

**ANIMAL CONTROL OFFICER I
ANIMAL CONTROL OFFICER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a variety of duties involved in enforcing city and state laws governing the care and keeping of animals in the city; and to impound and care for animals as appropriate.

DISTINGUISHING CHARACTERISTICS

Animal Control Officer I--This is the entry level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer II by the performance of the more routine tasks and duties assigned to positions within the series. This class may be used as a training class, wherein employees may need only limited or no directly related work experience or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Animal Control Officer II--This is the journey level class in the Animal Control Officer series. This class is distinguished from the Animal Control Officer I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED

Animal Control Officer I

Receives immediate supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

Animal Control Officer II

Receives general supervision from the Animal Control Supervisor.

Receives functional and technical supervision from the Senior Animal Control Officer.

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Animal Control Officer I/II (continued)

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Patrols city streets and roads; searches for stray domestic and wild animals; plans routine patrols as necessary.
2. Enforces city and state animal control laws; issues citations for violations of the animal control ordinances.
3. Conducts inspections of pet stores, kennels, pet salons and related businesses for compliance with local ordinances and state statutes; inspects residential properties for compliance with animal permits and suitable containment of animals.
4. Impounds and quarantines animals as appropriate; contacts a veterinarian to treat injured animals as appropriate; maintains quarantine and health records; determines if a sick or injured animal presents a public health risk.
5. Investigates reports or complaints of dangerous or nuisance animals and take appropriate action; investigates reports of animal abuse.
6. Researches and updates computerized records; prepares a variety of reports.
7. Picks up and disposes of deceased animals.
8. Coordinates assigned cases with the City Attorney's Office and courts as needed; writes requests for prosecution, search warrants and summonses; appears in court on applicable cases.
9. Assists law enforcement agencies at crime scenes, evictions, accidents and other situations where animals are present.
10. Responds courteously and diplomatically to the general public, including hostile or irate people, to provide appropriate level of customer service.

Marginal Functions:

1. Maintains vehicle and equipment in proper working condition; cleans vehicle and equipment as necessary.
2. Performs general office duties; answers telephone calls, and provides information and explains procedures; sends notices; files rabies certificates and other documents.
3. Performs related duties and responsibilities as required.
4. May assist with coordinating animal control information with outside agencies and jurisdictions.

CITY OF LAS VEGAS

Animal Control Officer I/II (continued)

5. May participate in public education and school information programs; may interact with citizen groups.
6. May be required to respond to calls outside of normal work schedule.

QUALIFICATIONS

Animal Control Officer I

Knowledge of:

~~Basic knowledge of animal handling techniques.~~
Techniques of communicating with the public.
Basic techniques for dealing with the public in a tactful but firm manner.
Local geography and street locations.
Report writing techniques.
~~Safety standards and practices and occupational hazards.~~

Ability to: Skills in:

Learning typical behavior of domestic and wild animals.
Learning basic methods of using chemical immobilization and restraint devices.
Learning techniques for handling animals that have been chemically immobilized or physically restrained.
Learning to interpret, apply and enforce laws and regulations pertaining to animal control.
Learning to perform a variety of animal control activities.
Learning techniques and methods of animal handling, collection and impoundment.
Working effectively in highly emotional situations.
Learning emergency practices and procedures.
~~Learn to effectively deal with personal danger, which may include exposure to armed or dangerous persons.~~
Learning safety standards and practices and occupational hazards.
Annually demonstrating proficiency with firearms tranquilizer guns and immobilization devices.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Applying appropriate practices and procedures in emergency situations.
Thinking and acting quickly and appropriately in emergency situations.

Experience and Training Requirements

Experience:

One year of Previous work experience in animal control, the professional handling of animals or law enforcement is desirable.

CITY OF LAS VEGAS
Animal Control Officer I/II (continued)

Training:

Equivalent to graduation from high school.

License, Certificate, Special Requirements

Must be eighteen years of age on the date of application.

Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.

Must successfully complete Level I of the National Animal Control Academy or Level I of the National -Cruelty Investigator -School within one year of appointment.

Animal Control Officer II

In addition to the qualifications for Animal Control Officer I:

Knowledge of:

~~Local geography and street locations.~~

Various breeds of domestic and wild animals.

Behaviors of domestic and wild animals.

Procedures and techniques for dealing with the public in a tactful but firm manner.

Methods and techniques of animal handling, collection and impoundment.

~~Report writing techniques.~~

Methods of using immobilization and restraint devices.

Techniques for handling animals that have been chemically immobilized or physically restrained.

Proper care and handling of healthy, sick or injured animals.

Ability to Skills in:

~~Interpreting, applying and enforcing animal control laws and regulations.~~

~~Administer animal first aid.~~

~~Apply appropriate practices and procedures in emergency situations.~~

~~Think and act quickly and appropriately in emergency situation.~~

~~Effectively deal with personal danger, which may include exposure to armed or dangerous persons.~~

Experience and Training Requirements

Experience:

~~Three~~ Two years of experience in animal control or the professional handling of animals.

Training:

CITY OF LAS VEGAS
Animal Control Officer I/II (continued)

Equivalent to graduation from high school.

License or Certificate

Possession of a valid, appropriate driver's license on the date of application, and maintenance thereafter.

Must have successfully completed Levels I & II of the National Animal Control Academy or Levels I & II of the National Cruelty Investigator School on the date of application.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Outdoors or in vehicle, patrolling city streets. Occasionally in office setting.

Hazards: Exposure to dangerous, agitated animals, potentially hostile and confrontational situations with risk to personal safety, bites from ~~poisonous~~ animals, reptiles, biohazards from diseased or infectious animals, chemicals, wet, slippery surfaces, heat, dust, fumes, odors, moving vehicles.

Equipment Used: Animal control vehicle, long-handled catch pole, extendable baton, chemical immobilizing equipment, and Oleoresin Capsicum Pepper Spray or its equivalent.

Safety equipment: Gloves, safety shoes, eye protection, and other personal protective equipment.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, over varied terrain including concrete, asphalt, uneven ground. May run while chasing fleeing animals.

Sitting: Frequently, while driving, on patrol, or in office while writing reports and performing other office duties.

Lift/carry: Occasionally, 1-50 lbs. approximately 5 times per shift, and 50-80 lbs. approximately 5 times per shift. Must control aggressive and/or resistive animals with catch pole while lifting animals into cages up to 45" off ground level. Occasionally lift animals weighing 100 lbs. or more. May call for assistance. Carry up to 50 lbs. up to 25 ft. over varied terrain.

Push/pull: Normal driving activities. Frequently, 5-15 lbs. while opening doors and operating vehicle. Occasionally, 5-50 lbs. force, while restraining animals with catch pole.

Climbing: Frequently, in and out of vehicle approximately 40 times per shift.

Bending/twisting: Normal driving activities, frequently at knees, neck and waist while getting in and out of vehicle approximately 40 times per day. Occasionally, in awkward positions while retrieving animals. Occasionally, combined with lifting up to 80 lbs.

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Animal Control Officer I/II (*continued*)

Kneeling/crouching/crawling: Occasionally, while retrieving animals on a variety of surfaces.

Hands/arms: Constant use of both hands and arms in operating vehicle, controlling animals, writing reports. Occasionally, reach over shoulder level while placing animals into cages or while retrieving animals at heights.

Sight: Constant use of sight in performance of duties.

Speech/hearing: Constantly, in interacting with public, coworkers and supervisor.

Other physical demands: Running, jumping, and climbing fences in pursuit of animals. Must deal with aggressive animals and hostile environments. Must drag carcasses off roadways.

SMMSEGAL

REV 10/10/0610/6/2011

FLSA and City: nonexempt

CSB-12/13/2006

BUILDING SERVICES TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To perform~~ Performs general maintenance, repair and remodeling work on City buildings, grounds and facilities; and ~~to perform~~ performs a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from higher level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform a variety of building maintenance duties including painting and wallpapering, window installation and repair, floor tile replacement, door hanging and repairing, and exterior wall surfaces.
2. Maintain heating and refrigeration units, replace filters and clean vents; repair swamp coolers.
3. Inspect lawn and grounds equipment to ensure mowers, trimmers and tools are in working condition; inspect sprinkler systems; set and adjust timers; replace missing and damaged sprinkler heads.
4. Replace burned out and defective fluorescent tubes and light bulbs; replace burned out ballasts, broken light switches, duplex receptacles, plates, and other plug receptacles.
5. Repair bathroom plumbing; replace or repair leaking faucets and damaged lavatory sinks; unclog toilets, shower and sink drains.
6. Perform a variety of carpentry duties as assigned including repairing walls, doors and trim; repair beds, tables, lockers, gate locks and fences.
- ~~7. Maintain door closures, locks and hardware.~~

Marginal Functions:

1. Perform related duties and responsibilities as required.
2. Performs minor non-structural welding fabrication and installation projects.

CITY OF LAS VEGAS
Building Services Technician (*continued*)

QUALIFICATIONS

Knowledge of:

Use and operation of hand and power tools used in basic mechanical, painting, wallpapering, plumbing, electrical and carpentry work.
Construction materials, supplies and methods.
Basic operation of heating and cooling systems, including refrigerant and evaporative types.
Occupational hazards and standard safety practices.

Ability to Skills in:

Operating hand and power tools.
~~Perform general maintenance and repair of small power equipment.~~
~~Perform general maintenance on heating, ventilation and air conditioning systems.~~
~~Perform general maintenance on sprinkler systems.~~
~~Perform basic carpentry, plumbing, painting, wallpaper, electrical and mechanical work.~~
Working independently in the absence of supervision.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.
~~Maintain mental capacity which allows for effective interaction and communications with others.~~
~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~
~~————— Walking or standing for extended periods of time; and~~
~~————— Operating assigned equipment and vehicles.~~
~~Maintain effective audio-visual discrimination and perception needed for:~~
~~————— Making observations;~~
~~————— Communicating with others;~~
~~————— Reading and writing; and~~
~~————— Operating assigned equipment and vehicles.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible general building maintenance experience.

Training:

Equivalent to graduation from high school.

CITY OF LAS VEGAS
Building Services Technician (continued)

License or Certificate

Possession of an appropriate valid driver's license on the date of application, and maintenance thereafter.

~~On the date of application~~ Within 15 days of initial hire, provide documentation of completion within the last five years of an OSHA-10 course in construction industry safety and health hazard recognition and prevention, developed by the Occupational Safety and Health Administration of the U.S. Department of Labor. Completion card must be continuously maintained while employed in this classification.

WORKING CONDITIONS

Constantly = more than 2/3 of the time; Frequently = 1/3 to 2/3 of the time; Occasionally = less than 1/3 of the time; Infrequently = less than 5% of the time.

Environmental Conditions:

Location: Work performed 50% indoors and 50% outdoors subject to typical weather conditions, not climate controlled, including travel from site to site.

Hazards: Working around shop equipment, working at heights, exposure to dust, noise, odors, fumes, wet, oily or slippery surfaces, toxic or caustic chemicals, biological hazards, moving objects and equipment, sharp objects or blades, pinch points, cramped or confined spaces, electrical shock, burns.

Equipment Used: Variety of hand and power tools, ladders, drills, telephone, City motor vehicles.

Safety Equipment: Safety lanyard while working at heights, hard hat, safety glasses, respirator, face shield, safety shoes, gloves, hearing protection, back support belt.

Physical Conditions:

~~Essential and marginal functions require maintaining physical condition necessary for:~~

Standing/walking: Constantly, throughout shift in various locations. May walk up to 1 mile per shift.

Sitting: Infrequently, while working in shop, driving, or performing construction or repair at floor level.

Lift/carry: Frequently, up to 50 lbs., distances up to 100 ft., materials, tools, equipment. Occasionally, 50-100 lbs., heavy materials and equipment for distances up to 50 ft. Assistive devices available for heavy lifting and carrying.

Push/pull: Frequently, using both hands arms, exerting force of up to 10-50 lbs.; using hand tools and power equipment. Occasionally, exerting greater force while constructing or repairing items.

Climbing: Frequently, on stairs, ladders or scaffolding up to 40 ft. May work extended periods on ladders or on roof top depending on assignment.

Bending/twisting: Frequently, at waist, knees or neck while performing work, often in cramped and awkward positions. May work for extended periods with tools overhead.

Kneeling/crouching/crawling: Occasionally, while building forms or repairing other items on ground or floor level.

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Building Services Technician (*continued*)

Physical Conditions:

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering while using hand and power tools throughout shift. Frequent overhead reaching required. Precision and power grasping required.

Sight: Constantly, to detect, analyze and complete repairs and construction assignments. Visual requirements include color vision, peripheral vision, depth perception, hand, eye and foot coordination, and visual acuity in near-, mid- far-ranges.

Speech/hearing: Constantly, in communicating with coworkers and maintaining safe work environment.

Other physical demands: Frequently, handles large size materials, 4 ft. x 8 ft. sheets, up to 4 ft. x 12 ft. sheet rock.

Maintain mental capacity which allows the capability of: Making sound decisions; effective interaction and communication with others; and demonstrating intellectual capabilities.

GMWSEGAL

REV 3/1/10 (added construction safety training) 9/8/11

FLSA and City: nonexempt

CSB 7/11/01

Approved 4/27/10

CONSTRUCTION INSPECTION SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To~~ Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for the inspection of public works, private development, and utility projects; ~~to~~ oversees and participates in all work activities; and ~~to~~ performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Engineer, ~~Construction Services Superintendent~~ Inspections Manager or higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. ~~Exercises direct supervision over technical staff.~~

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS ~~--~~ *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for the inspection of public works projects.
2. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
3. Assists in the administration of public works inspections; coordinates the inspection of capital improvement projects and privately funded public works projects; maintains records of inspections.
4. ~~Participate in the preparation and administration of the division budget; monitor expenditures; review requests for equipment and materials.~~ Participates in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
5. Assists in monitoring consultant contracts and verifies compliance to project standards.

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Construction Inspection Supervisor (*continued*)

6. Participates in selection and motivation of assigned staff; provides or coordinates staff training; plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; establishes work priorities and schedules; reviews and evaluates work products, methods and procedures; prepares and conducts formal performance evaluations; works with employees to develop short and long term goals, monitors accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

Essential Functions:

7. Responds and resolves problems and complaints relating to compliance with codes and standards.
8. Reviews plans and specifications for capital improvement projects and privately funded projects.
9. Prepares analytical and statistical reports on operations and activities.
10. Prepares letters and memos of correspondence in relation to projects in default; maintains comprehensive records.

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of inspection of public works projects.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and techniques of supervision, training and performance evaluation.
Modern and complex principles, practices of a construction management program.
Principles and practices of public works construction surveying.
Contract administration.
Construction principles and standards for public works construction.
Principles and practices of occupational safety hazards and safety precautions of the trade.
Pertinent federal, state and local laws, codes and regulations.
Modern office procedures, methods and computer equipment.

Ability to Skills in:

Interpreting, applying, explaining and enforcing city, department and division policies and procedures.
Communicating clearly and concisely, both orally and in writing.
Working independently without direct supervision
Preparing clear and concise reports.

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Construction Inspection Supervisor (*continued*)

Establishing and maintaining effective working relationships with those contacted in the course of work including city officials and the general public.

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

~~————— Walking, standing or sitting for extended periods of time; and~~

~~————— Operating assigned equipment and vehicles.~~

~~Maintain effective audio visual discrimination and perception needed for:~~

~~————— Making observations;~~

~~————— Communicating with others;~~

~~————— Reading and writing; and~~

~~————— Operating assigned equipment and vehicles.~~

Ability to:

~~Maintain mental capacity which allows the capability of:~~

~~————— Making sound decisions;~~

~~————— Effective interaction and communication with others; and~~

~~————— Demonstrating intellectual capabilities.~~

Experience and Training Requirements

Experience:

Six years of increasingly responsible experience involving the construction and maintenance of public works facilities, including two years in construction inspection activities and two years of lead or supervisory experience.

Training:

Equivalent to graduation from high school.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Travel from site to site; shop, field and construction site environments;

Hazards: eExposure to –noise, dust grease, smoke, fumes, gases, electrical hazards, computer screens, heat, cold and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require:

CITY OF LAS VEGAS

Construction Inspection Supervisor (*continued*)

~~maintaining physical condition necessary for moderate or light lifting; bending, stooping, kneeling, crawling, climbing; standing or sitting for prolonged periods of time; operating motorized vehicles.~~

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- Walking, standing or sitting for extended periods of time;
- Bending, stooping, kneeling, crawling, and climbing;
- Moderate or light lifting; and
- Operating assigned equipment and vehicles.

Maintaining effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing; and
- Operating assigned equipment and vehicles.

Maintaining mental capacity which allows the capability of:

- Making sound decisions;
- Effective interaction and communication with others; and
- Demonstrating intellectual capabilities.

SMMSEGAL

REV 6/29/07 (formerly Assistant Supervisor Construction Services/Inspection)5/31/11

FLSA: exempt; City: nonexempt

CSB-9/12/07

FINANCIAL SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

~~Prepares and monitors grant, budget, and financial activities. Analyzes expenditures and provides reports to comply with state and federal grant reporting guidelines. Provides management with financial forecasts. To prepare and monitor grants, department budget, and finance activities; to prepare local, state and federal reports as required by grants; to administer and maintain a variety of accounts and financial records; provide grant budgetary forecasts and modifications and prepare detailed and complex reports; and to perform a variety of technical tasks relative to assigned area of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED

~~Receives direction from the assigned Neighborhood Development Supervisor and higher level management staff.~~

~~May exercise functional and technical supervision over assigned staff.~~

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

- ~~1. Analyzes and prepares financial statements and reports associated with grants; maintain a variety of program accounts; monitors procedures to ensure compliance with grant regulations; reconciles accounts to general ledger, researches discrepancies and prepares correction or adjustment journal entries when necessary; reviews for accuracy and completeness.~~
- ~~1.2. Prepares monthly fiscal and special reports relating to the progress of programs or grants.~~
- ~~2.3. Analyzes revenues and expenditures of grant and program funds; reviews spending trends, prior year expenditures, grant awards, personnel costs, and develops salary projections to prepare the division's budget.~~
- ~~3. Administer federal and state grants; review grants received from the Department of Housing and Urban Development (HUD) to determine appropriate HUD National Objective coding, matrix coding and accomplishment types; determine city financial coding for other division grants.~~

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Financial Specialist (*continued*)

- 3.4. ~~Use ORACLE, Excel, Word or other computer applications to p~~Prepares financial reports and backup documentation for management, and state and federal agencies as required.
- 4.5. ~~Administers grant funds; Analyze, aaccounts for and audits grant monies and loan rehabilitation expenditures; act as liaison between grantors and the department or division; verifies the availability of funds; processes requests for funds and obtains authorized signature of approval; coordinates work with other city staff~~Accounts Payable and the Treasurer's office to process and distribute checks for distribution to recipients.
- 5.6. Assists in the proper classification of revenues and expenditures; provides technical assistance and training to staff in matters related to grant administration.
- 9.7. ~~Monitor various accounts, verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems; verify financial input into HUD's computer system. Serves as liaison for the division with other city departments and divisions, grantors and other outside agencies. Handles inquiries and complaints from start through resolution in an efficient and timely manner.~~
8. ~~Recommend, implement, administer and monitor changes in grant awards and accounting, budgeting and auditing systems and procedures. Assists in the preparation of budgets; monitors expenditures and spending trends.~~
9. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
10. Inputs, updates and retrieves data from a variety of databases; generates reports as necessary.

Marginal Functions:

1. Attends and participates in professional group meetings; attends training to stay abreast of new trends and innovations in the field of Federal grant requirements and regulations.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Generally accepted accounting principles and procedures.

Principles and practices of budgeting.

Accounting principles and procedures specific to Department of Housing and Urban Development (HUD) grants.

Intermediate principles and practices of financial and grant auditing.

Intermediate principles and procedures of financial and HUD grant record keeping and reporting.

Principles of advanced report preparation and analysis.

English usage, spelling, grammar and punctuation.

CITY OF LAS VEGAS
Financial Specialist (*continued*)

Modern office procedures and methods including common office software and hardware.
Pertinent federal, state and local laws and regulations.

Skills in: Ability to:

Learning governmental accounting principles and practices.
Learning automated financial management systems.
Learning the policies, procedures, organization and operation of the assigned department and work unit.

Understanding and interpret governmental accounting principles and practices.
Understanding and administering automated financial management systems.
Training staff in appropriate policies and procedures.
~~Preparing and interpreting a variety of complex financial statements, reports and analyses.~~

Ability to:

Forecasting short-term funds cash flow.
Interpreting, applying, explaining and enforcing city, department and division policies and procedures.
Applying and explaining applicable laws, codes, regulations, policies and procedures.
Meeting required deadlines.
Performing advanced functions and features of common word processing software.
~~Prepare and interpret a variety of less complex financial statements, reports and analyses.~~
~~Examining and verify a wide variety of financial documents and reports.~~
Operating a computer, including a variety of software programs.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective cooperative working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

~~----- Making observations;~~
~~----- Communicating with others;~~
~~----- Reading and writing; and~~
~~----- Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~----- Making sound decisions;~~
~~----- Effective interaction and communication with others; and~~
~~----- Demonstrating intellectual capabilities.~~

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

~~----- Sitting for extended periods of time; and~~
~~----- Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience involving analytical work in finance, grants, audit or investments.

CITY OF LAS VEGAS
Financial Specialist (*continued*)

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in accounting, finance or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; occasional travel to other city facilities.

Hazards: Exposure to computer screens.

Office environment; exposure to computer screens.

CITY OF LAS VEGAS
Financial Specialist (*continued*)

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.~~

~~Essential and marginal functions require:~~

~~Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:~~

- ~~-- *Walking, standing, or sitting for extended periods of time; and*~~
- ~~-- *Operating assigned equipment.*~~

~~Maintaining effective audio-visual discrimination and perception needed for:~~

- ~~-- *Making observations;*~~
- ~~-- *Communicating with others;*~~
- ~~-- *Reading and writing; and*~~
- ~~-- *Operating assigned equipment.*~~

~~Maintaining mental capacity which allows the capability of:~~

- ~~-- *Making sound decisions;*~~
- ~~-- *Effective interaction and communication with others; and*~~
- ~~-- *Demonstrating intellectual capabilities.*~~

~~SMMSEGAL~~

~~NEW 03/12/2006REVISED 6/7/11~~

~~FLSA & City: non-exempt~~

~~CSB 4/12/06~~

~~Segal 07/16/101/13/11~~

INSPECTIONS SUPERVISOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

~~To supervise~~Supervises, assigns and reviews the work of staff responsible for performing technical building inspection in enforcing compliance with building codes, regulations and ordinances; ~~to reviews~~complaints, issues notices and citations regarding building code violations; ~~to-oversees~~ and participates in all work activities; and ~~to-performs~~a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Director, Building and Safety~~Inspections Manager and higher level management staff.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. ~~Exercises direct supervision over technical employees.~~

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.

~~Plan, prioritize, assign, supervise and review the work of staff responsible for providing building inspection services to ensure that construction conforms to city code requirements.~~

2. Provides input into the development of and ensures employees adhere to established work methods, techniques and schedules, and applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

~~Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.~~

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Inspections Supervisor (*Continued*)

3. ~~Establish schedules and methods for providing building inspection services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly; Participate in the selection of assigned staff; motivate and evaluate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; work with employees to develop short and long term goals, monitor accomplishments, establish performance requirements and personal development targets and provide coaching for performance improvement and development.~~

Participates in the preparation and administration of the division or function budget. Submits budget recommendations. Monitors financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.~~Participate in the preparation and administration of the building inspection budget; submit budget recommendations; monitor expenditures.~~

4. Prepares analytical and statistical reports on operations and activities.

5. **Essential Functions:**

Ensures the adherence to safe work practices and procedures.

6. Inputs, updates and retrieves data from a variety of databases; generates reports as necessary.

~~Input data into computer regarding inspector areas, inspection requests and results and access to data screens.~~

7. Compares plans and specifications of new construction additions and alterations to residential, commercial and industrial buildings with actual construction to determine compliance with the provisions of the construction codes, ordinances and regulations.

8. Applies technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices; reads and interpret complex building plans, specifications and building codes.

9. Participates in Building and Safety Department 's appeal board activities as needed.

10. Resolves inspection issues and concerns raised between outside parties and assigned inspection staff; meets with involved parties to review and confirm issues; makes recommendations and works to resolve concerns.

11. Confers with architects, contractors, builders and the general public in the field and office; explains and interprets requirements and restrictions.

12. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Marginal Functions:

CITY OF LAS VEGAS
Inspections Supervisor (Continued)

1. Estimates time, materials and equipment required for jobs assigned; requisitions materials as required.
2. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of building inspections.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a comprehensive building inspection program.
Principles of supervision, training and performance evaluation.
Modern and complex principles and practices of building inspections.
Building related codes and ordinances enforced by the city, including the uniform building, electrical, plumbing and mechanical codes and zoning codes.
Complex principles and techniques of building inspection and plans examining work.

Knowledge of:

Principles of structural design and engineering mathematics.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
Pertinent federal, state and local laws, codes and regulations.

Ability to: Skills in:

Interpreting, applying, explaining and enforcing city and department policies and procedures.
Interpreting and applying pertinent federal, state and local laws, codes and regulations.
Performing mathematical computations rapidly and accurately.
~~Enforce~~ Enforcing necessary regulations with firmness and tact.
Working independently without direct supervision.
Communicate Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work including city officials and the general public.
~~Maintain effective audio-visual discrimination and perception needed for:~~
~~———— Making observations;~~
~~———— Communicating with others;~~
~~———— Reading and writing; and~~
~~———— Operating assigned equipment.~~
~~Maintain mental capacity which allows the capability of:~~
~~———— Making sound decisions;~~
~~———— Effective interaction and communication with others; and~~
~~———— Demonstrating intellectual capabilities.~~
~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

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Inspections Supervisor (Continued)

~~_____ Sitting, standing and walking for extended periods of time; and~~
~~_____ Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Four years of increasingly responsible building inspection or plans examining experience, including one year of supervisory or lead experience.

Training:

~~Equivalent to graduation from high school, supplemented by advanced specialized training in the building and construction trades.~~

License or Certificate

~~Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.~~

~~On the date of application, possession-possession of all four International Code Council (ICC) (formerly I.C.B.O.) specialty certifications as a combination building inspector or International Code Council certification in all four inspection areas (building, electrical, plumbing and mechanical); Uniform Plumbing and Mechanical Codes may be substituted for ICC plumbing and mechanical code certifications.~~

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; travel from site to site.

Hazards: Construction site environment; exposure to noise, dust, inclement weather conditions; work at heights on scaffolding and ladders; work on uneven surfaces; inspect in restricted spaces; and work around heavy construction equipment.

Equipment Used: Computer, telephone, radio.

~~Office environment; travel from site to site; construction site environment; exposure to noise, dust, inclement weather conditions; work at heights on scaffolding and ladders; work on uneven surfaces; inspect in restricted spaces; and work around heavy construction equipment.~~

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

CITY OF LAS VEGAS

Inspections Supervisor (*Continued*)

- ~~Walking, standing, or sitting for extended periods of time; and~~
 - ~~Operating assigned equipment; and~~
 - ~~Climbing ladders and working at heights and within restricted spaces.~~
- Maintaining effective audio-visual discrimination and perception needed for:
- ~~Making observations;~~
 - ~~Communicating with others;~~
 - ~~Reading and writing; and~~
 - ~~Operating assigned equipment.~~

Maintaining mental capacity which allows the capability of:

- ~~Making sound decisions;~~
- ~~Effective interaction and communication with others; and~~
- ~~Demonstrating intellectual capabilities.~~

~~Essential and marginal functions may require maintaining physical condition necessary for light lifting, bending, stooping, climbing, walking and standing for prolonged periods of time, and operating motorized vehicles.~~

ARBSEGAL

REV 5/21/039/12/11

FLSA: exempt; City: nonexempt

CSB 6/11/03

SEGAL

NEIGHBORHOOD DEVELOPMENT SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

~~To~~ Supervises, assigns and reviews the work of staff responsible for functions within the ~~Neighborhood Services~~ Economic and Urban Development Department; ~~to~~ oversees and participates in all work activities; and ~~to~~ performs a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Neighborhood Development Manager and higher level management staff.

Exercises direct supervision over professional, and technical ~~and~~ clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS ~~--~~ *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for services offered within the Neighborhood Development assigned Division. Oversees all federal programs and funding, Community Development Block Grants (CDBG), Emergency Shelter Grant (ESG), Home Investment Partnership Program (HOME), Supportive Housing and HUD entitlement program. Oversees and supervises employees responsible for capital projects, new housing construction, housing rehabilitation and principles of real estate.
- 1.2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. Recommends and assists in the implementation of goals and objectives, implements and administers approved policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Administers the preparation of federal and private foundation grants.
- 2.4. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS

Neighborhood Development Supervisor (*Continued*)

- ~~5. Establish schedules and methods for providing services; review needs with appropriate management staff; allocate resources accordingly. Administers the revolving loan program for small businesses; reviews loan applications.~~
- ~~6. Participates in and supervises grant research, application, implementation and monitoring.~~
- ~~3. Participate in the selection of staff; provide and coordinate training as needed; work with employees to correct deficiencies; implement discipline procedure.~~
- ~~4.7. Prepares and administers the section budget; submits budget recommendations; monitors expenditures and reconciles records.~~
8. Prepares analytical reports on operations and activities; provides information for neighborhood advisory boards and organizations.

Essential Functions:

9. Attends neighborhood meetings; prepares and conducts presentations to community groups; responds in a timely manner to inquiries and requests received from the Mayor, City Council and City Manager's Office; other city departments and divisions, the public, and outside agencies in an efficient and timely manner.
10. Resolves the most complex citizen complaints; handles issues of a very sensitive nature.

QUALIFICATIONS

Knowledge of:

Operations, services, codes and activities within assigned area of Neighborhood Services responsibility.

Principles and practices of urban development and planning.

Principles, practices and procedures of grant program funding and implementation.

Principles of supervision, training and performance evaluation.

Federal, state and local laws, ordinances, rules and regulations related to zoning, neighborhood maintenance, building and nuisance requirements.

Principles, practices and techniques of customer service delivery.

English usage, spelling, grammar and punctuation.

Federal entitlement programs and regulations.

Principles and practices of budget preparation and administration.

Complex record keeping practices and techniques.

Current office procedures, methods, computer equipment and common office software packages, including word processing, spreadsheets, presentation and email.

Pertinent federal, state and local laws, codes and regulations.

Principles of business English grammar, punctuation, spelling and sentence structure.

Techniques and methods of research, data analysis and report writing.

CITY OF LAS VEGAS
Neighborhood Development Supervisor (Continued)

Ability to Skills in:

Assessing neighborhood conditions and determining needed improvements.

Working cooperatively with neighborhood leaders, city officials, media representatives and the general public.

Communicating effectively with citizens of varying socioeconomic and cultural backgrounds.

Acting calmly, rationally, decisively and tactfully in difficult situations.

Analyzing complex problems, identifying alternative solutions and project consequences of proposed actions.

~~Supervise, organize and review the work of lower level staff.~~

~~Select, train and evaluate staff.~~

Interpreting, explaining and enforcing policies and procedures.

Communicating clearly and concisely, both orally and in writing.

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

Preparing clear and concise reports.

~~Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:~~

~~Walking, standing or sitting for extended periods of time~~

~~Operating assigned equipment.~~

~~Maintain effective audio-visual discrimination and perception needed for:~~

~~Making observations~~

~~Communicating with others~~

~~Operating assigned equipment.~~

~~Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.~~

CITY OF LAS VEGAS
Neighborhood Development Supervisor (*Continued*)

Experience and Training Requirements

Experience:

Four years of ~~journey-level~~ increasingly responsible experience working with neighborhood groups or in community development with heavy public contact in stressful/confrontational situations, including two years of experience in supervision.

Training:

~~Equivalent to a b~~ Bachelor's degree from an accredited college or university with a degree in community development, urban affairs, planning, economics or public or business administration or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of an appropriate, valid driver's license on the date of application, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Travel within and outside the community; office environment;

Hazards: Exposure to computer screen; ~~work in~~ some exposure to inclement weather conditions.

Physical Conditions:

Essential and marginal functions ~~may require maintaining physical condition necessary for sitting for prolonged periods of time; may be exposed to hostile individuals.;~~

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- Walking, standing, or sitting for extended periods of time; and
- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

- Making observations;
- Communicating with others;
- Reading and writing; and
- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

- Making sound decisions;
- Effective interaction and communication with others; and
- Demonstrating intellectual capabilities.

CITY OF LAS VEGAS
Neighborhood Development Supervisor (*Continued*)

| ~~WC:hgSB~~

| ~~NEW 10/18/96~~ Revised 5/19/11

FLSA: exempt; City: nonexempt

| ~~CSB 11/13/96~~