

**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
May 11, 2011  
REGULAR MEETING**

Agenda Documentation  
May 25, 2011

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> Dan Tarwater SECRETARY TO THE BOARD
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I. CALL TO ORDER: May 11, 2011 at 4:30 p.m. in the Human Resources Department.

ROLL CALL:                   Malcolm White - Present  
                                      Ed Miramontes – Present  
                                      Priscilla Rocha – Present  
                                      Evelyn Beals – Present  
                                      David Steinman – Present

STAFF PRESENT

Ann Rubertino-Beck  
Vince Zamora  
Sue Brown  
Glenna Kouns  
Graciela Manginelli

OTHERS PRESENT

Dr. Esther Vargas - CCSD  
Vicky Skilbred - CLV  
LuAnn Holmes - CLV  
Gary Suan - LVFD  
Steve Ford – CLV  
Tom Perrigo – CLV  
Brian Knudsen – CLV  
Robert Jacobs Meyer - LVFD

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger was also present at this meeting

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

III. APPROVAL OF MINUTES of Minutes for the Regular Meeting for April 13, 2011: Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of April 13, 2011. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Contracts Specialist – Promotional
2. Contracts Specialist – Open
3. Control Center Supervisor – Promotional
4. Fire Engineer – Promotional
5. Fire Investigator I – Promotional
6. Janitor - Open
7. Minutes Clerk – Promotional
8. Minutes Clerk – Open
9. Senior Fire Investigator – Promotional
10. Senior Janitor – Promotional
11. Senior Janitor – Open

A motion was made by Trustee Priscilla Rocha to approve items 1 through 11 of the Eligible Lists to be Certified. Trustee David Steinman seconded the motion. Motion Carried.



B. EXTENSION OF ELIGIBLE LISTS

1. Fire Investigations Supervisor – Bomb Squad - Promotional

A motion was made by Trustee Malcolm White that item 1 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. JOB DESCRIPTIONS FOR APPROVAL

1. Cultural Administrative Supervisor, formerly Cultural Administrator - Revised
2. Custodian, formerly Custodian I/II (X) – Revised
3. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
4. Electrical Project Engineer – Revised
5. Electronic Records Services Supervisor – Revised
6. Electronic Records Specialist – Revised
7. Events Specialist – Revised
8. Grant Coordinator – Revised
9. Legal Technician I/II (X)– Revised
10. Records Services Supervisor- Revised
11. Senior Custodian – Revised
12. Senior Deputy City Clerk – Revised
13. Senior Production Technician, formerly Senior Theater Technician – Revised

A motion was made by Trustee David Steinman to approve items 1 through 13 of the Job Descriptions. Trustee Priscilla Rocha seconded the motion. Motion Carried.

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Engineer - Promotional

A motion was made by Trustee David Steinman to approve item 1 of the Discussion and Possible Action on Abolishing Eligible List. Trustee Priscilla Rocha seconded the motion. Motion Carried

II. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

V. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



Dan Tarwater  
Secretary to the Board



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

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2<sup>nd</sup> Floor

Training Room #4

Las Vegas, Nevada

HR  
VZ

CITY OF LAS VEGAS INTERNET ADDRESS: <http://www.lasvegasnevada.gov>

AGENDA

DATE: May 11, 2011

TIME: 4:30 p.m.

UD/JE

GM  
GK

CSB

PR-✓

EM=✓

EB-✓

DS=✓

UD  
MW=✓

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 4:30 PM
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: April 13, 2011
- IV. BUSINESS

1<sup>st</sup> = DS  
2<sup>nd</sup> = EB  
APP = m/c

A. ELIGIBLE LISTS TO BE CERTIFIED

- 1. Contracts Specialist – Promotional
- 2. Contracts Specialist – Open
- 3. Control Center Supervisor – Promotional
- 4. Fire Engineer – Promotional
- 5. Fire Investigator I – Promotional
- 6. Janitor - Open
- 7. Minutes Clerk – Promotional
- 8. Minutes Clerk – Open
- 9. Senior Fire Investigator – Promotional
- 10. Senior Janitor – Promotional
- 11. Senior Janitor – Open

1<sup>st</sup> = PR  
2<sup>nd</sup> = DS

APP = m/c

B. EXTENSION OF ELIGIBLE LISTS

- 1. Fire Investigations Supervisor-Bomb Squad - Promotional

1<sup>st</sup> = MW  
2<sup>nd</sup> = EB  
APP = m/c

C. JOB DESCRIPTIONS FOR APPROVAL

- 1. Cultural Administrative Supervisor, formerly Cultural Administrator - Revised
- 2. Custodian, formerly Custodian I/II (X) – Revised
- 3. Deputy City Clerk, formerly Deputy City Clerk I/II (X) – Revised
- 4. Electrical Project Engineer – Revised
- 5. Electronic Records Services Supervisor – Revised
- 6. Electronic Records Specialist – Revised
- 7. Events Specialist – Revised
- 8. Grant Coordinator – Revised
- 9. Legal Technician I/II (X)– Revised
- 10. Records Services Supervisor- Revised
- 11. Senior Custodian – Revised
- 12. Senior Deputy City Clerk – Revised
- 13. Senior Production Technician, formerly Senior Theater Technician – Revised

1<sup>st</sup> = DS  
2<sup>nd</sup> = PR  
APP = m/c

1st = DS  
2nd = PR  
APP = MC<sub>v</sub>

D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST

1. Fire Engineer - Promotional

ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None *NONE*

VI 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. If you need an accommodation to attend and participate in this meeting, please call Human Resources 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 NV, Grant Sawyer Building, 555 East Washington Avenue
- Senior Citizen Center, 450 East Bonanza Road
- Clark County Government Center, 500 South Grand Central Parkway
- Bulletin Board, City Hall Plaza (Next door to Metro Records)
- City Hall Plaza, Special Outside Posting Bulletin Board
- City Hall 2nd Floor, Human Resources Posting Bulletin Board

4:34

ASK FOR introductions =





**CITY OF LAS VEGAS  
CIVIL SERVICE BOARD  
MINUTES  
FOR THE  
April 13, 2011  
REGULAR MEETING**

Agenda Documentation  
April 27, 2011

<b>TO:</b> CIVIL SERVICE BOARD OF TRUSTEES	<b>FROM:</b> Dan Tarwater SECRETARY TO THE BOARD
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I. CALL TO ORDER: April 13, 2011 at 4:30 p.m. in the Human Resources Department.

ROLL CALL: Malcolm White - Present  
Ed Miramontes – Present  
Priscilla Rocha – Absent  
Evelyn Beals – Present  
David Steinman – Present

STAFF PRESENT

Dan Tarwater  
Glenna Kouns  
Ann Rubertino-Beck  
Sue Brown  
Graciela Manginelli

OTHERS PRESENT

Nancy Deaner - CLV

Counsel for the Civil Service Board, Morgan Davis and Jack Eslinger was also present at this meeting

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

III. APPROVAL OF MINUTES of Minutes for the Regular Meeting for March 23, 2011: Trustee Evelyn Beals pointed out a typo in the March 23, 2011 minutes. Staff will make the necessary changes. Trustee David Steinman made a motion to approve the minutes of the Regular Meeting of March 23, 2011. Trustee Evelyn Beals seconded the motion. Motion carried.

IV. BUSINESS:

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Corrections Officer (Lateral) – Open
2. Court Services Supervisor – Promotional
3. Public Safety Technician – Promotional
4. Public Safety Technician – Open

A motion was made by Trustee David Steinman to approve items 1 through 4 of the Eligible Lists to be Certified. Trustee Evelyn Beals seconded the motion. Motion Carried.

B. EXTENSION OF ELIGIBLE LISTS

1. Communications Specialist (911 Operator) – Open
2. Special Inspections Auditor – Promotional

A motion was made by Trustee David Steinman that items 1 and 2 of the Extension of Eligible Lists be approved. Trustee Evelyn Beals seconded the motion. Motion carried.

C. JOB DESCRIPTIONS FOR APPROVAL

1. Cultural Programming Specialist, formerly Senior Cultural Activities Specialist – Revised
2. Cultural Specialist, formerly Cultural Leader I/II (X) – Revised
3. Cultural Supervisor, combining the former Cultural Center Coordinator and Senior Theater Program Specialist – Revised
4. Production Technician, formerly Theater Technician I/II (X) – Revised
5. Senior Cultural Specialist, formerly Cultural Activities Specialist – Revised
6. Technical Administrative Supervisor, formerly Technical Theater Supervisor – Revised
7. Theater Program Specialist – Revised

Trustee David Steinman asked if the new job descriptions were different jobs. Human Resources Administration Ann Rubertino-Beck replied that the titles were being combined.

A motion was made by Trustee Malcolm White to approve items 1 through 7 of the Job Descriptions for Approval Lists. Trustee Evelyn Beals seconded the motion. Motion Carried.

II. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

V. CITIZEN PARTICIPATION

1. None

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:34 p.m.



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Dan Tarwater  
Secretary to the Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 11, 2011

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TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

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SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

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**TOTAL ELIGIBLE LISTS PRESENTED: 11**

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED &amp; PLACED ON ELIGIBLE LISTS</u>
1. Contracts Specialist – Promotional	0	0	0
2. Contracts Specialist – Open	6	6	2
3. Control Center Supervisor – Promotional	4	4	4
4. Fire Engineer – Promotional	25	25	22
5. Fire Investigator I – Promotional	12	10	10
6. Janitor – Open	53	44	41
7. Minutes Clerk – Promotional	1	1	1
8. Minutes Clerk – Open	20	13	13
9. Senior Fire Investigator – Promotional	8	8	8
10. Senior Janitor – Promotional	4	2	1
11. Senior Janitor – Open	27	15	5

CITY OF LAS VEGAS

ELIGIBLE LIST

Contracts Specialist  
Examination

April 27, 2011  
Examination Date

11230104P  
Exam Code

Promotional  
Open/Promotional

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
None

REPORT OF EXAMINATION

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Contracts Specialist**  
**Examination**

**April 27, 2011**  
**Examination Date**

**112301040**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	6	GROUP 1	2
REJECTED	0	GROUP 2	0
<b>TOTAL RECEIVED</b>	6	<b>TOTAL ON LIST</b>	2

	<b><u>WRITTEN</u></b>	<b><u>TESTS</u></b> <b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER:</u></b> <b><u>T &amp; E</u></b>
(Weight)				100%
PASSED				2
FAILED				4
<b>TOTAL TESTED</b>				6
<b>DID NOT APPEAR</b>				0

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Control Center Supervisor**  
**Examination**

**April 12, 2011**  
**Examination Date**

**117945603P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Engineer**  
**Examination**

**Written Test: February 24, 2011**  
**Performance Test: April 4 - 5, 2011**  
**Examination Date**

**11435001P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	25	GROUP 1	6
REJECTED	0	GROUP 2	13
<b>TOTAL RECEIVED</b>	25	GROUP 3	3
		<b>TOTAL ON LIST</b>	22

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	30%		70%	
PASSED	25		22	
FAILED	0		3	
<b>TOTAL TESTED</b>	25		25	
<b>DID NOT APPEAR</b>	0		0	

**\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Fire Investigator I**  
**Examination**

**April 25 & 26, 2011**  
**Examination Date**

**11430303P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	12	GROUP 1	5
REJECTED	0	GROUP 2	4
<b>TOTAL RECEIVED</b>	12	GROUP 3	1
		<b>TOTAL ON LIST</b>	10

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		10		
FAILED		0		
<b>TOTAL TESTED</b>		10		
<b>WITHDREW</b>		2		

**\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.**

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Janitor**  
**Examination**

**April 18, 2011**  
**Examination Date**

**1179633030**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	50	GROUP 1	27
REJECTED	3	GROUP 2	14
<b>TOTAL RECEIVED</b>	<b>53</b>	<b>TOTAL ON LIST</b>	<b>41</b>

	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	41			
FAILED	3			
<b>TOTAL TESTED</b>	<b>44</b>			
<b>DID NOT APPEAR</b>	<b>6</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Minutes Clerk**  
**Examination**

**April 11, 2011**  
**Examination Date**

**117976003P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
None

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Minutes Clerk**  
**Examination**

**April 11, 2011**  
**Examination Date**

**1179760030**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	13	GROUP 1	6
REJECTED	7	GROUP 2	7
<b>TOTAL RECEIVED</b>	<b>20</b>	<b>TOTAL ON LIST</b>	<b>13</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	13			
FAILED	0			
<b>TOTAL TESTED</b>	<b>13</b>			
<b>DID NOT APPEAR</b>	<b>0</b>			

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Fire Investigator**  
**Examination**

**April 27, 2011**  
**Examination Date**

**117958303P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached
<b>GROUP 3</b>
None

**REPORT OF EXAMINATION**

<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>	
ACCEPTED	8	GROUP 1	5
REJECTED	0	GROUP 2	3
<b>TOTAL RECEIVED</b>	<b>8</b>	GROUP 3	0
		<b>TOTAL ON LIST</b>	<b>8</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)		100%		
PASSED		8		
FAILED		0		
<b>TOTAL TESTED</b>		<b>8</b>		
<b>WITHDREW</b>		<b>0</b>		

\*Per the MOU between the City of Las Vegas and IAFF, Local 1285 this eligible list is arranged by score from highest to lowest.

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Janitor**  
**Examination**

**April 25, 2011**  
**Examination Date**

**117976203P**  
**Exam Code**

**Promotional**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
None
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

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

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

**CITY OF LAS VEGAS**

**ELIGIBLE LIST**

**Senior Janitor**  
**Examination**

**April 25, 2011**  
**Examination Date**

**1179762030**  
**Exam Code**

**Open**  
**Open/Promotional**

<b>NAME</b>
<b>GROUP 1</b>
See Attached
<b>GROUP 2</b>
See Attached

**REPORT OF EXAMINATION**

	<b><u>APPLICATIONS</u></b>		<b><u>ELIGIBLE LIST</u></b>
ACCEPTED	18	GROUP 1	1
REJECTED	9	GROUP 2	4
<b>TOTAL RECEIVED</b>	<b>27</b>	<b>TOTAL ON LIST</b>	<b>5</b>

	<b><u>TESTS</u></b>			
	<b><u>WRITTEN</u></b>	<b><u>ORAL</u></b>	<b><u>PERFORMANCE</u></b>	<b><u>OTHER</u></b>
(Weight)	100%			
PASSED	5			
FAILED	10			
<b>TOTAL TESTED</b>	<b>15</b>			
<b>DID NOT APPEAR</b>	<b>3</b>			

**CITY OF LAS VEGAS**  
**AGENDA DOCUMENTATION**

Date: May 11, 2011

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY**

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**SUBJECT: B. EXTENSION OF ELIGIBLE LISTS**

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

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**TOTAL EXTENSIONS OF ELIGIBLE LISTS: 1**

	<u>REMAINING CANDIDATES ON LIST</u>	<u>LIST EXPIRES</u>	<u>EXT. TO</u>	<u>NUMBER OF THIS EXT.</u>
1. Fire Investigations Supervisor-Bomb Squad – Promotional	5	5/25/11	11/25/11	3

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: May 11, 2011

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TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: D. TARWATER, SECRETARY

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SUBJECT: C. JOB DESCRIPTIONS FOR APPROVAL

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**BOARD ACTION: DISCUSSION AND POSSIBLE ACTION**

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**JOB DESCRIPTIONS:**

**REVISED**

1. Cultural Administrative Supervisor, formerly Cultural Administrator
2. Custodian, formerly Custodian I/II (X)
3. Deputy City Clerk, formerly Deputy City Clerk I/II (X)
4. Electrical Project Engineer
5. Electronic Records Services Supervisor
6. Electronic Records Specialist
7. Events Specialist
8. Grant Coordinator
9. Legal Technician I/II (X)
10. Records Services Supervisor
11. Senior Custodian
12. Senior Deputy City Clerk
13. Senior Production Technician, formerly Senior Theater Technician

The above job descriptions were revised as part of the Segal class/comp study.

**RECOMMENDATION**

The City recommends approval of the revised job descriptions.

## CULTURAL ADMINISTRATIVE 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

Oversees assigned operations and staff within the Office of Cultural Affairs, including budget, personnel, and publicity. Ensures programs meet the needs of the community. Analyzes data and prepares reports on Office performance.

### SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Cultural Affairs Manager and higher level management staff.

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

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following.*

#### Essential Functions:

1. Supervises the daily activities of the Office of Cultural Affairs (OCA), including overseeing administrative functions and staff responsible for assigned programs and facilities.
2. Acts as second line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Recommends human resources actions such as hiring, discipline, termination and pay changes.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.

**CITY OF LAS VEGAS**  
**Cultural Administrative Supervisor (*continued*)**

**Essential Functions:**

5. Participates in the preparation and administration of the division budget. Submits budget recommendations. Monitors financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
6. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
7. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Monitors and evaluates vendor performance.
8. Monitors and approves marketing and publicity materials for assigned programs and functions, including related expenditures.
9. Oversees grants, including the application process, monitoring budgets and preparing reports; ensures that staff is informed of and adheres to applicable grant regulations, policies and procedures.
10. Reviews and advises staff on house management and audience management processes and procedures as they relate theatre, dance, music and other presented events and facility rentals.
11. Oversees special programs, such as those awarding funds to community agencies.
12. Prepares a variety of financial, analytical and statistical reports, as requested.

**Marginal Functions:**

1. Attends and participates in professional group meetings; stays abreast of trends and innovations in the fields of community and urban cultural arts administration.
2. Performs related duties and responsibilities as required.

CITY OF LAS VEGAS  
Cultural Administrative Supervisor (*continued*)

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of the Office of Cultural Affairs.  
Knowledge of local arts community activities and contacts.  
Principles of supervision, training and performance evaluation.  
Principles and practices of municipal and project budget preparation and administration.  
Principles and techniques of business writing and report preparation.  
Current office procedures, methods, computer equipment and common office software packages.  
Pertinent federal, state and local laws, codes, regulations.

**Skills in:**

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.  
Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.  
Planning, organizing and prioritizing assignments.  
Using initiative and independent judgment within established guidelines.  
Managing multiple assignments.  
Demonstrating respect and sensitivity for cultural differences.  
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.  
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Five years of increasingly responsible experience in administering community arts events, including two years of lead or supervisory experience.

**Training:**

Bachelor's degree from an accredited college or university with major in arts management, fine arts, public or business administration, or a field related to the essential functions.

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

CITY OF LAS VEGAS  
Cultural Administrative Supervisor (*continued*)

WORKING CONDITIONS

Environmental Conditions:

*Location:* Office environment.

*Hazards:* Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 4/5/11 (formerly Cultural Administrator)

FLSA & City: exempt

CSB 5/11/11

## CUSTODIAN

*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

Performs a variety of cleaning activities in city buildings and facilities; sets up rooms and other facilities for meetings and special events; and provides supplies and equipment for the performance of duties.

### DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Custodian series. Employees within this class perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED

Receives general supervision and work assignments from higher level staff.

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

#### Essential Functions:

1. Empties and cleans trash receptacles and recycling bins, and properly disposes of materials.
2. Sweeps and scrubs floors; strips, seals, waxes and buffs tile floors.
3. Dusts and cleans office furniture.
4. Hoses down ramps, stairwells or other breezeways.
5. Cleans interior and exterior windows and glass doors.
6. Disinfects and cleans bathroom areas, restocks bathroom supplies and dispensers.
7. Replenishes supplies and materials in rest rooms and kitchens.

**CITY OF LAS VEGAS**  
**Custodian (*continued*)**

**Essential Functions:**

8. Vacuums traffic areas; spot cleans and shampoos carpets.
9. Prepares rooms for special events, including moving and arranging furniture and equipment.
10. Sets out warning signs for wet or slippery areas.
11. Performs security checks of buildings and facilities; observes and reports unauthorized persons in building

**Marginal Functions:**

1. May supervise misdemeanor workers.
2. Performs a variety of related duties and responsibilities as required.

**QUALIFICATIONS:**

**Knowledge of:**

Methods, materials and equipment used in janitorial maintenance.  
The use of toxic chemicals.  
Safe work practices.

**Skills in:**

Understanding and following oral and written directions  
Operating powered and non-powered janitorial equipment.  
Working independently in the absence of supervision.  
Interpreting written instructions and warning labels on cleaning chemicals.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

One year of increasingly responsible custodial experience.

**Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**CITY OF LAS VEGAS**  
**Custodian (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:* 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

*Hazards:* Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

*Equipment Used:* Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

*Safety Equipment:* Safety shoes, eye protection, gloves, back support belts optional.

**Physical Conditions:**

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

*Standing/walking:* Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

*Sitting:* Infrequently, during breaks and lunch.

*Lift/carry:* Frequently, 1-30 lbs., equipment, supplies, trash.

*Push/pull:* Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

*Climbing:* Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

*Bending/twisting/balancing:* Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

*Kneeling/crouching/crawling:* Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

*Hands/arms:* Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

*Sight:* Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

*Speech/hearing:* Frequently, to interact with co-workers.

CITY OF LAS VEGAS  
Custodian (*continued*)

Physical Conditions:

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 4/21/11 [formerly Custodian I and II (X)]

FLSA and City: nonexempt

CSB 5/11/11

## DEPUTY CITY CLERK

*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

Provides support for the city council. Attends various official meetings under the purview of the City Clerk's office and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public.

### DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Deputy City Clerk series. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

### SUPERVISION RECEIVED

Receives immediate supervision from the Chief Deputy City Clerk and 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. Responds to inquiries from the public, city staff and other governmental agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Attends and provides support for city meetings as assigned.
3. Records, proofreads, edits and finalizes meeting minutes.
4. Processes and verifies backup documentation submitted for meetings consistent with statutory compliance.
5. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards and Final Action notices.
6. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.

**CITY OF LAS VEGAS**  
**Deputy City Clerk (*continued*)**

**Essential Functions:**

7. Prepares monthly reports.
8. Occasionally attends off-site and regular meetings during other than normal business hours.
9. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

**Marginal Functions:**

1. Administers oaths of office, notarizes documents, processes passport services and collects fees.
2. Receives all contract bids, stamps in, maintains log and delivers bids to the Purchasing and Contracts Division.
3. Acts as liaison between the Clerk's Office and all departments regarding legal documents and agenda items.
4. Assists the public with requests for research of the Clerk's records.
5. Assists with city elections as required.
6. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Modern office procedures, methods and computer equipment.  
Techniques of taking and transcribing minutes.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Principles of numerical and alphabetical filing systems.  
Principles of business letter writing and basic report preparation.  
Principles and techniques of taking and preparing minutes for official government meetings.  
Pertinent local and state laws, codes and regulations including municipal election laws and procedures, procurement laws and procedures and the Nevada open meeting and financial disclosure laws.

**CITY OF LAS VEGAS**  
**Deputy City Clerk (*continued*)**

**Skills in:**

Learning about city ordinances and applicable municipal codes.  
Learning to understand the organization and operation of the city, the Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.  
Compiling and maintaining records.  
Typing at a speed necessary for successful job performance.  
Learning specialized software for assigned responsibilities.  
Understanding and following oral and written instructions.  
Maintaining confidentiality of information.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Working independently in the absence of supervision.  
Planning and organizing work to meet scheduled deadlines.  
Complying with all posting and publication guidelines of the Nevada open meeting law.

**Experience and Training Requirements**

**Experience:**

Two years of responsible secretarial or clerical experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

Must type 70 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

CITY OF LAS VEGAS  
Deputy City Clerk (*continued*)

WORKING CONDITIONS

Environmental Conditions:

Work in an office environment; work at a centralized public counter.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 3/24/11, [formerly Deputy City Clerk I/II (X)]

FLSA & City: nonexempt

CSB 5/11/11

## ELECTRICAL PROJECT 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

Leads, oversees and participates in complex city building electrical remodeling and maintenance projects involving engineering design, planning, investigation and construction; coordinates programs and projects with city architects, engineers of different disciplines and outside engineering consultants; provides responsible staff assistance to management and established city committees.

### DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional electrical engineering series. This class is distinguished from the Engineering Associates by the possession of a professional engineer license and several years of professional electrical engineering experience. Employees manage projects of varying sizes from conception to final installation, and provide technical direction and troubleshooting assistance to skilled trades employees performing the installation.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level management staff.

May act as a lead worker, exercising functional or technical supervision on a project basis, including assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

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

#### Essential Functions:

1. Leads and oversees city building electrical construction, remodeling and maintenance projects including engineering study, investigation, design planning standards, code requirements, cost estimation, and new electrical service connection; coordinates programs and projects with city architects, engineers, utility companies and outside engineering consultants.
2. Prepares professional electrical engineering designs and calculations; designs projects involving electrical power and lighting system upgrades, expansions, and renovations; reviews and stamps electrical design plans and obtains permits before proceeding with the work.

**CITY OF LAS VEGAS**  
**Electrical Project Engineer (*continued*)**

**Essential Functions:**

3. Oversees all city building energy reduction and renewable energy projects; conducts economic and engineering analyses and audits to monitor workflow, equipment quality and costs; coordinates with electrical power utility to monitor the energy reduction; prepares and retains detailed project documentation; coordinates with outside agencies, utility companies and other city departments to search for and evaluate new available technologies and products.
4. Conducts comprehensive engineering studies and energy audits to identify, plan, and prioritize capital improvement projects, including renewable energy generation, emergency power back up systems, lighting efficiency systems, and various building power and lighting system expansions and upgrades.
5. Operates various engineering equipment including computer design, drafting and engineering calculation software; uses common office software to prepare reports and communicate with other city employees.
6. Serves as liaison for assigned projects with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
7. Participates in the procurement process, including researching materials, equipment, and vendors, and assisting with specifications; participates in contract negotiation, preparation and administration; assists in the coordination and review of consultants' design work.
8. Identifies, reviews and approves plans, methods, materials, equipment and procedures with functional supervisors before and during construction to ensure the work is in compliance with the design; assists in coordinating work among the carpentry, electrical, plumbing and air conditioning trades.
9. Prepares and maintains technical engineering records and drawings; prepares complex and comprehensive reports.
- 10 Assists in the preparation and administration of the project budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated expenditures.

**Marginal Functions:**

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

CITY OF LAS VEGAS  
Electrical Project Engineer (*continued*)

**QUALIFICATIONS**

**Knowledge of:**

Principles and practices of electrical engineering.  
Operational characteristics, services and activities of a comprehensive physical plant electrical engineering program.  
Terminology, principles, methods, practices and techniques used in technical electrical and energy engineering.  
Principles of mathematics as applied to electrical engineering.  
Recent developments, current literature and sources of information regarding electrical and energy engineering.  
Materials, tools and equipment used in electrical engineering.  
Techniques of developing, reviewing and modifying electrical engineering plans, designs and specifications.  
Automated engineering drafting software, such as Autocad.  
Pertinent federal, state and local laws, codes and regulations.  
Modern office procedures, methods and computer equipment and software.

**Skills in:**

Exercising professional engineering judgment to achieve results consistent with objectives.  
Working closely and cooperatively with project supervisors and skilled trades employees in the planning and installation phases.  
Conducting technical research and solving multi-disciplinary engineering projects.  
Working with a high degree of independence, initiative and professional judgment.  
Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible professional (post-license) electrical engineering experience.

**Training:**

Bachelor's degree from an accredited college or university with a major in electrical engineering or a closely related field.

CITY OF LAS VEGAS  
Electrical Project Engineer (*continued*)

License or Certificate

Possession of a professional electrical engineer license on the date of application, and possession of a professional electrical engineer license in the state of Nevada within 6 months of the date of appointment.

Possession of a Certified Lighting Efficiency Professional designation from the Association of Energy Engineers within 6 months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Office and field environments; exposure to computer screens; exposure to electrical energy.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

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

SEGAL

Revised 4/6/2011

FLSA: exempt; City: nonexempt

CSB 5/11/11

## ELECTRONIC RECORDS SERVICES 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

Plans, administers, coordinates and oversees the city's electronic records management system (ERMS). Supervises staff responsible for electronic information and record lifecycle management. Acts as a project manager and technology liaison between the assigned department and other city departments and system vendors. Performs a variety of administrative and technical tasks relative to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

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

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Researches, reviews and identifies electronic records management system needs and makes recommendations for program design, development, purchase, implementation and modification.
2. Plans, directs, prioritizes, supervises and reviews the work of assigned staff; assigns work activities, projects and programs; ensures positive morale; provides or coordinates staff training; establishes work priorities and schedules; reviews and evaluates work products, methods and procedures; prepares and conducts formal performance evaluations; works with employees to develop short and long term goals, monitor accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development. Participates in the selection of technical staff.
3. Conducts special studies and research into software and hardware products that support enterprise records management and departmental needs. Develops recommendations with associated costs.

**CITY OF LAS VEGAS**  
**Electronic Records Services Supervisor (*continued*)**

**Essential Functions:**

4. Serves as technology liaison between the work unit, outside agencies and service/product vendors. Acts as project manager, including project initiation, planning, execution, and closure. Works with the Information Technologies Department and outside agencies to provide for the technology needs that support electronic records management throughout the city. Communicates the status of all technology systems projects with management and assigned staff. Reviews cost estimates and makes recommendations on appropriate software and hardware purchases.
5. Coordinates the maintenance and repair of reformatting equipment. Assists staff to solve system problems. Recommends modifications as appropriate.
6. Participates in the development and coordination of the work unit budget. Submits budget recommendations. Estimates time, materials and equipment required to accomplish goals and objectives. Participates in the development, maintenance, and reporting of performance measures.
7. Assists with establishing and updating the city's electronic records management policies and procedures. Ensures compliance with established data quality standards and procedures. Secure access to records.
8. Participates in the creation, revision, implementation and ongoing maintenance of a records disaster recovery program and vital records program by assisting in the identification and designation of vital records. Evaluates proper methods of protection for vital electronic records and makes recommendations on media, rotation, dispersal, and related procedures.
9. Prepares various reports on operations and activities as requested by management and as required by governing agencies and other authorities.
10. Responds to inquiries in a courteous manner. Provides information within the area of assignment. Resolves complaints in an efficient and timely manner.
11. Maintains confidential, criminal justice related, and private information in accordance to policies and procedures.

**Marginal Functions:**

1. Attends and participates in professional group meeting. Stays abreast of new trends and innovations in the field of electronic records management.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Optical imaging software applications.  
Advanced concepts, principles and practices of modern computer science or information systems.  
Research techniques and data analysis.  
Principles and practices of computer networking.  
Principles of business writing and report preparation.  
Techniques of software installation.  
Basic principles and practices of budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Applicable regulations governing the storage and retention of electronic records.  
Sources of information in the records information management industry.  
Theory and practice of the design and management of records information management systems.  
Electronic disaster recovery techniques.

**Skills in:**

Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions and recommending best options.  
Preparing clear and concise reports.  
Understanding and evaluating the unique electronic content management needs, computer hardware and applications of the City's enterprise electronic records initiative participants.  
Learning the business and operations of the City Clerk's office to the extent necessary to perform essential functions, enhance system value and achieve established goals.  
Learning current issues in records management, including the management of electronic records.  
Learning advanced record keeping principles and practices.  
Explaining complex technical systems in clear and simple terms understandable to non-technical staff.  
Training others in records management policies and procedures.  
Using initiative and independent judgment within established guidelines.  
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.  
Planning, organizing and prioritizing assignments.  
Meeting critical deadlines.  
Managing multiple assignments.  
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**CITY OF LAS VEGAS**  
**Electronic Records Services Supervisor (*continued*)**

**Experience and Training Requirements**

**Experience:**

Two years of recent, increasingly responsible experience in systems analysis. Electronic records management experience and supervisory experience in any field are desirable.

**Training:**

Bachelor's degree from an accredited college or university with major in computer science, information systems, records management, public administration, business administration or a field related to the essential functions.

May substitute a combination of equivalent education and experience. The city assesses 1.5 years of full-time experience as equivalent to one year of education.

**License or Certification:**

Possession of Electronic Records Management Specialist designation from the Association of Information and Image Management (AIIM) within 6 months of the date of appointment.

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

Any of the following certifications are preferred:

- Electronic Records Management Practitioner issued by AIIM;
- Enterprise Content Management Practitioner issued by AIIM; or
- Certified Associate in Project Management issued by Project Management Institute.

**WORKING CONDITIONS**

**Environmental Conditions:**

*Location:* Office and records storage facility environments; occasional travel within the city.

*Hazards:* Exposure to computer screens.

**CITY OF LAS VEGAS**  
**Electronic Records Services Supervisor (*continued*)**

**Physical Conditions:**

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; 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.*

SEGAL

REV 3/24/11

FLSA: exempt; City: nonexempt

CSB 5/11/11

## ELECTRONIC RECORDS 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

Provides technical and administrative support for the city's enterprise records management system, processes and users; determines users' needs; prepares reports, procedural and training manuals; and performs a variety of technical duties relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Records Technician 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 perform the most difficult and responsible types of duties assigned to classes in 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 general supervision from the Electronic Records Services Supervisor or Enterprise Records Officer.

May exercise technical and functional supervision over Records Technicians.

### ESSENTIAL FUNCTION STATEMENTS

*Essential responsibilities and duties may include, but are not limited to, the following*

#### Essential Functions:

1. Assists in the development and maintenance of an enterprise records management program with regard to utilization, retention, preservation and disposition of electronic records in compliance with federal, state and city laws and regulations.
2. Participates with the enterprise records management (ERM) leadership team and Information Technologies staff in consulting with city departments to determine electronic records management needs; troubleshoot conversion processes, indexing, quality assurance requirements, output routing needs and searching strategies.

## **CITY OF LAS VEGAS**

### **Electronic Records Specialist (*continued*)**

#### **Essential Functions:**

3. Assists Information Technologies staff and other departments with installation and configuration of electronic records imaging software; test, troubleshoot and resolve hardware and software problems associated with electronic document and records equipment.
4. Coordinates with vendors for pricing, software specifications, delivery and maintenance problems; assist in recommending hardware or software solutions to management.
5. Assists in implementing industry specifications for quality control and accurate indexing, as well as provides hand-on training or instruction at individual work stations to Records Technician or other staff city-wide in electronic document conversion processes and the enterprise records management systems (ERMS) use.
6. Assists in maintaining the city's ERMS by monitoring for proper functioning, performance and capacity.
7. Prepares periodic reports of projects; prepares procedural and training manuals for use city-wide, and participates in performance reporting.
8. Assists in troubleshooting and maintenance of electronic record conversions and work processes.
9. Performs reformatting and image manipulation functions including document scanning and indexing as required, as well as retrieval and storage of city-wide records.
10. May serve as a lead, providing functional and technical oversight and training to assigned staff and other Records Technicians city-wide; for assigned staff, assigns, plans, directs, coordinates and schedules assignments, monitors work progress and reviews results.
11. Coordinates conversions or serves as a lead on electronic records management projects.
12. Demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
13. Maintains confidential, criminal justice related, and private information in accordance with applicable regulations, policies and procedures.

#### **Marginal Functions:**

1. Attends and participates in professional group meetings and committees; stays abreast of trends and innovations in electronic documentation for business applications.
2. Performs related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Electronic Records Specialist (*continued*)**

**QUALIFICATIONS**

**Knowledge of:**

Policies and procedures used in establishing, maintaining and controlling an enterprise records management system.  
Microfilming practices and procedures.  
Advanced records management principles and practices including taxonomy, classification schemes, application of retention schedules and preservation techniques.  
Advanced and specialized electronic document imaging software and equipment including optical character recognition (OCR) and scanning principles.  
Records retention guidelines and related electronic records lifecycle management principles.  
Advanced principles and methods of personal computer, peripherals and accessory operation.  
Customer services techniques, both in person and on the telephone.  
Advanced capabilities of imaging equipment and software related to quality control and image manipulation.  
Proper business English, including sentence structure, punctuation, spelling and grammar.  
Pertinent federal, state and local laws, codes and regulations.  
Standard office practices and procedures, including filing.  
Methods and techniques of lead supervision and training.  
Electronic document management database structure and features.

**Skills in:**

Managing multiple assignments.  
Meeting strict deadlines.  
Maintaining complex filing systems, both alphabetic and numeric.  
Accurately sorting materials in alphabetic, numeric or chronological order.  
Coping with changing priorities.  
Exercising sound judgment and initiative within established guidelines.  
Solving complex problems.  
Working without constant supervision.  
Setting priorities for own work and for others.  
Interpreting, applying and explaining established procedures, guidelines, precedents and work practices.  
Composing logical, detailed procedure and training manuals for the non-technical user.  
Establishing and maintaining effective contacts and working relationships with outside vendors for hardware and software associated with electronic document equipment.  
Establishing and maintaining effective working relationships with those contacted in the course of work.  
Communicating clearly and concisely, both orally and in writing.

**CITY OF LAS VEGAS**  
**Electronic Records Specialist (*continued*)**

**Experience and Training Requirements**

**Experience:**

Four years of increasingly responsible experience in a business environment using and maintaining electronic records and information management systems. Lead or supervisory experience is desirable.

**Training:**

Associate's degree from an accredited college or university with a major in computer science, computer technology, information systems, records management, business law, or a closely related field.

May substitute a combination of equivalent education and experience. The city assesses 1.5 years of full-time experience as equivalent to one year of education.

**License or Certificate**

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.

Possession of Electronic Records Management Practitioner or Enterprise Content Management Practitioner designation from the Association for Information and Image Management within six months of the date of appointment, and maintenance thereafter.

Any of the following certifications are preferred:

- Electronic Records Management Practitioner from the Association for Information and Image Management
- Enterprise Content Management Practitioner from the Association for Information and Image Management
- Certified Associate in Project Management from the Project Management Institute

**WORKING CONDITIONS**

**Environmental Conditions:**

*Location:* Office and record storage environments; travel from site to site.

*Hazards:* Exposure to computer screens.

CITY OF LAS VEGAS  
Electronic Records Specialist (*continued*)

Physical Conditions:

Essential and marginal functions may require:

Maintaining 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.*

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 4/21/11

FLSA & City: nonexempt

CSB 5/11/11

## EVENTS 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

Plans and coordinates special events on behalf of the Mayor, City Council, and department directors. Assigns and oversees the work of assigned staff. Selects and negotiates contracts with vendors for event services.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff.

Exercises direct supervision over lower level hourly staff.

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

#### **Essential Functions:**

1. Develops, plans, coordinates, implements and evaluates special city events.
2. Selects, trains and supervises hourly staff, interns and volunteer workers; supervises community service workers.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
4. Collects data and obtains pricing for event estimates. Negotiates and coordinates event contracts with vendors. Coordinates outside service needs with catering concessionaires and other service providers; prepares food platters and beverages for smaller events.
5. Develops and maintains positive working relationships with vendors, customers and other agencies.
6. Obtains required license agreements and permits for each event; ensures compliance with applicable standards.

**CITY OF LAS VEGAS**  
**Events Specialist (*continued*)**

**Essential Functions:**

7. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.
8. Participates in the preparation and administration of the section and events budgets. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures.
9. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Monitors and evaluates vendor performance.
10. Coordinates with other city departments to organize program and event logistics including security, rights of way permits, business licenses permits, janitorial support, lighting and signage.
11. Distributes flyers and banners for special events.
12. Prepares a variety of reports.

**Marginal Functions:**

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of event planning.
2. Maintains a variety of automated and manual logs, records and files.
3. May enforce facility rules and regulations.
4. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices and techniques of event planning.  
Principles of lead supervision and training.  
Basic accounting principles and practices.  
Basic record keeping practices and techniques.

**CITY OF LAS VEGAS**  
**Events Specialist (*continued*)**

**Knowledge of:**

Set-up and operation of basic audio visual equipment including microphones and podium.  
Occupational hazards and standard safety practices.  
Modern office procedures and equipment, including personal computers, word processing and spreadsheet software programs.  
Protocol relating to government officials and dignitaries.  
Pertinent federal, state and local laws, codes and regulations.

**Skills in:**

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.  
Working independently with minimal supervision.  
Using initiative and independent judgment within established guidelines.  
Interpreting, explaining and enforcing regulations, policies and procedures.  
Meeting critical deadlines.  
Setting and adjusting priorities in a rapidly changing environment.  
Managing multiple assignments.  
Paying close attention to detail.  
Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible experience in event planning.

**Training:**

Associate's degree from an accredited college or university with major in hotel administration, hospitality or a field related to the essential functions.

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

**CITY OF LAS VEGAS**  
**Events Specialist (continued)**

**License or Certificate:**

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

Possession of a Health Card from the Southern Nevada Health District within two weeks of the date of appointment, and maintenance thereafter.

Possession of a Techniques of Alcohol Management (TAM) certification from a State of Nevada certified agency within two weeks of the date of appointment, and maintenance thereafter.

**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*

**Special Requirement**

Work schedule depends upon the event schedule, and will vary considerably, involving normal daytime hours in addition to some evenings, weekends and holidays.

**Environmental Conditions:**

*Location:* 80% inside, 20% outside work depending on event site.

*Hazards:* Exposure to computer screens, noise, inclement weather conditions, moving objects and vehicles, odors, fumes, dust, mist, gasses, poor ventilation, awkward positions, cramped quarters and uneven surfaces.

*Equipment Used:* Truck, trailer, two-wheeler, carts (varied sizes), baskets, wheeled trash bins, large plastic storage containers, buckets, ice scoop, coolers (varied sizes), tables, chairs, podium, stanchions, canopy and sand bags.

**Physical Conditions:**

Essential and marginal functions require:

*Sitting:* Occasional sitting required when driving and during staffing of events.

*Standing:* Frequent to constant standing may be required when setting up and staffing an event.

*Walking:* Frequent to constant walking may be required when setting up and staffing an event; extensive walking required at times to effectively plan, set-up and unload trailer for an event.

*Bending (at waist):* Frequent bending noted when loading and unloading trailer which requires lifting, pushing and pulling, also during setting up materials at events site.

*Crouching (squat):* Occasional squat position may be required to lift items off of ground level.

*Kneeling:* Occasional kneel position may be required to place objects at lower levels.

*Climbing:* Occasional climbing in and out of truck, bed of truck, in and out of trailer and on and off curbs, stairs, etc. (17 inches to step onto trailer; 31 inches to climb into rear of truck).

*Twisting:* Frequent twisting observed when lifting items in and out of trailer.

**CITY OF LAS VEGAS**  
**Events Specialist (continued)**

**Physical Conditions:**

*Reaching:* Constant reaching is required to perform a majority of all job duties.

*Balancing:* Occasional balancing required to climb on and off trailer, in and out of truck bed and to manage lift and carry of sometimes awkward items.

*Lifting:* Frequent lifting is required for physical lay-out and structure of event site.

*Carrying:* Frequent carrying is required for physical lay-out of materials to include food, table, supplies, etc to assist with event set-up.

*Pushing:* Frequent pushing motions are required to set up event's site to include large wheeled cooler to hold drinks; pushing required of two-wheeler or carts to load and unload items into trailer and at event site.

*Pulling:* Frequent pulling motions are required to set up event site to include large wheeled cooler to hold drinks; also worker's had to pull various ice chests and utilized two-wheeler and cart to load items into the event site.

*Throwing:* Occasional throwing of items off of the trailer to include light objects of popcorn; binder boxes, etc.

*Repetitive Motion:* Frequent repetitive gripping to handle boxes, cases of water, and to overall perform job duties for event site.

*Other Physical Demands:* Fingering to be utilized to write, tape, computer entry and ability to knot and tie balloons. Worker must be able to grip, hold, seize and grasp boxes, materials, scoop ice, handle two-wheelers, carts etc. Repetitive wrist motions are entailed in material handling and grasp required when lifting items to and from trailer and set up tables, chairs, etc. Overall, must be able to work from floor level to extreme overhead levels to reach items etc.

*Maintaining effective audio-visual discrimination and perception needed for:* Making observations. Communicating with others. Reading and writing. Operating assigned equipment.

*Maintaining mental capacity which allows the capability of.* Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL

Revised 4/7/11

FLSA & City: nonexempt

CSB 5/11/11

## GRANT COORDINATOR

*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

Researches and assists in securing funding for city projects and programs from sources other than tax revenues; analyzes and provides guidance on grant funding issues.

### SUPERVISION RECEIVED

Receives direction 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. Researches, identifies and develops funding sources other than tax revenues to support current and future city programs or projects.
2. Identifies possible grant needs and sources for city departments.
3. Obtains grant applications; assists city departments with preparing and submitting grant funding applications; reviews grant applications for completeness and accuracy.
4. Provides technical support and training to other city staff.
5. Monitors, audits and assists with developing grant program reporting procedures and budgets.
6. Prepares performance statistics and reports on grant activities.
7. Serves as liaison for the department with other city departments, divisions, public and outside agencies. Assists city staff with resolving issues and conflicts with funding agencies.
8. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
9. Participates in city-wide committees and meetings to provide expert consultation on grant funding and maintenance activities.

**CITY OF LAS VEGAS**  
**Grant Coordinator (*continued*)**

**Essential Functions:**

10. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
11. Stays abreast of new grant opportunities, programs and regulations.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices and procedures of grant program funding and implementation.  
Sources of information regarding grants.  
The functions of the various city departments to facilitate grant sourcing.  
Methods of research, analysis and report preparation.  
Principles and practices of contract administration as it applies to grant funding.  
English usage, spelling, grammar and punctuation.  
Common office computer hardware and software, including database, spreadsheets, word processing and email.  
Pertinent federal, state and local laws, codes, regulations.

**Skills in:**

Working independently with minimal supervision.  
Collecting, analyzing, compiling and interpreting economic, technical and statistical data relating to grant programs.  
Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.  
Using initiative and independent judgment within established guidelines.  
Planning, organizing and prioritizing assignments.  
Managing multiple assignments.  
Meeting critical deadlines.  
Interpreting, applying and explaining pertinent federal, state and local laws, codes, regulations, policies and procedures.  
Preparing, presenting and maintaining complete, accurate and concise correspondence.  
Understanding and carrying out complex written and verbal instructions.  
Conducting detailed research, compiling statistics and analyzing data.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Three years of experience researching, writing and overseeing grants; experience with a municipal government or non-profit agency is desirable.

**Training:**

Bachelor's degree from an accredited college or university with major in public administration, business administration, journalism or a field related to the essential functions.

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

**WORKING CONDITIONS**

**Environmental Conditions:**

*Location:* Office environment; travel from site to site.

*Hazards:* Exposure to computer screen.

**Physical Conditions:**

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

Revised 4/7/11

FLSA & City: nonexempt

CSB 5/11/11

LEGAL TECHNICIAN I  
LEGAL TECHNICIAN II

*Class specifications are not 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**

Provides a wide variety of routine to difficult legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing. Prepares and maintains cases for court proceedings, ensuring all files, documents and other items are included. Assists public with inquiries.

**DISTINGUISHING CHARACTERISTICS**

**Legal Technician I:** This is the entry-level class within the Legal Technician series. Initially under close supervision, incumbents conduct duties limited in scope and learn general, court, legal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at an entry level.

**Legal Technician II:** This is the journey level class within the Legal Technician series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary with the organizational unit to which assigned. This class is distinguished from the Legal Technician I in that it performs difficult, technical, complex or specialized legal office support duties, which require an additional definable body of technical knowledge or skill. Employees in this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

**SUPERVISION RECEIVED**

**Legal Technician I**

Receives immediate supervision from supervisory staff.

**Legal Technician II**

Receives general supervision from supervisory staff.

May train less experienced employees in proper procedures, methods and techniques.

CITY OF LAS VEGAS  
Legal Technician I/II

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

**Essential Functions:**

1. Provides information in person and over the telephone in a professional and courteous manner to the general public regarding court procedures and schedules. Responds to a wide variety of inquiries. Performs intake and processes all matters submitted for prosecution including citations, arrests, requests for prosecution, and others. Prepares and disseminates legally mandated information as required.
2. Creates, amends or deletes basic to complex entries in computer database.
3. Assembles and maintains a variety of files, legal documentation and records in a timely manner. Verifies and orders agency documentation as required. Researches problems with documentation or missing information.
4. Updates court calendars. Locates cases, organizes files, and ensures appropriate documentation is available. Lends support for high volume workload areas.
5. Collects money from the public for payment of fees. Prepares daily cash balance reports and bank deposits. Reconciles and verifies cash receipts and deposits for other staff.
6. Compiles information and data for statistical and financial reports. Maintains a variety of statistical records. Checks and tabulates statistical data.
7. Assists in training less experienced personnel in the proper job procedures, methods and techniques.
8. Participates in providing technical clerical services in support of assigned functions.
9. Performs and participates in various record keeping and clerical duties in support of assigned functions. Maintains paper and electronic filing systems, including preparing, scanning, and indexing documents. Retrieves filed documents upon request.
10. Formats, prepares and proofreads a variety of documents and forms including general and legal correspondence, reports, and memoranda.
11. Operates a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

**Marginal Functions:**

1. May be required to be a notary public.
2. Receives, sorts and distributes incoming and outgoing correspondence or other related materials.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Legal Technician I**

**Knowledge of:**

Basic services, methods and techniques of clerical office support.  
Basic principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic methods and procedures of data entry.  
Basic principles and techniques of customer service.  
Basic mathematical principles.  
Basic modern office procedures, methods and computer equipment.  
Common word processing software.

**Skills in:**

Providing service in a courteous and professional manner.  
Maintaining confidentiality of work performed.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

One year of general clerical or office support experience; court or legal operations clerical or support experience is preferred.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

**Legal Technician II**

In addition to the qualifications for Legal Technician I:

**Knowledge of:**

Principles and procedures of legal record keeping.  
Mathematical principles.  
Modern office procedures, methods and computer equipment.  
Basic personal computer operations and common office software used in a legal office.  
Services, methods and techniques of clerical legal office support.  
Methods and procedures of data entry.  
Principles and techniques of customer service.

**Skills in:**

Working independently without direct supervision.  
Meeting schedules and timelines.

**Experience and Training Requirements**

**Experience:**

One year of increasingly responsible court or legal operations clerical or support experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application

May be required to be bi-lingual.

CITY OF LAS VEGAS  
Legal Technician I/II

WORKING CONDITIONS

Environmental Conditions:

Office and courtroom environments; exposure to computer screen and potentially hostile individuals.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 3/9/11

FLSA & City: nonexempt

CSB 5/11/11

## RECORDS SERVICES 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

Participates in maintaining sound records management and public records policies and procedures for the city. Supervises staff responsible for hard copy public and historic information and record lifecycle management, including the active records center and archival records. Provides responsible assistance to the assigned manager. Performs a variety of tasks related to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

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

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Participates in maintaining sound city-wide records management policies and procedures. Evaluates current records retention schedules; recommends and implements a plan to update and establish new retention schedules for all departments. Drafts procedures for systematic review of retention schedules, submission to committees, City Council, and the state as required. Drafts updates to City Code addressing records retention and related records management procedures. Oversees departmental adherence to retention schedules and records destruction policy while preserving records of historical value and reporting compliance to management. Assists in preparing new and revised ordinances for presentation to the Records Management Committee.
2. Plans, prioritizes, assigns, supervises and review the work of staff responsible for maintaining hard copy and historical records. Participates in the selection of staff; ensures positive morale; provides or coordinates staff training; plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; establishes work priorities and schedules; reviews and evaluates work products, methods and procedures; prepares and conducts formal performance evaluations; works with employees to develop short and long term goals, monitor accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

**CITY OF LAS VEGAS**  
**Records Services Supervisor (*continued*)**

**Essential Functions:**

3. Receives and responds to inquiries and subpoenas from all departments, agencies and the public. Provides technical assistance or refers issues to the appropriate party. Explains pertinent regulations, policies and procedures. Consults with legal staff to resolve sensitive issues in public records access.
4. Supervises the operations and maintenance of the records facility and courier services, including oversight of the retrieval, access, and response capabilities for the records stored in the active records center and departmental file systems.
5. Participates in the preparation and administration of the assigned work unit budget; prepares and submits budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives and requisition materials as needed; participate in the development and maintenance of performance measures, oversee contracts and maintenance agreements as applicable.
6. Updates, recommends and implements goals and objectives of the work unit. Establishes schedules and methods for providing services. Reviews needs with appropriate management staff. Identifies and maintains training plans for work unit. Plans, obtains and allocates resources accordingly.
7. Prepares and presents administrative, analytical and statistical reports on operations and activities. Maintains documentation of departmental records delegates training and certification, develops and provides training to records delegates, as well as oversees the creation and maintenance of educational or training material regarding records management for the city.
8. Participates in the creation, revision, implementation and ongoing maintenance of a records disaster recovery program and vital records program by assisting in the identification and designation of vital records. Evaluates proper methods of protection for vital records and makes recommendations on media, rotation, dispersal, and related procedures.
9. Participates in the creation and revision of a formalized archives and preservation program including, accessioning and processing of historical records and artifacts, appraising documents for historical significance, organizing records according to professional principles and practices, and overseeing and carrying out preservation measures. Develops policies and operating procedures relating to historical and archival records. Secures and maintains grant funding or alternative funding source to support program. Develops and maintains professional and educational partnerships to support and facilitate an archives and preservation program at the City of Las Vegas.
10. Maintains confidential, criminal justice related, and private information in accordance to policies and procedures.

**CITY OF LAS VEGAS**  
**Records Services Supervisor (*continued*)**

**Essential Functions:**

11. Responds to inquiries in a courteous manner, provides information within the required time period and area of assignment and resolves complaints in an efficient and timely manner.
12. Serves as liaison between assigned department or division and other city departments regarding interpretation of records management policies, procedures, retention schedules, public records processes and other related laws. Provides assistance to employees regarding records issues.

**Marginal Functions:**

1. Attends and participates in professional group meetings. Stays abreast of new trends and innovations in the field of records management.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Policies, practices and procedures of a records management program.  
Pertinent federal, state and local laws, codes and regulations.  
Codes, policies and procedures related to the maintenance, recording and storage of legal, archival and historical documents.  
Current issues in records management, including the preservation of historic records.  
Record keeping principles and practices.  
Principles of supervision, training and performance evaluation.  
Disaster recovery techniques  
Basic principles and practices of budget preparation and administration.  
Principles of business writing and report preparation.  
Correct business English including spelling, grammar and punctuation.  
Current office procedures, methods, computer equipment and standard software packages.

**Skills in:**

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.  
Acting calmly, rationally, decisively and tactfully in difficult situations.  
Using initiative and independent judgment within established guidelines.  
Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions and recommending best options.  
Managing multiple assignments.

**CITY OF LAS VEGAS**  
**Records Services Supervisor (*continued*)**

**Skills in:**

Planning, organizing and prioritizing assignments.

Preparing clear and concise reports.

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

Communicating clearly and concisely, both orally and in writing.

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

**Experience and Training Requirements**

**Experience:**

Four years of professional records management experience, preferably in a local government environment. Supervisory experience in any field is preferable.

**Training:**

Associate's degree from an accredited college or university with major in records management, business administration, public administration, or a field related to the essential functions.

May substitute a combination of equivalent education and experience. The city assesses 1.5 years of full-time experience as equivalent to one year of education.

**License or Certificate**

Possession of Certified Records Manager designation from the Institute of Certified Records Managers is desirable.

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

**WORKING CONDITIONS**

**Environmental Conditions:**

*Location:* Office and records storage facility environments; occasional travel from site to site.

*Hazards:* Exposure to computer screens.

CITY OF LAS VEGAS  
Records Services Supervisor (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; 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.*

SEGAL

REV 4/21/11

FLSA: exempt; City: nonexempt

CSB 5/11/11

## SENIOR CUSTODIAN

*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

Leads, oversees and participates in the more complex and difficult work of staff responsible for the cleaning of city buildings and facilities; and performs a variety of technical tasks related to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Positions at this level are distinguished from Custodian by the level of responsibility assumed, the complexity of duties assigned and the independence with which the employee is expected to perform. 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 higher level supervisory or management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results.

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

#### Essential Functions:

1. Leads, plans, directs, coordinates, schedules, participates in and reviews the work of staff responsible for providing custodial maintenance to city buildings and facilities.
2. Performs the more difficult and complex custodial work, such as learning the use of new products and equipment, handling special cleaning requests, and periodic projects, including floor stripping and refinishing, and carpet cleaning and extracting; fills in for assigned custodial staff when needed.

**CITY OF LAS VEGAS**  
**Senior Custodian (*continued*)**

**Essential Functions:**

3. Supervises the use of and operates a variety of powered and non-powered equipment.
4. Trains assigned employees in custodial maintenance methods and techniques and in the set up and use of equipment, performs light maintenance to ensure equipment is in proper working condition
5. Verifies the work of assigned employees for thoroughness and accuracy, proper work methods and techniques, and compliance with applicable standards, specifications, and safe work practices and procedures.
6. Ensure the security of the assigned city buildings and facilities after the evening shift, observes and reports unauthorized persons in building.
7. Trains and supervises supplemental work force assigned to the misdemeanor work program.
8. Ensures City Council Chambers are set up for evening meetings; prepares rooms for special events, including moving and arranging furniture and equipment.
9. Inspects work stations, and distributes supplies and equipment to various facilities.

**Marginal Functions:**

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a custodial maintenance program.  
Principles of lead supervision and training.  
Methods and techniques of custodial maintenance.  
Operational characteristics of powered and non-powered janitorial equipment and tools.  
Materials, equipment and supplies used in custodial maintenance.  
Occupational hazards and standard safety practices and equipment.  
Applicable Material Safety Data Sheets (MSDS).

**CITY OF LAS VEGAS**  
**Senior Custodian (*continued*)**

**Skills in:**

Leading, organizing and reviewing the work of staff in the area of work assigned.  
Interpreting, explaining and enforcing department policies and procedures.  
Operating a variety of powered and non-powered equipment in a safe and effective manner.  
Detecting safety hazards in powered equipment.  
Using toxic chemicals and materials properly.  
Performing the full range of custodial maintenance assignments.  
Working independently without direct supervision.  
Understanding and following oral and written instructions.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible custodial experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

**WORKING CONDITIONS**

*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:* 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

*Hazards:* Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

*Equipment Used:* Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

*Safety Equipment:* Safety shoes, eye protection, gloves, back support belts optional.

CITY OF LAS VEGAS  
Senior Custodian (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

*Standing/walking:* Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

*Sitting:* Infrequently, during breaks and lunch.

*Lift/carry:* Frequently, 1-30 lbs., equipment, supplies, trash.

*Push/pull:* Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

*Climbing:* Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

*Bending/twisting/balancing:* Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

*Kneeling/crouching/crawling:* Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

*Hands/arms:* Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

*Sight:* Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

*Speech/hearing:* Frequently, to interact with co-workers.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL

REV 4/21/11

FLSA & City: nonexempt

CSB 5/11/11

## SENIOR DEPUTY CITY CLERK

*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

Leads and coordinates the processing of meeting minutes for various official meetings under the purview of the City Clerk's office. Trains and provides guidance to Deputy City Clerks and Minutes Clerks to ensure legal deadlines and reporting requirements are met. Attends various official meetings and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy City Clerk series. Employees perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility, and acts as a lead worker, training and overseeing the work of less experienced clerks.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Chief Deputy City Clerk and higher level management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress and reviewing results.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Leads and coordinates the preparation, distribution and publication of electronic public meeting agenda, action minutes audio/video and final minutes for various official meetings under the purview of the City Clerk's office. Documents, tests, drafts and maintains procedures regarding electronic agenda processes and related functions. Troubleshoots, resolves, or coordinates the resolution of technical issues or problems with the electronic agenda software.
2. Serves as liaison between the Clerk's office and city departments regarding the agenda processes and software; trains city staff to use the agenda software to submit documents electronically, and to view agenda components and video of past meetings.

**CITY OF LAS VEGAS**  
**Senior Deputy City Clerk (*continued*)**

**Essential Functions:**

3. Serves as a lead to Deputy City Clerks and Minutes Clerks, providing functional and technical oversight and training; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results; ensures assignments are completed to meet legal deadlines and requirements.
4. Assists with responding to the more difficult inquiries regarding City Clerk functions and records.
5. Attends and provides support for public and official meetings as necessary. Records, proofreads, edits, and finalizes meeting minutes. Processes and verifies backup documentation submitted for the meeting consistent with statutory compliance.
6. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards, and Final Action notices.
7. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.
8. Assists with developing and implementing program and service goals and objectives; participates in implementing approved policies and procedures.
9. Prepares monthly and special reports.
10. Occasionally attends off-site and regular meetings during other than normal business hours.
11. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

**Marginal Functions:**

1. Responds to inquiries from the public, city staff and other government agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Administers oaths of office, notarizes documents, processes passport services and collects fees.
3. Receives all contract bids, stamp in, maintain log and deliver bids to the Purchasing and Contracts Division.
4. Assists with the city elections.
5. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of lead supervision and training.  
Services of a municipal Clerk's office.  
Advanced principles, procedures and legal requirements of public record keeping.  
Principles and techniques of taking and transcribing minutes for official and public meetings.  
Principles and techniques of numerical and alphabetical filing systems.  
Principles and techniques of customer service.  
English usage, spelling, grammar, punctuation and sentence structure.  
Modern office procedures, methods and equipment.  
Personal computer operations and common office software at a basic level, including word processing, spreadsheet and email.  
Techniques for navigating the Internet.  
Principles and techniques of business letter writing and report preparation.  
Pertinent federal, state and local laws, codes, regulations, including the Nevada open meeting law.

**Skills in:**

Understanding the needs of the City Clerk's office and its customers as necessary to perform assigned responsibilities.  
Understanding and following oral and written instructions.  
Maintaining confidentiality of information when required by statute or policy.  
Planning, organizing and prioritizing assignments to meet required timelines, including the work of assigned staff.  
Managing multiple assignments.  
Meeting critical deadlines.  
Complying with all posting and publication requirements of the Nevada open meeting law.  
Adjusting to changing priorities.  
Working independently with minimal supervision.  
Learning the specialized software used in the City Clerk's office.  
Applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.  
Using initiative and judgment within established guidelines.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Five years of increasingly responsible secretarial or clerical experience, preferably in a city or county clerk's office.

**Training:**

Equivalent to graduation from high school. Specialized secretarial training is desirable.

**License or Certificate**

Must type 70 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

**WORKING CONDITIONS**

**Environmental Conditions:**

Work in an office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

SEGAL  
REV 3/24/11  
FLSA & City: nonexempt

CSB 5/11/11

## SENIOR PRODUCTION 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

Leads, plans and reviews the work of staff responsible for technical support of city-wide productions, special events, meetings and performing arts. Designs, plans, directs and participates in all aspects of production.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Production Technician 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. The Senior Theater Technician provides lead supervision over staff. 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 Technical Administrative Supervisor.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedures, monitoring work progress, and reviewing results.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Leads, plans, participates in and reviews the work of staff responsible for providing technical support at city-wide performing arts productions, special events or town hall meetings.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

**CITY OF LAS VEGAS**  
**Senior Production Technician** *(continued)*

**Essential Functions:**

3. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including research materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
4. Plans, directs and participates in setting up, operating and striking mobile stage, stage canopy, props, scenery, audio systems, lighting systems and audio-visual equipment. Assists in installing equipment; sets up the power supply for productions and events.
5. Provides technical training to assigned city staff. Supervises the use of and operates small hand tools and other equipment.
6. Ensures compliance with technical requirements of production and OSHA, fire and other safety regulations.
7. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
8. Plans, directs and participates in the maintenance of production equipment and theater facilities. Ensure that assigned facilities and equipment are maintained in proper working condition.
9. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work; prepares a variety of paperwork and reports.
10. Adapts to acoustic, lighting and other challenges at the venue and changes in production requirements as necessary.

**Marginal Functions:**

1. Constructs and sets up gallery furniture.
2. Prepares and files accident and incident reports as necessary.
3. Perform related duties and responsibilities as required.

**CITY OF LAS VEGAS**  
**Senior Production Technician (continued)**

**QUALIFICATIONS**

**Knowledge of:**

Operations, services, technical production and activities related to arts programming including dance, theater, music performances, and the visual arts field.  
Principles of lead supervision and training.  
Methods and techniques of sound, stage and lighting.  
Principles and practices of auditioning and play analyses and stage and directing techniques as applied to providing technical support.  
Simple stage technical procedures, reading and writing cue sheets, labeling and instrument schedules.  
Basic carpentry skills.  
Material Safety Data Sheets procedures.  
Electrical and electronic devices.  
Digital multi-effects processor, audio spatial environment, gates and compressors.  
Occupational hazards and standard safety practices.

**Skills in:**

Independently perform the most difficult technical functions related to producing special events.  
Interpreting, explaining and enforcing department policies and procedures.  
Operating a variety of sound, stage and lighting equipment in a safe and effective manner.  
Performing minor maintenance on equipment and facilities.  
Organizing and installing art shows.  
Working independently in the absence of supervision.  
Understanding and following oral and written instructions.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible theater experience including technical stage craft experience.

**Training:**

Equivalent to graduation from high school, supplemented by training or college level course work in theater lighting and production, theater design, stage design, dramatic arts or a field related to the essential functions.

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

**CITY OF LAS VEGAS**  
**Senior Production Technician (continued)**

**License or Certificate**

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

**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:* 60% inside, 40% outside work in ever changing work environment and in all types of weather conditions.

*Hazards:* Exposure to working at heights, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, odors, fumes, awkward positions, cramped quarters, slippery surfaces, and pinch points.

*Equipment Used:* Hand and power tools, pneumatic tools, medium and light trucks, material handling lift, aerial lift, hoists, computerized lighting systems, audio equipment, amplifiers, mixing consoles, ladders, winches, and high voltage motors and generators.

*Safety Equipment:* Hard hat, gloves, aprons, safety glasses, safety harness or lanyard, steel-toed safety shoes, and other equipment as needed.

**Physical Conditions:**

Essential and marginal functions require:

*Standing/walking:* Frequent-constant standing, in combination with walking up to 4-6 miles per shift, on all types of surfaces outdoors and indoors.

*Sitting:* Occasionally, while operating equipment and vehicles, or administrative duties at desk.

*Lift/carry:* Frequently, up to 75 lbs., props, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 76-150 lbs., with assistance for heavier equipment.

*Push/pull:* Frequently, exerting up to 50 lbs. force using both hands and arms while moving equipment, setting up stages, operating fly systems pulling ropes and cables. Infrequently, exerting force exceeding 75 lbs. while moving large equipment.

*Climbing:* Frequently, climbing or balancing on ladders or platforms while performing job duties.

*Bending/twisting:* Constantly, at waist, knees and neck, often in awkward positions while performing set up and strike activities.

*Kneeling/crouching/crawling:* Frequently, while performing transport, set up and strike activities. May crawl in attics and crawl spaces under stages.

*Hands/arms:* Constant use of hands and arms reaching, grasping, fingering, gripping, handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times.

CITY OF LAS VEGAS  
Senior Production Technician *(continued)*

**Physical Conditions:**

*Sight:* Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-range.

*Speech/hearing:* Constantly, in communicating with co-workers and supervisors.

*Other physical demands:* Ability to work in confined spaces, in all types of environments, and work at heights up to 100 ft. Must be able to respond quickly to emergencies.

*Maintain effective audio-visual discrimination and perception needed for:* Making observations. Communicating with others. Reading and writing. Distinguishing colors. Operating assigned equipment and vehicles.

*Maintain mental capacity which allows the capability of:* Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SEGAL

REV 4/5/11 (formerly Senior Theater Technician)

FLSA & City: nonexempt

CSB 5/11/11

CULTURAL ADMINISTRATOR/CULTURAL ADMINISTRATIVE 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 the daily activities of the Office of Cultural Affairs, including responding to public inquiries, supervising assigned staff, publicity, reporting, budgeting and personnel functions; to provide responsible staff assistance to the manager; and to perform a wide variety of administrative and analytical tasks related to assigned area.~~ Oversees assigned operations and staff within the Office of Cultural Affairs, including budget, personnel, and publicity. Ensures programs meet the needs of the community. Analyzes data and prepares reports on Office performance.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Cultural Affairs Manager and higher level management staff.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following*

Essential Functions:

1. Supervises the daily activities of the Office of Cultural Affairs (OCA), including overseeing administrative functions and staff responsible for assigned programs and facilities.
2. Acts as second line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives. Recommends human resources actions such as hiring, discipline, termination and pay changes.
3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS  
~~Cultural Administrator~~  
Cultural Administrative Supervisor (continued)

- ~~4. Serves as liaison for the division with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.~~
- ~~2. Answer inquiries from the general public and other departments regarding cultural programs.~~
- ~~3.5. Participates in the preparation and administration of the division budget. Submits budget recommendations. Monitors financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures. Administer the OCA budget, including reporting, allocating funds and approving expenditures; oversee and monitor special project budgets, including processing or approving payment requests and submitting required reports.~~
- ~~4. Select and motivate assigned staff; provide or coordinate staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establish work priorities and schedules; 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.~~

Essential Functions:

- ~~6. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures. Recommend and assist in the development and implementation of goals and objectives; draft and revise policies and procedures; implement approved policies and procedures; participate in the development and refinement of business strategies and performance measures.~~
- ~~5.7. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Monitors and evaluates vendor performance.~~
- ~~6. Work with management and staff to identify and resolve problems.~~
- ~~7. Facilitate special projects, such as researching service delivery methods and development of division and city goals and objectives related to community arts programs; serve as a liaison to other departments; research, compile and analyze information from various sources on a wide variety of cultural topics, prepare reports which present data and alternatives and recommend solutions.~~

CITY OF LAS VEGAS  
~~Cultural Administrator~~  
Cultural Administrative Supervisor (continued)

8. Monitors and approves all OCA marketing and publicity materials for assigned programs and functions, including related expenditures.
9. Oversees OCA grants, including the application process, monitoring budgets and preparing reports; ensures that staff is informed of and adheres to applicable grant regulations, policies and procedures.
- ~~9.10. Reviews and advises staff on house management and audience management processes and procedures as they relate theatre, dance, music and other presented events and facility rentals.~~
- ~~10. Participate in establishing schedules and methods for improving services; coordinate work with that of other staff, departments and agencies; review needs with appropriate management staff; allocate resources accordingly.~~
11. Oversees special programs, such as those awarding funds to community agencies.
- ~~12. Attend internal and external meetings as a representative of OCA.~~
- ~~13. Manage personnel functions for OCA; serve as liaison to Human Resources staff.~~
- ~~14.12. \_\_\_\_\_~~ Prepares a variety of financial, analytical and statistical reports, as requested.

**Marginal Functions:**

1. Attends and participates in professional group meetings; stays abreast of trends and innovations in the fields of community and urban cultural arts administration.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of the Office of Cultural Affairs.  
Knowledge of local arts community activities and contacts.  
Principles of supervision, training and performance evaluation.  
Principles and practices of municipal and project budget preparation and administration.  
Principles and techniques of business writing and report preparation.  
Current office procedures, methods, computer equipment and common office software packages.  
Pertinent federal, state and local laws, codes, regulations.

**Ability to Skills in:**

CITY OF LAS VEGAS

~~Cultural Administrator~~

Cultural Administrative Supervisor (continued)

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.

Planning, organizing and prioritizing assignments.

Using initiative and independent judgment within established guidelines.

Managing multiple assignments.

Demonstrating respect and sensitivity for cultural differences.

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

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

Communicating clearly and concisely, both orally and in writing.

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

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

~~\_\_\_\_\_ Making observations;~~

~~\_\_\_\_\_ Communicating with others;~~

~~\_\_\_\_\_ Reading and writing; and~~

~~\_\_\_\_\_ Operating assigned equipment.~~

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

~~\_\_\_\_\_ Making sound decisions;~~

~~\_\_\_\_\_ Effective interaction and communication with others; and~~

~~\_\_\_\_\_ Demonstrating intellectual capabilities.~~

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

~~\_\_\_\_\_ Sitting for extended periods of time; and~~

~~\_\_\_\_\_ Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Five ~~Four~~ years of increasingly responsible experience in administering community arts events, including two years of lead or supervisory experience.

Training:

Bachelor's degree from an accredited college or university with major in arts management, fine arts, public or business administration, or a field related to the essential functions.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education. A combination of formal education and directly related work experience may substitute for the degree.

WORKING CONDITIONS

CITY OF LAS VEGAS  
~~Cultural Administrator~~  
Cultural Administrative Supervisor (continued)

Environmental Conditions:

Location: Office environment;

Hazards: ~~e~~Exposure to computer screens.

Physical Conditions:

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

Essential and marginal functions require:

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

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

~~-- *Operating assigned equipment.*~~

Maintaining effective audio-visual discrimination and perception needed for:

~~-- *Making observations;*~~

~~-- *Communicating with others;*~~

~~-- *Reading and writing; and*~~

~~-- *Operating assigned equipment.*~~

Maintaining mental capacity which allows the capability of:

~~-- *Making sound decisions;*~~

~~-- *Effective interaction and communication with others; and*~~

~~-- *Demonstrating intellectual capabilities.*~~

ARBSEGAL

NEW 8/11/08REV 4/5/11 (formerly Cultural Administrator)

FLSA & City: exempt

CSB 8/27/08

Segal 08/17/10

CUSTODIAN-I  
CUSTODIAN-II

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

DEFINITION

To perform a variety of cleaning activities in the City buildings and facilities; to set up rooms and other facilities for meetings and special events; and to provide supplies and equipment for the performance of duties.

DISTINGUISHING CHARACTERISTICS

Custodian I—This is the entry level class in the Custodian series. This class is distinguished from the Custodian II by the performance of the more routine tasks and duties assigned to positions within the series including sweeping floors, emptying trash receptacles, securing facilities and moving and arranging furniture. Since this class is typically used as a training class, employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Custodian II—This is the full journey level class within the Custodian series. Employees within this class are distinguished from the Custodian I by the performance of the full range of duties as assigned, including sweeping, scrubbing, stripping, sealing, waxing and buffing the floors; shampooing rugs, washing windows and walls; polishing metal work; arranging furniture and equipment and general maintenance of equipment and materials used in the work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED

Custodian I

Receives immediate supervision from the Custodial Shift Supervisor or higher level management staff.

Custodian II

Receives general supervision and work assignments from higher level staff, the Custodial Shift Supervisor or higher level management staff.

CITY OF LAS VEGAS  
Custodian-I/H (*continued*)

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

Essential Functions:

1. Empties and cleans trash receptacles and recycling bins, and properly disposes of materials.
2. Sweeps and scrubs floors; strips, seals, waxes and buffs tile floors.
3. Dusts and cleans office furniture.
4. Hoses down ramps, stairwells or other breezeways.
5. Cleans interior and exterior windows and glass doors.
6. Disinfects and cleans bathroom areas, restocks bathroom supplies and dispensers.
7. Replenishes supplies and materials in rest rooms and kitchens.
8. Vacuums traffic areas; spot cleans and shampoos carpets.
9. Prepares rooms for special events, including moving and arranging furniture and equipment.
- ~~9. Collect recyclable materials.~~
10. Sets out warning signs for wet or slippery areas.
- ~~11. Cleans trolleys and area surrounding Downtown Transportation Center.~~
- ~~12.11. Performs security checks of buildings and facilities; observes and reports unauthorized persons in building.~~
- ~~13. Observe and report unauthorized persons in building.~~

Marginal Functions:

- ~~1. Move and arrange furniture and equipment for special events and projects.~~
- ~~2.1. May supervise misdemeanor workers.~~
- ~~3.2. Performs a variety of related duties and responsibilities as required.~~

QUALIFICATIONS:

CITY OF LAS VEGAS  
Custodian-I/II (continued)

Custodian I

Knowledge of:

Basic methods, materials and equipment used in janitorial work.  
Safe work practices.

Ability to:

Understand and follow oral and written instructions.

Learn janitorial procedures and methods.

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

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 effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

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

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

———— *Operating powered and non powered equipment.*

Maintain effective audio visual discrimination and perception needed for:

———— *Making observations;*

———— *Communicating with others;*

———— *Reading and writing; and*

———— *Operating powered and non powered equipment.*

Experience and Training Requirements

Experience:

One year of general work experience.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Custodian II

In addition to the qualifications for Custodian I:

Knowledge of:

Basic knowledge of lead techniques.

Methods, materials and equipment used in janitorial maintenance.

The use of toxic chemicals.

Safe work practices.

CITY OF LAS VEGAS  
Custodian-I/H (continued)

Ability to Skills in:

Understanding and following oral and written directions.

Operating powered and non-powered janitorial equipment.

Working independently in the absence of supervision.

Interpreting written instructions and warning labels on cleaning chemicals.

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

Experience and Training Requirements

Experience:

~~Six months~~ One year of increasingly responsible custodial experience with the City of Las Vegas.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

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:* 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

*Hazards:* Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

*Equipment Used:* Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

*Safety Equipment:* Safety shoes, eye protection, gloves, back support belts optional.

Physical Conditions:

Essential and marginal functions require maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

*Standing/walking:* Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

*Sitting:* Infrequently, during breaks and lunch.

*Lift/carry:* Frequently, 1-30 lbs., equipment, supplies, trash.

*Push/pull:* Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

CITY OF LAS VEGAS

Custodian-I/II (continued)

*Climbing:* Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

*Bending/twisting/balancing:* Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

*Kneeling/crouching/crawling:* Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

*Hands/arms:* Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

*Sight:* Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

*Speech/hearing:* Frequently, to interact with co-workers.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

PLM-SEGAL

REV 2/4/994/21/11 [formerly Custodian I and II (X)]

FLSA and City: nonexempt

CSB 7/11/01

DEPUTY CITY CLERK I  
DEPUTY CITY CLERK 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

~~Provides clerical support for the city council. Attends various official council meetings under the purview of the City Clerk's office and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public. To provide support at various official meetings under the purview of the City Clerk's Office, by taking and transcribing minutes and supporting documentation; to perform clerical duties in support of the City Clerk's Office; and to assist in maintaining official city records.~~

DISTINGUISHING CHARACTERISTICS

~~Deputy City Clerk I—This is the entry level class in the Deputy City Clerk series. This class is distinguished from the Deputy City Clerk II by the performance of the more routine tasks and duties assigned to positions within the series including copying and assembling Council meeting packages and delivering agendas to Graphic Arts. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.~~

~~Deputy City Clerk II—This is the full journey level class within the Deputy City Clerk series. Employees within this class are distinguished from the Deputy City Clerk I by the performance of the full range of duties as assigned including taking and transcribing minutes of various meetings as required. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, selected candidates have prior experience.~~

SUPERVISION RECEIVED

Deputy City Clerk I

Receives immediate supervision from the Chief Deputy City Clerk and advanced functional supervision from the Chief Deputy City Clerk higher level management staff.

Deputy City Clerk II

~~Receives general supervision from the City Clerk and functional supervision from the Chief Deputy City Clerk.~~

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 office telephones and provide information to the public and internal staff. Responds to inquiries from the public, city staff and other governmental agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Type and proofread a wide variety of reports, letters, forms and resolutions; type from rough draft or verbal instruction; compose correspondence related to assigned responsibilities. Transcribe minutes from note taking and tape.
2. Attends and provides clerical support for city meetings as assigned.
3. Records, proofreads, edits and finalizes meeting minutes.
4. Processes and verifies backup documentation submitted for meetings consistent with statutory compliance.
3. As needed, take minutes at various meetings, including, but not limited to, the Recommending Committees, City Planning Commission and City Council meetings.
5. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards and Final Action notices.  
Assist in the preparation of the City Council meeting books and packages; prepare and transcribe minutes after each City Council meeting.
6. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure that deadlines are met.
5. Prepare, mail and distribute action letters after each City Council meeting pertaining to Planning and Development Department agenda items.
5. —
6. Assists with city elections as required.
6. When required, assist the Records Division with activities to process, index, file and retrieve official city documents, records and archives including ordinances, resolutions, contracts, bonds, agreements, deeds, insurance documents and meeting minutes; certify copies as required.
7. —
- 8.7. Prepares monthly reports; prepare and post required notices.
- 9.8. Occasionally attends off-site and regular meetings during other than normal business hours.
- 8.9. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

CITY OF LAS VEGAS  
Deputy City Clerk I/II (continued)

Marginal Functions:

1. Administers oaths of office, notarizes documents, processes passport services and collects fees. Notarize documents as required; administer oaths of office in the absence of the City Clerk and Chief Deputy City Clerk.
2. Perform related duties and responsibilities as required.
3. Receives all contract bids, stamps in, maintains log and delivers bids to the Purchasing and Contracts Division.
4. Acts as liaison between the City Clerk's Office and all departments regarding legal documents and agenda items.
5. Assists the public with requests for research of City the Clerk's records.
5. Assists with cCity elections as required.
6. Performs related duties and responsibilities as required.

QUALIFICATIONS

Deputy City Clerk I

Knowledge of:

Modern office procedures, methods and computer equipment.  
Techniques of taking and transcribing minutes.  
Principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Principles of numerical and alphabetical filing systems.  
Principles of business letter writing and basic report preparation.  
Principles and techniques of taking and preparing minutes for official government meetings.  
Pertinent local and state laws, codes and regulations including municipal election laws and procedures, procurement laws and procedures and the Nevada open meeting and financial disclosure laws.

Skills in Ability to:

Learning about city ordinances and applicable municipal codes.  
Learning to understand the organization and operation of the city, the City Clerk's Office and of outside agencies as necessary to assume assigned responsibilities.  
Compiling and maintaining records.  
Typing at a speed necessary for successful job performance.  
Learning to operate stenowriting equipment. Learning specialized software for assigned responsibilities.  
Understanding and following oral and written instructions.  
Maintaining confidentiality of information.

CITY OF LAS VEGAS

Deputy City Clerk I/II-(continued)

Communicating clearly and concisely, both orally and in writing.

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

Working independently in the absence of supervision.

Planning and organizing work to meet scheduled deadlines.

Complying with all posting and publication guidelines of the Nevada open meeting law.

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

~~————— *Making observations;*~~

~~————— *Communicating with others;*~~

~~————— *Reading and writing; and*~~

~~————— *Operating assigned equipment.*~~

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

~~————— *Making sound decisions;*~~

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

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

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

~~————— *Sitting for extended periods of time; and*~~

~~————— *Operating assigned equipment.*~~

Experience and Training Requirements

Experience:

One year ~~Two years~~ of responsible secretarial or clerical experience is preferable.

Training:

Equivalent to graduation from high school, supplemented by specialized applicable training.

License or Certificate

~~Must type 5060 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 8090 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.~~

~~Possession of an appropriate, valid notary public license within 6 months of the date of appointment and maintenance thereafter.~~

License or Certificate

Must type 70 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter.

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

### Deputy City Clerk II

In addition to the qualifications for Deputy City Clerk I:

#### Knowledge of:

~~Principles of business letter writing and basic report preparation.  
Principles and techniques of taking and preparing minutes for official government meetings.  
Pertinent local and state laws, codes and regulations including municipal election laws and procedures and the Nevada open meeting and financial disclosure laws.~~

#### Ability to:

~~Work independently in the absence of supervision.  
Plan and organize work to meet scheduled deadlines.  
Comply with all posting and publication guidelines of the Nevada open meeting law.~~

#### Experience and Training Requirements

##### Experience:

~~Eighteen months of responsible secretarial or clerical experience.~~

##### Training:

~~Equivalent to graduation from high school supplemented by specialized applicable training.~~

#### License or Certificate

~~Must type 60 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 90 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.~~

#### WORKING CONDITIONS

##### Environmental Conditions:

Work in an office environment; work at a centralized public counter.

##### Physical Conditions:

~~Essential and marginal functions may require:  
maintaining physical condition necessary for sitting for prolonged periods of time.~~  
Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

CITY OF LAS VEGAS

Deputy City Clerk I/II (continued)

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARBSEGAL

REV 4/12/073/24/11, formerly Deputy City Clerk I/II (X)

FLSA & City: nonexempt

CSB 5/9/07

Segal 07/07/2010

Clerk 09/14/2010

## ELECTRICAL PROJECT 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~~ Leads, oversees and participates in complex City building electrical remodeling and maintenance projects involving engineering design, planning, investigation and construction; to coordinates programs and projects with City architects, engineers of different disciplines and outside engineering consultants; to provides responsible staff assistance to the Building Services Manager management and the established City energy conservation city committees.

### DISTINGUISHING CHARACTERISTICS

This is the journey level class in the professional electrical engineering series. This class is distinguished from the Engineering Associates ~~Electrical~~ by the possession of a professional engineer license and several years of professional electrical engineering experience. Employees manage projects of varying sizes from conception to final installation, and provide technical direction and troubleshooting assistance to skilled trades employees performing the installation.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the ~~Building Services Manager~~ higher level management staff.

~~Receives project direction from the Architectural Services Division.~~

May Acts as a lead worker, exercising functional or technical supervision on a project basis, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results. Exercises limited technical supervision over other Building Services technical and supervisory 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. Leads and oversees City building electrical construction, remodeling and maintenance projects including engineering study, investigation, design planning standards, code requirements, cost estimation, and new electrical service connection; coordinates programs and projects with City architects, engineers, utility companies and outside engineering consultants.

CITY OF LAS VEGAS

Electrical Project Engineer (*continued*)

2. ~~Prepares~~ prepares professional electrical engineering designs and calculations; ~~specifications, costs and quantity estimates for City building power and lighting system upgrading, expansion and renovation designs projects involving electrical power and lighting system upgrades, expansions, and renovations; reviews and prepares conditions of approval for building and public works projects including extensions for power services and new lighting systems; stamps electrical design plans and submit to the Building and Safety Department for the purpose of obtaining a permits before proceeding with the work.~~
3. ~~Propose, plan, prioritize, design, lead and o~~Oversees all ~~C~~city building energy reduction and renewable energy projects; ~~conducts economic and engineering analyses and audits to; monitor workflow, equipment quality and costs; coordinates with electrical power utility to monitor the energy reduction; prepares and retains detailed project documentation; coordinates with outside agencies, utility companies and other city departments to search for and evaluate new available technologies and products.~~
4. ~~Identify, e~~Conducts comprehensive engineering studies and energy audits to identify, plan, and prioritize ~~and plan for~~ capital improvement projects, including renewable energy generation, emergency power back up systems, lighting efficiency systems, and various building power and lighting system expansions and upgrades.
5. ~~Operates~~ various engineering equipment including computer design, drafting and engineering calculation software; ~~uses~~ common office software to prepare reports and communicate with other ~~C~~city employees.
6. Serves as liaison for assigned projects with other city departments, divisions, public and outside agencies. Represents the division in various committees and work groups. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner. ~~Serve as a member of the City energy committee; provide recommendations and assistance to the committee regarding energy conservation policies and procedures.~~
7. Participates in the procurement process, including researching materials, equipment, and vendors, and assisting with specifications; participates in contract negotiation, preparation and administration; assists in the coordination and review of consultants' design work. ~~Prepare requests for proposal and bid documents for contracted electrical engineering projects; participate in the coordination and review of consultants' designs; provide professional judgment and recommendations for electrical system design approval.~~
8. ~~Exercise professional judgment in accordance with current accepted practices of electrical engineering and applicable laws, codes and regulations; interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.~~
- 9.8. Identifies, ~~reviews~~ and approves plans, methods, materials, equipment and procedures with ~~electrical field supervisor functional supervisors~~ before and during construction to ensure the work is in compliance with the design; assists in coordinating work among the carpentry, electrical, plumbing and air conditioning trades.

CITY OF LAS VEGAS

Electrical Project Engineer (*continued*)

~~10. Coordinate with outside agencies, utility companies and other city departments to search for and evaluate new available technologies and products and to evaluate and plan future energy projects.~~

~~11. Respond to and resolve difficult customer inquiries regarding building electrical power and lighting issues; resolve difficult and complex regulatory and system design questions.~~

~~12.9. Prepares and maintains technical engineering records and drawings; prepares and maintains the City's files of as built drawings; prepares complex and comprehensive reports.~~

~~13.10. Assists in the preparation and administration of the project budget. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated expenditures. Assist with the preparation of the work unit's budget; monitor expenses related to area of assignment.~~

Marginal Functions:

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

QUALIFICATIONS

Knowledge of:

Principles and practices of electrical engineering.

Operational characteristics, services and activities of a comprehensive physical plant electrical engineering program.

Terminology, principles, methods, practices and techniques used in technical electrical and energy engineering.

Principles of mathematics as applied to electrical engineering.

Recent developments, current literature and sources of information regarding electrical and energy engineering.

Materials, tools and equipment used in electrical engineering.

Techniques of developing, reviewing and modifying electrical engineering plans, designs and specifications.

Automated engineering drafting software, such as Autocad.

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

Modern office procedures, methods and computer equipment and software.

Ability to: Skills in:

Exercising professional engineering judgment to achieve results consistent with objectives.

CITY OF LAS VEGAS  
Electrical Project Engineer (*continued*)

Working closely and cooperatively with ~~Building Services supervisors~~ project supervisors and skilled trades employees in the planning and installation phases.

Conducting technical research and solving multi-disciplinary engineering projects.

Working with a high degree of independence, initiative and professional judgment.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.

Communicating clearly and concisely, both orally and in writing.

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

Maintain effective audio-visual discrimination and perception needed for:

~~\_\_\_\_\_ Making observations;~~

~~\_\_\_\_\_ Communicating with others;~~

~~\_\_\_\_\_ Reading and writing; and~~

~~\_\_\_\_\_ Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~\_\_\_\_\_ Making sound decisions;~~

~~\_\_\_\_\_ Effective interaction and communication with others; and~~

~~\_\_\_\_\_ Demonstrating intellectual capabilities.~~

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

~~\_\_\_\_\_ sitting for extended periods of time; and~~

~~\_\_\_\_\_ operating assigned equipment.~~

### Experience and Training Requirements

#### Experience:

Three years of increasingly responsible professional (post-license) electrical engineering experience.

#### Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in electrical engineering or a closely related field.

#### License or Certificate

Possession of a professional electrical engineer license on the date of application, and possession of a professional electrical engineer license in the state of Nevada within 6 months of the date of appointment.

Possession of a Certified Lighting Efficiency Professional designation from the Association of Energy Engineers within 6 months of the date of appointment.

### WORKING CONDITIONS

#### Environmental Conditions:

CITY OF LAS VEGAS  
Electrical Project Engineer (*continued*)

Office and field environments; exposure to computer screens; exposure to electrical energy.

Physical Conditions:

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing;*
- *Distinguishing colors and shapes;*
- *Operating assigned equipment; and*
- *Using drafting tools and materials.*

Maintaining mental capacity which allows the capability of:

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

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

ARBSEGAL

NEW 12/30/99 Revised 4/6/2011

FLSA: exempt; City: nonexempt

CSB 1/12/00

## ELECTRONIC RECORDS SERVICES 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 ~~p~~Plans, administers, coordinates and oversees the city's ~~E~~Electronic ~~R~~Records ~~M~~Management ~~S~~System (ERMS); ~~to s~~Supervises staff responsible for electronic information and record lifecycle management; ~~to a~~Acts as a project manager and technology liaison between the ~~C~~City ~~C~~Clerk's office assigned department and other city departments and system vendors; and ~~to P~~Performs a variety of administrative and technical tasks relative to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. Exercises direct supervision over electronic records staff and records facility 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. Researches, reviews and identifies the City Clerk's electronic records management system needs and makes recommendations for program design, development, purchase, implementation and modification.
2. Plans, directs, prioritizes, supervises and reviews the work of assigned staff; assigns work activities, projects and programs; Participates in the selection of technical staff; ensures positive morale; provides or coordinates staff training; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; establishes work priorities and schedules; reviews and evaluates work products, methods and procedures; prepares and conducts formal performance evaluations; works with employees to develop short and long term goals, monitor accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development. Participates in the selection of technical staff.
3. Conducts special studies and research into software and hardware products that support ~~E~~Enterprise ~~R~~Records ~~M~~Management and ~~C~~City ~~C~~Clerk departmental needs; ~~develop~~ Develops recommendations with associated costs.

CITY OF LAS VEGAS  
Electronic Records Services Supervisor (*continued*)

~~4. Participate in project management responsibilities to include project initiation, planning, execution and closure; serve as the liaison with Information Technologies.~~

~~5. Coordinate maintenance and repair of electronic records equipment with the Information Technologies Department.~~

6.4. Serves as technology liaison between the work unit, outside agencies and service/and product vendors; Acts as project manager, including project initiation, planning, execution, and closure. Works with the Information Technologies Department and outside agencies to provide for the technology needs of the work unit that support electronic records management throughout the city; keep assigned staff apprised of the~~Communicates the status of all technology systems projects with management and assigned staff; R~~reviews cost estimates and makes recommendations on appropriate software and hardware purchases.

7.5. Coordinates the maintenance and repair of reformatting equipment. Assists staff to solve system problems; r~~Recommends~~ modifications as appropriate.

8.6. Participates in the development and coordination of the work unit budget; S~~submits~~ budget recommendations; e~~Estimates~~ time, materials and equipment required to accomplish goals and objectives; p~~Participates~~ in the development, ~~maintenance,~~ and reporting of performance measures.

9.7. Assists with establishing and updating the city's electronic records management policies and procedures; E~~Ensures~~ compliance with established data quality standards and procedures; ~~s~~Secure access to records.

10.8. Participates in the creation, revision, implementation and ongoing maintenance of a records disaster recovery program and vital records program by assisting in the identification and designation of vital records. Evaluates proper methods of protection for vital electronic records and makes recommendations on media, rotation, dispersal, and related procedures.~~Participate in the creation and revision of an electronic records disaster recovery program.~~

11.9. Prepares various reports on operations and activities as requested by management and as required by governing agencies and other authorities.

12.10. Responds to inquiries in a courteous manner; p~~Provides~~ information within the area of assignment; r~~Resolves~~ complaints in an efficient and timely manner.

11. Maintains confidential, criminal justice related, and private information in accordance to policies and procedures.

~~12.~~

**Marginal Functions:**

1. Attends and participates in professional group meeting; s~~Stays~~ abreast of new trends and innovations in the field of electronic records management.

CITY OF LAS VEGAS

Electronic Records Services Supervisor (*continued*)

- 2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

- Optical imaging software applications.
- Advanced concepts, principles and practices of modern computer science or information systems.
- Research techniques and data analysis.
- Principles and practices of computer networking.
- Principles of business writing and report preparation.
- Techniques of software installation.
- Basic principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Applicable regulations governing the storage and retention of electronic records.
- Sources of information in the records information management industry.
- Theory and practice of the design and management of records information management systems.
- Electronic disaster recovery techniques.

**Ability to: Skills in:**

- Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions and recommending best options.
- Preparing clear and concise reports.
- Learn Understanding and evaluating the unique electronic content management needs, computer hardware and applications of the City's -Clerk's electronic records sectionenterprise electronic records initiative particants.
- Learn the business and operations of the City Clerk's ~~electronic records section~~office to the extent necessary to perform essential functions, enhance system value and achieve established goals.
- Learn current issues in records management, including the management of electronic records.
- Learn advanced record keeping principles and practices.
- Explain complex technical systems in clear and simple terms understandable to non-technical staff.
- Train others in records management policies and procedures.
- Useing initiative and independent judgment within established guidelines.
- Interpreting, applying, explaining and enforceing applicable laws, codes, regulations, policies and procedures.
- 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.
- Planning, organizeing and prioritizeing assignments.
- Meeting critical deadlines.
- Manageing multiple assignments.
- Produceing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Communicateing clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS  
Electronic Records Services Supervisor (*continued*)

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

~~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:~~

- ~~———— Standing or sitting for extended periods of time; and~~
- ~~———— Operating assigned equipment and vehicles.~~

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

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

### Experience and Training Requirements

#### Experience:

Two years of recent, increasingly responsible experience in systems analysis. Electronic records management experience and supervisory experience in any field are desirable.

#### Training:

Bachelor's degree from an accredited college or university with major in computer science, information systems, records management, public administration, business administration or a field related to the essential functions.

May substitute a combination of equivalent education and experience. The city assesses 1.5 years of full-time experience as equivalent to one year of education. A combination of formal education and directly related work experience may substitute for the degree.

#### License or Certification:

Possession of Electronic Records Management Specialist designation from the Association of Information and Image Management (AIIM) within 6 months of the date of appointment.

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

Any of the following certifications are preferred:

- Electronic Records Management Practitioner issued by AIIM;
- Enterprise Content Management Practitioner issued by AIIM; or
- Certified Associate in Project Management issued by Project Management Institute.

WORKING CONDITIONS

Environmental Conditions:

Location: Office and records storage facility environments; occasional travel within the city.  
Hazards: eExposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; 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.*

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

SBSEGAL

NEW 7/7/09REV 3/24/11

FLSA: exempt

City: nonexempt

CSB 8/12/09

## ELECTRONIC RECORDS 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~~ Provides technical and administrative support for the City's centralized electronic document-enterprise records management system, processes and users; ~~to determine~~ determines users' needs; ~~to prepare~~ prepares reports, and procedural and training manuals; and ~~to perform~~ performs a variety of technical duties relative to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class within the Records Technician 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 perform the most difficult and responsible types of duties assigned to classes in 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 general supervision from the ~~Electronic Records Administrator~~ Services Supervisor or higher level management ~~Enterprise Records Officer~~.

May exercise technical and functional supervision over Records Technicians I and II.

### ESSENTIAL FUNCTION STATEMENTS

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

#### Essential Functions:

1. Assists in the development and maintenance of an enterprise records management program with regard to utilization, retention, preservation and disposition of electronic records in compliance with federal, state and city laws and regulations.
- 1.2. Participates with City Clerk the enterprise records management (ERM) leadership team and Information Technologies staff in consulting with city departments to determine electronic document-records management needs; troubleshoot conversion processes, indexing, quality assurance requirements, output routing needs and searching strategies.
- 2.3. Assists Information Technologies staff and other departments with installation and configuration of electronic document-records imaging software; test, troubleshoot and resolve hardware and software problems associated with electronic document and records equipment.

CITY OF LAS VEGAS

Electronic Records Specialist (*continued*)

- ~~3.4. Coordinates with vendors for pricing, software specifications, delivery and maintenance problems; assist in recommending hardware or software solutions to management.~~
- ~~4.5. Assists in implementing industry specifications for quality control and their application accurate indexing, as well as provides hand-on training or instruction at individual work stations to Records Technician or other staff city-wide in-to electronic documentation conversion processes and the enterprise records management systems (ERMS) use.~~
- ~~6. Assists in maintaining the city's ERMS by monitoring for proper functioning, performance and capacity.~~
- ~~5.7. Prepares periodic reports of activities projects; prepares procedural and training manuals for use Ccity-wide, and participates in performance reporting.~~
- ~~6. Provide hands on training or instruction at individual work stations to Records Technician or other staff City wide in electronic document conversion processes and system use.~~
- ~~7.8. Assists in installation, troubleshooting and maintenance of electronic document record conversions and work processes.~~
- ~~9 Performs reformatting and image manipulation functions including document scanning and indexing as required, as well as retrieval and storage of city-wide records.~~
- ~~8.10. May serve as a lead, providing functional and technical oversight and training to assigned staff and other Records Technicians city-wide; for assigned staff, assigns, plans, directs, coordinates and schedules assignments, monitors work progress and reviews results.~~
- ~~9.11 Monitor electronic document systems for proper functioning, performance and capacityCoordinates conversions or serves as a lead on electronic records management projects.~~
- ~~12. May serve as a lead, providing functional and technical oversight and training to assigned staff and other Records Technicians City wide; for assigned staff, assign, plan, direct, coordinate and schedule assignments; monitor work progress and review work resultsDemonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.~~
- ~~10-13. Maintains confidential, criminal justice related, and private information in accordance with applicable regulations, policies and procedures.~~

**Marginal Functions:**

1. Attends and participates in professional group meetings and committees; stays abreast of new-trends and innovations in electronic documentation for business applications.

CITY OF LAS VEGAS  
Electronic Records Specialist (*continued*)

2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Policies and procedures used in establishing, maintaining and controlling an enterprise records management system.

Microfilming practices and procedures.

Advanced records management principles and practices including taxonomy, classification schemes, application of retention schedules and preservation techniques.

Advanced and specialized electronic document imaging software and equipment including optical character recognition (OCR) and scanning principles.

Records retention guidelines and related electronic records lifecycle management principles.

Specialized electronic document imaging equipment.

Related computer equipment and alphabetic and numeric data entry equipment and its uses in electronic document management.

Microfilm equipment and processes.

Advanced principles and methods of personal computer, peripherals and accessory operation.

Advanced principles of data communication standards and implementation.

Customer services techniques, both in person and on the telephone.

Advanced capabilities of imaging equipment and software related to quality control and image manipulation.

Proper business English, including sentence structure, punctuation, spelling and grammar.

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

Standard office practices and procedures, including filing.

Advanced record keeping principles and practices.

Methods and techniques of lead supervision and training.

Hardware configuration for electronic document management systems.

Troubleshooting techniques for electronic document software problem resolution.

Electronic document management database structure and features.

**Ability to Skills in:**

Managing multiple assignments.

Meeting strict deadlines.

Maintaining complex filing systems, both alphabetic and numeric.

Accurately sorting materials in alphabetic, numeric or chronological order.

Copeing with changing priorities.

Exerciseing sound judgment and initiative within established guidelines.

Solveing complex problems.

Working without direct constant supervision.

Setting priorities for own work and for others.

Interpreting, applying and explaining established procedures, guidelines, precedents and work practices.

Composeing logical, detailed procedure and training manuals for the non-technical user.

Travel from site to site to City of Las Vegas facilities and other valley locations.

Establishing and maintaining effective contacts and working relationships with outside

**CITY OF LAS VEGAS**  
**Electronic Records Specialist (*continued*)**

vendors for hardware and software associated with electronic document equipment. Establishing and maintaining 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 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-Four~~ years of increasingly responsible experience in a business environment using and maintaining electronic document records and information management systems. Lead or supervisory experience is desirable.

**Training:**

~~Equivalent to an Associate's~~ degree from an accredited college or university with a major in computer science, computer technology, or information systems, records management, business law, or a closely related field.

May substitute a combination of equivalent education and experience. The city assesses 1.5 years of full-time experience as equivalent to one year of education.

**License or Certificate**

~~Must type 40 net words per minute, as demonstrated by a typing certificate dated no more than one year prior to the date of application.~~

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.

Possession of Electronic Records Management Practitioner or Enterprise Content Management Practitioner designation from the Association for Information and Image Management within six months of the date of appointment, and maintenance thereafter.

Any of the following certifications are preferred:

- Electronic Records Management Practitioner from the Association for Information and

CITY OF LAS VEGAS  
Electronic Records Specialist (*continued*)

Image Management

- Enterprise Content Management Practitioner from the Association for Information and Image Management
- Certified Associate in Project Management from the Project Management Institute

**WORKING CONDITIONS**

**Environmental Conditions:**

Location: Office and record storage environments; travel from site to site;

Hazards: eExposure 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.;~~

Maintaining 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.

Maintaining effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing; and

-- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

-- Making sound decisions;

-- Effective interaction and communication with others; and

-- Demonstrating intellectual capabilities.

ARBSEGal

NEW 10/14/02REV 4/21/11

FLSA & City: nonexempt

CSB 11/13/02

## EVENTS 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 plan, create, coordinate and implement special events; to plan and monitor performance against event goals and objectives and ensure event results; to interact with internal and external customers to support event objectives; and to perform related duties as assigned. Plans and coordinates special events on behalf of the Mayor, City Council, and department directors. Assigns and oversees the work of assigned staff. Selects and negotiates contracts with vendors for event services.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from supervisory or management staff.

Exercises direct supervision over lower level hourly staff.

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

#### Essential Functions:

1. Develops, plans, create, coordinates, and implements and evaluates special city events, for the Mayor, council members, City Manager's Office and department directors.
2. Implement, develop, recommend and coordinate administrative tasks and procedures in the areas of pre-event and post-event planning.
2. Selects, trains and supervises hourly staff, interns and volunteer workers; supervises community service workers. Interview, select, train and supervise hourly staff and volunteer workers; plan, direct and assign work and schedules.
- 2.3. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.
- 3.4. Collects data and obtains pricing for event estimates. Negotiates and coordinates event contracts with vendors. Coordinates outside service needs with catering concessionaires and

CITY OF LAS VEGAS  
Events Specialist (continued)

other service providers; ~~for smaller events,~~ prepares food platters and beverages for smaller events.

~~4.5. Develops and maintains positive working relationships with vendors, customers and other agencies.~~

~~6. Develop, administer, monitor and coordinate budgets for assigned events; purchase equipment and supplies.~~

~~7. Essential Functions:~~

~~Negotiate and coordinate event contracts with vendors;~~

~~5.6. Obtains required license agreements and permits for each event; ensures compliance with applicable standards.~~

~~6.7. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommends and implements approved policies and procedures.~~

~~8. Participates in the preparation and administration of the section and events budgets. Submits budget recommendations. Monitors all financial transactions, expenditures, and identifies and reports potential financial overruns and variances at an early stage. Prepares reports on actual and estimated revenues and expenditures. Participate in the preparation and administration of the annual section budget; submit budget recommendations.~~

~~9. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed. Monitors and evaluates vendor performance.~~

~~10. Coordinates with other city departments to organize program and event logistics including security, rights of way permits, business licenses permits, janitorial support, lighting and signage.~~

~~8.~~

~~7.11. Plans, and prepares coordinate and dDistributes production of invitations, flyers and banners for special events.~~

~~12. Organize volunteer groups to assist with event preparation.~~

~~8.12 Prepares and maintain a variety of reports.~~

Marginal Functions:

1. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of event planning.

CITY OF LAS VEGAS  
Events Specialist (continued)

1.2. Maintains a variety of automated and manual logs, records and files.

2.3. May enforce facility rules and regulations.

3.4. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, practices and techniques of event planning.

Principles of lead supervision and training.

Basic accounting principles and practices.

Basic record keeping practices and techniques.

Set-up and operation of basic audio visual equipment including microphones and podium.

Occupational hazards and standard safety practices.

Modern office procedures and equipment, including personal computers, word processing and spreadsheet software programs.

Protocol relating to government officials and dignitaries.

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

**Skills in Ability to:**

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, recommending best options and implementing approved solution in support of goals.

Working independently with minimal supervision.

Using initiative and independent judgment within established guidelines.

Interpreting, explaining and enforcing regulations, policies and procedures.

Meeting critical deadlines.

Setting and adjusting priorities in a rapidly changing environment.

Managing multiple assignments.

Paying close attention to detail.

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective 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:~~

~~————— *Walking, standing, or 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*~~

CITY OF LAS VEGAS  
Events Specialist (*continued*)

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 increasingly responsible experience in event planning and implementation including one year of lead or supervisory experience.

**Training:**

Associate's degree from an accredited college or university with major in hotel administration, hospitality or a field related to the essential functions. A combination of formal education and directly related work experience may substitute for the degree.

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

**License or Certificate:**

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

Possession of a Health Card from the Southern Nevada Health District within two weeks of the date of appointment, and maintenance thereafter.

Possession of a Techniques of Alcohol Management (TAM) certification from a State of Nevada certified agency within two weeks of the date of appointment, and maintenance thereafter.

**Special Requirement**

~~Work schedule depends upon the event schedule, and will vary considerably, involving normal daytime hours in addition to some evenings, weekends and holidays~~

**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.*

**Special Requirement**

Work schedule depends upon the event schedule, and will vary considerably, involving normal daytime hours in addition to some evenings, weekends and holidays.

**Environmental Conditions:**

CITY OF LAS VEGAS  
Events Specialist (*continued*)

*Location:* 80% inside, 20% outside work depending on event site.

*Hazards:* Exposure to computer screens, noise, inclement weather conditions, moving objects and vehicles, odors, fumes, dust, mist, gasses, poor ventilation, -awkward positions, cramped quarters and uneven surfaces.

*Equipment Used:* Truck, trailer, two-wheeler, carts (varied sizes), baskets, wheeled trash bins, large plastic storage containers, buckets, ice scoop, coolers (varied sizes), large wheeled-cart (Big Bertha) that is located in rear trailer to take large amounts of bottled water with ice to events; tables, chairs, podium, stanchions, canopy and sand bags.

**Physical Conditions:**

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

*Sitting:* Occasional sitting required when driving and during staffing of events.

*Standing:* Frequent to constant standing may be required when setting up and staffing an event.

*Walking:* Frequent to constant walking may be required when setting up and staffing an event; extensive walking required at times to effectively plan, set-up and unload trailer for an event.

~~*Driving:* Occasional driving required to each event.~~

*Bending (at waist):* Frequent bending noted when loading and unloading trailer which requires lifting, pushing and pulling, also during setting up materials at events site.

*Crouching (squat):* Occasional squat position may be required to lift items off of ground level.

*Kneeling:* Occasional kneel position may be required to place objects at lower levels.

*Climbing:* Occasional climbing in and out of truck, bed of truck, in and out of trailer and on and off curbs, stairs, etc. (17 inches to step onto trailer; 31 inches to climb into rear of truck).

*Twisting:* Frequent twisting observed when lifting items in and out of trailer.

**Physical Conditions:**

*Reaching:* Constant reaching is required to perform a majority of all job duties.

*Balancing:* Occasional balancing required to climb on and off trailer, in and out of truck bed and to manage lift and carry of sometimes awkward items.

*Lifting:* Frequent lifting is required for physical lay-out and structure of event site.

*Carrying:* Frequent carrying is required for physical lay-out of materials to include food, table, supplies, etc to assist with event set-up.

*Pushing:* Frequent pushing motions are required to set up event's site to include large wheeled cooler to hold drinks; pushing required of two-wheeler or carts to load and unload items into trailer and at event site.

*Pulling:* Frequent pulling motions are required to set up event site to include large wheeled cooler to hold drinks; also worker's had to pull various ice chests and utilized two-wheeler and cart to load items into the event site.

*Throwing:* Occasional throwing of items off of the trailer to include light objects of popcorn; binder boxes, etc.

*Repetitive Motion:* Frequent repetitive gripping to handle boxes, cases of water, and to overall perform job duties for event site.

*Other Physical Demands:* Fingering to be utilized to write, tape, computer entry and ability to knot and tie balloons. Worker must be able to grip, hold, seize and grasp boxes, materials, scoop ice, handle two-wheelers, carts etc. Repetitive wrist motions are entailed in material handling and grasp required when lifting items to and from trailer and set up

CITY OF LAS VEGAS  
Events Specialist (*continued*)

tables, chairs, etc. ~~Foot pedals are required to drive.~~ Overall, must be able to work from floor level to extreme overhead levels to reach items etc.

Maintaining effective audio-visual discrimination and perception needed for. Making observations.

Communicating with others. Reading and writing. Operating assigned equipment.

Maintaining mental capacity which allows the capability of. Making sound decisions. Effective interaction and communication with others. Demonstrating intellectual capabilities.

SMMSEGAL

NEW 7/26/07 Revised 4/7/11

FLSA & City: nonexempt

CSB 10/10/07

Segal 08/17/10

## GRANT COORDINATOR

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 researches and assists in securing funding for city projects and programs from sources other than tax revenues; to analyze and provides guidance on grant funding issues. provide research, analysis, leadership and guidance to city departments concerning grant funding issues; and to perform a variety of technical and administrative tasks related to assigned area of responsibility.~~

### SUPERVISION RECEIVED

~~Receives direction from the Planning Supervisor and 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. Researches, identifies and develops funding sources other than tax revenues to support current and future city programs or projects.~~
- ~~2. Identifies; assist city departments with determining possible grant needs and sources for city departments; conduct grant research, obtain grant applications, and a~~
- ~~1.3. Obtains grant applications; assists city departments with preparing and submitting grant funding applications to federal and state governments and non-governmental agencies; reviews and edit draft grant applications for completeness and accuracy.~~
- ~~2. Maintain accurate citywide grant program activity logs; assist in preparing reports to evaluate program strengths and weaknesses, identify contract violations and to comply with grant requirements.~~
- ~~3.4. Develop materials and provide training on grant programs, program development activities and improvement measures for city management, city employees, outside agencies, committees, task forces, commissions, boards, community groups and the public; encourage the shared use of existing resources, such as city employees with experience writing and administering grants. Provides technical support and training to other city staff.~~
- ~~5. Develop, Monitor, and audits and assists with developing grant program reporting procedures and budgets; assist city staff to resolve issues and conflicts with funding agencies; independently prepare management, policy and staff reports pertaining to grant activities for City Council and the City Manager's office.~~

CITY OF LAS VEGAS  
Grant Coordinator (*continued*)

4.6. Prepares performance statistics and reports on grant activities.

7. Develop relationships and interact and collaborate with representatives of federal, state and other public sector organizations, private consultants, foundations and citizens. Serves as liaison for the department with other city departments, divisions, public and outside agencies. Assists city staff with resolving issues and conflicts with funding agencies.

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

**Essential Functions:**

6.9. Coordinate and administer the city wide grant review committee, which assesses departments' proposed grant applications and approves their submission to the grantor. Participates in city-wide committees and meetings to provide expert consultation on grant funding and maintenance activities.

Collect, analyze, compile and summarize research; prepare reports, identify problems and recommend solutions.

10. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

7.11. Stays abreast of new grant opportunities, programs and regulations.

**Marginal Functions:**

1. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

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

Sources of information regarding grants.

The functions of the various city departments to facilitate grant sourcing.

Methods of research, analysis and report preparation.

Principles and practices of contract administration as it applies to grant funding.

English usage, spelling, grammar and punctuation.

Common office computer hardware and software, including database, spreadsheets, word processing and email.

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

**Ability to Skills in:**

Working independently with minimal supervision.

Collecting, analyzing, compiling and interpreting economic, technical and statistical data relating to grant programs.

CITY OF LAS VEGAS  
Grant Coordinator (*continued*)

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

Using initiative and independent judgment within established guidelines.

Planning, organizing and prioritizing assignments.

Managing multiple assignments.

Meeting critical deadlines.

Interpreting, applying and explaining pertinent federal, state and local laws, codes, regulations, policies and procedures.

Preparing, presenting and maintaining complete, accurate and concise correspondence.

Understanding and carrying out complex written and verbal instructions.

Conducting detailed research, compiling statistics and analyzing data.

Communicating clearly and concisely, both orally and in writing.

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

CITY OF LAS VEGAS  
Grant Coordinator (*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 for extended periods of time; and~~
- ~~\_\_\_\_\_ Operating assigned equipment.~~

Experience and Training Requirements

Experience:

Three years of experience researching, writing and overseeing grants; experience with a municipal government or non-profit agency is desirable.

Training:

Bachelor's degree from an accredited college or university with major in public administration, business administration, journalism or a field related to the essential functions. ~~A combination of formal education and directly related work experience may substitute for the degree.~~

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; travel from site to site.

Hazards: Exposure to computer screen.

Physical Conditions:

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

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

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

CITY OF LAS VEGAS  
Grant Coordinator (*continued*)

-- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

-- *Making observations;*

-- *Communicating with others;*

-- *Reading and writing; and*

-- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

-- *Making sound decisions;*

-- *Effective interaction and communication with others; and*

-- *Demonstrating intellectual capabilities.*

ARBSEGA

NEW 5/17/05 Revised 4/7/11

FLSA & City: nonexempt

CSB 6/8/05

LEGAL TECHNICIAN I  
LEGAL TECHNICIAN II

*Class specifications are not 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 a wide variety of routine to difficult legal office support to the Office of the City Attorney which is often confidential and may include reception duties, document processing, typing, word processing, computer entry, record keeping and filing. Prepares and maintains cases for court proceedings, ensuring all files, documents and other items are included. Assists public with inquiries.

**DISTINGUISHING CHARACTERISTICS**

**Legal Technician I:** This is the entry-level class within the Legal Technician series. Initially under close supervision, incumbents conduct duties limited in scope and learn general, court, legal office and City procedures. As experience is gained, there is greater independence of action within established guidelines. This class may be used as a training class, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at an entry level.

**Legal Technician II:** This is the journey level class within the Legal Technician series, fully competent to independently perform a variety of responsible legal office support duties. Specific duties, including the amount of typing, word processing, use of computers and contact with the public, will vary with the organizational unit to which assigned. This class is distinguished from the Legal Technician I in that it performs difficult, technical, complex or specialized legal office support duties, which require an additional definable body of technical knowledge or skill. Employees in this class receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the entry level; when filled from the outside, selected candidates have prior experience.

**SUPERVISION RECEIVED**

**Legal Technician I**

Receives immediate supervision from supervisory staff.

**Legal Technician II**

CITY OF LAS VEGAS  
Legal Technician I/II

Receives general supervision from supervisory staff.

May train less experienced employees in proper procedures, methods and techniques.

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

**Essential Functions:**

1. Provides information in person and over the telephone in a professional and courteous manner to the general public regarding court procedures and schedules; Responds assist in responding to the more a wide variety of difficult inquiries; Performs intake and processes all matters submitted for prosecution including citations, arrests, requests for prosecution, and others. Prepares and disseminates legally mandated information as required.
- 1.2. Creates, amends or deletes basic to complex entries in computer database.
- 2.3. Assembles and maintains a variety of files, legal documentation and records in a timely manner; Verifies and orders agency documentation as required; Researches problems with documentation or missing information; perform data entry; understand, explain and direct such procedures.
4. Updates court calendars. Locates cases, organizes files, and ensures appropriate documentation is available. Lends support for high volume workload areas.
4. Update court calendar; enter and update into Municipal Court mainframe computer database; locate cases; lend support for high volume workload areas; prepare and disseminate legally mandated information as required.
- 4.5. Collects money from the public for payment of fees; Prepares daily cash balance reports and bank deposits. Reconciles and verifies cash receipts and deposits for other staff. balance cash receipts at the end of shift.
- 5.6. Compiles information and data for statistical and financial reports. Maintains a variety of statistical records. Checks and tabulates statistical data. Compile daily and weekly statistics for management.
- 6.7. Assists in training less experienced personnel in the proper job procedures, methods and techniques.
- 7.8. Participates in providing technical clerical services in support of assigned functions.
- 8.9. Performs and participates in various record keeping and clerical duties in support of assigned functions. Maintains paper and electronic filing systems, including preparing, scanning, and indexing documents. Retrieves filed documents upon request. Participate in routine record keeping duties; perform various record keeping and clerical duties in support of assigned functions.
- 9.10. Formats, prepares and proofreads a variety of documents and forms including general

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

and legal correspondence, reports, and memoranda.

10.11. Operates a variety of office equipment including a switchboard, calculator, copier, facsimile machine, shredder, microfilm machine, computer terminal and personal computer; input and retrieve data and text; organize and maintain disk storage and filing.

12. May act as receptionist, answer telephone and assist the general public; provide information on policies and procedures as required.

**Marginal Functions:**

1. Research records for Deputy City Attorneys, submitting agencies or court as requested.

2.1. May be required to be a notary public.

3.2. Receives, sorts and distributes incoming and outgoing correspondence or other related materials.

4.3. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Legal Technician I**

**Knowledge of:**

Basic services, methods and techniques of clerical office support.  
Basic principles and procedures of record keeping.  
English usage, spelling, grammar and punctuation.  
Basic methods and procedures of data entry.  
Basic principles and techniques of customer service.  
Basic mathematical principles.  
Basic modern office procedures, methods and computer equipment.  
Common word processing software.

**Ability to Skills in:**

Providing service in a courteous and professional manner.  
Maintaining confidentiality of work performed.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective 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:~~

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

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

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 general clerical or office support experience; court or legal operations clerical or support experience is preferred.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application.

**Legal Technician II**

In addition to the qualifications for Legal Technician I:

**Knowledge of:**

- Principles and procedures of legal record keeping.
- Mathematical principles.
- Modern office procedures, methods and computer equipment.
- Basic personal computer operations and common office software used in a legal office.
- Services, methods and techniques of clerical legal office support.
- Methods and procedures of data entry.
- Principles and techniques of customer service.

**Ability to: Skills in:**

- Working independently without direct supervision.
- Meeting schedules and timelines.

**Experience and Training Requirements**

**Experience:**

**CITY OF LAS VEGAS**  
**Legal Technician I/II**

One year of increasingly responsible court or legal operations clerical or support experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate:**

Must type 45 net words per minute as demonstrated by a typing certificate dated no more than one year prior to the date of application

May be required to be bi-lingual.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office and courtroom environments; exposure to computer screen and potentially hostile individuals.

**Physical Conditions:**

Essential and marginal functions require:

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

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

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

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

KAG SEGAL  
REV 9/1/043/9/11  
FLSA & City: nonexempt

## RECORDS SERVICES 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 p~~Participates in maintaining sound records management and public records policies and procedures for the city; ~~to s~~Supervises staff responsible for hard copy public and historic information and record lifecycle management, including the Active Records Center and archival records; ~~to p~~provides responsible assistance to the assigned manager; and ~~to p~~Performs a variety of tasks related to the assigned area of responsibility.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Enterprise Records Officer and the City Clerk.

Acts as a formal supervisor, exercising direct supervision, including selecting new employees, monitoring and formally evaluating employee performance, and participating in the discipline and termination of employees. ~~Exercises direct supervision over hard copy and historical records 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. Participates in maintaining sound city-wide records management policies and procedures; eEvaluates current records retention schedules; and recommends and implements a plan to update and establish new retention schedules for all departments; ~~d~~Drafts procedures for systematic review of retention schedules, submission to committees, City Council, and the state as required; Drafts updates to City Code addressing records retention and related records management procedures; ~~maintain knowledge of laws, literature, and publications that address records retention, and o~~Oversees departmental adherence to retention schedules and records destruction policy while preserving records of historical value and reporting compliance to management. Assists in preparing new and revised ordinances for presentation to the Records Management Committee.
2. Plans, prioritizes, assigns, supervises and review the work of staff responsible for maintaining hard copy and historical records. Participates in the selection of staff; ensures positive morale; provides or coordinates staff training; plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; establishes work priorities and schedules; reviews and evaluates work products, methods and procedures; prepares and conducts formal performance evaluations; works with employees to develop short and long

CITY OF LAS VEGAS

Records Services Supervisor (*continued*)

term goals, monitor accomplishments, establishes performance requirements and personal development targets and provides coaching for performance improvement and development.

3. Receives and responds to inquiries and subpoenas from all departments, agencies and the public; ~~use sound judgment in p~~Provides technical assistance or refers ~~issues~~ to the appropriate party; ~~e~~Explains pertinent regulations, policies and procedures; ~~e~~Consults with legal staff to resolve sensitive issues in public records access; ~~assist in preparing new and revised ordinances for presentation to the Records Management Committee.~~
4. Supervises ~~the Active Records Center operations, and maintenance and courier services of the records facility and courier services, including oversight of the retrieval, access, and response capabilities for the records stored in the vault and department file system stored in the active records center and departmental file systems.~~
5. Participates in the preparation and administration of the assigned work unit budget; ~~prepares and submits~~ budget recommendations; monitor expenses; estimate time, materials and equipment required to accomplish goals and objectives ~~and requisition materials as needed~~; participate in the development and maintenance of performance measures, oversee contracts and maintenance agreements as applicable.
6. Updates, recommends and implements goals and objectives of the work unit; ~~e~~Establishes schedules and methods for providing services; ~~r~~Reviews needs with appropriate management staff; ~~i~~Identifies and maintains training plans for work unit; ~~p~~Plans, obtains and allocates resources accordingly.
7. Prepares and presents administrative, analytical and statistical reports on operations and activities. Maintains documentation of departmental records delegates training and certification, develops and provides training to records delegates, as well as oversees the creation and maintenance of educational or training material regarding records management for the ~~entire~~ City.
8. Participates in the creation, ~~and revision, implementation and ongoing maintenance~~ of a records disaster recovery program and vital records program by assisting in the identification and designation of vital records; ~~e~~Evaluates proper methods of protection for vital records and makes recommendations on media, rotation, dispersal, and related procedures; ~~as well as participate in the implementation of disaster prevention and recovery plans.~~
9. Participates in the creation and revision of a formalized archives and preservation program including; ~~performing duties relating to the accessioning and processing of historical records and artifacts, including appraising documents for historical significance, organizing records according to professional principles and practices, and overseeing and carrying out preservation measures;~~ ~~the development of~~Develops policies and operating procedures relating to historical and archival records; ~~s~~Secures and maintains grant funding or alternative funding source to support program; ~~as well as the development~~Develops and maintains ~~en~~ancee of professional and educational partnerships ~~that would~~ to support and facilitate an archives and preservation program at the City of Las Vegas.

9.

**CITY OF LAS VEGAS**

**Records Services Supervisor (*continued*)**

10. Maintains confidential, criminal justice related, and private information in accordance to policies and procedures.
11. Responds to inquiries in a courteous manner, provides information within the required time period and area of assignment and resolves complaints in an efficient and timely manner.
12. Serves as liaison between assigned department or division and other city departments regarding interpretation of records management policies, procedures, retention schedules, public records processes and other related laws. Provides assistance to employees regarding records issues.

**Marginal Functions:**

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

**QUALIFICATIONS**

**Knowledge of:**

- Policies, practices and procedures of a records management program.
- Pertinent federal, state and local laws, codes and regulations.
- Codes, policies and procedures related to the maintenance, recording and storage of legal, archival and historical documents.
- Current issues in records management, including the preservation of historic records.
- Record keeping principles and practices.
- Principles of supervision, training and performance evaluation.
- Disaster recovery techniques
- Basic principles and practices of budget preparation and administration.
- Principles of business writing and report preparation.
- Correct business English including spelling, grammar and punctuation.
- Current office procedures, methods, computer equipment and standard software packages.

**Ability to: Skills in:**

- Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
- Acting calmly, rationally, decisively and tactfully in difficult situations.
- Using initiative and independent judgment within established guidelines.
- Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions and recommending best options.
- Managing multiple assignments.
- Planning, organizing and prioritizing assignments.
- Preparing clear and concise reports.

CITY OF LAS VEGAS  
Records Services Supervisor (*continued*)

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

Communicating clearly and concisely, both orally and in writing.

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

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

~~————— *Making observations;*~~

~~————— *Communicating with others;*~~

~~————— *Reading and writing, and*~~

~~————— *Operating assigned equipment.*~~

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

~~————— *Making sound decisions;*~~

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

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

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

~~————— *sitting for extended periods of time; and*~~

~~————— *operating assigned equipment.*~~

### Experience and Training Requirements

#### Experience:

Four years of professional records management experience, preferably in a local government environment. Supervisory experience in any field is preferable

#### Training:

Associate's degree from an accredited college or university with major in records management, business administration, public administration, or a field related to the essential functions

May substitute a combination of equivalent education and experience. The city assesses 1.5 years of full-time experience as equivalent to one year of education. A combination of formal education and directly related work experience may substitute for the degree.

#### License or Certificate

Possession of Certified Records Manager designation from the Institute of Certified Records Managers is desirable.

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

### WORKING CONDITIONS

CITY OF LAS VEGAS  
Records Services Supervisor (*continued*)

Environmental Conditions:

Location: Office and records storage facility environments; occasional travel from site to site.  
Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, standing, or sitting for extended periods of time; 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.*

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

ARBSEGal

NEW 3/23/09REV 4/21/11

FLSA: exempt; City: nonexempt

CSB 5/13/09

## SENIOR CUSTODIAN

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~~ Leads, oversees and participates in the more complex and difficult work of staff responsible for the cleaning of city buildings and facilities; and ~~to~~ performs a variety of technical tasks related to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Positions at this level are distinguished from ~~the classes within the series~~ Custodian by the level of responsibility assumed, the complexity of duties assigned and the independence with which the employee is expected to perform. Employees perform the most difficult and responsible types of duties assigned to classes within this series, ~~including providing lead supervision over lower level custodial staff, special project assignments, training and supervising supplemental work force assigned to the misdemeanor work program, and assisting in assigning, monitoring and inspecting the work performed by assigned personnel.~~ 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 ~~Custodial Shift Supervisor or~~ higher level supervisory or management staff.

Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress, and reviewing results. ~~Exercises functional and technical supervision over lower level custodial 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. Leads, plans, directs, coordinates, schedules, participates in and reviews the work of staff responsible for providing custodial maintenance to city buildings and facilities.
2. Performs the more difficult and complex custodial work, such as learning the use of new products and equipment, handling special cleaning requests, and periodic projects, including

**CITY OF LAS VEGAS**

**Senior Custodian -(continued)**

floor stripping and refinishing, and carpet cleaning and extracting; fills in for assigned custodial staff when needed.

3. Supervises the use of and operates a variety of powered and non-powered equipment.
4. Trains assigned employees in custodial maintenance methods and techniques and in the set up and use of equipment, performs light maintenance to ensure equipment is in proper working condition.
5. Verifies the work of assigned employees for thoroughness and accuracy, proper work methods and techniques, and compliance with applicable standards, and specifications, and safe work practices and procedures.
- ~~6. Ensure assigned employees adhere to safe work practices and procedures.~~
- ~~7.6. Ensure the security of the assigned City Hall buildings and facilities after the evening shift, observes and reports unauthorized persons in building.~~
- ~~8.7. Trains and supervises supplemental work force assigned to the misdemeanor work program.~~
- ~~9.8. Ensures City Council Chambers are set up for evening meetings; prepares rooms for special events, including moving and arranging furniture and equipment.~~
- ~~10.9. Inspects work stations, and distributes supplies and equipment to various facilities.~~

**Marginal Functions:**

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
2. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a custodial maintenance program.  
Principles of lead supervision and training.  
Methods and techniques of custodial maintenance.  
Operational characteristics of powered and non-powered janitorial equipment and tools.  
Materials, equipment and supplies used in custodial maintenance.  
Occupational hazards and standard safety practices and equipment.  
Applicable Material Safety Data Sheets (MSDS).

**Ability to:Skills in:**

Leading, organizing and reviewing the work of staff in the area of work assigned.

**CITY OF LAS VEGAS**

**Senior Custodian *-(continued)***

Interpreting, explaining and enforcing department policies and procedures.  
Operating a variety of powered and non-powered equipment in a safe and effective manner.  
Detecting safety hazards in powered equipment.  
Using toxic chemicals and materials properly.  
Performing the full range of custodial maintenance assignments.  
Working independently without direct supervision.  
Understanding and following oral and written instructions.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining 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:~~

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

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible custodial experience.

**Training:**

Equivalent to graduation from high school.

**License or Certificate**

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

**WORKING CONDITIONS**

*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:** 95% indoors, climate controlled. 5% outdoors while cleaning, walking between buildings, dumping trash.

CITY OF LAS VEGAS

Senior Custodian *-(continued)*

*Hazards:* Moving equipment, trip obstacles, dust, fumes, cuts, slippery surfaces, working at heights, exposure to electric shock and toxic or caustic chemicals.

*Equipment Used:* Floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, carpet cleaner, mops, dust mops, brooms, and other cleaning equipment and supplies.

*Safety Equipment:* Safety shoes, eye protection, gloves, back support belts optional.

Physical Conditions:

Essential and marginal functions require:

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

*Standing/walking:* Constantly, throughout work shift. Distance may vary up to 1-1.5 miles daily, depending on task assigned, on tile, concrete and outside surfaces.

*Sitting:* Infrequently, during breaks and lunch.

*Lift/carry:* Frequently, 1-30 lbs., equipment, supplies, trash.

*Push/pull:* Frequently, using both hands and arms while performing cleaning duties, exerting 5-35 lbs. force. Occasionally, moving furniture and materials, exerting a force of 20-45 lbs.

*Climbing:* Infrequently; stairs and ladders up to a distance of 4 ft. while cleaning upper areas, drapes.

*Bending/twisting/balancing:* Frequently, at waist, knees, neck throughout work shift. Some twisting is required, but can be avoided with attention to proper body mechanics.

*Kneeling/crouching/crawling:* Infrequently, may be required while cleaning lower areas, retrieving supplies from lower shelves.

*Hands/arms:* Constant use in reaching, handling, grasping and fingering while operating equipment, using hand and power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required throughout shift.

*Sight:* Constantly, in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand and eye coordination in operation of equipment and tool use.

*Speech/hearing:* Frequently, to interact with co-workers.

Maintaining effective audio-visual discrimination and perception needed for:

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

Maintaining mental capacity which allows the capability of:

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

ARBSEGAL

REV 10/27/034/21/11

FLSA & City: nonexempt

2. CITY OF LAS VEGAS  
| Senior Custodian *-(continued)*

| CSB: 11/12/03

## SENIOR DEPUTY CITY CLERK

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

Leads and coordinates the processing of meeting minutes for various official meetings under the purview of the City Clerk's office. Trains and provides guidance to Deputy City Clerks and Minutes Clerks to ensure legal deadlines and reporting requirements are met. Attends various official meetings and takes notes. Prepares and distributes meeting action minutes, minutes and recordings. Coordinates publication and mailing of meeting notices to the public. To lead and coordinate the electronic public meeting agenda and minutes process; to lead, train and coordinate the work of Deputy City Clerks; to perform a variety of technical and administrative tasks related to assigned area of responsibility.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Deputy City Clerk 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 perform the most difficult and responsible types of duties assigned to classes in this series. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility, and acts as a lead worker, training and overseeing the work of less experienced Clerks.

### SUPERVISION RECEIVED AND EXERCISED

Receives immediate general supervision from the Chief Deputy City Clerk and Chief Deputy City Clerk and Records Administrator higher level management staff.

Acts as a lead worker, Exercises functional and technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedure, monitoring work progress and reviewing results over lower level Deputy City Clerk 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. Leads and coordinates the preparation, distribution and publication of electronic public meeting agenda, action minutes audio/video and final minutes process for various official meetings under the purview of the City Clerk's office; Documents, tests, drafts and maintains procedures regarding electronic agenda processes and related functions; schedule and assign functions related to producing and Web posting the electronic agendas;

CITY OF LAS VEGAS  
Senior Deputy City Clerk (*continued*)

~~transcripts, minutes and videos for meetings such as City Council and Planning Commission. Troubleshoots, resolves, or coordinates the resolution of technical issues or problems with the electronic agenda software.~~

~~2. Troubleshoots, resolves or coordinates the resolution of technical issues or problems with the electronic agenda software.~~

~~3.2. Serves as liaison between the City Clerk's office and city departments regarding the agenda processes and software; trains city staff to use the agenda software to submit documents electronically, and to view agenda components and video of past meetings.~~

**Essential Functions:**

~~4.3. Serves as a lead to Deputy City Clerks and Minutes Clerks, providing functional and technical oversight and training; assigns, plans, directs, coordinates and schedules assignments; monitors work progress and reviews work results; ensures assignments are completed to meet legal deadlines and requirements.~~

~~4. Assists with responding to the more difficult and sensitive inquiries regarding City Clerk functions and records.~~

~~4.~~

~~Attend public and official meetings to take minutes as necessary, including City Council, Planning Commission, Redevelopment Agency, Recommending Committee, Audit Committee and special meetings; transcribe minutes for the meetings attended. Attends and provides support for public and official meetings as necessary. Records, proofreads, edits, and finalizes meeting minutes. Processes and verifies backup documentation submitted for the meeting consistent with statutory compliance.~~

~~5.~~

~~6. Prepares, distributes, and mails documents for meetings and public hearings including correspondence, postcards, and Final Action notices.~~

~~7. Prepares and processes publications for public hearings, bills and ordinances in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code; coordinates with local newspaper to ensure deadlines are met.~~

~~7.8. Assists with developing and implementing program and service goals and objectives; participates in implementing approved policies and procedures.~~

~~8.9. Prepares monthly and special reports.~~

~~9. Provide or coordinate training for staff to ensure they maintain skills as the software evolves and processes change.~~

~~10. Document, test, draft and maintain procedures regarding electronic agenda processes and related functions.~~

**CITY OF LAS VEGAS**  
**Senior Deputy City Clerk (continued)**

~~11. Operate a variety of common and specialized office equipment such as copier, facsimile, scanner, personal computer, and a court reporting machine.~~

10. Occasionally attends off-site and regular meetings during other than normal business hours.

11. Performs all related duties in compliance with Nevada Revised Statutes, Nevada Administrative Code and Las Vegas Municipal Code.

**Marginal Functions:**

1. Responds to inquiries from the public, city staff and other government agencies in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

~~1. Responds to inquiries from the public and city staff in a professional and courteous manner regarding actions taken at public meetings.~~

2. Administers oaths of office, notarizes documents, processes passport services and collects fees.

3. Receives all contract bids, stamp in, maintain log and deliver bids to the Purchasing and Contracts Division.

4. Assists with the city elections.

2.5. Performs related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles of lead supervision and training.

Services of a municipal Clerk's office.

Advanced principles, procedures and legal requirements of public record keeping.

Principles and techniques of taking and transcribing minutes for official and public meetings.

Principles and techniques of numerical and alphabetical filing systems.

Principles and techniques of customer service.

English usage, spelling, grammar, punctuation and sentence structure.

Modern office procedures, methods and equipment.

Personal computer operations and common office software at a basic level, including word processing, spreadsheet and email.

Techniques for navigating the Internet.

Principles and techniques of business letter writing and report preparation.

Pertinent federal, state and local laws, codes, regulations, including the Nevada open meeting law.

**Ability to: Skills in:**

CITY OF LAS VEGAS  
Senior Deputy City Clerk (*continued*)

Understanding the needs of the City Clerk's office and its customers as necessary to perform assigned responsibilities.  
Understanding and following oral and written instructions.  
Maintaining confidentiality of information when required by statute or policy.  
Planning, organizing and prioritizing assignments to meet required timelines, including the work of assigned staff.  
Managing multiple assignments.  
Meeting critical deadlines.  
Complying with all posting and publication requirements of the Nevada open meeting law.  
Adjusting to changing priorities.  
Working independently with minimal supervision.  
Learning the specialized software used in the City Clerk's office.  
Applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.  
Using initiative and judgment within established guidelines.  
Communicating clearly and concisely, both orally and in writing.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

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

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

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

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

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

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

### Experience and Training Requirements

#### Experience:

Five years of increasingly responsible secretarial or clerical experience, preferably in a city or county clerk's office.

#### Training:

Equivalent to graduation from high school. Specialized secretarial training is desirable.

#### License or Certificate

Must type 70 net words per minute as demonstrated by a test certificate dated no more than one year prior to the date of application.

CITY OF LAS VEGAS  
Senior Deputy City Clerk (*continued*)

Must attend Security Awareness training required by the FBI National Crime Information Center within 30 days of the date of appointment.

Possession of an appropriate, valid passport agent certificate within 6 months of the date of appointment, and maintenance thereafter

Possession of an appropriate, valid notary public license within 6 months of the date of appointment, and maintenance thereafter.

~~Must type 60 net words per minute and use shorthand, speedwriting, a court reporting machine or any other method to take notes at 90 net words per minute, as demonstrated by test certificates dated no more than one year prior to the date of application.~~

### 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.~~

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

-- *Walking, standing, or sitting for extended periods of time; and*

-- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

-- *Making observations;*

-- *Communicating with others;*

-- *Reading and writing; and*

-- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

-- *Making sound decisions;*

-- *Effective interaction and communication with others; and*

-- *Demonstrating intellectual capabilities.*

ARBSEGAL

REV 5/18/073/24/11

FLSA & City: nonexempt

CSB 6/13/07

Segal 07/07/2010

Clerk 09/14/2010

## SENIOR THEATER-PRODUCTION 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 lead, oversee and participate in the more complex and difficult work of staff responsible for city-wide productions, town hall meetings and other special events; and to perform a variety of technical tasks relative to assigned areas of responsibility.~~ Leads, plans and reviews the work of staff responsible for technical support of city-wide productions, special events, meetings and performing arts. Designs, plans, directs and participates in all aspects of production.

### DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the ~~Theater-Production Technician~~ 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. The Senior Theater Technician provides lead supervision over staff. 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 ~~Technical Theater-Field~~ Administrative Supervisor.

~~Exercises functional and technical supervision over lower level technical staff~~ Acts as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedures, monitoring work progress, and reviewing results.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Leads, plans, participates in and reviews the work of staff responsible for providing technical support at city-wide performing arts productions, special events or town hall meetings.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; reviews needs with appropriate management staff; allocates resources accordingly.

**CITY OF LAS VEGAS**

**Senior Theater Production Technician (continued)**

3. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations. Participates in the procurement process, including research materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
- ~~2.4. Plans, directs and participates in performing arts, entertainment and public events in a variety of traditional and non-traditional facilities and settings including parks, amphitheatres, arts/cultural centers, theaters, mobile stages, City Council chambers and meeting or training rooms. setting up, operating and striking mobile stage, stage canopy, props, scenery, audio systems, lighting systems and audio-visual equipment. Assists in installing equipment; sets up the power supply for productions and events.~~
- ~~3. Supervise the use of and operate small hand tools, electrical generator, fog machine, media equipment, material handling and aerial lifts, lighting equipment, sound equipment, mobile stages, a variety of trucks and closed circuit video monitor system.~~
- ~~4.5. Train assigned employees in sound, stage and lighting methods and techniques and in the set up and use of equipment. Provides technical training to assigned city staff. Supervises the use of and operates small hand tools and other equipment.~~

**Essential Functions:**

- ~~5. Verify the work of assigned employees for accuracy, proper work methods and techniques and compliance with applicable standards and specifications.~~
6. Ensures employees adhere to safe work practices and procedures compliance with technical requirements of production and OSHA, fire and other safety regulations.
7. Construct and set up gallery furniture. Receives and responds to complex and sensitive issues. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
8. Plans, directs and participates in the maintenance of production equipment and theater facilities. Ensure that assigned facilities and equipment are maintained in proper working condition.
9. Procure materials for assigned facilities. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work; prepares a variety of paperwork and reports.
- ~~10. Enforce adherence to OSHA and fire regulations and enforce security of theater equipment.~~
- ~~110. Operate theatrical sound and lighting equipment. Adapts to acoustic, lighting and other challenges at the venue and changes in production requirements as necessary.~~

**Marginal Functions:**

- ~~1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner. Constructs and sets up gallery furniture.~~

## CITY OF LAS VEGAS

### Senior Theater Production Technician (continued)

~~2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.~~

~~3.2. File technical reports~~ Prepares and files accident and incident reports as necessary.

~~4.3. Perform related duties and responsibilities as required.~~

## QUALIFICATIONS

### Knowledge of:

Operations, services, technical production and activities related to arts programming including dance, theater, music performances, and the visual arts field.

Principles of lead supervision and training.

Methods and techniques of sound, stage and lighting.

Principles and practices of auditioning and play analyses and stage and directing techniques as applied to providing technical support.

Simple stage technical procedures, reading and writing cue sheets, labeling and instrument schedules.

Basic carpentry skills.

Material Safety Data Sheets procedures.

Electrical and electronic devices.

Digital multi-effects processor, audio spatial environment, gates and compressors.

Occupational hazards and standard safety practices.

### Ability to Skills in:

~~Lead, organize and review the work of staff in the area of work assigned.~~

Independently perform the most difficult technical functions related to producing special events.

Interpreting, explaining and enforcing department policies and procedures.

Operating a variety of sound, stage and lighting equipment in a safe and effective manner.

Performing minor maintenance on equipment and facilities.

Organizing and installing art shows.

Working independently in the absence of supervision.

Understanding and following oral and written instructions.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining 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~~

CITY OF LAS VEGAS  
Senior Theater Production Technician (continued)

~~\_\_\_\_\_ Demonstrating intellectual capabilities.~~

**Experience and Training Requirements**

**Experience:**

Three years of increasingly responsible theater experience including technical stage craft experience.

**Training:**

Equivalent to graduation from high school, supplemented by training or college level course work in theater lighting and production, theater design, stage design, dramatic arts or a field related to the essential functions.

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

**License or Certificate**

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

CITY OF LAS VEGAS  
Senior Theater-Production Technician (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:* 60% inside, 40% outside work in ever changing work environment and in all types of weather conditions.

*Hazards:* Exposure to working at heights, noise, inclement weather conditions, moving objects and vehicles, burns, toxic and caustic chemicals, odors, fumes, awkward positions, cramped quarters, slippery surfaces, and pinch points.

*Equipment Used:* Hand and power tools, pneumatic tools, medium and light trucks, material handling lift, aerial lift, hoists, computerized lighting systems, audio equipment, amplifiers, mixing consoles, ladders, winches, and high voltage motors and generators.

*Safety Equipment:* Hard hat, gloves, aprons, safety glasses, safety harness or lanyard, steel-toed safety shoes, and other equipment as needed.

**Physical Conditions:**

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

*Standing/walking:* Frequent-constant standing, in combination with walking up to 4-6 miles per shift, on all types of surfaces outdoors and indoors.

*Sitting:* Occasionally, while operating equipment and vehicles, or administrative duties at desk.

*Lift/carry:* Frequently, up to 1-75 lbs., props, tools, and equipment. Carrying distances of up to 50 ft. Occasionally-infrequently, 76-150 lbs., with assistance for heavier equipment.

*Push/pull:* Frequently, exerting up to 5-50 lbs. force using both hands and arms while moving equipment, setting up stages, operating fly systems pulling ropes and cables. Infrequently, exerting force exceeding 75 lbs. while moving large equipment.

*Climbing:* Frequently, climbing or balancing on ladders or platforms while performing job duties.

*Bending/twisting:* Constantly, at waist, knees and neck, often in awkward positions while performing set up and strike activities.

*Kneeling/crouching/crawling:* Frequently, while performing transport, set up and strike activities. May crawl in attics and crawl spaces under stages.

*Hands/arms:* Constant use of hands and arms reaching, grasping, fingering, gripping, handling while installing and repairing equipment, at times working with arms extended and overhead. Heavy gripping using hand and power tools can be extended at times.

*Sight:* Constant use of sight abilities while inspecting or repairing equipment. Visual requirements include hand, eye and foot coordination, and visual acuity in near-, mid- and far-range.

*Speech/hearing:* Constantly, in communicating with co-workers and supervisors.

*Other physical demands:* Ability to work in confined spaces, in all types of environments, and work at heights up to 100 ft. Must be able to respond quickly to emergencies.

Maintain effective audio-visual discrimination and perception needed for: Making observations. Communicating with others. Reading and writing. Distinguishing colors. Operating assigned equipment and vehicles.

**CITY OF LAS VEGAS**

**Senior Theater Production Technician (continued)**

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

ARB—SEGAL

REV 4/5/104/5/11 (formerly Senior Theater Technician)

FLSA & City: nonexempt

CSB 5/12/10

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date May 11, 2011

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**TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY**

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**SUBJECT: D. DISCUSSION AND POSSIBLE ACTION ON ABOLISHING ELIGIBLE LIST**

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**BOARD ACTION: APPROVE, NOT APPROVE, OR HOLD IN ABEYANCE**

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The City is requesting that the following eligible list(s) be abolished in accordance with Civil Service Rules, Chapter IV, Section 9, c. (4):

1. Fire Engineer - Promotional

The reasoning is as follows:

The current eligible list no longer suits the needs of the department.

**RECOMMENDATION**

The City recommends approval of the abolishment of this list.

## Martha Davis

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**From:** Glenna Kouns  
**Sent:** Tuesday, April 12, 2011 2:53 PM  
**To:** Martha Davis  
**Subject:** FW: Fire Engineer

Martha,  
We have Vince's approval to abolish the current Fire Engineer list and move forward.  
Thanks,

*Glenna Kouns*  
*Senior Personnel Analyst - Human Resources*  
*(702) 229-5927*

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**From:** Vincent Zamora  
**Sent:** Tuesday, April 12, 2011 2:51 PM  
**To:** Glenna Kouns  
**Subject:** RE: Fire Engineer

You have my approval to abolish the list. I think it would be a good idea to send both FR and the IAFF an email letting them know what are intentions are.

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**From:** Glenna Kouns  
**Sent:** Tuesday, April 12, 2011 2:36 PM  
**To:** Vincent Zamora  
**Subject:** RE: Fire Engineer

No, this is an HR decision.

*Glenna Kouns*  
*Senior Personnel Analyst - Human Resources*  
*(702) 229-5927*

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**From:** Vincent Zamora  
**Sent:** Tuesday, April 12, 2011 2:30 PM  
**To:** Glenna Kouns  
**Subject:** RE: Fire Engineer

Does the IAFF need to be consulted regarding the "abolishment?"

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**From:** Glenna Kouns  
**Sent:** Tuesday, April 12, 2011 2:18 PM  
**To:** Vincent Zamora  
**Cc:** Martha Davis  
**Subject:** Fire Engineer

Vince,  
We need your approval to abolish the current Fire Engineer list, the list will be two years old June 10, 2011. I have verified with LVFR that they will not be selecting candidates from this list. The department would like to move forward with establishing a new eligible list from our recent testing.

If you approve to abolish the list all we will need is an e-mail from you to Martha giving your approval.

CIVIL SERVICE BOARD MEETING SIGN IN SHEET

Date: May 11, 2011

Print Name

Organization

Dr. Esther VARGAS  
VICKY SKILBRED  
LWANN HOLMES  
GARY SWAN  
Glenna Kouns  
STEVE FORD  
Tom Perrino  
Brian Kroesen  
ROBERT JACOBMEYER

AELAS-CCSD  
CLV  
CLV-CCD  
LUPD  
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LUPD