

S.V

4:30
4:50 pm.

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: March 9, 2005

TIME: 4:30 p.m.

* JA-
BL-
EM-
PR- MD

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 February 9, 2005
- IV. APPROVAL OF MINUTES: Teleconference Meeting of February 23, 2005
- V. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED:

- 1. Accounting Technician I – Open
- 2. Communications Specialist – Promotional
- 3. Communications Specialist – Open
- 4. Court Clerk I – Promotional
- 5. Court Clerk I – Open
- 6. Leisure Services Coordinator (Tennis) – Open
- 7. Paralegal – Promotional
- 8. Permits Supervisor – Promotional
- 9. Permits Technician – Promotional
- 10. Permits Technician – Open
- 11. Public Information Specialist – Open
- 12. Recreation Leader I – Promotional
- 13. Recreation Leader I – Open

M PR } pass
2 EM }
M BL } pass
2 EM }

M - PR } pass
2 - BL }

B. EXTENSION OF ELIGIBLE LISTS:

- 1. Electrician I – Open
- 2. Engineering Technician II (Traffic) – Open
- 3. Fire Captain – Promotional
- 4. Human Resources Specialist – Promotional
- 5. Planning Supervisor (Planning & Dev.) – Promotional
- 6. Rapid Response Crew Leader – Promotional
- 7. Statistical Analyst I – Promotional
- 8. Statistical Analyst I – Open
- 9. Traffic Signal Technician I – Open
- 10. Vehicle Services Worker – Promotional
- 11. Vehicle Services Worker – Open

M EM } pass
2 PR }

152 ✓

C. CLASSIFICATION SPECIFICATIONS:

1. Assistant Fire Protection Engineer – Revised
2. GIS Technician – Revised
3. Microcomputer Specialist II – Revised
4. Planner I – Revised
5. Planner II – Revised
6. Planning Supervisor – Revised
7. Public Safety Technician – Revised
8. Senior Microcomputer Specialist – Revised
9. Senior Planner – Revised
10. Technical Writer – Revised
11. Video Programming Technician – Revised
12. Environmental Systems Technician Trainee, I, II and III – New
13. Inspection Associate – New
14. Records Courier – New

Stricken

M-EM
2-PR
1-3
6-14
pass

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

Johnson - 3 people in planner

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

DATE: March 9, 2005 - Regular

PLEASE PRINT

NAME

ORGANIZATION

Tammy Hughes

WPC7

Joey Donohue

Current Planning

Glenna WORTHINGTON

HR

GIA RODRIGUEZ

HR

Mylene Harvey

HR

Sandy Gandy

HR

John D. Gonzales

HR

Ron Prewitt

HR

CITY OF LAS VEGAS

**CIVIL SERVICE BOARD
AGENDA DOCUMENTATION**

March 9, 2005

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

I. CALL TO ORDER: February 9, 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

OTHERS PRESENT

Benet Vega – D&E

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

III. APPROVAL OF MINUTES of Regular Meeting of January 12, 2005: A motion was made by Trustee Ed Miramontes that the minutes of the Regular Meeting of January 12, 2005 be approved. Trustee Johan Aliseo seconded the motion. Motion carried.

IV. APPROVAL OF MINUTES of Teleconference Meeting of January 26, 2005: A motion was made by Trustee Johan Aliseo that the minutes of the Teleconference Meeting of January 26, 2005 be approved. Trustee Barbara Loupe seconded the motion. Motion carried.

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

A motion was made by Trustee Barbara Loupe that items 1 through 6 of the Eligible Lists To Be Certified be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

**CITY OF LAS VEGAS CIVIL SERVICE BOARD MEETING
ANNOTATED MINUTES
February 9, 2005
PAGE 2**

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

A motion was made by Trustee Johan Aliseo that items 1 through 8 of the Extension of Eligible Lists be approved. The motion was seconded by Trustee Ed Miramontes. Motion carried.

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

A motion was made by Trustee Barbara Loupe that item 1 through 6 of the Classification Specifications be approved. The motion was seconded by Trustee Ed Miramontes. 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 4:35 p.m.



F. Claudette Enus
Secretary to the Board

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
AGENDA DOCUMENTATION
March 9, 2005

TO: CIVIL SERVICE BOARD OF TRUSTEES	FROM: F. CLAUDETTE ENUS SECRETARY TO THE BOARD
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I. CALL TO ORDER: February 23, 2005 at 11:45 a.m. via Teleconference

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

Vice Chairperson Johan Aliseo served as Chair for this meeting in the absence of Trustee Lavonne Lewis.

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) Equipment Operator I (Parks) - Promotional
- 2) Equipment Operator I (Parks) - Open
- 3) Fire Engineer - Promotional
- 4) Municipal Court Marshal - Open
- 5) Parks Crew Leader - Promotional
- 6) Parts Runner - Open

Trustee Ed Miramontes made a motion to approve Item number 1 through 6 of the Eligible Lists to be certified. Trustee Priscilla Rocha seconded the motion. Motion carried.

B. CLASSIFICATION SPECIFICATIONS FOR APPROVAL:

- 1) Combination Inspector - Revised
- 2) Structural Plans Examiner - Revised

Trustee Ed Miramontes made a motion to approve Item number 1 and 2 of the Classification Specification Lists to be certified. Trustee Priscilla Rocha seconded the motion. Motion carried.

C. REQUEST TO BE PLACED ON REHIRE LIST:

- 1) Robert L. Shannon

Trustee Priscilla Rocha made a motion to approve Item number 1 of the Request to be Placed on Rehire List to be certified. Trustee Ed Miramontes 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 11:47 a.m.



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: March 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: 13

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Accounting Technician I – Open	67	42	37
2. Communications Specialist – Promotional	5	4	4
3. Communications Specialist – Open	45	17	16
4. Court Clerk I – Promotional	2	2	2
5. Court Clerk I – Open	54	44	44
6. Leisure Services Coordinator (Tennis) – Open	53	15	15
7. Paralegal – Promotional	1	1	1
8. Permits Supervisor – Promotional	4	2	2
9. Permits Technician – Promotional	3	2	2
10. Permits Technician – Open	42	23	18
11. Public Information Specialist – Open	52	30	19
12. Recreation Leader I – Promotional	11	6	6
13. Recreation Leader I – Open	106	68	66

CITY OF LAS VEGAS

ELIGIBLE LIST

Accounting Technician I
Examination

February 15, 2005
Date of Test

043410120
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	47	GROUP 1	10
REJECTED	20	GROUP 2	19
<i>TOTAL RECEIVED</i>	67	GROUP 3	8
		<i>TOTAL ON LIST</i>	37

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	37			
FAILED	5			
<i>TOTAL TESTED</i>	42			
<i>DID NOT APPEAR</i>	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Communications Specialist
Examination

January 31, 2005 (Written)
February 23 & 24, 2005 (Oral)
Date of Test

04450312P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	5	GROUP 1	2
REJECTED	0	GROUP 2	2
TOTAL RECEIVED	5	GROUP 3	0
		TOTAL ON LIST	4

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	50%	50%		
PASSED	4	4		
FAILED	0	0		
TOTAL TESTED	4	4		
DID NOT APPEAR	1	0		

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Clerk I
Examination

February 16, 2005
Date of Test

05373001P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	0			
<i>TOTAL TESTED</i>	2			
<i>DID NOT APPEAR</i>	0			

CITY OF LAS VEGAS

ELIGIBLE LIST

Court Clerk I
Examination

February 16, 2005
Date of Test

05373001O
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	48	GROUP 1	13
REJECTED	6	GROUP 2	25
<i>TOTAL RECEIVED</i>	54	GROUP 3	6
		<i>TOTAL ON LIST</i>	44

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	44			
FAILED	0			
<i>TOTAL TESTED</i>	44			
<i>DID NOT APPEAR</i>	4			

CITY OF LAS VEGAS

ELIGIBLE LIST

Leisure Services Coordinator/Tennis
Examination

February 28 & March 1, 2005
Date of Test

042982110
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	22	GROUP 1	1
REJECTED	31	GROUP 2	6
<i>TOTAL RECEIVED</i>	53	GROUP 3	8
		<i>TOTAL ON LIST</i>	15

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED		15		
FAILED		0		
TOTAL TESTED		15		
DID NOT APPEAR		4		
WITHDREW		3		

CITY OF LAS VEGAS

ELIGIBLE LIST

Paralegal
Examination

February 28, 2005
Date of Test

05296401P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

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

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)				100%
PASSED				1
FAILED				0
<i>TOTAL TESTED</i>				1
<i>DID NOT APPEAR</i>				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Supervisor
Examination

February 15, 2005
Date of Test

05223501P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
None
GROUP 3
None

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	3
REJECTED	1
TOTAL RECEIVED	4

ELIGIBLE LIST

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

TESTS

WRITTEN

ORAL

PERFORMANCE

OTHER

(Weight)

100%

PASSED	2		
FAILED	0		
TOTAL TESTED	2		
DID NOT APPEAR	1		

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

February 22, 2005
Date of Test

05264801P

Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
None
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

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

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	2			
FAILED	0			
TOTAL TESTED	2			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Permits Technician
Examination

February 22, 2005
Date of Test

052648010

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	28	GROUP 1	4
REJECTED	14	GROUP 2	8
<i>TOTAL RECEIVED</i>	42	GROUP 3	6
		<i>TOTAL ON LIST</i>	18

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	18			
FAILED	5			
<i>TOTAL TESTED</i>	23			
<i>DID NOT APPEAR</i>	5			

CITY OF LAS VEGAS

ELIGIBLE LIST

Public Information Specialist
Examination

February 22, 2005
Date of Test

052981010

Exam Code

Open

Open/Promotional

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

REPORT OF EXAMINATION

APPLICATIONS

ACCEPTED	30
REJECTED	22
TOTAL RECEIVED	52

ELIGIBLE LIST

GROUP 1	5
GROUP 2	9
GROUP 3	5
TOTAL ON LIST	19

TESTS

WRITTEN

ORAL

PERFORMANCE

T & E

(Weight)

100%

PASSED				19
FAILED				11
TOTAL TESTED				30
DID NOT APPEAR				0

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I
Examination

February 14, 2005
Date of Test

05360001P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached
GROUP 3
None

REPORT OF EXAMINATION

<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>	
ACCEPTED	8	GROUP 1	4
REJECTED	3	GROUP 2	2
<i>TOTAL RECEIVED</i>	11	GROUP 3	0
		<i>TOTAL ON LIST</i>	6

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	0			
<i>TOTAL TESTED</i>	6			
<i>DID NOT APPEAR</i>	2			

CITY OF LAS VEGAS

ELIGIBLE LIST

Recreation Leader I
Examination

February 14, 2005
Date of Test

053600010
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	82	GROUP 1	27
REJECTED	24	GROUP 2	34
<i>TOTAL RECEIVED</i>	106	GROUP 3	5
		<i>TOTAL ON LIST</i>	66

<u>TESTS</u>				
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	66			
FAILED	2			
<i>TOTAL TESTED</i>	68			
<i>DID NOT APPEAR</i>	14			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date March 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: 11

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Electrician I - Open	59	03/24/05	09/24/05	2
2. Engineering Technician II (Traffic) – Open	7	03/08/05	09/08/05	1
3. Fire Captain - Promotional	15	03/08/05	09/08/05	1
4. Human Resources Specialist – Promotional	2	03/08/05	09/08/05	1
5. Planning Supervisor (Planning & Dev.) – Promotional	3	03/22/05	09/22/05	1
6. Rapid Response Crew Leader – Promotional	18	03/10/05	09/10/05	3
7. Statistical Analyst I – Promotional	2	03/24/05	09/24/05	2
8. Statistical Analyst I - Open	14	03/24/05	09/24/05	2
9. Traffic Signal Technician I – Open	8	03/22/05	09/22/05	1
10. Vehicle Services Worker – Promotional	4	03/24/05	09/24/05	2
11. Vehicle Services Worker – Open	73	03/24/05	09/24/05	2

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 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. Assistant Fire Protection Engineer
2. GIS Technician
3. Microcomputer Specialist II
4. Planner I
5. Planner II
6. Planning Supervisor
7. Public Safety Technician
8. Senior Microcomputer Specialist
9. Senior Planner
10. Technical Writer
11. Video Programming Technician

Assistant Fire Protection Engineer was revised to update one of the required certifications.

GIS Technician was revised to update technology and responsibilities.

Microcomputer Specialist II was revised to combine Microcomputer Specialist I and II into a single classification entitled Microcomputer Specialist.

Planner I, Planner II, Sr. Planner and Planning Supervisor were revised to update the minimum qualifications and coordinate the responsibilities and requirements throughout the series.

Public Safety Technician was revised to broaden the minimum qualifications.

Senior Microcomputer Specialist was revised the essential functions to add a technical assignment.

Technical Writer was revised to broaden the minimum qualifications.

Video Programming Technician was revised to update prior to posting.

ASSISTANT FIRE PROTECTION ENGINEER

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 assist in the interpretation and enforcement of fire protection requirements; to perform responsible professional plans review for conformance with all applicable building, fire and life safety codes; and to assist in developing and implementing policies and procedures related to the inspection of fire protection and life safety systems.

SUPERVISION RECEIVED

Receives general direction from the Fire Protection Engineer.

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

Essential Functions:

1. Conduct plan checks for various buildings, fire protection systems and fire alarm systems to ensure compliance with applicable fire codes and regulations.
2. Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policy, procedure and ordinance revisions as necessary.
3. Implement procedural methods and practices for reviewing plans, conducting inspections and investigating incidents and related activities.
4. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
5. Perform efficiency tests and inspections of fire protection systems and equipment.
6. Perform inspections of various new construction projects; perform inspections of businesses prior to the issuance of business licenses; prepare a variety of reports as required.
7. Inspect various facilities including schools, hospitals, factories and commercial buildings to ensure adherence to fire safety standards.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire protection engineering.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Assistant Fire Protection Engineer (*continued*)

QUALIFICATIONS

Knowledge of:

Theories and applications of the fundamental principles of fire protection engineering.
Principles, practices and procedures of code development.
Standards and fire codes for model buildings.
Strategies for code enforcement.
Methods and practices of fire protection engineering.
Methods, principles and practices of fire fighting.
Principles and practices of installing building fire extinguishing and related fire and life safety systems.
Processes and inter-relationships of planning, land development and building plans checking.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
Review designs of complex fire protection and life safety systems.
Determine equivalent levels of fire protection and life safety requirements for situations that do not fit normal code applications.
Check and evaluate engineering plans, designs, specifications and construction materials.
Evaluate the several types of fire suppression systems in large construction projects.
Abate code violations via application of code enforcement strategies.
Interpret model building fire codes and standards.
Properly interpret, and make decisions in accordance with applicable laws, regulations and policies.
Make technical and emergency decisions quickly and calmly.
Identify and resolve technical issues which could have negative political ramifications.
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;*
- *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, standing and walking for extended periods of time; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Assistant Fire Protection Engineer (*continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in plans review, including one year in fire protection engineering work, is desirable.

Training:

Equivalent to a bachelors degree from an accredited college or university with major course work in engineering, preferably in fire protection engineering.

License or Certificate

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

Possession of Uniform Fire Code certification within 18 months of the date of appointment.

Possession of Building Plans Examiner certification issued by the International Code Council within 18 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments; exposure to dust and noise.

Physical Conditions:

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

ARB
REV 1/28/05
FLSA & City: nonexempt

CSB 3/9/05

GIS TECHNICIAN

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

DEFINITION

To perform routine work in the development and updating of the Geographic Information System (GIS) database; to perform routine updates to layers of the GIS database; and perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direct supervision from assigned supervisor or manager and higher level staff.

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

Essential Functions:

1. Participate in the development of the city's geographic information systems; prepare cartographic maps, drawings, data files and documentation using ArcGIS software; export data from ArcGIS to a spreadsheet or other applications.
2. Use ArcMap component to code and digitize maps and geographic feature data into various layers within the GIS; perform quality control checks to ensure the integrity of the database; tabulate statistics, frequencies and data summaries; use ArcCatalog tools to create metadata documenting activities and references.
3. Compile data for input into the system; develop, edit and automate data layers; update the GIS database utilizing a variety of software.
4. Use Structured Query Language (SQL) for basic database queries.
5. Keep supervisor apprised of the status of assignments.
6. Perform duties using a variety of software applications and computer peripherals including digitizers, plotters and printers.
7. Determine and execute the appropriate sequence of processing tasks to complete a GIS automation assignment.
8. Interpret plans, photographs, maps and legal descriptions.

CITY OF LAS VEGAS
GIS Technician (*Continued*)

Essential Functions:

9. Maintain records of completed assignments.
10. Oversee or perform field checks as assigned.
11. Provide information to the public, other departments and developers on mapping and engineering data.
12. Test GIS applications; implement programs and procedures to expand the system.

Marginal Functions:

1. Train staff in assigned department in the use of GIS.
2. Perform a variety of special projects; coordinate projects with appropriate department staff.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of map compilation and cartographic principals.
GIS software programs.
Basic ArcGIS components, tools, functions and techniques, including ArcMap and ArcCatalog.
Basics techniques of developing and designing GIS products.
Modern office equipment including a personal computer, PDAs, GPS receivers and peripherals.
Fundamentals of geometry and trigonometry.
Map projections, coordinate systems and datums.
ESRI data formats including coverages, shapefiles and versioned geodatabases.
Basic Structured Query Language (SQL).

Ability to:

Visualize and work with multiple layers of data.
Produce cartographic products and reports based on GIS data.
Work with little direct technical supervision, depending on assignment.
Manage multiple assignments.
Recommend priorities.
Meet deadlines.
Learn and understand the assigned department's function to the extent required to understand users' needs and perform assigned duties.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
GIS Technician (Continued)

Ability to:

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.*

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.*

Experience and Training Requirements

Experience:

One year of GIS data maintenance or programming experience is desirable. Some experience in the assigned department is desirable.

Training:

Equivalent to an associate degree from an accredited college or university with major course work in geographic information systems, information systems, geography or a related field.

WORKING CONDITIONS

Environmental Conditions:

Primarily office environment; exposure to computer screens.
Depending on assignment, occasional field environment for data gathering and field checks, exposure to inclement weather conditions.

Physical Conditions:

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

ARB
REV 2/14/05
FLSA & City: nonexempt

CSB 3/9/05

MICROCOMPUTER 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 provide the full range of support for the city's microcomputers and users; to assist in determining users' needs; and to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Microcomputer Specialist series. Employees within this class are distinguished from the Sr. Microcomputer Specialist by the performance of the full range of duties as assigned, while the Sr. Microcomputer Specialist typically is assigned the more complex and difficult tasks or has lead responsibilities. 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 AND EXERCISED

Receives general supervision from the Microcomputer Support Supervisor or higher level management. Receives technical and functional supervision from the Sr. Microcomputer Specialists.

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

Essential Functions:

1. Provide information and service pertaining to computer hardware, software and network problems; install, configure and test all types of computer hardware and software.
2. Respond to telephone calls and email requests for assistance from users; troubleshoot hardware, software and network problems; advise users of possible solutions and direct them to take specific action for resolution; complete customer request records; refer problem to field specialist for resolution when it cannot be resolved over the telephone or remotely; follow up on calls to determine customer support satisfaction.
3. Log and track calls for support; prepare related reports regarding such activities, results and problem trends.

CITY OF LAS VEGAS
Microcomputer Specialist (*continued*)

Essential Functions:

4. Provide brief hands-on training on computer software and system use; write or compile documentation for training or instruction.
5. Assist in installation, troubleshooting and maintenance of network equipment.
6. Coordinate vendor repair requirements with Sr. Microcomputer Specialists.
7. Assist in consulting with city departments to determine microcomputer needs; provide technical assistance on microcomputer systems and programs.
8. Assist in training or instructing computer users at individual work stations.
9. Maintain microcomputer section hardware asset database.
10. Assist in developing system specifications for standard personal computers.

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in computers for business applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and methods of personal computer configuration and operation.
Principles and methods of computer networking hardware.
Principles of data communications standards and implementation.
Computer peripherals and accessories.
Troubleshooting techniques for personal computer hardware and software problems.
Techniques of record keeping.
Techniques and methods of report preparation.
Principles, techniques and methods of customer service.

Ability to:

Operate a personal computer, including a variety of software programs.
Analyze computer problems, identify possible cause, project consequences of proposed solutions, recommend best options and implement appropriate solution.
Maintain accurate records of work performed.
Read, interpret and comprehend technical written materials.
Prepare clear and concise reports, instructions and other technical written materials.
Organize work, set priorities and meet deadlines.

CITY OF LAS VEGAS
Microcomputer Specialist (*continued*)

Ability to:

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

Communicate clearly and concisely, both orally and in writing.

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

- *Sitting, standing and walking for long periods of time; and*
- *Operating assigned 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.*

Experience and Training Requirements

Experience:

Two years of experience within the previous four years with primary responsibility in a business environment for troubleshooting and supporting networks, printers and computer systems, and installing and configuring hardware and software, using the latest Microsoft Operating Systems.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

License or Certificate

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

Certifications obtained through the Microsoft Certified Professional program, the Cisco Internetworking Certification Program, the American Management Association, or other acceptable, related information technology certification, are desirable.

CITY OF LAS VEGAS
Microcomputer Specialist (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate lifting, stooping, kneeling, crawling, sitting, bending, and twisting for prolonged periods of time.

ARB
REV 12/14/04
FLSA & City: nonexempt
CSB 3/9/05

PLANNER I

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 entry-level professional work in the field of planning; and to provide information and assistance to city officials, city staff, developers, the business community and the public on planning, zoning, housing, annexations and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including proposal and application review, report preparation and a high degree of public interaction.

SUPERVISION RECEIVED

Receives general supervision from a Planning Supervisor or higher management staff.

May receive functional and technical supervision from a Sr. Planner.

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

Essential Functions:

1. Answer questions and provide information to the public; conduct research; interpret data and explain regulations to citizens; assist with inquiries pertaining to planning.
2. Compile technical information and make recommendations on staff studies; prepare basic reports.
3. Conduct research and prepare backup information for senior staff; prepare documentation for meetings.
4. Assist in the preparation of public hearing notifications, zoning applications and notifications or related public information notices.
5. Assist in establishing and maintaining productive working relationships with the public, staff of other departments and other local agencies.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

6. Support the review of applications for Master Plan amendments, redevelopment area planning and other policy activities by conducting background research, drafting initial reports, visiting sites to review conditions and compatibility of land uses, conducting research related to public meeting inquiries, and related activities.
7. Prepare initial studies; assist in preparing or reviewing environmental impact reports.
8. Assist in preparing staff reports on zoning and land use applications for the Planning Commission, City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.
9. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
10. Review development proposals and applications for business licenses, building permits and sign permits for completeness, accuracy and compliance with appropriate regulations and ordinances; log, verify, document and file reference materials; maintain current computer information; issue permits; provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.
11. Check commercial, industrial and residential development plans to determine if plans meet minimum code requirements; assign street addresses and suite assignments to residential and commercial developments; assign street block numbering information to traffic signal plans.
12. Investigate complaints concerning the city's planning function and recommend corrective action.
13. Assist with pre-application meetings with customers; visit sites and take site photographs.
14. Provide information pertinent to the development of the Master Plan; assist with recommending and developing policies and procedures for future environmental, transportation, redevelopment and other regulations.
15. Perform inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Planner I (Continued)

QUALIFICATIONS

Knowledge of:

Basic principles and practices of urban planning and development.
The purpose and intent of zoning regulations.
Basic site planning and architectural design techniques and methods.
Basic computer functions.
Technical report writing, research methods and data compilation.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Basic mathematics.
Modern office methods, practices, procedures and equipment, including a computer.
Common office software, including word processing.
Basic ArcView software.

Ability to:

Learn laws, regulations and ordinances underlying general plans, zoning and land divisions.
Learn applicable environmental laws and regulations.
Learn about current literature, information sources and research techniques in the field of urban planning.
Learn to interpret and explain planning and zoning regulations.
Read site plans.
Explain technical terminology and information to the public.
Manage multiple assignments.
Learn to recognize that political sensitivities and inter-relationships in the local community can effect the planning process.
Learn to set priorities.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting and standing for extended periods of time; and*
-- *Operating computers, copiers and related office machines.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations;*
-- *Operating assigned equipment;*
-- *Communicating with others; and*
-- *Reading and writing.*
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
Planner I (*Continued*)

Experience and Training Requirements

Experience:

No professional planning experience is required. Completion of an internship in planning or a related field at a public agency is preferred.

Training:

A Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a field related to the essential functions.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field work.

Physical Conditions:

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

ARB/KAG
REV 2/16/05
FLSA & City: nonexempt

CSB 3/9/05

PLANNER II

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

DEFINITION

To perform professional level work in the field of planning; and to provide information and assistance to city officials, city staff, developers, the business community and the public on planning, zoning, housing, annexations and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including complex plans examination, policy development and advanced report preparation. 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 AND EXERCISED

Receives general supervision from a Planning Supervisor or higher management staff.

May receive technical and functional supervision from a Sr. Planner.

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

Essential Functions:

1. Analyze and compile technical and statistical information, make recommendations on special studies and prepare planning reports; use word processing, database, mapping (ArcView), geographical information systems (GIS), and zoning research software.
2. Prepare staff reports for the Planning Commission, Hearings Officer handling zoning variances, City Council and various committees and advisory boards as directed; undertake research; prepare reports and maps.
3. Answer questions and provide information to the public and other city departments and local agencies; interpret planning and zoning regulations for the general public; investigate complaints concerning the city's planning function and recommend corrective action.

CITY OF LAS VEGAS
Planner II (*Continued*)

Essential Functions:

4. Participate in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.
5. Conduct research and draft ordinances or plan amendments for review.
6. Assist and answer questions from lower level Planning staff; facilitate a weekly junior staff meeting.
7. Oversee the processing of annexation petitions: process applications, research the parcels, prepare ordinance requests, write staff reports and assist customers with inquiries regarding the process; coordinate submittal of applications on closing dates; independently conduct pre-application meetings.
8. Perform varied activities in support of the Historic Preservation Commission.
9. Research and write reports, including maps and graphs, for special area plans and other projects; make presentations at meetings and public hearings.
10. Provide comments for applications submitted to the Planning Commission.
11. Write staff reports for Master Plan amendments.
12. Assist customers with geographic information systems (GIS) related questions.
13. Assist in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies.
14. May attend Planning Commission, Recommending Committee, Historic Preservation Commission, Southern Nevada Water Authority Conservation Work Group and various neighborhood meetings.
15. Accept commercial, industrial and residential development building permit applications from the public and check plans to determine if they comply with zoning code requirements; compose letters informing applicant of permit status.
16. Review business license applications for compliance with zoning and land use codes and special requirements; confer with applicant to recommend corrective action, if needed.
17. Prepare and present staff reports for the Planning Commission and various committees and advisory boards as directed; undertake research and prepare reports and maps to present request, findings and recommendations.

CITY OF LAS VEGAS
Planner II (Continued)

Essential Functions:

18. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding city development policies and standards; conduct pre-application meetings with developers.
19. Perform initial inspection of properties and structures for compliance to approved conditions prior to issuing certificate of occupancy; take photos using a digital camera for use in Planning Commission meetings.
20. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.
21. Research background of parcels of land and compose letters stating findings.
22. Provide information pertinent to the development of the Master Plan or Zoning Ordinance; recommend and assist in development of policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.

Marginal Functions:

1. Assign residential, commercial and industrial addresses; assign suite numbers and unit numbers to residential and commercial developments; assign block numbers to traffic signal plans.
2. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development.
Laws, regulations and ordinances underlying general plans, zoning and land divisions.
Applicable environmental regulations.
Techniques and practices of research and data analysis.
Technical report writing techniques and principles.
Modern office methods, practices, procedures and equipment including a computer and common office software.
Applicable federal, state and local laws, codes and regulations.
Current literature, information sources and research techniques in the field of urban planning.
General site planning, landscape design and architectural design techniques and methods.
The building permit process and city addressing requirements.

CITY OF LAS VEGAS
Planner II (Continued)

Ability to:

- Respond to difficult and sensitive public inquiries.
- Interpret and explain planning and zoning regulations.
- Explain technical terminology and information to the general public.
- Work independently and as part of a team.
- Interpret various types of maps, site plans, floor plans, elevations, graphs and statistical data.
- Meet strict deadlines.
- Manage multiple assignments.
- Recognize that political sensitivities and inter-relationships in the local community can effect the planning process.
- Set priorities.
- Understand and carry out oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Present information in a public forum.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain effective interaction and communication with others.
- 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 computers, copiers, and related office equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Operating assigned equipment;*
 - *Communicating with others; and*
 - *Reading and writing.*

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban, community or regional planning, preferably with one year at a public agency. A Master's degree in planning may substitute for one year of experience.

Training:

A Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a field related to the essential functions.

CITY OF LAS VEGAS
Planner II (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field inspections.

Physical Conditions:

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

ARB/KAG
REV 2/16/05
FLSA & City: nonexempt

CSB 3/9/05

PLANNING 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, direct, coordinate assign and review the work of assigned staff responsible for planning activities; to oversee and participate in all work activities; and to perform a variety of administrative and technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Planning Manager or higher management staff.

Exercises direct supervision over professional, technical and clerical staff.

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

Essential Functions:

1. As assigned, plan, prioritize, coordinate, assign and supervise the work of staff responsible for the preparation and development of planning studies and projects: Master Plans and special area plans; land use plans and other elements of the Master Plan; revisions to existing elements; information, surveys and analyses; and resolutions and ordinances relating to implementation of the Master Plan.
2. As assigned, plan, prioritize, coordinate, assign and supervise the work of staff responsible for review of land use permit applications, building permits, business licensing applications, special use permits, zoning variances, site plan reviews and rezoning requests and the delivery of front counter customer service.
3. Initiate, establish and maintain productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; train staff to be sensitive to and maintain such relationships; manage sensitive situations referred by staff.
4. Recommend and assist in the implementation of department goals and objectives; participate in developing, and maintain and monitor, standard policies for project development, management, completion and approval; implement approved policies and procedures.
5. Attend meetings of the City Council, Planning Commission, citizen committees and neighborhood associations; present staff reports and informational backup, and advise members and citizens on matters relating to city policies, resolutions, codes and ordinances; assist and supervise staff in making written and oral presentations.

CITY OF LAS VEGAS
Planning Supervisor (Continued)

Essential Functions:

6. Motivate assigned staff; participate in the selection of 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.
7. Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services in developing and administering the Master Plan elements and amendments; prepare planning recommendations, plans or subdivisions.
8. Participate in the preparation and administration of the department budget; submit budget recommendations; monitor expenditures.
9. Prepare analytical and statistical reports on operations and activities; compile and review pertinent agenda items appearing before the Planning Commission, City Council and various board and committee meetings.
10. Establish schedules and methods for providing services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
11. Interpret and apply environmental quality laws and regulations to ensure that development, city projects and municipal code amendments are in compliance.
12. Respond to and resolve difficult and sensitive citizen, landowner and developer inquiries and complaints; provide information to citizens and developers; train staff to respond to difficult and sensitive inquiries and to interpret and explain planning and zoning regulations, technical terminology and information.
13. Oversee the long-term timelines and progress of staff projects.
14. Provide support to city staff in interpreting and implementing the Master Plan, special area plans and other studies.
15. Provide responsible staff assistance to the assigned Planning Manager.
16. Direct the preparation of legal documents and review letters prepared by the City Clerk reflecting City Council actions.
17. Interpret, apply, explain and enforce the city's municipal code, zoning ordinance, special area plans, subdivision ordinance, design guidelines and applicable state and federal statutes.

CITY OF LAS VEGAS
Planning Supervisor (*Continued*)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field; advise and inform staff of related matters.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an urban planning or zoning administration program.

Advanced principles and practices of zoning administration.

Principles and practices of urban design.

Advanced principles and practices of urban planning and development.

Current land use planning policies, laws and statutes.

Current literature, information sources and research techniques in the field of urban planning.

Advanced site planning, landscape design and architectural design techniques, practices and methods.

Advanced principles and practices of research, analysis and report writing.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Current literature, information sources and research techniques in the field of urban planning.

Advanced site planning, landscape design and architectural design techniques, practices and methods.

Modern office methods, practices, procedures and equipment, including software necessary for graphic presentation, mapping and database management.

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

Ability to:

Interpret, apply, explain and enforce applicable local, state and federal laws and regulations and department policies and procedures.

Respond to difficult and sensitive public inquiries.

Assist staff in interpreting and explaining planning and zoning regulations, technical terminology and information.

Facilitate discussions and mediate conflicts.

Recognize and understand political sensitivities and inter-relationships in the local community and their effect on the planning process.

Set priorities in a changing environment.

Manage multiple assignments using staff.

Ensure that staff meets strict deadlines.

Understand and carry out oral and written directions.

Use initiative and independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS
Planning 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.

Establish and maintain cooperative working relationships with those contacted in the course of work, including city officials and the general public.

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

- *Sitting for extended periods of time; and*
- *Operating equipment, computers and various office equipment.*

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in urban, community or regional planning, planning or zoning administration, to include two years at a public agency; and one year of supervisory or lead responsibility. A Master's degree in planning or public administration may substitute for one year of experience.

Training:

A Bachelor's degree from an accredited college or university with major course work in urban planning, urban studies, geography, landscape architecture, engineering, sociology or a field related to the essential functions.

License or Certificate

Possession of American Institute of Certified Planners designation within six months of the date of appointment.

Special Requirements

Working knowledge of Hansen computer applications is desirable.

CITY OF LAS VEGAS
Planning Supervisor (*Continued*)

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB/KAG
REV 2/15/05
FLSA: exempt; City: nonexempt

CSB 3/9/05

PUBLIC SAFETY TECHNICIAN

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

DEFINITION

To perform a variety of duties involved in the reception and transmission of general and emergency communications for the corrections and law enforcement units of the Department of Detention and Enforcement; to operate electronic and communications equipment to monitor the safety, security, movement and placement of inmates in the detention center and to perform a variety of technical tasks and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Public Safety Technician series. Employees perform the full range of duties assigned, including receiving and routing calls regarding complaints, crimes and requests for services; dispatching calls to law enforcement and corrections units; monitoring entrances to correctional facilities and grounds by video surveillance equipment and related duties. 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. This class is distinguished from the Senior Public Safety Technician in that the latter exercises functional and technical supervision in a lead capacity over the journey level class and participates in more complex control room activities.

SUPERVISION RECEIVED

Receives general supervision from higher level management staff.

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

Essential Functions:

1. Receive and respond to calls from the public requesting information or assistance regarding detention services, animal control, parking enforcement or deputy city marshals and dispatch officers as needed, or transfer calls requiring emergency response to the appropriate agency.
2. Receive and respond to calls from the public and other law enforcement agencies regarding information about inmate status; refer calls regarding inmates in other jurisdictions to appropriate agencies.

CITY OF LAS VEGAS
Public Safety Technician (continued)

Essential Functions: (continued)

3. Maintain contact with all units on assignment; maintain status and location of officers in the deputy marshals, corrections, animal control and parking enforcement units using the radio and telephone and by monitoring closed-circuit television cameras.
4. Control and monitor all video security screens, access gates and door entrances within the detention facility.
5. Confirm warrants on individuals with other agencies upon request from deputy city marshals and prior to release of an inmate from custody.
6. Monitor fire alarms within the detention center, corrections officers' distress alarms and panic alarms throughout city facilities; enter information into a computer; dispatch appropriate personnel and equipment.
7. Maintain inmate records regarding population, housing, work assignment and related activity; check for releases; verify documents; arrange for transports; verify Municipal, Justice and District court calendars for inmates scheduled to appear.
8. Retrieve and enter data from and into teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information, such as National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS), Metropolitan Police Department's SCOPE system and the Department of Motor Vehicles.
9. Maintain a variety of automated and manual logs, records and files related to communications and public safety; perform a variety of record keeping, filing, indexing and other general clerical work.
10. Use computer terminals and personal computers to access various databases to input and retrieve information regarding corrections, animal control, parking enforcement and deputy city marshal activities and records.
11. Use the telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement and fire agencies.

Marginal Functions:

1. Test and inspect equipment as required.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Public Safety Technician (continued)

QUALIFICATIONS

Knowledge of:

Rules, regulations and procedures governing the operation of a radio communications transmittal and receiving system.
Procedures used in operating computer-aided dispatch systems.
Responsibilities and jurisdiction of other public safety agencies.
Principles and procedures of record keeping.
Law enforcement codes, practices and methods.
Modern office procedures, methods and computer equipment.
Correct English usage, spelling, punctuation and grammar.
Basic computer and data entry procedures.
Geographic features, facilities and streets within the area served.

Ability to:

Learn the rules, regulations and procedures governing the security and access of a detention center.
Effectively perform public safety communications activities.
Operate computer-aided dispatch systems.
Operate radio transmitting equipment.
Prioritize calls received.
Perform routine clerical duties.
Work under pressure, exercise good judgment and make sound decisions in emergency situations.
Effectively communicate with and elicit information from upset and irate citizens.
Operate a computer terminal, teletype and other office equipment.
Work various shifts as assigned.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time*
-- *Operating assigned communications, office, computer and video equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations*
-- *Communicating with others*
-- *Reading and writing*
-- *Operating assigned communications, office, computer and video equipment.*
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

CITY OF LAS VEGAS
Public Safety Technician (continued)

Experience and Training Requirements

Experience:

Two years of experience as a radio dispatcher, telephone/PBX operator, or police or fire emergency dispatcher, or closely related experience.

Training:

Equivalent to graduation from high school.

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.

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.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for intense attentiveness, sitting and managing multiple tasks for prolonged periods of time.

ARB
REV 1/4/05
FLSA & City: nonexempt

CSB 3/9/05

SENIOR MICROCOMPUTER 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 providing support for the city's microcomputers and users; to assist in installation, revision and maintenance of network and operating system software, hardware and ancillary software for computer server systems; to resolve computer system software problems; and to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Microcomputer Specialist series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned and the level of independence expected. Employees lead other staff and perform the most difficult and responsible types of duties assigned to classes in this series, depending on assignment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Microcomputer Support Supervisor or higher level management.
May receive functional and technical supervision from Systems Administration Specialists.
May exercise technical and functional direction over Microcomputer Support section staff.

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

Essential Functions:

When Assigned to Lead Functions

1. Lead, plan, prioritize, coordinate, schedule and review the work of staff responsible for microcomputer support; monitor work progress and review work results; participate in training section staff.
2. Lead, coordinate, assign, oversee and participate in the installation and configuration of new computers and software.

CITY OF LAS VEGAS
Senior Microcomputer Specialist (continued)

Essential Functions:

3. Coordinate with vendors for pricing, equipment specifications, delivery and repair requirements; coordinate vendor repair requirements with input from Microcomputer Specialist staff.
4. Serve as primary liaison between the Microcomputer Support Supervisor and section staff for customer service issues.
5. Troubleshoot complex hardware, network and software problems.
6. Serve as primary consultant to city departments to determine microcomputer needs; provide advanced technical assistance on microcomputer systems and programs.
7. Develop system specifications for standard personal computers and recommend computer hardware or software in conjunction with staff and management.
8. Provide hands-on training on computer software and system use; oversee the preparation of documentation for training or instruction.

When Assigned to Technical Functions

1. Assist in the evaluation and installation of software packages supplied by vendors; confer with vendors on software and hardware technical issues.
2. Assist in the verification and maintenance of technical documents.
3. Create and maintain infrastructure performance reports.
4. Assist in monitoring the performance of Internet and network services and processes.
5. Assist in the configuration and deployment of network devices.
6. Troubleshoot and resolve problems with circuits and network devices.
7. Assist in network administration duties including account maintenance, performance monitoring, resource utilization monitoring, load balancing, security administration and system performance tuning.
8. Assist in studies for network performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on network systems; recommend modifications as appropriate.
9. Assist in the installation and maintenance of server hardware and software.
10. Assist in installation, troubleshooting and maintenance of network equipment.

CITY OF LAS VEGAS
Senior Microcomputer Specialist (continued)

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in microcomputers, networks and servers for business applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and methods of computer configuration and operation.
Advanced principles and methods of computer networking hardware.
Basic data communication networks and their software and hardware components, such as Cisco IOS, routers, switches, firewalls, IPsec, and IDS.
Basic Internet server administration principles and techniques.
Advanced principles of data communications standards and implementation.
Computer peripherals and accessories.
Advanced troubleshooting techniques for computer hardware and software problems.
Methods and techniques of lead supervision and training.
Basic computer server administration principles and techniques.
Basic computer storage system fundamentals and industry standards.

Ability to:

Analyze complex computer problems, identify possible cause, project consequences of proposed solutions, recommend best options and implement appropriate solution.
Set priorities.
Manage multiple assignments.
Read, interpret and apply information from technical publications, manuals and other documentation.
Operate a personal computer, including a variety of software programs.
Establish and maintain effective working relationships with those contacted in the course of work.
Work independently without direct supervision.
Communicate clearly and concisely, both orally and in writing.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for long periods of time; and*
-- *Operating assigned 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.*

CITY OF LAS VEGAS
Senior Microcomputer Specialist (continued)

Experience and Training Requirements

Experience:

Three years of experience within the last five years with a primary responsibility in either:

1. A lead or supervisory capacity supporting personal computer systems and installing and configuring hardware and software in a business environment, using the latest versions of the Microsoft Operating System; OR
2. Installing and configuring hardware and software, and troubleshooting and supporting networks, printers, and computer systems in a business environment, using the latest versions of the Microsoft Operating System

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in computer science, information systems or a related field. Additional specialized technical training in a networked computer environment or a related field is desirable.

License or Certificate

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

Microsoft Certified Systems Engineer (MCSE), Cisco Certified Computer Network Professional, Certified Computer Network Administrator, or similar network administration certification, or Internet administration certificate or training, is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, bending, twisting and moderate lifting for prolonged periods of time.

ARB

REV 1/5/05

FLSA & City: nonexempt

CSB 3/9/05

SENIOR PLANNER

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 more complex and difficult work of staff responsible for planning projects; and to perform a variety of administrative and technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Planner series. Positions at this level are distinguished from other classes within the series 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 area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a Planning Supervisor, Planning Manager or higher management staff.

Exercises functional and technical supervision over lower level professional, technical and clerical staff.

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

Essential Functions:

1. Draft planning policy documents such as the Master Plan.
2. Consult with developers, landowners, elected officials and the general public regarding Master Plan land use policies and applications in the city and in redevelopment areas.
3. Serve as team leader and participate in complex planning projects including, but not limited to, transportation, environment, land use, design and modeling needed to support the Master Plan.
4. Research and analyze data and trends needed to formulate planning policy.

CITY OF LAS VEGAS
Senior Planner (continued)

Essential Functions:

5. Work with other departments and agencies to obtain technical information used to formulate and amend the Master Plan; monitor county planning approvals and address any possible conflicts with the city's Master Plan.
6. Lead, plan, organize, assign and participate in complex planning projects, including researching and analyzing data, meeting with concerned parties, drafting policies, and preparing and presenting reports.
7. Lead, oversee, participate in and review the work of staff responsible for the delivery of front counter services such as the processing of land use permit applications, building permits, business licensing applications, special use permits, zoning variances, site plan reviews and rezoning requests; train staff in appropriate procedures and policies.
8. Lead, oversee, participate in and review the work of staff responsible for preparing applications and reports to be presented to advisory and decision making boards.
9. Train assigned employees in planning methods, techniques and procedures; verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
10. Present reports and other information before the Planning Commission and City Council.
11. Establish and maintain productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.
12. Direct the preparation of legal documents reflecting board and City Council actions.
13. Obtain information regarding land use applications through pre-application meetings and telephone conversations with developers and property owners.
14. Interpret the city's Master Plan, zoning ordinances and related local and state regulations; read and interpret zoning, subdivision and assessor's parcel maps and site, elevation, floor, landscaping and grading plans.
15. Respond to and resolve difficult and sensitive public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; meet with the public to obtain information.
16. Represent the city before interagency boards, committees and commission on matters related to city planning.
17. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

CITY OF LAS VEGAS
Senior Planner (continued)

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and practices in the field of urban planning.
2. Perform initial inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.
3. Update maps, computer data and related information as required.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an urban planning program.
Principles of lead supervision and training.
Methods and techniques of research and analysis.
Advanced principles and practices of urban planning and development.
Current land use planning policies, laws and statutes.
Advanced techniques of technical report writing.
Modern office methods, practices, procedures and equipment, including a personal computer and common office software.
Pertinent federal, state and local laws, codes and regulations.
Current literature, information sources and research techniques in the field of urban planning.
Advanced site planning, landscape design and architectural design techniques, practices and methods.

Ability to:

Interpret, explain and enforce applicable local, state and federal laws and regulations and department policies.
Respond to difficult and sensitive public inquiries.
Assist staff in interpreting and explaining planning and zoning regulations, technical terminology and information.
Lead project teams.
Meet strict deadlines.
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.
Recognize and understand political sensitivities and inter-relationships in the local community and their effect on the planning process.
Set priorities in a changing environment.
Manage multiple assignments, often through team members.
Facilitate discussions and mediate conflicts.
Understand and carry out oral and written directions.

CITY OF LAS VEGAS
Senior Planner (continued)

Ability to:

Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.

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 related office equipment.*

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in urban, community or regional planning, urban design, landscape architecture, zoning administration or a closely related field. Prefer two years at a public agency. A Master's degree in planning or public administration may substitute for one year of experience.

Training:

A Bachelor's degree from an accredited college or university with major course work in planning, urban studies, geography, landscape architecture, engineering, sociology or a field related to the essential functions.

License or Certificate

Possession of American Institute of Certified Planners designation is preferred.

Special Requirements

Working knowledge of Hansen computer applications is desirable.

CITY OF LAS VEGAS
Senior Planner (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

ARB/KAG
REV 2/16/05
FLSA & City: nonexempt

CSB 3/9/05

TECHNICAL WRITER

*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 write, edit, index, and revise a variety of technical materials and documentation including reports, brochures, user manuals, web-based text and illustrations for the City's information systems including the Intranet and Internet web sites, policies, procedures, guidelines, and work rules.

SUPERVISION RECEIVED

Receives general supervision from the assigned Information Technologies Manager or higher management staff.

Receives functional and technical supervision from the Quality Assurance Administrator.

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

Essential Functions:

1. Originate, edit, and revise technical manuals, user manuals and other appropriate documentation, both online and written, with the guidance and assistance of project coordination staff.
2. Create and update reports for computer systems using report-writer tools as requested; search for and download information from the Internet for inclusion in reports when appropriate.
3. Draft, edit, and revise policies and procedures consistent with City standards; submit for review, approval and posting according to established procedures; review and recommend clarification and improvement in existing policies and procedures and, with approval, perform the required modifications.
4. Draft, edit and revise guidelines and work rules for IT functions in support of departmental and City policies and procedures.
5. Compose, edit, and revise web-based text and illustrations for City of Las Vegas Intranet and Internet web sites.
6. Draft, edit and revise brochures for a variety of uses, including department-focused and application systems-related versions.

CITY OF LAS VEGAS
Technical Writer (*continued*)

Essential Functions:

7. Support quality assurance efforts, assemble documentation for audits, and ensure that documentation complies with City policies and procedures.
8. Participate in the training of users in the use of new or modified computer applications and procedures.
9. Coordinate related activities such as posting or production of documents, scheduling meetings, preparing agendas, editing meeting minutes and maintaining files.
10. May assist staff to solve application systems problems; recommend modifications as appropriate.

Marginal Functions:

1. Participate in the research of new software and hardware.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles of business English grammar, punctuation, spelling and sentence structure.
Principles and techniques of technical writing.
Editing, composition, and lay-out of educational and technical publications.
Principles of information technology including, but not limited to, computer programming, testing techniques, and documentation.
Microsoft Office products, including Word, Excel, PowerPoint and Access.
Database report writing tools, such as Crystal Reports or Oracle Reports.

Ability to:

Select appropriate format, style and language for the assignment.
Organize information logically and sequentially.
Communicate clearly and concisely, both orally and in writing.
Communicate effectively with both users and technological staff.
Learn the unique requirements and limitations of computer applications and hardware such that the operational characteristics can be organized, detailed, summarized and described for both lay and technical staff.
Establish and maintain effective working relationships with those contacted in the course of work.

CITY OF LAS VEGAS
Technical Writer (continued)

Ability to:

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

Experience and Training Requirements

Experience:

One year of work experience writing and editing formal technical documents.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in communications, English, journalism, computer science, information systems, or a closely related field.

WORKING CONDITIONS

Environmental Conditions:

Operating office environment; exposure to computer screens.

Physical Conditions:

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

ARB
REV 2/10/05
FLSA & City: nonexempt

CSB 3/9/05

VIDEO PROGRAMMING TECHNICIAN

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

DEFINITION

To program and maintain an automated video playback system to run daily television programming as scheduled; and to perform tasks related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from higher-level management 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. Program and maintain an automated video playback system to run daily programming for the city's government access television channel as scheduled; compile a printed schedule and distribute; maintain programming logs.
2. Create and update video graphic and text pages using a PC or a character generator.
3. Operate video equipment of various formats to produce dubs and edit programming in preparation for playback.
4. Locate, review and recommend outside programming and screen for content and quality.
5. Catalog and index taped programs and maintain tape library.
6. Assist with videotaping City Council meetings, Planning Commission meetings and studio productions.
7. May be required to respond to equipment malfunctions during evening and weekend hours.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Video Programming Technician (continued)

QUALIFICATIONS

Knowledge of:

Automated video playback system operation.
Television scheduling practices and priorities.
Basic professional video operations, video and audio editing, television equipment operation and computer operation.
Desktop publishing software for video graphic and text layout.
Basic cable television practices and policies.
Basic television programming rights, fees and acquisition practices.
Principles and practices of record keeping.
Basic cataloging techniques and practices.

Ability to:

Program and operate an automated video playback system.
Schedule programming according to established policy.
Operate semi-automated video systems.
Operate desktop publishing software.
Catalog and maintain tape library.
Screen programming for appropriate content and quality.
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;*
- *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
Video Programming Technician (continued)

Experience and Training Requirements

Experience:

Some experience operating and maintaining an automated video playback system and in television program scheduling, or one-year experience as a video editor, master control operator, tape operator or production control technician.

Training:

Equivalent to an associate degree from an accredited college or university with major course work in television production, information systems or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office and television production studio environments; exposure to computer screens and television monitors.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; occasional heavy lifting.

ARB
REV 2/17/05
FLSA and City: nonexempt

CSB 3/9/05

ENVIRONMENTAL SYSTEMS TECHNICIAN TRAINEE
ENVIRONMENTAL SYSTEMS TECHNICIAN I
ENVIRONMENTAL SYSTEMS TECHNICIAN II
ENVIRONMENTAL SYSTEMS TECHNICIAN III

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

DEFINITION

To perform a wide variety of tasks in a process-centered, team environment to ensure the Water Pollution Control Facility (WPCF), a wastewater treatment facility, functions at maximum efficiency and complies with state and federal requirements.

DISTINGUISHING CHARACTERISTICS

The Environmental Systems Technician series consists of several levels of multi-skilled technicians ranging from a trainee level to an advanced level. Employees will learn the overall operation of the facility and each of its functional areas, and perform a wide variety of tasks in several skill areas intended to ensure the facility functions as effectively and efficiently as possible. The differences between each level are described below. For purposes of these definitions, "proficient" is defined as a level of knowledge and skill as internally verified in each skill block, which varies at each EST level.

Environmental Systems Technician Trainee: This is the trainee or entry level in the Environmental Systems Technician (EST) series. An EST Trainee is hired with at least one core skill in operations, maintenance, electrical or instrumentation. Employees learn and begin to perform basic, routine types of tasks and duties listed in the skill blocks for EST I. A more detailed list of the skill block requirements is found in the EST I Program Manual. This class is used as a training class, wherein employees need only limited related work experience. Employees must successfully complete the initial training program within the allotted six-month probationary period in order to remain employed and continue in the Trainee program. Employees may take up to eighteen months to complete the requirements for advancement to the EST I level.

Environmental Systems Technician I: This is the basic level in the Environmental Systems Technician (EST) series. Employees have one core skill in operations, maintenance, electrical or instrumentation, and are cross-trained to be proficient in all other required EST I skill blocks. Employees perform basic, routine types of tasks and duties listed in the skill blocks below. These duties can be generally categorized as cleaning, lubricating, adjusting, inspecting and minor repairs. A more detailed list of the skill block requirements is found in the EST I Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST Trainee level once all the requirements have been met.

Environmental Systems Technician II: This is the intermediate, or journey, level within the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees perform the types of duties listed in the skill blocks below, and have

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

a level of proficiency that allows most work to be performed independently. A more detailed list of the skill block requirements is found in the EST II Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST I level once all the requirements have been met.

Environmental Systems Technician III: This is the advanced journey level in the Environmental Systems Technician series. Employees are proficient in operations and maintenance. Employees independently perform more complex and difficult duties of the types listed in the skill blocks below, and are technical advisors and team leaders. A more detailed list of the skill block requirements is found in the EST III Program Manual. Positions in this class are flexibly staffed and are filled by advancement from the EST II level once all the requirements have been met.

SUPERVISION RECEIVED AND EXERCISED

Environmental Systems Technician Trainee

Receives immediate supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives instruction, direction and oversight from a higher-level Environmental Systems Technician.

Environmental Systems Technician I

Receives direct supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

Environmental Systems Technician II

Receives general supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

Receives work direction and oversight from a higher-level Environmental Systems Technician.

May receive technical advice and oversight from various specialist level classifications.

May provide work direction to and oversight of lower level Environmental Systems Technician staff.

Environmental Systems Technician III

Receives general supervision from the Plant Operations Shift Supervisor, Facilities Maintenance Supervisor, EST Supervisor and higher-level management.

May receive technical advice and oversight from various specialist level classifications.

Provides functional and technical supervision over lower level technical staff.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

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

Essential Functions:

The duties listed below are described in general terms. For a detailed list of the duties required at each level, refer to the EST Program Manual.

Environmental Systems Technician Trainee

The Environmental Systems Technician Trainee is in a training program to acquire basic knowledge and skills regarding wastewater requirements, facilities, operations and the WPCF. At the end of the 18-month training program, the successful employee will be able to perform all the types of duties listed under Environmental Systems Technician I, and will have accomplished all the requirements for promotion to the EST I level.

Environmental Systems Technician I - Core Skill Blocks

Operations

1. Assist in the Water Pollution Control Facility (WPCF) sanitary requirements by performing duties such as skimming clarifiers or treatment modules, scrubbing weirs, cleaning pump rooms and bar screens.
2. Take water samples, receive chemical deliveries; conduct basic analyses of water and chemical samples.
3. Adjust chemical feed and flow rates; calculate chemical dosages, volumes and capacities.
4. Take and record basic instrument readings while doing rounds.
5. Divert wastewater flows as needed.
6. Lock out or reset motors as needed.
7. Respond appropriately to emergencies.

Maintenance

1. Assist with equipment maintenance such as greasing and lubricating, removing blockages, replacing air filters, unplugging heat exchangers, replacing metering pump hoses.
2. Perform basic preventive maintenance tasks.
3. Perform minor piping work, limited to PVC and CPVC piping.
4. Repair and replace instrumentation hardware without power or signal wiring.

Instrumentation

1. Perform minor preventive maintenance on instrumentation, such as changing gauges, rotameters and probes; cleaning and lubricating mechanical parts; repairing the mounting and tubing on analyzers and meters.
2. Add chemical reagent to analyzers as needed.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

SCADA and CMMS

1. Enter collected information into the systems.
2. Search equipment in the CMMS system.
3. Generate work requests and input data.
4. Use CMMS to monitor preventive maintenance schedules and retrieve work orders.
5. Use SCADA to monitor various plant processes and equipment status.

Administration

1. Assist in maintaining acceptable inventory levels of materials and supplies by submitting purchase requests.
2. Complete all documentation as required.

Safety

1. Use required personal protective equipment (PPE).
2. Follow precautions contained in Material Safety Data Sheets (MSDS).
3. Follow applicable procedures and safety-related requirements.
4. Attend required safety training.

Industrial Waste and Laboratory

1. Learn the functions, roles and responsibilities of the laboratory and industrial waste and pre-treatment sections of the WPCF.
2. Learn related standard operating procedures.
3. Learn the basic laws, codes and regulations governing the facility operation.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Environmental Systems Technician I - Non-Core Skill Blocks

The following duties are considered incidental. While occasionally necessary for the operation of the WPCF, overall they do not constitute a significant portion of EST responsibilities.

Electrical

1. Replace lighting bulbs, check and replace indicator lamps.
2. Perform minor preventive maintenance activities.

Heating, Ventilation and Air Conditioning (HVAC)

1. Perform basic evaporative cooler maintenance, such as cleaning, changing pads, replacing belts, treating water, controlling corrosion, greasing bearings, clearing headers and bleeders, lubricating and checking for refrigerant leakage.
2. Clean and replace filters.

Facilities Maintenance

1. Perform minor plumbing repairs on restroom fixtures.
2. Perform minor carpentry repairs on doors, windows and cabinets.
3. Maintain facility grounds, including working on irrigation lines and sprinkler heads.

Marginal Functions:

1. Perform related duties and responsibilities as required.

Environmental Systems Technician II

In addition to the essential and marginal functions of the Environmental Systems Technician I:

Essential Functions:

Operations

1. Operate all plant process equipment in the field or through the SCADA system and perform related process control tests and calculations.
2. Perform process control analysis of required grab samples, log results and recommend chemical dosage adjustments.
3. Perform compositing of sample and run process control analysis tests as required.
4. Use laboratory reports to perform process changes, if needed.
5. Shut down and isolate equipment for maintenance, de-pressure and clear lines of sludge or product as required.
6. Perform piping line-up changes and open and close gates to divert and adjust process flows.
7. Manually operate filter backwash controls and equipment.
8. Troubleshoot equipment and process upsets and effect remedial actions.
9. Shut down sections of the plant for maintenance and cleaning, understanding the effects on other processes.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Maintenance

1. Install drive belts and couplings; check belt and shaft alignment; replace screw conveyor liners; repair and replace basin flights, shoes, gears and gear drives; replace bearings, sheaves, shafts and other parts of equipment and systems including evaporative coolers.
2. Perform preventive maintenance and repair and adjust components of digester gas, digesters, boiler, hot water loop, and flare systems.
3. Adjust pump packing, repack pumps and replace mechanical seals on pumps.
4. Perform limited masonry or cement work related to valve boxes, pump pads and pipe supports; grout pump bases.
5. Perform maintenance work on engines such as Waukesha gas engines; rebuild pumps, grinders, macerators, valves and other similar equipment.
6. Use welding equipment, plasma cutter, torch and brazing equipment in limited applications as approved.
7. Use monitoring tools, including laser belt and shaft alignment tools and oil analysis equipment.
8. Organize the work and the tools and parts needed.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Change set points, start and stop equipment, monitor the process.
3. Use SCADA as an aid to point out and correct process and equipment upsets.
4. Complete SCADA bench sheets.
5. Perform data entry of process variables.
6. Use SCADA trending capabilities on process variables.
7. Use the modules of CMMS to create work requests and look up inventory and spare parts lists.

Laboratory

1. Perform various process control analysis tests and interpret the results.
2. Perform sample compositing and run TSS (total suspended solids) and VS (volatile solids) tests.

Marginal Functions:

1. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Environmental Systems Technician III

In addition to the essential and marginal functions of the Environmental Systems Technician I and II:

Operations

1. Interpret complex laboratory test results specific to activated sludge systems; make adjustments based on calculations.
2. Plan and execute shutdowns of various sections of facility for repairs or cleaning and understand the effect of shutdown on other processes.
3. Draft standard operating procedures related to processes and shutdowns.
4. Calculate and optimize dosages of chemicals used in wastewater and solids treatment.
5. Provide technical leadership and advice within the work group to identify and resolve operational process problems.

Maintenance

1. Plan repair projects and create needed material requisitions.
2. Lead work group to complete the repair within allowed time and cost projections.
3. Use vibration analysis to monitor equipment condition.
4. Fabricate and install piping, pipe hangers and mechanical piping systems such as threaded, cam locked and Victaulic connected piping.
5. Repair and rebuild pressure regulators, eductors, backflow preventers, centrifuges, air and gas compressors, blowers, bar screens, screening washers and other facility equipment.
6. Repair and rebuild Waukesha gas engine components; perform gas engine performance calibration and tune-up using instrumentation and computers to trouble problems; perform limited overhaul work on Waukesha gas engines.
7. Plan and perform welding, brazing and plasma cutter work.
8. Plan and perform cement and masonry work related to pump pedestals, pipe supports and other applications.
9. Provide technical leadership and advice within the work group to effect equipment repair, mechanical installation and preventive and predictive maintenance projects.

SCADA and CMMS

1. Remotely control equipment and systems using SCADA.
2. Use SCADA as a monitoring and trouble-shooting tool to pinpoint process and equipment problems and perform remedial actions.
3. Use CMMS to generate reports related to equipment repair costs, to plan and schedule work and manpower needs and to create preventive maintenance programs.
4. Use CMMS for budget projections, equipment replacement strategies and to enhance repair and safety procedures.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Administration

1. Use software capable of capturing and printing images.
2. Enter data into databases and spreadsheets, retrieve data and write reports.
3. Use CMMS to create work requests, monitor processes and equipment, create preventive and predictive maintenance schedules, search lists for spare equipment and parts.
4. Coordinate the facilities' workflow processes with the engineering group, the maintenance planner and the EST work group.
5. Create standard operating procedures related to plant processes, maintenance and safety.
6. Ensure that employees follow safety policies and procedures and use required safety equipment.

Industrial Waste and Laboratory

1. Perform various tests related to process control.
2. Interpret laboratory results to determine NPDES (National Pollutant Discharge Elimination System) permit compliance.
3. Identify possible process problems and recommend changes.

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Environmental Systems Technician Trainee

Knowledge of:

Basic preventive maintenance concepts.
Basic electrical concepts.
Basic mathematics.
Basic hand tools.
Basic electronic concepts.
Basic knowledge of word processing, spreadsheet or database software.
Basic safety standard operating procedures.
Basic plumbing or carpentry techniques.

Ability to:

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;*
- *Reading and writing; and*
- *Operating assigned equipment.*

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Ability to:

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 and maintaining assigned equipment.*

Experience and Training Requirements

Experience:

One year of experience operating piping, valves and controls in a process or manufacturing environment;

OR

One year of commercial mechanical maintenance experience involving the service and repair of equipment;

OR

One year of electrical experience;

OR

One year of experience in the maintenance, repair, fabrication and installation of electronic or electrical equipment.

Experience involving the installation, maintenance and repair of fluid pumps and related systems with a minimum capacity of 200 gallons per minute is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a City of Las Vegas Forklift Certificate within 6 months of the date of appointment.

Possession of an appropriate City of Las Vegas aerial lift certification within 12 months of the date of appointment.

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification within 18 months of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

Environmental Systems Technician I

In addition to the qualifications for Environmental Systems Technician Trainee:

Knowledge of:

Basic wastewater treatment, dewatering and water re-use processes and the role of the various types of equipment used in the processes.
The types of pumps, valves and gearboxes in use at the WPCF, their operation and application.
Location of equipment motor control centers and breakers.
Basic preventive maintenance concepts applicable to the WPCF.
Basic electrical concepts applicable to the WPCF.
Basic mathematics applicable to the WPCF.
Electrical specialty tools used when working with 110 volt circuitry.
Basic electronic concepts applicable to the WPCF.
Basic functions of the Supervisory Control and Data Acquisition (SCADA) system.
Basic functions and modules of the current computerized maintenance management system (CMMS).
Basic knowledge of word processing, spreadsheet and database software.
Proper use of required personal protective equipment (PPE).
Applicable Material Safety Data Sheet (MSDS) information.
The role of the facility Safety Officer.
Basic safety standard operating procedures applicable to the WPCF.
Basic function of the industrial waste and pre-treatment work unit.
Basic function and role of the facility laboratory.
Basic plumbing and carpentry techniques.
Basic pertinent federal, state and local laws, codes and regulations.
Chemicals used in wastewater and solids treatment.

Ability to:

Work in a team environment.
Read and comprehend technical data, schematics, the operations and maintenance manual, parts lists and blue prints.
Use appropriate hand and power tools for the job being performed.
Operate a forklift.
Operate an aerial lift.
Read electrical symbols and control schematics.
Navigate SCADA control and graphics screens.

Experience and Training Requirements

At least one year of experience as an Environmental Systems Technician Trainee. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician I.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (continued)

License or Certificate

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

Possession of a State of Nevada Grade I Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Possession of a Wastewater Technician I certification from the International Maintenance Institute on the date of application, and maintenance thereafter.

Environmental Systems Technician II

In addition to the qualifications for Environmental Systems Technician I:

Knowledge of:

Common office software applications, including word processing, spreadsheet and database at an intermediate level.

Control strategies of the filtration systems.

Equipment, process control and systems control logics and strategies.

Ability to:

Use software applications capable of capturing and printing images.

Respond in the event of processing systems upsets.

Write standard operating procedures relating to process operation, equipment maintenance and safety.

Experience and Training Requirements

Two years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician II.

License or Certificate

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

Possession of State of Nevada Grade II Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Possession of a Wastewater Technician II certification from the International Maintenance Institute on the date of application, and maintenance thereafter.

Environmental Systems Technician III

In addition to the qualifications for Environmental Systems Technician I and II:

Knowledge of:

Computer software at an intermediate level in word processing, spreadsheet and database.
The control strategy of various facility equipment, process systems and subsystems.
Principles, operation and control of ultraviolet disinfection.
Flow schemes, piping, structure, instrumentation and equipment used in a large wastewater treatment facility.
Optimizing chemicals used in wastewater and solids treatment.
Predictive maintenance concepts.

Ability to:

Exercise leadership within a team environment.

Experience and Training Requirements

Three years experience as an Environmental Systems Technician. Must have completed City of Las Vegas verification in each required skill block for Environmental Systems Technician III.

License or Certificate

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

Possession of State of Nevada Grade III Wastewater Treatment Plant Operator certification on the date of application, and maintenance thereafter.

Possession of a Wastewater Technician III certification from the International Maintenance Institute on the date of application, and maintenance thereafter.

SPECIAL REQUIREMENTS

The Water Pollution Control Facility is a 24-hour, 7 day per week operation. Assigned work schedule may change and may be for any shift and any day of the week.

CITY OF LAS VEGAS
Environmental Systems Technician Trainee/I/II/III (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: Wastewater treatment plant environment and, at times, construction site environment, in all types of weather conditions.

Hazards: Exposure to waste, hazardous and infectious waste, noise, electrical hazards, inclement weather, moving objects, vehicles, sharp objects, pinch points, odors, fumes, gases, dust, and slippery surfaces.

Equipment Used: Hand and power tools, measuring devices, computer, general office equipment.

Safety Equipment: Hearing and eye protection, safety shoes, gloves, masks, respirators, safety vest.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, in combination with walking throughout work shift on all types of terrain up to ¼-1 mile per shift, depending on area assigned.

Sitting: Occasionally, while performing administrative duties or riding in golf cart.

Lift/carry: Frequently, 1-15 lbs., materials, samples, supplies, tools. Infrequently, up to 50 lbs.

Push/pull: Frequent push/pull using one or both hands exerting a force up to 10-25 lbs. while turning valves, pushing, pulling skimmers. Infrequently, up to 66 lbs.

Climbing: Occasionally, steps and stairs throughout plant during shift.

Bending/twisting: Frequently at waist, knees and neck while checking pumps, valves and gauges.

Kneeling/crouching/crawling: Infrequently, while checking valves and pumps.

Hands/arms: Constant use of both hands and arms in reaching, handling, grasping and gripping while turning valves, using controls, computer keyboard, writing and recording data and operating golf cart.

Sight: Constant use of sight required. Visual acuity in near- and mid-range while operating equipment; hand/eye coordination.

Speech/hearing: Constant use in communicating with co-workers in maintaining safe work environment.

ARB
NEW 4/21/04
FLSA & City: nonexempt

CSB 3/9/05

INSPECTION ASSOCIATE

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 assist contractors and homeowners throughout the pool construction and inspection process; and to perform a variety of tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Inspections Supervisor, Inspections Manager or higher-level management 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. Confer with contractors and the general public in the office; explain and interpret pool inspection requirements and procedures.
2. Respond to inquiries in a courteous manner and provide information within the area of assignment; identify problems and recommend solutions; assist inspection supervisors and field inspectors to resolve complaints in an efficient and timely manner.
3. Operate computer to input, retrieve and review information.
4. Review special inspection reports; conduct research and assist in resolving special inspection problems.
5. Work with staff and other city departments to purchase and assign city vehicles within the Field Inspections Division.
6. Maintain files and reports regarding pool inspections and special inspections activities and findings.

CITY OF LAS VEGAS
Inspection Associate (continued)

Marginal Functions:

1. Perform routine building maintenance tasks as assigned.
2. Attend and participate in meetings as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

General methods used in pool construction and inspections.
Principles and practices of special inspections.
Principles and practices of pool inspection appeals.
Methods and techniques of customer service.
Codes and ordinances enforced by the city relative to area of assignment.
Occupational hazards and standard safety practices.
Pertinent federal, state and local laws, codes, regulations.

Ability to:

- Explain applicable pool codes, regulations, policies and procedures.
Learn Hansen or other computer applications and to operate computer equipment relative to area of assignment.
Learn to establish and meet deadlines, compile and collect data, establish priorities, organize workload, and conduct necessary follow-up activities with minimal supervision.
Analyze and solve problems.
Understand and follow oral and written instructions.
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;*
 - *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, standing and walking for extended periods of time; and*
 - *Operating assigned equipment.*

CITY OF LAS VEGAS
Inspection Associate (*continued*)

Experience and Training Requirements

Experience:

One year of customer service work experience which require the frequent interpretation or explanation of varied codes and regulations including six months of experience with frequent heavy public contact in stressful or confrontational situations.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

KAG

NEW 2/1/05

FLSA & City: nonexempt

CSB 3/9/05

RECORDS COURIER

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

DEFINITION

To perform a variety of duties pertaining to the pick-up and delivery of records among city satellite facilities; assist in the Records Facility and in the Records Division of the City Clerk's Office.

SUPERVISION RECEIVED

Receives immediate supervision from the assigned supervisor or manager.

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

Essential Functions:

1. Locate, retrieve, deliver and return records to and from the City's Records Storage and Archive Facility as needed; follow established procedures for filing records containers and keeping the facility in an orderly condition.
2. Operate and secure assigned vehicle; determine whether vehicle is in good working order; maintain vehicle in clean and fueled condition.
3. Follow established route and meet scheduled delivery times; report to supervisor any events that affect schedule; maintain the security of documents being transported.
4. Post meeting agendas on outside agency bulletin boards and provide affidavit of posting in compliance with mandatory deadlines.
5. Deliver and retrieve records from City facilities and various local government agencies using the most efficient route.
6. Provide information on applicable policies and procedures, route and schedule to City staff as required.
7. Track records received and disbursed from the storage facility using established procedures, equipment and software.
8. Dispose of records scheduled for destruction according to established policies and procedures.
9. Operate fork lift to retrieve and replace records containers.

CITY OF LAS VEGAS
Records Courier (Continued)

Essential Functions:

10. Operate fax, scanner and microfilm reader and use email to send a document in response to a request.
11. Prepare reports on activities and maintain logs, as requested; research and resolve discrepancies as needed.
12. Provide appropriate level of customer service to meet established goals.

Marginal Functions:

1. Assist Records Technicians with preparing documents for scanning.
2. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Applicable safe work practices.
State and local traffic laws and speed limits.
Provisions of the Nevada Motor Vehicles Code.
Safe driving practices.
Major roads and highways in the Las Vegas valley area.
Basic principles and procedures of record keeping.

Ability to:

Operate a city-owned vehicle.
Learn the records inventory and bar code systems to accurately input data and file records containers.
Learn to operate fork lift, pallet jack and associated equipment.
Learn the locations of other governmental agencies where meeting notices are posted.
Learn to operate fax machine, scanner and microfilm reader.
Learn to use a personal computer and basic applications, including email.
Learn to correctly interpret and apply city policies and procedures.
Learn the locations of all city departments and divisions.
Read maps.
Follow established route and schedule.
Plan an efficient route as needed.
Work independently without constant supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Provide appropriate level of internal or external customer service.

CITY OF LAS VEGAS
Records Courier (Continued)

Ability to:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Some experience in a delivery function or in a public contact position is desirable.
Knowledge of warehouse procedures is desirable.

Training:

Equivalent to graduation from high school.

License or Certificate

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

Possession of a City of Las Vegas forklift certificate within six months of the date of appointment.

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 50% outdoors or in vehicle on city streets picking up records; 50% indoors in storage facility archiving records. The percentage may fluctuate on any given day secondary to work flow and job demands.

Hazards: Exposure to moving vehicles, dealing with high traffic situations, heights to climb as shelving is 11 feet high, repetitive material handling of records storage boxes, noise, dust, fumes, gas. Work in inclement weather.

Equipment Used: Van for transport of records, hand-held bar coding device, computer, telephone, writing utensils.

Safety Equipment: Seat belt while operating vehicle.

CITY OF LAS VEGAS
Records Courier (Continued)

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary for:

Standing/walking: Frequently, to obtain records from City offices and when working in records storage facility.

Sitting: Constantly, while driving 5 to 6 hours or more per day to obtain records from City offices.

Lift/carry: Frequently, 25-35 lbs., records storage boxes.

Push/pull: Normal driving activities, 5-15 lbs. force, opening doors and operating vehicle. Frequently, 15-20 lbs. force, operating two wheeled cart, pallet jacks, portable lifting devices.

Climbing: Stepping in and out of vehicle up to 50-60 times per shift, dependent on number of stops. Climbing required on ladder when in storage facility as storage shelving reaches 11 feet high.

Bending/twisting: Bending at waist laterally to drive and to manipulate boxes in the rear of the van. Frequent bending may also occur when in storage facility to store records boxes.

Kneeling/crouching/crawling: Infrequently to occasionally, while storing and coding boxes on lower shelf in storage facility.

Hands/arms: Constant use of both hands and arms in operating a vehicle to drive to pick up records boxes. Frequent to constant hand and arm use to lift and carry records boxes to storage, as well as computer and telephone work to perform all job duties.

Sight: Constant, in performance of all duties.

Speech/hearing: Frequently, in interacting with public and co-workers.

Other physical demands: Constant awareness of surroundings while operating motor vehicle in high traffic, congested areas.

ARB

NEW 11/1/04

FLSA & City: nonexempt

CSB 3/9/05

ASSISTANT FIRE PROTECTION ENGINEER

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 assist in the interpretation and enforcement of fire protection requirements; to perform responsible professional plans review for conformance with all applicable building, fire and life safety codes; and to assist in developing and implementing policies and procedures related to the inspection of fire protection and life safety systems.

SUPERVISION RECEIVED

Receives general direction from the Fire Protection Engineer.

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

Essential Functions:

1. Conduct plan checks for various buildings, fire protection systems and fire alarm systems to ensure compliance with applicable fire codes and regulations.
2. Evaluate existing fire safety conditions and federal, state and local codes applicable to fire safety; recommend policy, procedure and ordinance revisions as necessary.
3. Implement procedural methods and practices for reviewing plans, conducting inspections and investigating incidents and related activities.
4. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
5. Perform efficiency tests and inspections of fire protection systems and equipment.
6. Perform inspections of various new construction projects; perform inspections of businesses prior to the issuance of business licenses; prepare a variety of reports as required.
7. Inspect various facilities including schools, hospitals, factories and commercial buildings to ensure adherence to fire safety standards.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fire protection engineering.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Assistant Fire Protection Engineer (*continued*)

QUALIFICATIONS

Knowledge of:

Theories and applications of the fundamental principles of fire protection engineering.
Principles, practices and procedures of code development.
Standards and fire codes for model buildings.
Strategies for code enforcement.
Methods and practices of fire protection engineering.
Methods, principles and practices of fire fighting.
Principles and practices of installing building fire extinguishing and related fire and life safety systems.
Processes and inter-relationships of planning, land development and building plans checking.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Conduct thorough fact-finding investigations and enforce regulations firmly, tactfully and impartially.
Review designs of complex fire protection and life safety systems.
Determine equivalent levels of fire protection and life safety requirements for situations that do not fit normal code applications.
Check and evaluate engineering plans, designs, specifications and construction materials.
Evaluate the several types of fire suppression systems in large construction projects.
Abate code violations via application of code enforcement strategies.
Interpret model building fire codes and standards.
Properly interpret, and make decisions in accordance with applicable laws, regulations and policies.
Make technical and emergency decisions quickly and calmly.
Identify and resolve technical issues which could have negative political ramifications.
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;*
-- *Reading and writing; and*
-- *Operating assigned equipment.*
Maintain mental capacity which allows the capability of:
-- *Making sound decisions; and*
-- *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, standing and walking for extended periods of time; and*
-- *Operating assigned equipment.*
Maintain physical condition necessary to perform the assigned functions.

CITY OF LAS VEGAS
Assistant Fire Protection Engineer (*continued*)

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in plans review, including one year in fire protection engineering work, is desirable.

Training:

Equivalent to a bachelors degree from an accredited college or university with major course work in engineering, preferably in fire protection engineering.

License or Certificate

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

Possession of Uniform Fire Code certification within 18 months of the date of ~~hire~~ appointment.

Possession of ~~Uniform Building Code~~ Plans Examiner certification issued by the International Code Council within 18 months of the date of ~~hire~~ appointment.

WORKING CONDITIONS

Environmental Conditions:

Work in office and field environments; exposure to dust and noise.

Physical Conditions:

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

ARB
NEW 7/96 (revision of pre-class/comp study spec) REV 1/28/05
FLSA & City: nonexempt

CSB 8/14/96

GIS TECHNICIAN

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

DEFINITION

To perform routine work in the development and updating of the Geographic Information System (GIS) database; to perform routine updates to layers of the GIS database; and perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED

Receives direct supervision from assigned supervisor or manager and higher level staff.

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

Essential Functions:

1. Participate in the development of the city's geographic information systems; prepare cartographic maps, drawings, spreadsheets, data files and documentation using ArcGIS software; export data from ArcGIS to a spreadsheet or other applications.
2. Use ArcMap component to Ccode and digitize maps and geographic feature data into various layers within the GIS; and perform quality control checks to ensure the integrity of the database; tabulate statistics, frequencies and data summaries; use ArcCatalog tools to create metadata documenting activities and references.
3. Compile data for input into the system; develop, edit and automate data layers; update the GIS database utilizing a variety of software.
4. Use Structured Query Language (SQL) for basic database queries.
5. Keep supervisor apprised of the status of assignments.
- ~~4.6.~~ Perform duties using a variety of engineering and mapping software applications and computer peripherals including digitizers, plotters and printers.
- ~~5.7.~~ Determine and execute the appropriate sequence of processing tasks to appropriately complete a GIS automation assignment.
- ~~6.8.~~ Interpret plans, photographs, maps and legal descriptions.

CITY OF LAS VEGAS
GIS Technician (Continued)

7.9. Maintain records of completed assignments.

8.10. ~~Supervise~~ Oversee or perform field checks as assigned.

9.11. Provide information to the public, other departments and developers on mapping and engineering data.

10.12. Test GIS applications; implement programs and procedures to expand the system.

Marginal Functions:

1. Train ~~Planning and Development Department~~ staff in assigned department in the use of GIS.
2. Perform a variety of special projects; coordinate projects with appropriate department staff.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of map compilation and cartographic principals.

~~Computer engineering and mapping~~ GIS software programs.

Basic ArcGIS components, tools, functions and techniques, including ArcMap and ArcCatalog.

Basics techniques of developing and designing GIS applications products.

~~Computerized information systems.~~

Modern office equipment including a personal computer, PDAs, GPS receivers equipment and peripherals.

Fundamentals of geometry and trigonometry.

~~GIS hardware and Arcview and Arcinfo software.~~

Map projections, coordinate systems and datums.

ESRI data formats including coverages, shapefiles and versioned geodatabases.

Basic Structured Query Language (SQL).

Ability to:

~~Perform computerized drafting activities on a geographic information system.~~

Visualize and work with multiple layers of data.

~~Digitize data, build topology and create final plots.~~

~~Establish data development and conversion process.~~

~~Produce various cartographic products.~~

Produce cartographic products and reports based on GIS data.

Work with little direct technical supervision, depending on assignment.

Manage multiple assignments.

Recommend priorities.

Meet deadlines.

CITY OF LAS VEGAS
GIS Technician (Continued)

Learn and understand the assigned department's function to the extent required to understand users' needs and perform assigned duties.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

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

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

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

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

Experience and Training Requirements

Experience:

One year of ~~application~~ GIS data maintenance or programming experience is desirable. Some experience in the assigned department is desirable.

Training:

Equivalent to an associate degree from an accredited college or university with major course work in geographic information systems, information systems, geography or a related field.

WORKING CONDITIONS

Environmental Conditions:

Primarily Office environment;- exposure to computer screens.

Depending on assignment, occasional field environment for data gathering and field checks, exposure to inclement weather conditions.

Physical Conditions:

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

CITY OF LAS VEGAS
GIS Technician (*Continued*)

ARB
REV 5/7/97/14/05
FLSA & City: Nnonexempt

CSB 6/11/97

MICROCOMPUTER 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 provide the full range of support for the city's microcomputers and users; to assist in determining users' needs; and to perform a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Microcomputer Specialist series. Employees within this class are distinguished from the Sr. Microcomputer Specialist-I by the performance of the full range of duties as assigned, while the Sr. Microcomputer Specialist typically is assigned the more complex and difficult tasks or has lead responsibilities. 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 AND EXERCISED

Receives general supervision from the Microcomputer Support Supervisor or higher level management. Receives technical and functional supervision from the Sr. Microcomputer Specialists.

May exercise technical and functional supervision over Microcomputer Support section staff.

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

Essential Functions:

1. Provide information and service pertaining to microcomputer hardware, software and network problems; install, configure and test all types of computer hardware and software; ~~troubleshoot more complex problems.~~
2. Respond to telephone calls and email requests for assistance from users; troubleshoot hardware, software and network problems; advise users of possible solutions and direct them to take specific action for resolution; complete customer service request records; after a problem is resolved refer problem to field specialist for resolution when it cannot be resolved over the telephone or remotely; follow up on calls to determine customer support satisfaction.
3. Log and track calls for support; prepare related reports regarding such activities, results and

CITY OF LAS VEGAS
Microcomputer Specialist-II (continued)

problem trends.

3.4. Provide brief hands-on training on computer software and system use; write or compile documentation for training or instruction.

4.5. Assist in installation, troubleshooting and maintenance of network equipment.

5.6. Coordinate vendor repair requirements with Sr. Microcomputer Specialists.

6.7. Assist in consulting with city departments to determine microcomputer needs; provide technical assistance on microcomputer systems and programs.

8. Assist in training or instructing computer users at individual work stations.

9. Maintain microcomputer section hardware asset database.

7.10. Assist in developing system specifications for standard personal computers.

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in microcomputers for business applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and methods of personal computer configuration and operation.

Principles and methods of computer networking hardware.

Principles of data communications standards and implementation.

Computer peripherals and accessories.

Troubleshooting techniques for personal computer hardware and software problems.

Techniques of record keeping.

Techniques and methods of report preparation.

Principles, techniques and methods of customer service.

Ability to:

Operate a personal computer, including a variety of software programs.

Analyze computer problems, identify possible cause, project consequences of proposed solutions, recommend best options and implement appropriate solution.

Maintain accurate records of work performed.

Read, interpret and comprehend technical written materials.

Prepare clear and concise reports, instructions and other technical written materials.

Organize work, set priorities and meet deadlines.

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

CITY OF LAS VEGAS
Microcomputer Specialist-II (continued)

work.

Communicate clearly and concisely, both orally and in writing.

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

- *Sitting, standing and walking for long periods of time; and*
- *Operating assigned 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.*

Experience and Training Requirements

Experience:

Three Two years of increasingly responsible experience within the previous four years with primary responsibility in a business environment for troubleshooting and supporting networks, printers and personal computer systems, and installing and configuring hardware and software in a business environment, using the latest Microsoft Operating Systems.

Training:

Equivalent to graduation from high school. Additional specialized training in personal computers or a related field is desirable.

License or Certificate

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

Certifications obtained through the Microsoft Certified Professional program, the Cisco Internetworking Certification Program, the American Management Association, or other acceptable, related information technology certification, are desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for

CITY OF LAS VEGAS
Microcomputer Specialist-II (continued)

moderate lifting, stooping, kneeling, crawling, sitting, bending, and twisting and ~~moderate lifting~~ for prolonged periods of time.

ARB
REV 5/23/0112/14/04
FLSA & City: nonexempt

CSB 7/11/01

PLANNER I

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 entry-level professional level work in the field of ~~current, comprehensive or neighborhood~~ planning; and to provide information and assistance to ~~c~~City officials, ~~c~~City staff, developers, the business community and the public on planning, zoning, housing, annexations, ~~neighborhoods, federal entitlement programs~~ and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the entry level class in the Planner series. This class is distinguished from the Planner II by the performance of the more routine tasks and duties assigned to positions within the series including proposal and application review, report preparation and a high degree of public interaction.

SUPERVISION RECEIVED

Receives general supervision from a Planning Supervisor or higher management staff designee.

May receive functional and technical supervision from a ~~Planner II or~~ Sr. Planner.

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

Essential Functions:

1. Answer questions and provide information to the public; conduct research; interpret data and explain regulations to citizens; assist with inquiries pertaining to ~~current, comprehensive or neighborhood~~ planning.
2. Compile technical information and make recommendations on staff studies; prepare basic reports.
3. Conduct research and prepare backup information for senior staff; prepare documentation for meetings.
4. Assist in the preparation of public hearing notifications, zoning applications and notifications or related public information notices.
5. Assist in establishing and maintaining productive working relationships with the public, staff of other departments and other local agencies.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

When Assigned to the Planning and Development Department:

- ~~1.6.~~ Support the review of applications for ~~General~~Master Plan amendments, redevelopment area planning and other policy activities by conducting background research, drafting initial reports, visiting sites to review conditions and compatibility of land uses, conducting research related to public meeting inquiries, and related activities.
- ~~2.~~ ~~Revise and compile technical information and prepare recommendations.~~
- ~~3.~~ ~~Participate with other departmental and agency staff in completing related planning activities in a timely manner.~~
- ~~4.7.~~ Prepare initial studies; assist in preparing or reviewing environmental impact reports.
- ~~5.8.~~ Assist in preparing staff reports on zoning and land use applications for the Planning Commission, City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.
- ~~6.9.~~ Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.
- ~~7.~~ ~~Assist in preparing and presenting staff reports on zoning and land use applications to the Planning Commission and various committees and advisory boards as directed; conduct research and prepare reports and maps.~~
- ~~10.~~ Review development proposals and applications for business licenses, building permits and sign permits for completeness, accuracy and compliance with appropriate regulations and ordinances; log, verify, document and file reference materials; maintain current computer information; issue permits; provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.
- ~~8.~~
- ~~9.11.~~ Check commercial, industrial and residential development plans to determine if plans meet minimum code requirements; assign street addresses and suite assignments to residential and commercial developments; assign street block numbering information to traffic signal plans.
- ~~10.~~ ~~Provide information regarding the permit process and explain and interpret zoning codes, standards and regulations to assist applicant in meeting necessary requirements.~~
- ~~11.12.~~ Investigate complaints concerning the city's planning function and recommend corrective action ~~as necessary to resolve complaints concerning the city's current planning function.~~
- ~~12.13.~~ Assist with pre-application meetings with customers; visit sites and take site photographs.

CITY OF LAS VEGAS
Planner I (Continued)

Essential Functions:

When Assigned to Neighborhood Planning:

- ~~1. Participate with senior staff in the facilitation of neighborhood organizing and consensus building.~~
- ~~2. Participate with senior staff to define neighborhood-specific issues, prepare plans and implement action plans.~~
- ~~3. Perform initial assessment of neighborhoods for community development opportunities.~~
- ~~4. Assist senior staff in developing and implementing neighborhood revitalization programs.~~
- ~~5. Assist in the administration of neighborhood surveys and compilation of data.~~
- ~~6. Investigate complaints and recommend corrective action as necessary to resolve complaints concerning the city's neighborhood planning function.~~
- ~~7. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.~~
- ~~8. Assist in preparing staff reports for City Council, various committees and advisory boards as directed; undertake research and prepare reports and maps.~~
- ~~9. Assist citizens and developers regarding neighborhood-based organizations and neighborhood-oriented programs and services.~~

Marginal Functions:

- ~~1. Perform related duties and responsibilities as required.~~

When Assigned to the Planning and Development Department:

- ~~1.18. Provide information pertinent to the development of the Master Plan; assist with recommending and developing policies and procedures for future environmental, transportation, redevelopment and other regulations issues.~~
- ~~2.19. Perform inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.~~

When Assigned to Neighborhood Planning:

- ~~1. Provide information pertinent to the development of a Neighborhood Plan; assist with recommending and developing policies and procedures for future environmental, transportation, housing, redevelopment and other issues.~~

Marginal Functions:

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of urban planning and development.
The purpose and intent of zoning regulations.
Basic site planning and architectural design techniques and methods.
Basic computer functions.
Technical report writing, research methods and data compilation.
Principles and procedures of record keeping.
Principles of business letter writing and basic report preparation.
Basic mathematics.
Modern office methods, practices, procedures and equipment, including a computer.
Common office software, including word processing.
Basic ArcView software.

Ability to:

Learn laws, regulations and ordinances underlying general plans, zoning, and land divisions ~~and neighborhood plans.~~
Learn applicable environmental laws and regulations.
Learn about current literature, information sources and research techniques in the field of urban or neighborhood planning.
Learn to ~~interpret~~ interpret and explain planning and zoning regulations for the general public.
Read site plans.
Explain technical terminology and information to the public.
~~Recognize the political sensitivity of planning issues.~~
~~Make formal presentations before a group.~~
Manage multiple assignments.
Learn to recognize that political sensitivities and inter-relationships in the local community can effect the planning process.
Learn to set priorities.
Understand and carry out oral and written directions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
~~When Assigned to Neighborhood Planning only: Learn about federally funded entitlement programs and community development processes and programs.~~
~~Maintain effective interaction and communication with others.~~
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting and standing for extended periods of time; and*
-- *Operating computers, copiers and related office machines.*

CITY OF LAS VEGAS
Planner I (Continued)

Ability to:

Maintain effective audio-visual discrimination and perception needed for:

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

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

No professional planning work experience is required. Completion of an internship in planning or a related field at a public agency is preferred. One year of experience in urban, neighborhood, community or regional planning or a closely related field is desirable.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a closely related field related to the essential functions.

WORKING CONDITIONS

Environmental Conditions:

Office environment with occasional field work.

Physical Conditions:

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

ARB/-KAG

REV 7/28/03 2/146/05

FLSA & City: nonexempt

CSB 9/10/03

PLANNER II

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

DEFINITION

To perform professional level work in the field of ~~current, comprehensive or neighborhood~~ planning; and to provide information and assistance to City officials, City staff, developers, the business community and the public on planning, zoning, housing, annexations, ~~neighborhoods, federal entitlement programs~~ and development related matters.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Planner series. Employees within this class are distinguished from the Planner I by the performance of the full range of duties as assigned including complex plans examination, policy development and advanced report preparation. 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 AND EXERCISED

Receives general supervision ~~direction~~ from a Planning Supervisor or designee higher management staff.

May receive technical and functional supervision from a Sr. Planner.

~~May exercise technical and functional supervision over lower level staff.~~

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

Essential Functions:

1. Analyze and compile technical and statistical information, make recommendations on special studies and prepare planning reports; use word processing, database, mapping (ArcView), geographical information systems (GIS), and zoning research software.
2. Prepare staff reports for the Planning Commission, Hearings Officer handling zoning variances, City Council and various committees and advisory boards as directed; undertake research; prepare reports and maps.

CITY OF LAS VEGAS
Planner II (Continued)

Essential Functions:

3. Answer questions and provide information to the public and other city departments and local agencies; interpret planning and zoning regulations programs for the general public; investigate complaints concerning the city's planning function and recommend corrective action. ~~as necessary to resolve complaints concerning the city's planning function.~~
4. Participate in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.
- 4.5. Conduct research and draft ordinances or plan amendments for review.
- 5.6. Assist and answer questions from lower level Planning staff; facilitate a weekly junior staff meeting.

When Assigned to the Planning and Development Department:

- 1.6. Oversee the processing of annexation petitions: process applications, research the parcels, prepare ordinance requests, write staff reports and assist customers with inquiries regarding the process; coordinate submittal of applications on closing dates; independently conduct pre-application meetings.
- 2.7. Perform varied activities in support of the Historic Preservation Commission.
- 3.8. Research and write reports, including maps and graphs, for special area plans and other projects; make presentations at meetings and public hearings.
- 4.9. Provide comments for applications submitted to the Planning Commission.
- 5.10. Write staff reports for Master Plan amendments.
- 6.11. Assist customers with geographic information systems (GIS) related questions.
- 7.12. Assist in establishing and maintaining productive working relationships with community leaders, elected officials, staff of other departments and other local agencies.
- 8.13. May Attend Planning Commission, Recommending Committee, Historic Preservation Commission, Southern Nevada Water Authority Conservation Work Group and various neighborhood meetings.
- 9.14. Accept commercial, industrial and residential development building permit applications from the public and check plans to determine if they comply with zoning code requirements; compose letters informing applicant of permit status.

CITY OF LAS VEGAS
Planner II (Continued)

10.15. Review business license applications for compliance with zoning and land use codes and special requirements; confer with applicant to recommend corrective action, if needed.

11.16. Prepare and present staff reports for the Planning Commission and various committees and advisory boards as directed; undertake research and prepare reports and maps to present request, findings and recommendations.

12.17. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding city development policies and standards; conduct pre-application meetings with developers.

When Assigned to the Planning and Development Department:

13.18. Perform initial inspection of properties and structures for compliance to approved conditions prior to issuing certificate of occupancy; take photos using a digital camera for use in Planning Commission meetings.

14.19. Review development proposals and applications for compliance with appropriate regulations and policies; prepare reports on recommendations.

15.20. Research background of parcels of land and compose letters stating findings.

21. Provide information pertinent to the development of the Master Plan or Zoning Ordinance Plan; recommend and assist in development of policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.

When Assigned to Neighborhood Planning:

1. Collect, record and summarize statistical and demographic information; establish and maintain a comprehensive database.

2. Lead, participate in and facilitate neighborhood organizing and consensus building processes.

3. Lead and participate with neighborhood groups in addressing neighborhood-specific issues and lead the preparation and implementation of neighborhood plans.

4. Participate in and lead the evaluation of neighborhoods for community development opportunities.

5. Lead and participate in the development and implementation of neighborhood revitalization programs and neighborhood plans.

6. Develop, administer and analyze neighborhood surveys; prepare summary report.

Marginal Functions:

CITY OF LAS VEGAS
Planner II (Continued)

~~1. Provide information pertinent to the development of the Master Plan, Zoning Ordinance or Neighborhood Plans; recommend and develop policies and procedures for future zoning, environmental, transportation, housing, redevelopment and other issues.~~

23.1. Assign residential, commercial and industrial addresses; assign suite numbers and unit numbers to residential and commercial developments; assign block numbers to traffic signal plans.

3.2. Perform related duties and responsibilities as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of urban planning and development.

Laws, regulations and ordinances underlying general plans, zoning and land divisions.

Applicable environmental regulations.

Techniques and practices of research and data analysis.

Technical report writing techniques and principles.

Modern office methods, practices, procedures and equipment including a computer and common office software.

~~Sources of planning information and how to locate them.~~

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

Current literature, information sources and research techniques in the field of urban or neighborhood planning.

~~When assigned to Planning & Development only:~~ General site planning, landscape design and architectural design techniques and methods.

The building permit process and city addressing requirements.

~~When assigned to Neighborhood Planning only:~~ Federally funded entitlement programs and community development processes and programs.

Ability to:

Respond to difficult and sensitive public inquiries.

Interpret and explain planning and zoning regulations.

Explain technical terminology and information to the general public.

Work independently and as part of a team.

Interpret various types of maps, site plans, floor plans, elevations, graphs and statistical data.

Meet strict deadlines.

Manage multiple assignments.

Recognize that political sensitivities and inter-relationships in the local community can effect the planning process.

Set priorities.

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

Present information in a public forum.

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

CITY OF LAS VEGAS
Planner II (Continued)

Maintain effective interaction and communication with others.

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 computers, copiers, and related office equipment.*

Maintain mental capacity which allows the capability of:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience in urban, neighborhood, community or regional planning, or a closely related field preferably with one year at a public agency. A Master's degree in planning may substitute for one year of experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in planning, geography, landscape architecture, urban studies, engineering, sociology or a closely related field related to the essential functions.

WORKING CONDITIONS

Environmental Conditions:

Office environment; occasional field inspections.

Physical Conditions:

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

ARB/-KAG

REV 7/28/03 2/164/05

FLSA & City: nonexempt

CSB 9/10/03

PLANNING 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, direct, coordinate assign and review the work of assigned staff responsible for ~~current, comprehensive or neighborhood~~ planning activities; to oversee and participate in all work activities; and to perform a variety of administrative and technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from ~~the~~ Planning Manager or higher management staff.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL FUNCTION STATEMENTS—*Essential 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 the operation of division programs and services and implementing department and division goals and objectives; provide direction to staff on difficult planning issues and complex projects.~~
1. As assigned, plan, prioritize, coordinate, assign and supervise the work of staff responsible for the preparation and development of planning studies and projects: Master Plans and special area plans; land use plans and other elements of the Master Plan; revisions to existing elements; information, surveys and analyses; and resolutions and ordinances relating to implementation of the Master Plan.
2. As assigned, plan, prioritize, coordinate, assign and supervise the work of staff responsible for review of land use permit applications, building permits, business licensing applications, special use permits, zoning variances, site plan reviews and rezoning requests and the delivery of front counter customer service;.
- ~~2.3.~~ Initiate, Establish and maintain productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; train staff to be sensitive to and maintain such relationships; manage sensitive situations referred by staff.
- ~~3.4.~~ Recommend and assist in the implementation of ~~division~~ department goals and objectives; participate in developing, and maintain and monitor, standard ~~division~~ policies for project development, management, completion and approval; implement approved policies and procedures.

CITY OF LAS VEGAS
Planning Supervisor (Continued)

~~4.5. Attend meetings of the City Council, Planning Commission, citizen committees and Public Hearing Officers neighborhood associations; present staff reports and informational backup, and advise members and citizens on matters relating to city policies, resolutions, codes and ordinances; assist and supervise staff in making written and oral presentations to the same groups.~~

~~5. Provide responsible staff assistance to the Planning Manager.~~

~~6. Select and motivate assigned staff; participate in the selection of 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.~~

~~7. Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services in developing and administering the Master Plan elements and amendments; prepare planning recommendations, plans or subdivisions.~~

6. Participate in the selection of division staff; provide or coordinate staff training; assign and supervise the work of staff; 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; implement disciplinary procedures, if necessary.

7.8. Participate in the preparation and administration of the division department budget; submit budget recommendations; monitor expenditures.

8.9. Prepare analytical and statistical reports on operations and activities; compile and review pertinent agenda items appearing before the Planning Commission, City Council and various board and committee meetings.

~~10. Assist management in conducting briefings with City Council members on division projects and reports.~~

10. Establish schedules and methods for providing division services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

11. Interpret and apply environmental quality laws and regulations to ensure that development, city projects and municipal code amendments are in compliance.

~~12. Participate in the development of Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services in developing and administering the Master Plan elements and amendments; prepare planning recommendations, plans or subdivisions.~~

13.12. Respond to and resolve difficult and sensitive citizen, landowner and developer inquiries and complaints; provide information to citizens and developers; train staff to respond to difficult and sensitive

CITY OF LAS VEGAS
Planning Supervisor (Continued)

inquiries and to interpret and explain planning and zoning regulations, technical terminology and information.

When Assigned to the Planning and Development Department:

~~1. As assigned, Plan, prioritize, coordinate, assign and supervise the work of staff responsible for the preparation and development of comprehensive planning studies and projects; including Master Plans and special area plans; land use plans and other elements of the Master Plan; revisions to existing elements; information, surveys and analyses; and resolutions and ordinances relating to implementation of the Master Plan.~~

2.13. Oversee the long term timelines and progress of staff projects.

~~3. Develop the scope of work and assignment of staff and resources for various comprehensive planning projects.~~

~~4. Supervise Geographic Information Systems (GIS) and graphics staff work loads and work flow.~~

~~5. Develop, maintain and monitor standard divisional policies for project development, management, completion and approval.~~

6.14. -Provide support to the Current Planning Division and Public Works Department city staff in interpreting and implementing the City's Master Plan, special area plans and other studies.

15. Provide responsible staff assistance to the assigned Planning Manager.

When Assigned to the Planning and Development Department:

~~7. As assigned, Plan, prioritize, coordinate, assign and supervise the work of staff responsible for review of land use permit applications, building permits, business licensing applications, special use permits, zoning variances, site plan reviews and rezoning requests and the delivery of front counter customer service; provide or coordinate staff training in planning principles and practices.~~

8.16. Direct the preparation of legal documents and review letters prepared by the City Clerk reflecting City Council actions.

9.17. Interpret, apply, explain and enforce the City's municipal code, zoning ordinance, special area plans, subdivision ordinance, design guidelines and applicable state and federal statutes.

When Assigned to Neighborhood Planning Division:

~~1. Develop and supervise all phases of neighborhood planning programs including data research, surveys and analyses; neighborhood improvement application processes; long-term timelines and progress of staff projects.~~

~~2. Plan, prioritize, assign, supervise and review the work of staff responsible for neighborhood organizing, consensus building, neighborhood plans, identifying community development opportunities, and neighborhood revitalization programs.~~

CITY OF LAS VEGAS
Planning Supervisor (Continued)

- ~~3. Supervise neighborhood planning studies within the community consisting of gathering and analyzing data for use in the neighborhood planning process involving the coordination of elements of each neighborhood plan related to land use, streets and highways, housing, parks and recreation, transportation, public facilities and public safety.~~
- ~~4. Provide information to citizens and developers regarding neighborhood-based organizations and neighborhood-oriented programs and services.~~
- ~~5. Establish, maintain, assist and train staff to develop effective working relationships with community leaders using skills such as interpersonal communication and political sensitivity.~~

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the applicable field ; advise and inform staff of related matters.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of an comprehensive urban planning or zoning administration program.

Principles and practices of urban planning.

Advanced principles and practices of zoning administration.

Principles and practices of urban design.

Advanced principles and practices of urban planning and development.

Current land use planning policies, laws and statutes.

Current literature, information sources and research techniques in the field of urban planning.

Advanced site planning , landscape design and architectural design techniques, practices and methods.

Advanced Pprinciples and practices of research, analysis and report writing.

Principles and practices of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Current literature, information sources and research techniques in the field of urban planning.

Advanced site planning, landscape design and architectural design techniques, practices and methods.

Modern office methods, practices, procedures and equipment, including software necessary for graphic presentation, mapping and database management.

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

Ability to:

~~Analyze site design, terrain constraints, circulation, land use compatibility, utilities and other urban services in developing and administering the Master Plan.~~

CITY OF LAS VEGAS
Planning Supervisor (Continued)

Interpret, apply, explain and enforce applicable local, state and federal laws and regulations and department policies and procedures.

Respond to difficult and sensitive public inquiries.

Assist staff in interpreting and explaining planning and zoning regulations, technical terminology and information.

Facilitate discussions and mediate conflicts.

Recognize and understand political sensitivities and inter-relationships in the local community and their effect on the planning process.

Set priorities in a changing environment.

Manage multiple assignments using staff.

Ensure that staff meets strict deadlines.

Understand and carry out oral and written directions.

Use initiative and independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

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.

Establish and maintain cooperative working relationships with those contacted in the course of work, including city officials and the general public.

Maintain mental capacity which allows for effective interaction and communications with others.

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

- *Sitting for extended periods of time; and*
- *Operating equipment, computers and various office equipment.*

Maintain mental capacity which allows the capability of:

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

Experience and Training Requirements

Experience:

Four years of increasingly responsible experience in urban, community or regional planning, regional planning, or zoning administration, comprehensive, or neighborhood planning, to include two years at a public agency; and including one year of supervisory or lead responsibility. A Master's degree in planning or public administration may substitute for one year of experience.

Training:

AEquivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, urban studies, geography, landscape architecture,

CITY OF LAS VEGAS
Planning Supervisor (Continued)

engineering, sociology regional planning, urban design, public administration, business management or a closely related field related to the essential functions.

License or Certificate

Possession of American Institute of Certified Planners designation within six months of the date of appointment.

Special Requirements

Working knowledge of Hansen computer applications is desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

ARB/-KAG

REV 2/145/05 8/6/02 (combined Planning "When Assigned to" sections)

FLSA: exempt; City: nonexempt

CSB 1/10/01

Approved 8/9/02

PUBLIC SAFETY TECHNICIAN

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

DEFINITION

To perform a variety of duties involved in the reception and transmission of general and emergency communications for the corrections and law enforcement units of the Department of Detention and Enforcement; to operate electronic and communications equipment to monitor the safety, security, movement and placement of inmates in the detention center and to perform a variety of technical tasks and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Public Safety Technician series. Employees perform the full range of duties assigned, including receiving and routing calls regarding complaints, crimes and requests for services; dispatching calls to law enforcement and corrections units; monitoring entrances to correctional facilities and grounds by video surveillance equipment and related duties. 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. This class is distinguished from the Senior Public Safety Technician in that the latter exercises functional and technical supervision in a lead capacity over the journey level class and participates in more complex control room activities.

SUPERVISION RECEIVED

Receives general supervision from higher level management staff.

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

Essential Functions:

1. Receive and respond to calls from the public requesting information or assistance regarding detention services, animal control, parking enforcement or deputy city marshals and dispatch officers as needed, or transfer calls requiring emergency response to the appropriate agency.
2. Receive and respond to calls from the public and other law enforcement agencies regarding information about inmate status; refer calls regarding inmates in other jurisdictions to appropriate agencies.

CITY OF LAS VEGAS
Public Safety Technician (continued)

Essential Functions: (continued)

3. Maintain contact with all units on assignment; maintain status and location of officers in the deputy marshals, corrections, animal control and parking enforcement units using the radio and telephone and by monitoring closed-circuit television cameras.
4. Control and monitor all video security screens, access gates and door entrances within the detention facility.
5. Confirm warrants on individuals with other agencies upon request from deputy city marshals and prior to release of an inmate from custody.
6. Monitor fire alarms within the detention center, corrections officers' distress alarms and panic alarms throughout city facilities; enter information into a computer; dispatch appropriate personnel and equipment.
7. Maintain inmate records regarding population, housing, work assignment and related activity; check for releases; verify documents; arrange for transports; verify Municipal, Justice and District court calendars for inmates scheduled to appear.
8. Retrieve and enter data from and into teletype networks relating to wanted persons, stolen property, vehicle registration, stolen vehicles and other information, such as National Crime Information Center (NCIC), Nevada Criminal Justice Information System (NCJIS), Metropolitan Police Department's SCOPE system and the Department of Motor Vehicles.
9. Maintain a variety of automated and manual logs, records and files related to communications and public safety; perform a variety of record keeping, filing, indexing and other general clerical work.
10. Use computer terminals and personal computers to access various databases to input and retrieve information regarding corrections, animal control, parking enforcement and deputy city marshal activities and records.
11. Use the telecommunications systems to coordinate emergency calls and relay information and assistance requests involving other law enforcement and fire agencies.

Marginal Functions:

1. Test and inspect equipment as required.
2. Perform related duties and responsibilities as required.

CITY OF LAS VEGAS
Public Safety Technician *(continued)*

QUALIFICATIONS

Knowledge of:

Rules, regulations and procedures governing the operation of a radio communications transmittal and receiving system.
Procedures used in operating computer-aided dispatch systems.
Responsibilities and jurisdiction of other public safety agencies.
Principles and procedures of record keeping.
Law enforcement codes, practices and methods.
Modern office procedures, methods and computer equipment.
Correct English usage, spelling, punctuation and grammar.
Basic computer and data entry procedures.
Geographic features, facilities and streets within the area served.

Ability to:

Learn the rules, regulations and procedures governing the security and access of a detention center.
Effectively perform public safety communications activities.
Operate computer-aided dispatch systems.
Operate radio transmitting equipment.
Prioritize calls received.
Perform routine clerical duties.
Work under pressure, exercise good judgment and make sound decisions in emergency situations.
Effectively communicate with and elicit information from upset and irate citizens.
Operate a computer terminal, teletype and other office equipment.
Work various shifts as assigned.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain cooperative working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
-- *Sitting for extended periods of time*
-- *Operating assigned communications, office, computer and video equipment.*
Maintain effective audio-visual discrimination and perception needed for:
-- *Making observations*
-- *Communicating with others*
-- *Reading and writing*
-- *Operating assigned communications, office, computer and video equipment.*
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

CITY OF LAS VEGAS
Public Safety Technician (*continued*)

Experience and Training Requirements

Experience:

Two years of experience as a radio ~~operator-dispatcher~~, telephone/PBX operator, or police or fire emergency dispatcher, or closely related experience.

Training:

Equivalent to graduation from high school.

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.

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.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for intense attentiveness, sitting and managing multiple tasks for prolonged periods of time.

ARB
REV 11/10/97 (formerly Control Room Operator) 1/4/05
FLSA & City: nonexempt

CSB 12/10/97

SENIOR MICROCOMPUTER 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 and difficult work of staff responsible for~~ providing support for the city's microcomputers and users; to assist in installation, revision and maintenance of network and operating system software, hardware and ancillary software for computer server systems; to determine users' needs; to resolve computer system software problems; and to perform a variety of technical duties relative to assigned area of responsibility. ~~To assist in installation, revision and maintenance of network and operating system software, hardware and ancillary software for computer server systems; to resolve computer system software problems; and to maintain computer server and network equipment.~~

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Microcomputer Specialist series. Positions at this level are distinguished from other classes in this series by the level of responsibility assumed, the complexity of duties assigned and the level of independence expected. Employees lead other staff and perform the most difficult and responsible types of duties assigned to classes in this series, depending on assignment. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Microcomputer Support Supervisor or higher level management.
May receive functional and technical supervision from Systems Administration Specialists.

~~May~~ Exercises technical and functional direction over Microcomputer Support section staff.

~~May received functional and technical supervision from Systems Administration Specialists.~~

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

Essential Functions:

When Assigned to Lead Functions

1. Lead, plan, prioritize, coordinate, schedule and review the work of staff responsible for microcomputer support; monitor work progress and review work results; participate in training section staff.

CITY OF LAS VEGAS
Senior Microcomputer Specialist (continued)

2. Lead, coordinate, assign, oversee and participate in the installation and configuration of new computers and software.
3. Coordinate with vendors for pricing, equipment specifications, delivery and repair requirements; coordinate vendor repair requirements with input from Microcomputer Specialist II-staff.
4. Serve as primary liaison between the Microcomputer Support Supervisor and section staff for customer service issues.
5. Troubleshoot complex hardware, network and software problems.
6. Serve as primary consultant to city departments to determine microcomputer needs; provide advanced technical assistance on microcomputer systems and programs.
7. Develop system specifications for standard personal computers and recommend computer hardware or software in conjunction with staff and management.
8. Provide hands-on training on computer software and system use; oversee the preparation of documentation for training or instruction.

When Assigned to Technical Functions

1. Assist in the evaluation and installation of software packages supplied by vendors; confer with vendors on software and hardware technical issues.
2. Assist in the verification and maintenance of technical documents.
3. Create and maintain infrastructure performance reports.
4. Assist in monitoring the performance of Internet and network services and processes.
5. Assist in the configuration and deployment of network devices.
6. Troubleshoot and resolve problems with circuits and network devices.
7. Assist in network administration duties including account maintenance, performance monitoring, resource utilization monitoring, load balancing, security administration and system performance tuning.
8. Assist in studies for network performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on network systems; recommend modifications as appropriate.

Assist in monitoring the performance of Internet and network services and processes.

Assist in the configuration and deployment of network devices.

CITY OF LAS VEGAS
Senior Microcomputer Specialist (continued)

Troubleshoot and resolve problems with circuits and network devices.

Assist in studies for network performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on network systems; recommend modifications as appropriate.

Assist in monitoring the performance of system services and processes.

9. Assist in the installation and maintenance of server hardware and software.

6.10. Assist in installation, troubleshooting and maintenance of network equipment.

7. Serve as primary consultant to city departments to determine microcomputer needs; provide advanced technical assistance on microcomputer systems and programs.

8. Develop system specifications for standard personal computers and recommend computer hardware or software in conjunction with staff and management.

9. Provide hands-on training on computer software and system use; oversee the preparation of documentation for training or instruction.

Marginal Functions:

1. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in microcomputers, networks and servers for business applications.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and methods of personal-computer configuration and operation.

Advanced principles and methods of computer networking hardware.

Basic data communication networks and their software and hardware components, such as Cisco IOS, routers, switches, firewalls, IPsec, and IDS.

Basic Internet server administration principles and techniques.

Advanced principles of data communications standards and implementation.

Computer peripherals and accessories.

Advanced troubleshooting techniques for personal-computer hardware and software problems.

Methods and techniques of lead supervision and training.

Basic computer server administration principles and techniques.

Basic computer storage system fundamentals and industry standards.

Ability to:

Analyze complex computer problems, identify possible cause, project consequences of proposed solutions, recommend best options and implement appropriate solution.

Set priorities.

CITY OF LAS VEGAS
Senior Microcomputer Specialist (continued)

Manage multiple assignments.

Read, interpret and apply information from technical publications, manuals and other documentation

Operate a personal computer, including a variety of software programs.

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

Work independently ~~in the absence of~~ without direct supervision.

Communicate clearly and concisely, both orally and in writing.

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

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

Experience and Training Requirements

Experience:

Three years of experience within the last five years with a primary responsibility in either:

1. ~~a~~ A lead/ or supervisory capacity increasingly responsible experience supporting personal computer systems and installing and configuring hardware and software in a business environment, including one year of lead or supervisory experience using the latest versions of the Microsoft Operating System.; OR
2. Installing and configuring hardware and software, and troubleshooting and supporting networks, printers, and computer systems in a business environment, using the latest versions of the Microsoft Operating System. Including the installation and configuration of hardware and software.

Training:

Equivalent to an Associate degree from an accredited college or university with major course work in computer science, information systems or a related field. Additional specialized technical training in a networked computer environment or a related field is desirable.

License or Certificate

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

~~Possession of a Microsoft Certified Systems Engineer (MCSE) designation is desirable.~~

CITY OF LAS VEGAS

Senior Microcomputer Specialist (continued)

Network administration certification or training, Microsoft Certified Systems Engineer (MCSE), Cisco Certified Computer Network Professional, Certified Computer Network Administrator, or similar network administration certification, or Internet administration certificate or training, areis desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting, bending, twisting and moderate lifting for prolonged periods of time.

ARB

NEW 5/23/01REV 1/5/05

FLSA & City: nonexempt

CSB 7/11/01

SENIOR PLANNER

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 more complex and difficult work of staff responsible for ~~current, comprehensive or neighborhood~~ planning projects; and to perform a variety of administrative and technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Planner series. Positions at this level are distinguished from other classes within the series 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 ~~including complex analytical and administrative functions in current, comprehensive or neighborhood planning~~. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a the Planning Supervisor, or Planning Manager or higher management staff.

Exercises functional and technical supervision over lower level professional, technical and clerical staff.

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

Essential Functions:

1. Draft planning policy documents such as the Master Plan.
2. Consult with developers, landowners, elected officials and the general public regarding Master Plan land use policies and applications in the city and in redevelopment areas.
3. Serve as team leader and participate in complex ~~comprehensive~~ planning projects including, but not limited to, transportation, environment, land use, design and modeling needed to support the Master Plan.

CITY OF LAS VEGAS
Senior Planner (continued)

4. Research and analyze data and trends needed to formulate planning policy.
5. Work with other departments and agencies to obtain technical information used to formulate and amend the Master Plan; monitor county planning approvals and address any possible conflicts with the city's Master Plan.
6. Lead, plan, organize, assign and participate in complex planning projects, including researching and analyzing data, meeting with concerned parties, drafting policies, and preparing and presenting reports.
7. Lead, oversee, participate in and review the work of staff responsible for the delivery of front counter services such as the processing of land use permit applications, building permits, business licensing applications, special use permits, zoning variances, site plan reviews and rezoning requests; train staff in appropriate procedures and policies.
8. Lead, oversee, participate in and review the work of staff responsible for preparing applications and reports to be presented to advisory and decision making boards.
9. Train assigned employees in planning methods, techniques and procedures; verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.
- ~~2.~~
- ~~3. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specification.~~
10. Present reports and other information before the Planning Commission and City Council.
11. Establish and maintain productive working relationships with community leaders, elected officials, staff of other departments and other local agencies; assist staff with being sensitive to and maintaining such relationships; assist staff to handle sensitive situations.
12. Direct the preparation of legal documents reflecting board and City Council actions.
- 9.13. Obtain information regarding land use applications through pre-application meetings and telephone conversations with developers and property owners.
14. Interpret the city's Master Plan, zoning ordinances and related local and state regulations; read and interpret zoning, subdivision and assessor's parcel maps and site, elevation, floor, landscaping and grading plans.
15. Respond to and resolve difficult and sensitive public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; meet with the public to obtain input and information.
16. Represent the city before interagency boards, committees and commission on matters related to Ccity planning.

CITY OF LAS VEGAS
Senior Planner (continued)

17. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.

When Assigned to the Planning and Development Department:

- ~~6. Monitor county planning approvals and address any possible conflicts with the city's Master Plan.~~

When Assigned to the Planning and Development Department:

- ~~18. Perform initial inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.~~

- ~~12. Read and interpret zoning, subdivision and assessor's parcel maps and site, elevation, floor, landscaping and grading plans.~~

When Assigned to Neighborhood Planning:

- ~~1. Lead, oversee, coordinate, participate in and review the work of staff responsible for with neighborhood organizing including defining neighborhood specific issues, preparing neighborhood plans and implementing action plans.~~

- ~~2. Evaluate neighborhoods for community development opportunities.~~

- ~~3. Lead, oversee, participate in and review the work of staff responsible for preparing applications and reports to be presented to advisory and decision making boards.~~

- ~~4. Lead, oversee, participate in and review the planning process as it relates to federally funded entitlement programs.~~

- ~~5. Draft planning policy documents such as the HUD Consolidated Plan.~~

- ~~6. Research and analyze data and trends needed to formulate planning policy.~~

- ~~7. Work with other departments, agencies and consortiums to obtain technical information used to formulate and amend the Housing and Community Development Action Plan.~~

- ~~8. Make presentations to staff, committees and the general public.~~

- ~~9. Provide information to citizens and developers regarding neighborhood based organizations and neighborhood oriented programs and services.~~

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and practices in the field of urban or neighborhood planning.

CITY OF LAS VEGAS
Senior Planner (continued)

2. Perform initial inspection of properties and structures for compliance to approved specifications prior to issuing certificate of occupancy.

2.3. Update maps, computer data and related information as required.

3.4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of an urban or neighborhood planning program.

Principles of lead supervision and training.

Methods and techniques of research and analysis.

~~Occupational hazards and standard safety practices.~~

Advanced principles and practices of urban or neighborhood planning and development.

Current land use planning policies, laws and statutes.

~~Recognize and understand political sensitivities and inter-relationships in the local community and their effect on the planning process.~~

~~Set priorities in a changing environment.~~

~~Manage multiple assignments.~~

Advanced techniques of Technical report writing.

Modern office methods, practices, procedures and equipment, including a personal computer and common office software.

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

Current literature, information sources and research techniques in the field of urban or neighborhood planning.

~~When assigned to the Planning and Development Department only:~~ Advanced site planning, landscape design and architectural design techniques, practices and methods.

~~When assigned to Neighborhood Planning only:~~ Federally funded entitlement programs. Community development processes and programs.

Ability to:

Interpret, explain and enforce applicable local, state and federal laws and regulations and department policies.

Respond to difficult and sensitive public inquiries.

Assist staff in interpreting and explaining planning and zoning regulations, technical terminology and information.

Lead project teams.

Meet strict deadlines.

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.

Recognize and understand political sensitivities and inter-relationships in the local community and their effect on the planning process.

Set priorities in a changing environment.

CITY OF LAS VEGAS
Senior Planner (continued)

Manage multiple assignments, often through team members.

Facilitate discussions and mediate conflicts.

~~Manage multiple assignments.~~

Understand and carry out oral and written directions.

Communicate clearly and concisely, both orally and in writing.

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

~~Maintain mental capacity which allows for effective interaction and communications with others.~~

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

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

Maintain mental capacity which allows the capability of:

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

Maintain effective audio-visual discrimination and perception needed for:

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

Experience and Training Requirements

Experience:

Four ~~Three~~ years of increasingly responsible experience in urban, community or regional planning, ~~regional planning, neighborhood planning~~, urban design, landscape architecture, zoning administration or a closely related field., with ~~Prefer at least~~ two years at a public agency. A Master's degree in planning or public administration may substitute for one year of experience.

Training:

AEquivalent to a Bachelor's degree from an accredited college or university with major course work in urban planning, urban studies, geography, landscape architecture, engineering, sociology public administration, business management or a closely related field related to the essential functions.

License or Certificate

Possession of American Institute of Certified Planners designation is preferred.

Special Requirements

Working knowledge of Hansen computer applications is desirable.

WORKING CONDITIONS

CITY OF LAS VEGAS
Senior Planner (*continued*)

Environmental Conditions:

Work in an office environment; exposure to computer screens.

Physical Conditions:

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

ARB/KAG

REV 8/6/02 2/146/05 (combined Planning "When Assigned to" sections)

FLSA & City: nonexempt

CSB 1/10/01

~~Approved 8/9/02~~

TECHNICAL WRITER

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 write, edit, index, and revise a variety of technical materials and documentation including reports, brochures, user manuals, web-based text and illustrations for the City's information systems including the Intranet and Internet web sites, policies, procedures, guidelines, and work rules.

SUPERVISION RECEIVED

Receives general supervision from the assigned Information Technologies Manager or higher management staff.

Receives functional and technical supervision from the Quality Assurance Administrator.

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

Essential Functions:

1. Originate, edit, and revise technical manuals, user manuals and other appropriate documentation, both online and written, with the guidance and assistance of project coordination staff.
2. Create and update reports for computer systems using report-writer tools as requested; search for and download information from the Internet for inclusion in reports when appropriate.
3. Draft, edit, and revise policies and procedures consistent with City standards; submit for review, approval and posting according to established procedures; review and recommend clarification and improvement in existing policies and procedures and, with approval, perform the required modifications.
4. Draft, edit and revise guidelines and work rules for IT functions in support of departmental and City policies and procedures.
5. Compose, edit, and revise web-based text and illustrations for City of Las Vegas Intranet and Internet web sites.
6. Draft, edit and revise brochures for a variety of uses, including department-focused and application systems-related versions.

CITY OF LAS VEGAS
Technical Writer (*continued*)

Essential Functions:

7. Support quality assurance efforts, assemble documentation for audits, and ensure that documentation complies with City policies and procedures.
8. Participate in the training of users in the use of new or modified computer applications and procedures.
9. Coordinate related activities such as posting or production of documents, scheduling meetings, preparing agendas, editing meeting minutes and maintaining files.
10. May assist staff to solve application systems problems; recommend modifications as appropriate.

Marginal Functions:

1. Participate in the research of new software and hardware.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles of business English grammar, punctuation, spelling and sentence structure.

Principles and techniques of technical writing.

Editing, composition, and lay-out of educational and technical publications.

Principles of information technology including, but not limited to, computer programming, testing techniques, and documentation.

Microsoft Office products, including Word, Excel, PowerPoint and Access.

Database report writing tools, such as Crystal Reports or Oracle Reports.

Ability to:

Select appropriate format, style and language for the assignment.

Organize information logically and sequentially.

Communicate clearly and concisely, both orally and in writing.

Communicate effectively with both users and technological staff.

Learn the unique requirements and limitations of computer applications and hardware such that the operational characteristics can be organized, detailed, summarized and described for both lay and technical staff.

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

CITY OF LAS VEGAS
Technical Writer (*continued*)

Ability to:

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

Experience and Training Requirements

Experience:

One year of work experience writing and editing formal technical documents.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in communications, English, journalism, computer science, information systems, or a closely related field, ~~plus one year work experience writing and editing formal technical documents.~~

OR

~~Equivalent to a bachelor's degree from an accredited college or university with major course work in technical or business writing, plus one year formal, paid information technology work experience.~~

WORKING CONDITIONS

Environmental Conditions:

Operating office environment; exposure to computer screens.

Physical Conditions:

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

ARB

CITY OF LAS VEGAS
Technical Writer (*continued*)

New 8/25/04REV 2/10/05
FLSA & City: nonexempt

CSB 9/22/04

VIDEO PROGRAMMING TECHNICIAN

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

DEFINITION

~~To review, recommend and acquire programming that will be aired on the government access television channel in accordance with established policies;~~ To program and maintain an automated video playback system to run daily television programming as scheduled; and to perform tasks related to assigned area of responsibility.

SUPERVISION RECEIVED

Receives general supervision from higher level management 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. Recommend programming that will be aired on the government access television channel in accordance with established policies; schedule the programming and compile a printed schedule and distribute.~~
- 2.1. Program and maintain an automated video playback system to run daily programming for the city's government access television channel as scheduled; compile a printed schedule and distribute; maintain programming logs.
- 3.2. Create and update video graphic and text pages using a PC or a character generator.
- 4.3. Operate video equipment of various formats to produce dubs and edit programming in preparation for playback.
- 5.4. Locate, review and recommend outside programming, and screen for content and quality; assist in negotiating acquisition rights and fees.
- 6.5. Catalog and index taped programs and maintain tape library.
- 7.6. Assist with videotaping City Council meetings, Planning Commission meetings and studio productions.
- 8.7. May be required to respond to equipment malfunctions during evening and weekend hours.

Marginal Functions:

CITY OF LAS VEGAS
Video Programming Technician (*continued*)

1. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Automated video playback system operation.
Television scheduling practices and priorities.
Basic professional video ~~camera~~ operations, video and audio editing, television equipment operation and computer operation.
Desktop publishing software for video graphic and text layout.
Basic cable television practices and policies.
Basic television programming rights, fees and acquisition practices.
Principles and practices of record keeping.
Basic cataloging techniques and practices.

Ability to:

Program and operate an automated video playback system.
Schedule programming according to established policy.
Operate semi-automated video systems.
Operate desktop publishing software.
Catalog and maintain tape library.
Screen programming for appropriate content and quality.
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;*
-- *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*
-- *oOperating assigned equipment.*

Experience and Training Requirements

Experience:

Some experience operating and maintaining an automated video playback system and in television program scheduling, or one year experience as a videographer video editor, master control operator, tape operator or production control technician.

Training:

CITY OF LAS VEGAS
Video Programming Technician (*continued*)

Equivalent to an associate degree from an accredited college or university with major course work in ~~telecommunications~~ television production, information systems or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office and television production studio environments; exposure to computer screens and television monitors.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; occasional heavy lifting.

ARB

~~NEW 4/23/99~~ REV 2/17/04

FLSA and City: nonexempt

CSB ~~6/9/99~~ 3/9/05

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: March 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:

NEW:

- 12. Environmental Systems Technician Trainee, I, II and III
- 13. Inspection Associate
- 14. Records Courier

Environmental Systems Technician Trainee, I, II and III was created at the request of the Public Works Department.

Inspection Associate was created to better reflect the level of duties performed.

Records Courier was created to transport records between city offices and an under-construction records storage facility.

RECOMMENDATION

The City recommends approval of these revised and newly created classification specifications.