason to the Personnel Board. Perform other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Principles and practices of human resources management, local government organization, and administration, including recruitment and selection, classification and compensation, and labor relations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs, particularly in the area of human resources.

Codes, ordinances, resolutions, employment laws, recent developments, current literature and sources of information.

English grammar, spelling, punctuation, and vocabulary.

Operation and programs of a personal computer.

### Skill to:

Analyze feasibility of projects and proposed programs; prepare complete and accurate reports while applying a high degree of independent judgment.

Persuade and motivate individuals and groups toward the successful accomplishment of shared goals and objectives.

Delegate responsibility; schedule and program work on a long-term basis.

Communicate effectively, orally and in writing; make effective public presentations.

Select, supervise, train, evaluate and discipline subordinates.

Efficiently operate a personal computer.

Establish and maintain effective working relationships with employees and the public.

### Ability to:

Plan, organize and direct the activities of the Human Resources Department; use financial, technological and staff resources effectively; set priorities, work well under pressure and meet deadlines.

Exercise sound and independent judgment in the solution of personnel problems; understand, interpret and apply personnel rules and regulations.

Tactfully and effectively interact with all people regardless of race, ethnicity, sex, age or economic status; deal patiently and tactfully with other employees, department directors, bargaining groups, elected officials, outside agencies, and citizens.

Identify, coordinate and resolve a wide variety of interests in the development of programs; deal constructively with conflict and develop a consensus.

Collect, compile, and analyze information and data and prepare reports with recommendations.

Supervise, train, and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the performance of required work.

### Minimum Experience and Education

#### Experience:

Four years of professional human resources experience, including one year of supervision.

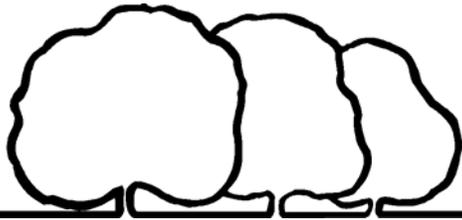
#### Education:

Bachelor's degree from an accredited college or university with major work in personnel, public administration, business, psychology or a closely related field. A master's degree is desirable.

#### License:

Required upon hire, possession of a valid California Driver's License.

Council Action:



**DIRECTOR OF ADMINISTRATIVE SERVICES**

**DEFINITION**

Plan, organize, and direct the operations of the Administrative Services Department, including Human Resources, City Clerk, Risk Management, Franchise Management; to provide expert professional assistance to the City Council, City Manager and others; and to perform related work as required

**SUPERVISION RECEIVED AND EXERCISED**

Administrative direction is provided by the City Manager. Exercises direct and indirect supervision of assigned staff. Exercises discretion and independent judgment with respect to assigned duties.

**EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

**ESSENTIAL JOB FUNCTIONS**

Plans, organizes, assigns, directs, reviews and evaluates the activities of the Administrative Services Department including Human Resources, City Clerk, Risk Management and Franchise Management. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Administrative Services Department. Directs the preparation and administration of the department budget. Confers with and provides professional assistance to City staff members on Administrative Services matters. Advises the City Manager and the City Council on a broad range of issues within areas of responsibility. Develops interpretations of state and local codes, and City policies and agreements as they apply to City operations. Prepares of the annual budget for the City Manager department. Creates and maintains a high level of confidence in the handling of human resources issues and records. Directs the selection, evaluation, and training and development of department staff. Regular and consistent attendance.

**OTHER JOB FUNCTIONS**

Prepares a variety of correspondence and reports. Attends and makes presentations at council, interagency, committee and other meetings and conferences, as needed. Monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City, and cost-effectiveness. Responds to difficult or sensitive complaints and requests for information from the public, news media and City staff. Represents the City on boards and committees, in the community, and at professional meetings as needed. Perform other duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision. City organization and functions including laws, rules, codes, and regulations governing Administrative Services activities.

Advanced principles and practices of human resources management, including recruitment, selection, discipline and benefits administration.

Advanced principles and practices of risk management, including liability analysis and insurance coverage evaluation.

Applicable federal, state and local laws, codes and ordinances.

Modern office practices and technology including personal computer hardware and software.

English usage, spelling, grammar and punctuation.

### Skill to:

Planning, organizing, assigning, directing, reviewing and evaluating activities of the Administrative Services Department.

Selecting, training, motivating and evaluating staff.

Developing, implementing, and interpreting goals, objectives, policies, procedures, and work standards.

Analyzing complex problems, evaluating alternatives, and making sound recommendations related to Administrative Services activities.

Analyzing department support needs and ensuring prompt and efficient delivery of services, materials, and supplies.

Interpreting, analyzing and applying federal, state and local laws, rules and regulations related to local government operations.

Developing and implementing sound human resources and general administrative systems and procedures.

Developing and administering a municipal budget.

Preparing clear, concise and accurate reports, correspondence and other written materials.

Evaluating and preparing recommendations pertaining to insurance coverage for the City-wide risk management program.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Using computer technology and applications in the performance of daily activities.

### Minimum Experience and Education

#### Experience:

Five years of progressively responsible administrative and human resources management experience involving responsibility for the planning, organization,

implementation and supervision of varied administrative work programs. At least three (3) years must be at management level.

Education:

Bachelor's degree from an accredited college or university with major coursework in public or business administration, human resources or a closely related field. A master's degree is desirable.

License:

Required upon hire, possession of a valid California Driver's License.

Council Action: