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CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES
Department of Human Resources
400 Stewart Avenue – 2nd Floor
Training Room #4
Las Vegas, Nevada
CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: February 9, 2005

TIME: 4:30 p.m.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR ACTION UNLESS SPECIFICALLY NOTED OTHERWISE. UNLESS OTHERWISE STATED, ITEMS MAY BE TAKEN OUT OF THE ORDER PRESENTED AT THE DISCRETION OF THE CHAIRPERSON.

- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: Regular Meeting of January 12, 2005
- IV. APPROVAL OF MINUTES: Teleconference Meeting of January 26, 2005
- V. BUSINESS
 - A. ELIGIBLE LISTS TO BE CERTIFIED:
 - 1. Cultural Leader I (Special Events) – Promotional
 - 2. Cultural Leader I (Special Events) – Open
 - 3. Economic Development Officer – Promotional
 - 4. Economic Development Officer – Open
 - 5. Senior Economic Development Officer – Promotional
 - 6. Senior Economic Development Officer – Open
 - B. EXTENSION OF ELIGIBLE LISTS:
 - 1. Building Services Technician – Promotional
 - 2. Building Services Technician – Open
 - 3. License Technician – Promotional
 - 4. License Technician – Open
 - 5. Public Works Maintenance Field Supervisor – Promotional
 - 6. Public Works Maintenance Field Supervisor – Open
 - 7. Sanitation Billing Technician – Promotional
 - 8. Sanitation Billing Technician – Open
 - C. CLASSIFICATION SPECIFICATIONS:
 - 1. Combination Inspector – Revised
 - 2. Communications Specialist – Revised
 - 3. Corrections Intake Supervisor – Revised
 - 4. Publicity Specialist I/II – Revised
 - 5. Publicity Supervisor – Revised
 - 6. Senior Publicity Specialist – Revised

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VI. ITEMS FOR DISCUSSION ONLY: NO BOARD ACTION REQUIRED:

VII. CITIZEN PARTICIPATION

PUBLIC COMMENT DURING THIS PORTION OF THE AGENDA MUST BE LIMITED TO MATTERS WITHIN THE JURISDICTION OF THE CIVIL SERVICE BOARD. NO SUBJECT MAY BE ACTED UPON BY THE CIVIL SERVICE BOARD UNLESS THAT SUBJECT IS ON THE AGENDA AND IS SCHEDULED FOR ACTION. IF YOU WISH TO BE HEARD, GIVE YOUR NAME FOR THE RECORD. THE AMOUNT OF DISCUSSION ON ANY SINGLE SUBJECT, AS WELL AS THE AMOUNT OF TIME ANY SINGLE SPEAKER IS ALLOWED, MAY BE LIMITED.

Facilities are provided throughout City Hall for the convenience of disabled persons. Special equipment for the hearing impaired is available for use at meetings. If you need an accommodation to attend and participate in this meeting, please call the **DEPARTMENT DESIGNEE at 229-6315** and advise of your need at least 48 hours in advance of the meeting. The City's TDD number is 386-9108.

THIS MEETING HAS BEEN PROPERLY NOTICED AND POSTED AT THE FOLLOWING LOCATIONS:

State of Nevada, 555 E. Washington
Senior Citizen Center, 450 East Bonanza Road
Clark County Government Center, 500 South Grand Central Parkway
Court Clerk's Office Bulletin Board, City Hall Plaza
City Hall Plaza, Special Outside Posting Bulletin Board
City Hall 2nd Floor, Human Resources Posting Bulletin Board

**SIGN-IN SHEET
CIVIL SERVICE BOARD MEETING**

DATE: Feb. 9, 2005 Reg. Mtz

PLEASE PRINT

NAME

ORGANIZATION

KATHY GENTILE

CLV

BENET VEGA

CLV DTE

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

February 9, 2005

TO:

CIVIL SERVICE BOARD OF TRUSTEES

FROM:

**F. CLAUDETTE ENUS
SECRETARY TO THE BOARD**

I. CALL TO ORDER: January 12, 2005 at 4:30 p.m. in the Human Resources Department.

ROLL CALL: E. Lavonne Lewis – Present
Johan Aliseo – Present
Ed Miramontes – Present
Priscilla Rocha – Absent
Barbara Loupe – Present

STAFF PRESENT

Ann Rubertino-Beck
Kathy Gentile
Sandy Gandy
Glenna Worthington

OTHERS PRESENT

Lon Grasmick - LVCEA
Benet Vega – D&E
Sandy Santamaria – Muni Court
Ed Farley – Muni Court
Robert Everett – Neighborhood Services
Meldon Beus – D&E
Billy Sluder – Field Operations

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE OPEN MEETING LAW:

III. APPROVAL OF MINUTES of Regular Meeting of December 8, 2004: A motion was made by Trustee Ed Miramontes that the minutes of the Regular Meeting of December 8, 2004 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of December 22, 2004: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of December 22, 2004 be approved. Trustee Barbara Loupe seconded the motion. Motion carried.

V. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

1. Control Center & Communications Supervisor – Promotional
2. Cultural Leader II (Visual Arts) – Open
3. EMS Educator – Open
4. Legal Technician I – Open
5. Legal Technician II – Promotional
6. Municipal Court Office Supervisor – Promotional
7. Planner II (Comp/Current) – Promotional
8. Senior Citizens Center Coordinator – Promotional

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
January 12, 2005
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9. Senior Graphic Artist – Promotional
10. Senior Graphic Artist – Open
11. Sewer Services Supervisor – Promotional
12. Sewer Services Supervisor – Open
13. Structural Plans Examiner – Promotional
14. Structural Plans Examiner – Open

A motion was made by Trustee Johan Aliseo that items 1 through 14 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

B. EXTENSION OF ELIGIBLE LISTS:

1. Accounting Technician II – Promotional
2. Cultural Activities Specialist – Promotional
3. Cultural Activities Specialist – Open
4. Maintenance Worker I – Open
5. Motor Sweeper Operator – Promotional
6. Senior Court Clerk – Promotional
7. Senior Office Specialist – Promotional
8. Senior Office Specialist – Open
9. Street Light Maintenance Electrician – Promotional
10. Street Light Maintenance Electrician – Open

A motion was made by Trustee Barbara Loupe that items 1 through 10 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Johan Aliseo. Motion carried.

C. CLASSIFICATION SPECIFICATIONS:

1. Building Services Electrician II – Revised
2. Data Communications Electrician – Revised
3. Field Electrician II – Revised
4. Fire Equipment Service Technician – Revised
5. Industrial Electrician II – Revised
6. Permits Supervisor – Revised
7. Senior Building Services Electrician – Revised
8. Senior Data Communications Electrician – Revised
9. Senior Field Electrician – Revised
10. Senior Industrial Electrician – Revised
11. Senior Traffic Signal Electrician – Revised
12. Traffic Signal Electrician II – Revised
13. Neighborhood Services Technician – New
14. Senior Neighborhood Services Specialist – New

A motion was made by Trustee Ed Miramontes that item 1 through 14 of the Classification Specifications be approved. The motion was seconded by Trustee Barbara Loupe. Motion carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST:

1. Permits Technician – Promotional
2. Permits Technician – Open

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
January 12, 2005
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A motion was made by Trustee Barbara Loupe that item 1 and 2 of the Classification Specifications be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

E. NOTICE OF APPEAL HEARING:

1. Robert Everett

Mr. Everett was appealing his non-qualification for the Animal Control position. He stated that he had been qualified 2 previous times in 2002 and 2003. He also stated that he felt since he was pre-qualified the 2 previous times, he didn't understand why he was not qualified this third time around. A representative from Human Resources explained that the recruiter, who qualified him in 2002 and 2003, did not correctly verify the amount of hours Mr. Everett put as experience in handling animals. During this third recruitment, a different recruiter proceeded to verify the time and discovered that the previous recruiter erred in qualifying Mr. Everett both times as he did not have sufficient hours to meet the minimum qualification. Although the mistake was made twice before, the results still found that Mr. Everett did not meet the minimum qualifications to test for the Animal Control Officer position. A motion was made by Trustee Ed Miramontes that the appeal for Robert Everett be denied. The motion was seconded by Trustee Johan Aliseo. Motion carried.

VI. ITEMS FOR DISCUSSION ONLY – NO BOARD ACTION REQUIRED:

VII. CITIZEN PARTICIPATION:

None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 5:15 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
February 9, 2005**

TO:	FROM:
CIVIL SERVICE BOARD OF TRUSTEES	F. CLAUDETTE ENUS SECRETARY TO THE BOARD

I. CALL TO ORDER: January 26, 2005 at 11:37 a.m. via Teleconference

ROLL CALL: E. Lavonne Lewis – Present
Johan Aliseo – Present
Ed Miramontes – Present
Barbara Loupe – Present
Priscilla Rocha – Present

STAFF PRESENT

Ann Rubertino-Beck
Judy Tuttle

OTHERS PRESENT

II. MEETING WAS PROPERLY NOTICED AND IN COMPLIANCE WITH THE
OPEN MEETING LAW

III. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1) Contract Specialist – Promotional
- 2) Contract Specialist – Open
- 3) Corrections Intake Supervisor – Promotional
- 4) Corrections Sergeant – Promotional
- 5) Fire Training Officer – Promotional
- 6) Leisure Activities Field Supervisor – Open
- 7) Planning Supervisor – Promotional
- 8) Senior License Officer – Promotional

Trustee Priscilla Rocha made a motion to approve Item number 1 through 8 of the Eligible Lists to be certified. Trustee Barbara Loupe seconded the motion. Motion carried.

B. REQUEST TO BE PLACED ON REHIRE LIST:

- 1) Edmond J. Salander

Trustee Ed Miramontes made a motion to approve Item 1 of the Request to be Placed on Rehire List. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. DISCUSSION ITEMS

None.

V. CITIZEN PARTICIPATION:

None.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 11:40 a.m.

A handwritten signature in black ink, reading "F. Claudette Enus". The signature is written in a cursive style with a horizontal line underneath.

F. Claudette Enus
Secretary to the Board



**ELIGIBILITY
LISTS FOR THIS
MEETING ARE
DEEMED
CONFIDENTIAL
PER NRS 603A**

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 9, 2005

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

**BOARD ACTION: Vote to Certify or Not Certify
(May be taken as a group)**

TOTAL ELIGIBLE LISTS PRESENTED: 6

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Cultural Leader I (Special Events) – Promotional	2	1	1
2. Cultural Leader I (Special Events) – Open	30	16	16
3. Economic Development Officer – Promotional	0	0	0
4. Economic Development Officer – Open	40	6	6
5. Senior Economic Development Officer – Promotional	0	0	0
6. Senior Economic Development Officer – Open	16	4	4

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Leader I (Special Events)
Examination

January 21, 2005
Date of Test

04359912P

Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	1
REJECTED	1
TOTAL RECEIVED	2

ELIGIBLE LIST

GROUP 1	0
GROUP 2	0
GROUP 3	1
TOTAL ON LIST	1

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

T & E

(Weight)

100%

PASSED				1
FAILED				0
TOTAL TESTED				1
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Cultural Leader I (Special Events)
Examination

January 21, 2005
Date of Test

043599120

Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	16	GROUP 1	4
REJECTED	14	GROUP 2	8
<i>TOTAL RECEIVED</i>	30	GROUP 3	4
		<i>TOTAL ON LIST</i>	16

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
				<u>T & E</u>
(Weight)				100%
PASSED				16
FAILED				0
TOTAL TESTED				16
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

January 25, 2005
Date of Test

047950009P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	0	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		0		
FAILED		0		
<i>TOTAL TESTED</i>		0		
<i>DID NOT APPEAR</i>		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Economic Development Officer
Examination

January 25, 2005
Date of Test

0479500090
Exam Code

Open
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
See Attached

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	7
REJECTED	33
TOTAL RECEIVED	40

ELIGIBLE LIST

GROUP 1	0
GROUP 2	0
GROUP 3	6
TOTAL ON LIST	6

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED		6		
FAILED		0		
TOTAL TESTED		6		
DID NOT APPEAR		1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Officer
Examination

January 25, 2005
Date of Test

047950109P

Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	0	GROUP 1	0
REJECTED	0	GROUP 2	0
<i>TOTAL RECEIVED</i>	0	GROUP 3	0
		<i>TOTAL ON LIST</i>	0

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)		100%		
PASSED		0		
FAILED		0		
<i>TOTAL TESTED</i>		0		
<i>DID NOT APPEAR</i>		0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Senior Economic Development Officer
Examination

January 25, 2005
Date of Test

0479501090
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
See Attached

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	7	GROUP 1	1
REJECTED	9	GROUP 2	2
<i>TOTAL RECEIVED</i>	16	GROUP 3	1
		<i>TOTAL ON LIST</i>	4

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED		4		
FAILED		0		
TOTAL TESTED		4		
DID NOT APPEAR		3		

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date February 9, 2005

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: B. EXTENSION OF ELIGIBLE LISTS

**BOARD ACTION: Vote to Extend or Not Extend
(May be taken as a group)**

TOTAL EXTENSIONS OF ELIGIBLE LISTS: 8

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Building Services Technician - Promotional	4	02/25/05	08/25/05	1
2. Building Services Technician – Open	17	02/25/05	08/25/05	1
3. License Technician - Promotional	41	02/13/05	08/13/05	3
4. License Technician – Open	30	02/13/05	08/13/05	3
5. Public Works Maintenance Field Supervisor – Promotional	3	02/25/05	08/25/05	1
6. Public Works Maintenance Field Supervisor – Open	2	02/25/05	08/25/05	1
7. Sanitation Billing Technician – Promotional	17	02/13/05	08/13/05	3
8. Sanitation Billing Technician – Open	15	02/13/05	08/13/05	3

COMBINATION INSPECTOR

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 the full range of technical combination building inspection of single family dwellings to enforce compliance with building, electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; to work with developers, superintendents and contractors to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Inspector series. Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Inspections Supervisor.

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

Essential Functions:

1. Inspect single family dwelling structures during all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. Examine plans and specifications of new construction, additions and alterations to single family dwellings to determine compliance with applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Essential Functions:

4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
5. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
6. Investigate complaints forwarded from the supervisor or Building Official.
7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
8. Maintain files and reports regarding inspection and plan check activities and findings.

When performing building inspections:

1. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged single-family dwellings for safety.
4. Conduct and witness smoke detector tests.

When performing electrical inspections:

1. Inspect electrical installations for single-family dwellings.
2. Inspect fire-damaged single-family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on water systems.
2. Perform plumbing/mechanical inspections on single-family dwellings.
3. Inspect ground plumbing for sizing and proper slope.
4. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
5. Inspect air conditioning and heating installations for code compliance.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Marginal Functions:

1. Attend and participate in meetings; stay abreast of new trends and innovations in each field of inspection.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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.
Principles of architectural and structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for single-family dwellings.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine whether construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce codes, regulations, policies and procedures with firmness and tact.
Understand and follow oral and written instruction.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Distinguishing colors;*
- *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:

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

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Experience and Training Requirements

Experience:

Five years of journey level experience within the building construction trades or three years of increasingly responsible building inspection experience.

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

Must possess one certification in any two fields listed below on the date of application. The two certifications in the remaining fields must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations.

Electrical: Any one of the following three will fulfill the electrical certification requirement, provided it is based on the currently adopted National Electrical Code.

1. International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector – Commercial or – Residential.
2. International Code Council Commercial Electrical Inspector.
3. International Code Council Residential Electrical Inspector.

Plumbing: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification based on the Uniform Plumbing Code.

Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Mechanical Inspector certification based on the Uniform Mechanical Code.

CITY OF LAS VEGAS
Combination Inspector (Continued)

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 is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

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

ARB
REV 1/27/05
FLSA and City: nonexempt

CSB 2/9/05

COMMUNICATIONS 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

To receive and transmit signals, telephone and radio fire alarms; to receive and transmit general communications and emergency calls and operate computer terminals and keyboards and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, 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.

SUPERVISION RECEIVED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff.

Receives technical and functional supervision from the Sr. Communications Specialists

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

Essential Functions:

1. Receive emergency medical and fire calls from 9-1-1 lines, radios and direct phone lines; obtain all necessary information from alarm sources; key information into computer terminal and obtain dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicate pre-arrival instructions to calling party; communicate through the communication center's vocal system to the proper station and fire company; maintain radio link communications between Communications Center and field unit until unit returns to station.
2. Maintain communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Essential Functions:

3. Record emergency calls and all moving apparatus; maintain proper logs and forms pertaining to communications center dispatches; update and enter data into communications center computer terminals and maintain information in the computer systems;
4. Maintain records of the location and movement of emergency medical and fire apparatus; keep extensive records and logs.
5. Perform clerical and office tasks such as typing, filing and long distance telephone calls; receive and transmit messages.
6. Operate the tape recorder and make copies of tapes as requested.
7. Perform a variety of cleaning and maintenance tasks in the communications center.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Radio and telephone communications.
The operation of radio and telephone equipment.
The geography of the City of Las Vegas, North Las Vegas and the portion of Clark County that lies within the Las Vegas Valley.
The location of local streets and Las Vegas fire hydrants.
The types and use of firefighting equipment.
C.P.R. sufficient to allow instruction over the telephone.
Emergency Medical Dispatch principles and techniques.
The operation of computer terminals and keyboards.
Techniques of filing, typing and record keeping.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Obtain essential information from excited persons.
Use the computer keyboard to type information in the computer terminals.
Think clearly, remain calm, make sound decisions and act quickly in emergency situations.
Communicate pre-arrival instructions. Work in a fast-paced 911 emergency call and dispatch office.
Maintain simple clerical records.
Speak with good diction and in a clear speaking voice.
Work well under pressure.
Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Ability to:

Establish and maintain effective 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:

Three years experience as a radio dispatcher or full-time telephone/PBX operator.

Training:

Equivalent to graduation from high school.

License and Certification

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Must successfully complete the Emergency Medical Dispatcher Course within one year of the date of appointment.

Must obtain Cardiac Pulmonary Resuscitation Certification within one year of the date of appointment.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

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 is performed indoors in climate-controlled office setting.

Hazards: Exposure to continual work pressures, dealing with emergencies.

Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.

Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.

Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.

Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.

Push/pull: Occasionally, minimal requirement, doors, drawers, etc.

Climbing: Occasionally, steps in work area.

Bending/twisting: Frequently, at waist, knees, and neck performing dispatch duties while seated at console.

Kneeling/crouching/crawling: Not required.

Hands/arms: Constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.

Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

Speech/hearing: Constantly, in communicating throughout work shift.

Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.

Must be able to read, write and speak English, and perform basic mathematical calculations.

Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

ARB
REV 1/4/05
FLSA & City: non-exempt
CSB 2/9/05

LAW ENFORCEMENT SUPPORT 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, plan, prioritize, coordinate, assign, review and participate in the processing inmates through the city detention facility, recording data and coordinating information with court and law enforcement agencies, processing bail and bond transactions, researching and providing general information to bail bondsman and the general public, and maintaining inmate files, records and reports; and to perform a variety of administrative and technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Corrections Lieutenant or other management staff.

Exercises direct supervision over Law Enforcement Support Technicians.

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

Essential Functions:

1. Plan, prioritize, coordinate, assign, review and supervise the work of staff responsible for the legal documents and procedures required to process inmates through the city detention facility: booking, court appearances, sentencing and release; receipt of inmates' personal possessions at entry and release; recording data and coordinating information with court and law enforcement agencies; processing bail and bond transactions; researching and providing general information to bail bondsman and the public; and maintaining inmate files, records and reports.
2. Ensure employees adhere to established work methods and techniques, and comply with applicable city and department policies, procedures, standards and specifications.
3. Participate in the selection of staff; provide or coordinate staff training; work with the other supervisors to plan, direct, coordinate and review the work plan for staff, ensuring adequate coverage and work distribution for a 24-hour operation; assign work activities and projects; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; 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.
4. Establish schedules and methods for the operation of the work unit; review needs with appropriate management staff; allocate resources accordingly.

CITY OF LAS VEGAS
Law Enforcement Support Supervisor (*continued*)

Essential Functions:

5. Supervise the validation and confirmation of Las Vegas Fire & Rescue and Nevada Attorney General warrants; interpret court documents necessary to process defendants through detention facility.
6. Supervise and participate in all normal shift duties, including maintenance of a variety of logbooks, time cards and attendance records.
7. Maintain proficiency with the NCIC (National Crime Information Center) criminal computer system; certify documents and make court appearances in response to applicable warrants served.
8. Respond to law enforcement agency and public inquiries, provide information within the area of assignment; resolve complaints in an efficient and timely manner.
9. Provide written and oral reports upon request.
10. Supervise maintenance of in-custody inmate records, including courtesy holds for other jurisdictions.
11. Coordinate the documentation of inmate identification process, including all aliases and identifiers.
12. Participate in annual section budget preparation; forecast section needs.
13. Ensure the maintenance of archived inmate records; coordinate storage of inmate files and various reports and logs including preparation for microfilming; document retrieval from the microfilm records system as required.
14. Recommend and participate in the development of goals, objectives, policies and procedures; implement approved policies and procedures.

Marginal Functions:

1. Attend and participate in group meetings.
2. Perform a variety of record keeping, filing and other general clerical duties.
3. May be required to notarize documents.
4. Ensure an adequate stock of office supplies and equipment.
5. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS

Law Enforcement Support Supervisor (*continued*)

QUALIFICATIONS

Knowledge of:

Procedures and policies governing booking and release of inmates, and bail bond transactions.
Applicable city and department policies and procedures.
Principles and techniques of supervision, training and performance evaluation.
Pertinent federal, state and local laws, codes and regulations.
Procedures and operations of law enforcement agencies and correctional facilities.
Local court systems.
Basic mathematical and record keeping principles and techniques.
Applicable computerized law enforcement information systems.
English usage, spelling, grammar and punctuation.
Advanced principles and techniques of customer service.
Effective telephone techniques.
Modern office methods, practices and procedures and common office computer applications, such as word processing and spreadsheet.

Ability to:

Read, interpret, apply, explain and enforce applicable city and department policies and procedures, and applicable laws and regulations.
Read, interpret, apply and explain information in legal documents and reference manuals.
Deal effectively with difficult situations involving inmates and the public.
Demonstrate respect and sensitivity for cultural differences.
Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Operate various law enforcement computer systems and interpret responses.
Use initiative and independent judgment within established guidelines.
Recognize problems, define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Understand and follow oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Operate a computer terminal, teletype, personal computer and other common office equipment.
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.*

CITY OF LAS VEGAS
Law Enforcement Support Supervisor (*continued*)

Experience and Training Requirements

Experience:

Three years of increasingly responsible experience in law enforcement, social services or a related field, including one year of supervisory or lead responsibility.

Training:

Equivalent to graduation from high school.

License or Certificate

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Possession of a Nevada notary public license within six months of the date of appointment.

Must attend training and pass test required by FBI National Crime Information Center within six months of date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

WORKING CONDITIONS

Environmental Conditions:

Correctional facility environment; potentially hostile customers; exposure to computer screens, noxious or offensive fumes or odors.

Physical Conditions:

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

ARB
REV 1/4/05 (formerly Corrections Intake Supervisor)
FLSA: exempt; City: nonexempt
CSB 2/9/05

PUBLICITY SPECIALIST I
PUBLICITY SPECIALIST 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 plan, coordinate and present public relations information relative to the activities and programs of the Leisure Services Department; and to perform a variety of technical tasks relative to areas of assigned responsibility.

DISTINGUISHING CHARACTERISTICS

Publicity Specialist I--This is the entry-level class in the Publicity Specialist series. This class is distinguished from the Publicity Specialist 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 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.

Publicity Specialist II--This is the full journey level class within the Publicity Specialist series. Employees within this class are distinguished from the Publicity Specialist 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 I level, or when filled from the outside, candidates selected have prior experience.

SUPERVISION RECEIVED

Publicity Specialist I

Receives immediate supervision from the Publicity Supervisor and higher-level management staff.

Publicity Specialist II

Receives general supervision from the Publicity Supervisor and higher-level management staff.

CITY OF LAS VEGAS
Publicity Specialist 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. Write and edit reports, news releases, speeches; provide copy for radio and television stations, newspapers, weeklies and periodicals; establish and maintain contacts, and coordinate with newspapers, schools, radio and television stations to disseminate public relations information; represent the Leisure Services Department through personal appearances on television and before groups and organizations for speaking engagements.
2. Assist with disseminating public relations information through audio-visual media, such as newspapers and radio and television, and a variety of formats produced in-house; summarize the radio and television airtime data provided by the stations.
3. Plan and coordinate programs for providing information to the public regarding department activities design and develop brochures and posters for publicizing activities and special events for assigned department and coordinate their distribution.
4. May plan and coordinate special events such as exhibits and open houses, community fairs and other public gatherings.
5. Participate in creating and maintaining a positive image in the community for the Leisure Services Department.
6. Maintain files of print clippings, radio and television presentations and photographs, and targeted mailing lists.
7. Take photographs of events for department files as needed.
8. Design brochures, newsletters and publications.

Marginal Functions:

1. Interview program participants for articles.
2. Participate in special events or projects as assigned.
3. Assist in developing private sector partnerships, which provide avenues for local businesses to support community activities.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Publicity Specialist I

Knowledge of:

Basic audio and visual techniques.
Principles of organization and planning.
Basic public relations principles and practices.
Creative writing techniques.
Leisure Services Department's programs.
Principles of English language usage including correct grammar, spelling, sentence structure and punctuation.
A second language is helpful.

Ability to:

Manage multiple tasks.
Conduct research and apply information to a specific project.
Produce written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar.
Develop and evaluate community awareness programs.
Learn the policies and procedures of Leisure Services department.
Speak in front of large and small groups and on camera.
Communicate effectively with media organizations, groups and individuals both orally and in writing.
Write articles for all forms of news media.
Learn to plan and coordinate public relations information programs and special events.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain 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.*
- *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.*

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

Experience and Training Requirements

Experience:

One year of experience in communications, public relations, journalism, marketing or a similar field.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

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

Publicity Specialist II

In addition to the qualifications for the Publicity Specialist I:

Knowledge of:

Composition, typesetting, layout and paste-up process.
Fundamentals of photojournalism.
Audio and visual techniques.
Publication design and layout.
Methods of publicizing department activities to the community.
Media formats and procedures.
Commercial writing and editing techniques.
Policies, procedures and practices of the Leisure Services Department.
Industry recognized methods of publicizing information.
Basic graphic design principles.
Desktop publishing, design and layout procedures.
Basic principles of television production, camera operation and posting.
Leisure Services Department's programs and activities.
Public relations principles and practices.
Computer graphic applications and hardware.
Fundamentals of the printing process.

Ability to:

Create informational brochures, newsletters, and reports.
Plan and coordinate public relations information programs and other special events.
Work independently without direct supervision.
Demonstrate, respect and sensitivity for cultural differences.
Create a concept and produce audio-visual materials.

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

Experience and Training Requirements

Experience:

Two years work experience in communications, public relations, journalism, marketing, or other similar field, which must include one year of writing experience.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

Possession of valid, appropriate driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time and the ability to distinguish color.

KAG
REV 1/21/05
FLSA and City: nonexempt
CSB 2/9/05

PUBLICITY 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, assign and review the work of staff responsible for public information and community relations activities involving all forms of news media communications, advertising and publicity; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrative Services Manager and higher-level management staff.

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. Plan, prioritize, assign, supervise and review the work of staff responsible for publicity of the Leisure Services Department.
2. Research, develop and sell financial sponsorships to private industry for selected special events.
3. Plan, develop, produce and/or supervise the production of a wide variety of materials including informational and educational brochures, newsletters, reports and audiovisual material for public and departmental use.
4. Write, edit or review all press releases.
5. Establish and maintain effective relationships with various media representatives; maintain a schedule of personal appearances on television and radio.
6. Answer inquiries and provide information concerning the Leisure Services department and its functions.
7. Maintain accurate records and reports; prepare analytical and statistical reports on operations and activities.

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

Essential Functions:

8. Establish schedules and methods for providing media marketing, publicity and promotional strategies for the Leisure Services department.
9. Select and motivate 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; prepare and conduct formal performance evaluations; 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.

Marginal Functions:

1. Develop and coordinate visual displays.
2. Maintain photo library and function as a photographer as needed.
3. Coordinate bulk mailings as needed.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of marketing and media buying.
Principles and techniques of photojournalism.
Computer graphics applications and hardware.
Industry recognized methods of publicizing information.
Commercial print shop, desktop publishing, design and layout procedures.
Principles of television production, camera operation and posting.
Techniques of creating press releases.
Advanced public relations principles and practices.
Report writing and record keeping principles and techniques.
Advanced commercial writing and editing techniques.
Advanced techniques of creative writing.
Principles of supervision, training and performance evaluation.

Ability to:

Communicate effectively with media organizations, groups and individuals, both orally and in writing.
Demonstrate respect and sensitivity for cultural differences.
Use initiative and independent judgment within established guidelines.

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

Ability to:

Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.

Understand the organization and operation of Leisure Services Department as necessary to assume assigned responsibilities.

Interpret, explain, enforce and apply city and departmental policies and procedures.

Establish and maintain 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:

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

Experience and Training Requirements

Experience:

Three years of responsible experience in mass media and public relations involved in the preparation and dissemination of information to the general public.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or related field.

License or Certificate

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

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

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

KAG

REV 1/18/05

FLSA: exempt; City: nonexempt

CSB 2/9/05

SENIOR PUBLICITY 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

To lead, oversee and participate in the most complex publicity work, including planning, coordinating and presenting public relations information relative to the Leisure Services Department's activities and programs; and to perform a variety of technical tasks relative to areas of assigned responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Publicity Specialist series. This class is distinguished from other classes by the level of responsibility assumed, the complexity of duties assigned and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Publicity Supervisor and higher-level management staff.

May exercise functional and technical supervision over publicity 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. Lead, plan and review the work of staff responsible for delivering an integrated publicity program for the Leisure Services Department.
2. Train assigned employees in the techniques of public relations, creative writing, design and layout and media production.
3. Participate in establishing and communicating publicity standards to department management.
4. Plan, evaluate and support the promotional and marketing needs of the department with the objective of providing information to the public regarding activities and programs; review, evaluate and negotiate marketing requests; counsel managers, supervisors and coordinators regarding promotions and graphics; establish production schedules for publications and media presentations; authorize release of completed projects.

CITY OF LAS VEGAS
Senior Publicity Specialist (Continued)

Essential Functions:

5. Participate in developing programs to increase community awareness of and participation in department programs and activities; work with department management to evaluate and improve the effectiveness of publicity efforts.
6. Establish and maintain effective relationships with media representatives and schools.
7. Represent the Leisure Services Department through personal appearances on television and speaking before groups and organizations.
8. Write and edit articles, reports, news releases and speeches.
9. May plan and coordinate special events such as exhibits and open houses, community fairs, and other public gatherings.
10. Participate in creating and maintaining a positive image in the community for the assigned department.
11. Ensure that necessary records are maintained; oversee a filing system that facilitates retrieval of files.
12. Coordinate or lead the promotion and marketing of community partnerships and citywide events.

Marginal Functions:

1. Interview program participants for articles.
2. Participate in special events or projects as assigned.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced audio and visual techniques.
Principles and techniques of photojournalism.
Computer graphics applications and hardware.
Industry recognized methods of publicizing information.
Graphic design principles.
Advanced desktop publishing, design and layout procedures.
Department's methods of publicizing activities to the community.
Advanced -media formats and procedures.
Principles of television production, camera operation and posting.
Principles of organization, planning, prioritizing and delegating.
Advanced public relations principles and practices.

CITY OF LAS VEGAS
Senior Publicity Specialist (Continued)

Knowledge of:

Techniques of negotiation.
Advanced creative writing techniques.
Advanced commercial writing and editing techniques.
Leisure Services Department programs and activities.
Principles of English language usage including correct grammar, spelling, sentence structure and punctuation.
Record keeping techniques and requirements.
Principles of lead supervision and training.
A second language is helpful.

Ability to:

Manage multiple tasks and set priorities.
Interpret, explain and enforce the established publicity standards.
Negotiate solutions with management.
Use initiative and independent judgment within established guidelines.
Define issues collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
Demonstrate respect and sensitivity for cultural differences.
Speak in front of large and small groups.
Communicate effectively with media organizations, groups and individuals both orally and in writing.
Write articles for all forms of news media.
Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
Work independently without direct supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain 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*
- *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.*

CITY OF LAS VEGAS
Senior Publicity Specialist (Continued)

Experience and Training Requirements

Experience:

Three years experience in communications, public relations, journalism, marketing, or a similar field.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time and the ability to distinguish color.

KAG
REV 1/18/05
FLSA and City: nonexempt

CSB 2/9/05

COMBINATION INSPECTOR

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 the full range of technical combination building inspection of single family dwellings to enforce compliance with building, electrical, plumbing and mechanical codes, regulations and ordinances; to perform inspections of commercial structures within a field of expertise; to work with developers, superintendents and contractors to maintain code requirements and resolve problems relating to code compliance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Inspector series. Employees at this level are distinguished from other classes within the series by the performance of single family dwelling inspections in all areas of construction, and commercial inspections in a field of expertise. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from the Inspections Supervisor.

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

Essential Functions:

1. Inspect single family dwelling structures during all stages of construction and remodeling to ensure compliance with applicable building, electrical and plumbing/mechanical codes, ordinances and regulations; inspect commercial structures in one field of expertise: electrical, building or plumbing/mechanical.
2. Examine plans and specifications of new construction, additions and alterations to single family dwellings to determine compliance with applicable construction codes, ordinances and regulations; examine plans and specifications of new construction, additions and alterations to commercial structures in one field of expertise.
3. Enforce planning and zoning regulations by inspecting new and existing buildings and premises for change of use or occupancy, or compliance with applicable codes and ordinances.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Essential Functions:

4. Inspect swimming pools and spas for steel, plumbing, gas and electrical installations.
5. Issue notices to comply when violations are identified; maintain records of history of facts for possible legal actions.
6. Investigate complaints forwarded from the supervisor or Building Official.
7. Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions.
8. Maintain files and reports regarding inspection and plan check activities and findings.

When performing building inspections:

1. Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering and a large variety of other complex and routine structural and architectural system elements.
2. Inspect footings and grout for block walls, fences and retaining walls.
3. Inspect fire-damaged single family dwellings for safety.
4. Conduct and witness smoke detector tests.

When performing electrical inspections:

1. Inspect electrical installations for single family dwellings.
2. Inspect fire-damaged single family dwellings for electrical safety.

When performing plumbing/mechanical inspections:

1. Conduct hydrostatic tests on water systems.
2. Perform plumbing/mechanical inspections on single family dwellings.
3. Inspect ground plumbing for sizing and proper slope.
4. Inspect plumbing fixtures for proper sizing and to verify that approved materials were used.
5. Inspect air conditioning and heating installations for code compliance.

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Marginal Functions:

1. Attend and participate in meetings; stay abreast of new trends and innovations in each field of inspection.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

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.
Principles of architectural and structural design and engineering mathematics.
Pertinent federal, state and local laws, codes and regulations.
Major types of building construction, materials and methods.
Accepted safety standards and methods of building construction for single family dwellings.

Ability to:

Interpret and apply pertinent federal, state and local laws, codes and regulations.
Read and interpret complex building plans, specifications and building codes.
Determine whether construction systems conform to city code requirements.
Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations and standard construction practices.
Make mathematical computations rapidly and accurately.
Enforce codes, regulations, policies and procedures with firmness and tact.
Understand and follow oral and written instruction.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Distinguishing colors;*
- *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:

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

CITY OF LAS VEGAS
Combination Inspector (*Continued*)

Experience and Training Requirements

Experience:

Five years of journey level experience within the building construction trades or three years of increasingly responsible building inspection experience.

Training:

Equivalent to graduation from high school. Specialized training in the building trades or code enforcement is desirable.

License or Certificate

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

Must Possession of one certification in any two of the following certifications fields listed below on the date of application. Remaining The two certifications in the remaining fields must be obtained within six months of the date of appointment.

Building: International Code Council (ICC) Building Inspector, which requires successful completion of the residential and commercial building inspector examinations;

Electrical: One of the following three will fulfill the electrical certification requirement, provided it is based on the currently adopted National Electrical Code.

1. International Association of Electrical Inspectors (IAEI) Certified Electrical Inspector - Commercial or - Residential;
2. ~~or~~ International Code Council Commercial Electrical Inspector;
3. ~~International Code Council Residential Electrical Inspector.~~

~~both certifications are to be based on the currently adopted National Electrical Code;~~

Plumbing and Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector and Mechanical Inspector certifications based on the Uniform Plumbing and Uniform Mechanical Codes.

Mechanical: International Association of Plumbing and Mechanical Officials (IAPMO) Mechanical Inspector certification based on the Uniform Mechanical Code.

CITY OF LAS VEGAS
Combination Inspector (Continued)

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 is performed outdoors up to 80% of the time with exposure to all types of weather conditions.

Hazards: Working in construction zones, uneven terrain, exposure to moving objects and vehicles, sharp objects, pinch points, dust, noise, vibration, extreme heat and cold, slippery surfaces, toxic and caustic chemicals.

Equipment Used: City vehicle, radio, measuring equipment, telephone and computer.

Safety Equipment: Safety shoes, hardhat.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Constantly-frequently, in combination with walking on all types of terrain, up to 3-5 miles per shift. Can include walking throughout hazardous construction site.

Sitting: Occasionally, while riding in vehicle between inspection sites.

Lift/carry: Frequently, 1-10 lbs., paperwork, clipboards, plans, drawings.

Push/pull: Occasionally, exerting a force up to 10-25 lbs. while inspecting, moving equipment.

Climbing: Occasionally, up and down ladders, walking trusses, in and out of bucket lift. Requires sense of balance.

Bending/twisting: Frequently, at waist, knees and neck while performing inspection functions and driving vehicle.

Kneeling/crouching/crawling: Infrequent kneeling or crouching, with crawling in attics and crawl spaces.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping, fingering, gripping while taking measurements, recording data, keyboarding, reviewing plans.

Sight: Constantly, taking accurate measurements, inspecting constructions sites. Requires color vision, visual acuity in near-, mid- and far-ranges.

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

ARB
REV 10/20/031/27/05
FLSA and City: nonexempt

CSB 12/10/03

COMMUNICATIONS 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

To receive and transmit signals, telephone and radio fire alarms; to receive and transmit general communications and emergency calls and operate computer terminals and keyboards and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Communications Specialist series. This class is distinguished from the Sr. Communications Specialist by the performance of the full range of duties as assigned, whereas the Sr. Communications Specialist has lead responsibilities in addition to performing the more complex and difficult assignments. After the initial training period, 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.

SUPERVISION RECEIVED

Receives general supervision from the Chief Communications Specialist, the Fire Communications Supervisor and higher management staff.

Receives technical and functional supervision from the Sr. Communications Specialists

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

Essential Functions:

1. Receive emergency medical and fire calls from 9-1-1 lines, radios and direct phone lines; obtain all necessary information from alarm sources; key information into computer terminal and obtain dispatch information from data terminal and computer printouts, indicating the dispatch of proper equipment, fire company and district location; communicate pre-arrival instructions to calling party; communicate through the communication center's vocal system to the proper station and fire company; maintain radio link communications between Communications Center and field unit until unit returns to station.
2. Maintain communication service with all local area police, ambulance, hospitals and other emergency and public service organizations.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Essential Functions:

3. Record emergency calls and all moving apparatus; maintain proper logs and forms pertaining to communications center dispatches; update and enter data into communications center computer terminals and maintain information in the computer systems;
4. Maintain records of the location and movement of emergency medical and fire apparatus; keep extensive records and logs.
5. Perform clerical and office tasks such as typing, filing and long distance telephone calls; receive and transmit messages.
6. Operate the tape recorder and make copies of tapes as requested.
7. Perform a variety of cleaning and maintenance tasks in the communications center.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Radio and telephone communications.
The operation of radio and telephone equipment.
The geography of the City of Las Vegas, North Las Vegas and the portion of Clark County that lies within the Las Vegas Valley.
The location of local streets and Las Vegas fire hydrants.
The types and use of firefighting equipment.
C.P.R. sufficient to allow instruction over the telephone.
Emergency Medical Dispatch principles and techniques.
The operation of computer terminals and keyboards.
Techniques of filing, typing and record keeping.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

Obtain essential information from excited persons.
Use the computer keyboard to type information in the computer terminals.
Think clearly, remain calm, make sound decisions and act quickly in emergency situations.
Communicate pre-arrival instructions.
Work in a fast-paced 911 emergency call and dispatch office.
Maintain simple clerical records.
Speak with good diction and in a clear speaking voice.
Work well under pressure.
Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

Ability to:

Establish and maintain effective 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:

Three years of ~~combined~~ experience as a radio dispatcher or full-time telephone/PBX operator ~~with computer terminal operator experience in work of a responsible nature demonstrating an ability to cope with emergency situations.~~

Training:

Equivalent to graduation from high school.

License and Certification

Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.

Must successfully complete the Emergency Medical Dispatcher Course within one year of the date of appointment.

Must obtain Cardiac Pulmonary Resuscitation Certification within one year of the date of appointment.

CITY OF LAS VEGAS
Communications Specialist (*continued*)

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 is performed indoors in climate-controlled office setting.

Hazards: Exposure to continual work pressures, dealing with emergencies.

Equipment Used: Computerized dispatch system, computer terminal, telephone, radio, and other office equipment as required.

Safety Equipment: As needed.

Physical Conditions:

Standing/walking: Occasionally, short distances within assigned dispatch area, office environment.

Sitting: Frequently-constantly, at console throughout shift in adjustable chair; dispatch duties.

Lift/carry: Occasionally, 1-10 lbs., paperwork, manuals. Infrequently, up to 20 lbs., supplies, computer paper, distances up to 25 ft.

Push/pull: Occasionally, minimal requirement, doors, drawers, etc.

Climbing: Occasionally, steps in work area.

Bending/twisting: Frequently, at waist, knees, and neck performing dispatch duties while seated at console.

Kneeling/crouching/crawling: Not required.

Hands/arms: Constant use of both hands and arms in extended reaching, handling, grasping, and fingering while using communications equipment and keyboarding. Some overhead reaching required.

Sight: Constantly, working at computer terminal. Hand/eye coordination with near- and mid-range vision required.

Speech/hearing: Constantly, in communicating throughout work shift.

Other physical/mental demands: Intense attentiveness for prolonged periods of time.

Mental Conditions:

Constant mental alertness with attention to detail and high degree of accuracy required at all times.

Must possess excellent verbal skills in communicating with individuals experiencing emergency situations; must be able to ascertain factual information, remain calm; ability to deal with all types of people in a professional and efficient manner.

Must be able to read, write and speak English, and perform basic mathematical calculations.

Must be able to make decisions independently, exercise creative problem solving ability and continually deal with work pressures, including: emergencies, complaints, angry people, frequent interruptions and time constraints.

ARB

REV 11/2/041/4/05

FLSA & City: non-exempt

CSB 12/8/04

CORRECTIONS INTAKE LAW ENFORCEMENT SUPPORT 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, ~~plan, prioritize, coordinate, assign, review and participate in the more complex and difficult work of staff responsible for the processing of inmates through the city detention facility, recording data and coordinating information with court and law enforcement agencies, processing bail and bond transactions, researching and providing general information to bail bondsman and the general public, and maintaining inmate files, records and reports; recording data and coordinating information with court and law enforcement agencies; and to perform a variety of administrative and technical tasks relative to assigned areas of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Corrections Lieutenant or other management staff.

Exercises direct supervision over ~~lower level staff~~ Law Enforcement Support Technicians.

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

Essential Functions:

1. ~~Plan, prioritize, coordinate, assign, review and supervise the work of staff responsible for the legal documents and procedures required to process inmates through the city detention facility: including booking, court appearances, sentencing and release; receipt of inmates' personal possessions at entry and release; recording data and coordinating information with court and law enforcement agencies; processing bail and bond transactions; researching and providing general information to bail bondsman and the public; and maintaining inmate files, records and reports.~~
 2. ~~Ensure employees adhere to established work methods and techniques, and comply with applicable city and department policies, procedures, standards and specifications.~~
 3. ~~Participate in the selection of staff to cover 24 hour operation; provide and coordinate staff training; prepare evaluations and maintain disciplinary processes involving subordinate staff; be available to monitor the three shifts supervised by this post; maintain attendance records and supervise payroll time cards; Participate in the selection of staff; provide or coordinate staff training; work with the other supervisors to plan, direct, coordinate and review the work plan for staff, ensuring adequate coverage and work distribution for a 24-hour operation; assign work activities and projects; review and evaluate work products, methods and procedures; prepare and conduct formal performance evaluations; 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.~~
3. Provide technical and administrative direction to subordinate staff, including three shifts per day,

CITY OF LAS VEGAS

Corrections Intake Law Enforcement Support Supervisor (continued)

prepare departmental operations and activities:

4. Establish schedules and methods for the operation of the work unit processing documents required to fulfill correction technician responsibilities; review needs with appropriate management staff; allocate resources accordingly.
5. Supervise entry, editing, the validation and confirmation of Justice Court Las Vegas Fire & Rescue and Nevada Attorney General warrants bearing departmental confirmation responsibilities, including coordination with the Las Vegas Fire and Rescue Department to maintain their warrants; interpret court documents necessary to process defendants through detention facility.
6. Supervise and participate in all normal shift duties, as assigned including maintenance of a variety of necessary log books, time cards and attendance records.
7. Maintain proficiency with the NCIC (National Crime Information Center) criminal computer system; certify documents and make court appearances in response to applicable warrants served.
8. Respond to law enforcement agency and public inquiries, provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- 8-9. Provide written and oral reports upon request; interpret court documents necessary to process defendants through detention facility.
- 9-10. Supervise management maintenance of in-custody inmate records, including courtesy holds for other jurisdictions.
- 10-11. Coordinate the documentation of inmate double number identification process, including all aliases and identifiers.
- 11-12. Participate in annual section budget review preparation; forecast division goals and objectives section needs; implement policies and procedures.
- 12-13. Assist with records department supervisory duties including Ensure the maintenance of archived inmate records; coordinate storage of inmate files and various reports and logs including preparation for microfilming; document retrieval from the microfilm records system as required.
- 13-14. Recommend and assist participate in the implementation development of goals, and objectives, policies and procedures; implement approved policies and procedures.

Marginal Functions:

1. Respond to law enforcement agency and public inquiries, provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Attend and participate in group meetings.
3. Perform a variety of record keeping, filing and other general clerical duties.

CITY OF LAS VEGAS

Corrections Intake Law Enforcement Support Supervisor (continued)

~~4.3~~ May be required to notarize documents.

~~5.4~~ Maintain Ensure an adequate stock of office supplies and equipment.

~~6.5~~ Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

~~Procedures and policies governing booking and release of inmates, and bail bond transactions.~~

~~Applicable city and Department policies and procedures.~~

~~Principles and techniques of supervision, and training and performance evaluation.~~

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

~~Procedures and operations of law enforcement agencies and correctional facilities.~~

~~Local court systems.~~

~~Basic mathematical and record keeping principles and techniques.~~

~~Applicable computerized law enforcement information systems.~~

~~English usage, spelling, grammar and punctuation.~~

~~Advanced principles and techniques of customer service.~~

~~Effective telephone techniques.~~

~~Modern office methods, practices, and procedures and basic common office computer functions applications, such as word processing and spreadsheet.~~

~~Procedures and policies governing inmate incarceration.~~

Ability to:

~~Supervise, organize and review the work of subordinates.~~

~~Select, supervise, train and evaluate staff.~~

~~Read, interpret, apply, and explain and enforce applicable city and department policies and procedures, and applicable laws and regulations.~~

~~Read, interpret, apply and explain information in legal documents and reference manuals.~~

~~Deal effectively with difficult situations involving inmates and the public.~~

~~Demonstrate respect and sensitivity for cultural differences.~~

~~Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.~~

~~Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.~~

~~Prepare clear and concise reports.~~

~~Read, interpret and apply laws and regulations.~~

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

~~Assist in developing policies and procedures; budget preparation.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Type accurately at a speed necessary for successful job performance.~~

~~Work independently in the absence of supervision.~~

~~Prepare clear and concise reports.~~

~~Use aOperate various law enforcement computer systems and interpret responses.~~

~~Read and interpret legal documents and reference manuals.~~

CITY OF LAS VEGAS

Corrections Intake Law Enforcement Support Supervisor (continued)

~~Maintain statistical data and compile manual and computer generated reports.~~

~~Use initiative and independent judgment within established guidelines.~~

~~Recognize problems, define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.~~

~~Recognize problems, suggest alternative solutions and implement recommendations upon approval.~~

~~Maintain mental capacity which allows the capability of demonstrating intellectual capabilities dealing with difficult situations involving inmates and civilians.~~

~~Understand and follow oral and written instructions.~~

~~Establish and maintain effective working relationships with those contacted in the course of work.~~

~~Communicate clearly and concisely, both orally and in writing.~~

~~Operate a computer terminal, teletype, personal computer and other common office equipment.~~

~~Operate and remain certified on local, state and federal law enforcement computer information systems.~~

~~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:

Three years of increasingly responsible experience in the field of law enforcement, social services or a related field, including one year of supervisory or lead responsibility.

Training:

Equivalent to graduation from high school, supplemented by college courses in the field of criminal justice, business management or related field.

Must attend training and pass test required by FBI National Crime Information Center within six months of date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.

CITY OF LAS VEGAS

Corrections Intake Law Enforcement Support Supervisor (continued)

License or Certificate

~~Must type 35 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.~~

~~Possession of, or ability to obtain, a Nevada notary public license within six months of the date of appointment.~~

~~Must attend training and pass test required by FBI National Crime Information Center within six months of date of appointment, and proficiency must be affirmed every two years thereafter by the designated Terminal Agency Coordinator.~~

WORKING CONDITIONS

Environmental Conditions:

~~Correctional facility environment; potentially hostile environment customers; exposure to computer screens, dust, fumes, noxious or offensive fumes or odors, infectious diseases.~~

Physical Conditions:

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

ARB:

~~Revised 6/95 REV 1/4/05 (formerly Sr. Corrections Intake Assistant Supervisor)~~

FLSA: exempt; City: nonexempt

CSB 7/12/95

PUBLICITY SPECIALIST I
PUBLICITY SPECIALIST 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 plan, coordinate and present public relations information relative to the activities and programs of the Leisure Services Department ~~assigned department~~; and to perform a variety of technical tasks relative to areas of assigned responsibility.

DISTINGUISHING CHARACTERISTICS

Publicity Specialist I--This is the ~~entry-level~~ entry-level class in the Publicity Specialist series. This class is distinguished from the Publicity Specialist 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 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.

Publicity Specialist II--This is the full journey level class within the Publicity Specialist series. Employees within this class are distinguished from the Publicity Specialist 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 I level, or when filled from the outside, candidates selected have prior experience.

SUPERVISION RECEIVED

Publicity Specialist I

Receives immediate ~~direct~~ supervision from the Publicity Supervisor and higher-level management staff.

Publicity Specialist II

Receives general supervision from the Publicity Supervisor ~~or~~ and ~~other~~ higher-level management staff.

CITY OF LAS VEGAS
Publicity Specialist 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. Write and edit reports, news releases, speeches; provide copy for radio and television stations, newspapers, weeklies and periodicals; ~~—Establish and maintain contacts, and coordinate with newspapers, schools, radio and television stations to disseminate public relations information; —Represent the Leisure Services Department assigned division~~ through personal appearances on television and before groups and organizations for speaking engagements.
2. Assist with disseminating public relations information through audio-visual media, such as newspapers and radio and television, and a variety of formats produced in-house; ~~Summarize the radio and television air-time~~ airtime data provided by the stations.
3. Plan and coordinate programs for providing information to the public regarding department activities of ~~assigned department~~ Department. ~~Design and develop brochures and posters for publicizing activities and special events for assigned department and coordinate their distribution.~~
4. May plan and coordinate special events such as exhibits and open houses, community fairs and other public gatherings.
5. Participate in creating and maintaining a positive image in the community for the Leisure Services assigned d Department.
6. Maintain files of print clippings, radio and television presentations and photographs, and targeted mailing lists.
- ~~7. Assume a coordinating or leadership role in the promotion and marketing aspect of community partnerships and city-wide events.~~
- ~~8. Assist in developing private sector partnerships, which provide avenues for local businesses to support community activities.~~
- ~~9.7. Take photographs of events for department files as needed. and videotapes of events for files. Produce a variety of visual presentations using file photos or videos that require form, style and content.~~
- ~~10.8. Design brochures, newsletters and publications.~~

Marginal Functions:

1. Interview program participants for articles.
2. Participate in special events or projects as assigned.

CITY OF LAS VEGAS
Publicity Specialist I/II (continued)

3. Assist in developing private sector partnerships, which provide avenues for local businesses to support community activities.

3.4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Publicity Specialist I

Knowledge of:

Basic audio and visual techniques.

Principles of organization and planning.

Basic public relations principles and practices.

Creative writing techniques.

Leisure Services Assigned dDepartment's programs.

Principles of English language usage including correct grammar, spelling, sentence structure and punctuation.

A second language is helpful.

Ability to:

Manage multiple tasks.

Conduct research and apply information to a specific project.

Produce written documents with clearly organized thoughts using proper sentence structure, punctuation and grammar.

Develop and evaluate community awareness programs.

Learn the policies and procedures principles and practices of Leisure Services assigned department.

Speak in front of large and small groups and on camera.

Communicate effectively with media organizations, groups and individuals both orally and in writing.

Write articles for all forms of news media.

Learn to plan and coordinate public relations information programs and special events.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain 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.*
- *Operating assigned equipment.*

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

Maintain mental capacity which allows the capability of:

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

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

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:

One year of experience in communications, public relations, journalism, marketing or a similar field.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

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

Publicity Specialist II

In addition to the qualifications for the Publicity Specialist I:

Knowledge of:

Composition, typesetting, layout and paste-up process.
Fundamentals of photojournalism.
Audio and visual techniques.
Publication design and layout.
~~Department's current m~~Methods of publicizing department activities to the community.
Media formats and procedures.
Commercial writing and editing techniques.
Policies, procedures and practices of the Leisure Services Department.
Industry recognized methods of publicizing information.
Basic graphic design principles.
Desk-top publishing, design and layout procedures.
Basic Pprinciples of television production, camera operation and posting.
~~Principles and practices of Leisure Services assigned d~~Department's programs and activities.
Public relations principles and practices.
Computer graphic applications and hardware programs.
Fundamentals of the printing process.

Ability to:

Create informational brochures, newsletters, and reports.
Plan and coordinate public relations information programs and other special events.

CITY OF LAS VEGAS
Publicity Specialist I/II (*continued*)

Work independently without direct in the absence of supervision.
Demonstrate, respect and sensitivity for cultural differences.
Create a concept and produce audio-visual materials.

Experience and Training Requirements

Experience:

Two years work experience in communications, public relations, journalism, marketing, or other similar field, which must include one year of writing experience.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or a related field.

License or Certificate

Possession of valid, appropriate driver's license on the date of application.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for sitting for prolonged periods of time and the ability to distinguish color.

PLMKAG
REV 2/8/99 1/18/05
FLSA and City: nonexempt

CSB 4/14/99

PUBLICITY 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, assign and review the work of staff responsible for public information and community relations activities involving all forms of news media communications, advertising and publicity; to oversee and participate in all work activities; and to perform a variety of technical and administrative tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Administrative Services Manager and higher-level management staff.

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. Plan, prioritize, assign, supervise and review the work of staff responsible for publicity of the Leisure Services ~~Dassigned~~ department.
2. Research, develop and sell financial sponsorships to private industry for selected special events.
3. Plan, develop, produce and/or supervise the production of a wide variety of materials including informational and educational brochures, newsletters, reports and audiovisual material for public and departmental use.
4. Write, edit or and review all press releases.
5. Establish and maintain effective relationships ~~liaison~~ with various media representatives; maintain a schedule of personal appearances on television and radio.
6. Answer inquiries and provide information concerning the Leisure Services department and its functions.
7. Maintain accurate records and reports; prepare analytical and statistical reports on operations and activities.
8. Establish schedules and methods for providing media marketing, publicity and promotional strategies for the Leisure Services department.

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

9. Select and motivate 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; prepare and conduct formal performance evaluations; 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.

Marginal Functions:

1. Develop and coordinate visual displays.
2. Maintain department photo library and function as a photographer as needed.
3. Coordinate bulk mailings as needed by department.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of marketing and media buying.
Principles and techniques of photojournalism.
Computer graphics applications and hardware.
Industry recognized methods of publicizing information.
Commercial print shop, desk-top/desktop publishing, design and layout procedures.
Principles of television production, camera operation and posting.
Techniques of in creating press releases.
Advanced Ppublic relations principles and practices.
Report writing and record keeping principles and techniques.
Advanced commercial writing and editing techniques.
Advanced Ttechniques of creative writing.
Principles of supervision, training and performance evaluation.

Ability to:

~~Write articles for all forms of news media.~~
~~Create informational brochures, newsletters and reports.~~
Communicate effectively with media organizations, groups and individuals, both orally and in writing.
Demonstrate respect and sensitivity for cultural differences.
Use initiative and independent judgment within established guidelines.
Define issues, collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.
~~Supervise the work of technical staff.~~

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

Understand the organization and operation of Leisure Services assigned to Department and outside agencies as necessary to assume assigned responsibilities.

Interpret, explain, enforce and apply administrative city and departmental policies and procedures.

Establish and maintain 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*~~

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

~~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:

Three years of responsible experience in mass media and public relations involved in the preparation and dissemination of information to the general public.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in communications, public relations, marketing, journalism or related field.

License or Certificate

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

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; office environment or indoor/outdoor facilities; may be exposed to inclement weather conditions.

CITY OF LAS VEGAS
Publicity Supervisor (*Continued*)

Physical Conditions:

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

PLM KAG

REV ~~2/9/99~~ 1/18/05

FLSA: exempt; City: nonexempt

CSB ~~4/14/99~~

SENIOR PUBLICITY 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

To lead, oversee and participate in the most complex publicity work, including planning, coordinating and presenting public relations information relative to the Leisure Services Department's assigned department's activities and programs; and to perform a variety of technical tasks relative to areas of assigned responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Publicity Specialist series. This class is distinguished from other classes by the level of responsibility assumed, ~~and~~ the complexity of duties assigned and the level of independence expected. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Publicity Supervisor and ~~or other~~ higher-level management staff.

May exercise functional and technical supervision over publicity 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. Lead, plan and review the work of staff responsible for delivering an integrated publicity program for the Leisure Services assigned Department.
2. Train assigned employees in the techniques of public relations, creative writing, design and layout and media production.
3. Participate in Establishing and communicating publicity standards to department management.
4. Plan, evaluate and support the promotional and marketing needs of the department with the objective of providing information to the public regarding activities and programs of assigned department; Review, evaluate and negotiate division marketing requests; Counsel managers, supervisors and coordinators regarding promotions and graphics; Establish

CITY OF LAS VEGAS
Senior Publicity Specialist (Continued)

production schedules for publications and media presentations; ~~a. Authorize release of completed projects and return to divisions.~~

5. Participate in developing programs to increase community awareness of and participation in department programs and activities; work with department management to evaluate and improve the effectiveness of publicity efforts.
6. Establish and maintain effective relationships with media representatives and schools.
7. Represent the Leisure Services Department through personal appearances on television and speaking before groups and organizations.
8. Write and edit articles, reports, news releases and speeches.
9. May plan and coordinate special events such as exhibits and open houses, community fairs, and other public gatherings.

Essential Functions:

- ~~5. May plan and coordinate special events such as exhibits and open houses, community fairs, and other public gatherings.~~
- 6.10. Participate in creating and maintaining a positive image in the community for the assigned department.
11. Ensure that necessary records are maintained; oversee a filing system that facilitates retrieval of files.
- ~~7.12. Assume a eCoordinateing or leadership role in the promotion and marketing aspect of community partnerships and Ccitywide events.~~

Marginal Functions:

1. Interview program participants for articles.
2. Participate in special events or projects as assigned.
3. Perform related duties and responsibilities as required.
- ~~4. May assume the responsibilities of the Publicity Supervisor in his/her absence.~~

QUALIFICATIONS

Knowledge of:

Advanced Aaudio and visual techniques.
Principles and techniques of photojournalism.
Computer graphics applications and hardware.

CITY OF LAS VEGAS
Senior Publicity Specialist (Continued)

Industry recognized methods of publicizing information.

Graphic design principles.

Advanced dDesk top publishing, design and layout procedures.

Assigned dDepartment's current methods of publicizing activities to the community.

Advanced -Mmedia formats and procedures.

Principles of television production, camera operation and posting.

Principles of organization, and planning, prioritizing and delegating.

Advanced Ppublic relations principles and practices.

Techniques of negotiation.

Advanced Ccreative writing techniques.

Advanced Ccommercial writing and editing techniques.

Principles and practices of assigned Leisure Services -dDepartment's programs and activities.

Principles of English language usage including correct grammar, spelling, sentence structure and punctuation.

Record keeping techniques and requirements.

Principles of lead supervision and training.

A second language is helpful.

Ability to:

Lead, organize and review the work of staff.

Effectively manage projects.

Manage multiple tasks and set priorities..

Establish publicity standards and ensure that programs adhere to and coordinate with them.

Interpret, explain and enforce the established publicity standards.

Negotiate solutions with management.

Conduct research and apply information to a specific project.

Develop and evaluate community awareness programs.

Use initiative and independent judgment within established guidelines.

Define issues collect and analyze pertinent data, identify alternative solutions, project consequences of proposed actions, draw valid conclusions, propose sound recommendations, and implement approved solution in support of goals.

Demonstrate respect and sensitivity for cultural differences.

Speak in front of large and small groups.

Communicate effectively with media organizations, groups and individuals both orally and in writing.

Write articles for all forms of news media.

Plan and coordinate public relations information programs and special events.

Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Work independently without direct in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain 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
- Operating assigned equipment.

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: February 9, 2005

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: F. CLAUDETTE ENUS, SECRETARY

SUBJECT: C. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

CLASSIFICATION SPECIFICATIONS:

REVISED:

1. Combination Inspector
2. Communications Specialist
3. Corrections Intake Supervisor
4. Publicity Specialist I/II
5. Publicity Supervisor
6. Senior Publicity Specialist

Combination Inspector was revised to add an electrical certification and to clarify the certification requirement.

Communications Specialist was revised to clarify the minimum qualifications.

Corrections Intake Supervisor was revised to update essential functions and change the title to Law Enforcement Support Supervisor.

Publicity Specialist I/II, Publicity Supervisor and Senior Publicity Specialist were revised to update the standard language and to specify that these classifications are exclusive to the Leisure Services Department.

RECOMMENDATION

The City recommends approval of these revised classification specifications.