

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue – 2nd Floor

Training Room #4

Las Vegas, Nevada

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

AGENDA

DATE: June 22, 2011

TIME: 4:30 p.m.

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

I. CALL TO ORDER

II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

III. APPROVAL OF MINUTES: June 08, 2011

IV. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

1. Construction Inspector I – Promotional
2. Records Technician I (Part-time) – Open

B. JOB DESCRIPTIONS

1. Buyer/Senior Buyer (X), formerly Buyer I/II/Senior (X) - Revised
2. Contracts Assistant, formerly Contracts Technician I/II (X) - Revised
3. Information Technologies Support Supervisor, formerly Desktop Computer Support Supervisor - Revised
4. Land Survey Associate - Revised
5. Land Survey Crew Leader, formerly Survey Crew Leader - Revised
6. Land Survey Technician, formerly Survey Technician - Revised
7. Land Surveyor - Revised
8. Security Systems Technician - Revised
9. Senior Contracts Assistant, formerly Senior Contracts Technician - Revised
10. Senior Information Technologies Support Technician, formerly Senior Microcomputer Specialist – Revised

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. 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

CITY OF LAS VEGAS
CIVIL SERVICE BOARD
MINUTES
FOR THE
June 8, 2011
REGULAR MEETING

Agenda Documentation
June 22, 2011

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: Dan Tarwater
SECRETARY TO THE BOARD

I. CALL TO ORDER: June 8, 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
Dan Tarwater
Vince Zamora
Sue Brown
Glenna Kouns
Helen Gonzales
Graciela Manginelli

OTHERS PRESENT
Flinn Fagg - CLV, Planning
Doug Towner - CLV, D&E
Steve Ford - CLV, Operations and Maintenance

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 May 25, 2011: Trustee Priscilla Rocha made a motion to approve the minutes of the Regular Meeting of May 25, 2011. Trustee Evelyn Beals seconded the motion. Trustee David Steinman abstained. Motion carried.

IV BUSINESS

A EXTENSION OF ELIGIBLE LISTS

1. Corrections Officer - Open
2. EMS Field Coordinator - Promotional
3. Firefighter Trainee - Open
4. Senior Microcomputer Specialist - Promotional

A motion was made by Trustee David Steinman to approve item 1 through 4 of the Extension of Eligible Lists. Trustee Priscilla Rocha seconded the motion. Motion Carried.

B. JOB DESCRIPTIONS FOR APPROVAL

1. Architectural Designer, formerly Designer (Revised)
2. Architectural Project Manager (Revised)
3. Carpenter, formerly Carpenter I/II (X) (Revised)
4. Concrete Mason, formerly Concrete Mason I/II (X) (Revised)
5. Construction Projects Administrator (Revised)
6. Control Center Supervisor (Revised)
7. Facilities Project Manager, formerly Facilities Engineer (Revised)
8. GIS Technician (Revised)
9. Graphic Illustrator, formerly Graphic Illustrator and Senior Graphic Illustrator (Revised)
10. Painter, formerly Painter I/II (X) (Revised)



(JOB DESCRIPTIONS FOR APPROVAL CONTINUED)

11. Park Maintenance Field Supervisor (Revised)
12. Park Maintenance Supervisor (Revised)
13. Planner I (Revised)
14. Planner II (Revised)
15. Planning Supervisor (Revised)
16. Planning Technician (Revised)
17. Plumber, formerly Plumber I/II (X) (Revised)
18. Senior Business Specialist (Revised)
19. Senior Carpenter (Revised)
20. Senior Painter (Revised)
21. Senior Planner (Revised)
22. Senior Plumber (Revised)
23. Statistical Analyst, formerly Statistical Analyst I, II and Senior (Revised)
24. Urban Design Coordinator (Revised)
25. Welder (Revised)

A motion was made by Trustee Priscilla Rocha that items 1 through 25 of the Job Descriptions for Approval be approved. Trustee Evelyn Beals seconded the motion. Motion carried.


II. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

1. None

V. CITIZEN PARTICIPATION

Deputy City Attorney Jack Eslinger wanted to congratulate Trustee Priscilla Rocha on obtaining her doctorate.

ADJOURNMENT: There being no further business to come before the Board, the meeting was adjourned at 4:32 p.m.



Dan Tarwater
Secretary to the Board



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

Department of Human Resources -
400 Stewart Avenue - 2nd Floor
Training Room #4
Las Vegas, Nevada

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

AGENDA

DATE: June 22, 2011

TIME: 4:30 p.m.

Everyone present

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- I. CALL TO ORDER
- II. ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW
- III. APPROVAL OF MINUTES: June 08, 2011 *David approval. Priscilla second*
- IV. BUSINESS

A. ELIGIBLE LISTS TO BE CERTIFIED

*Malcom ✓
Evelyn 2nd*

- 1. Construction Inspector I - Promotional
- 2. Records Technician I (Part-time) - Open - *External*

TODAY'S GRADES my notes

open 3938 - 5400

promo \$ 44,70.16 CC.38

Open \$ 17.46/hour (used grade CC.22 post class/comp grade)

B. JOB DESCRIPTIONS

*David commented
David ✓
Evelyn/Priscilla 2nd*

- 1. Buyer/Senior Buyer (X), formerly Buyer I/II/Senior (X) - Revised
- 2. Contracts Assistant, formerly Contracts Technician I/II (X) - Revised
- 3. Information Technologies Support Supervisor, formerly Desktop Computer Support Supervisor - Revised
- 4. Land Survey Associate - Revised
- 5. Land Survey Crew Leader, formerly Survey Crew Leader - Revised
- 6. Land Survey Technician, formerly Survey Technician - Revised
- 7. Land Surveyor - Revised
- 8. Security Systems Technician - Revised
- 9. Senior Contracts Assistant, formerly Senior Contracts Technician - Revised
- 10. Senior Information Technologies Support Technician, formerly Senior Microcomputer Specialist - Revised

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED

- 1. NONE

VI. CITIZEN PARTICIPATION *Morgan: it's not*

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- City Hall 2nd Floor, Human Resources Posting Bulletin Board

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 22, 2011

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

SUBJECT: A. ELIGIBLE LISTS TO BE CERTIFIED

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

TOTAL ELIGIBLE LISTS PRESENTED: 2

	<u>APPLIED</u>	<u>TESTED</u>	<u>PASSED & PLACED ON ELIGIBLE LISTS</u>
1. Construction Inspector I – Promotional	10	8	6
2. Records Technician I (Part-time) – Open	84	53	53

CITY OF LAS VEGAS

ELIGIBLE LIST

Construction Inspector I
Examination

June 1, 2011
Examination Date

11283005P
Exam Code

Promotional
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	9	GROUP 1	3
REJECTED	1	GROUP 2	3
TOTAL RECEIVED	10	TOTAL ON LIST	6

	<u>TESTS</u>			
	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	6			
FAILED	2			
TOTAL TESTED	8			
DID NOT APPEAR	1			

CITY OF LAS VEGAS

ELIGIBLE LIST

Records Technician I (Part-time)
Examination

June 7, 2011
Examination Date

1179520050
Exam Code

Open
Open/Promotional

NAME
GROUP 1
See Attached
GROUP 2
See Attached

REPORT OF EXAMINATION

	<u>APPLICATIONS</u>		<u>ELIGIBLE LIST</u>
ACCEPTED	64	GROUP 1	40
REJECTED	20	GROUP 2	13
TOTAL RECEIVED	84	TOTAL ON LIST	53

TESTS

	<u>WRITTEN</u>	<u>ORAL</u>	<u>PERFORMANCE</u>	<u>OTHER</u>
(Weight)	100%			
PASSED	53			
FAILED	0			
TOTAL TESTED	53			
DID NOT APPEAR	11			

CITY OF LAS VEGAS

AGENDA DOCUMENTATION

Date: June 22, 2011

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

SUBJECT: B. JOB DESCRIPTIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION

JOB DESCRIPTIONS:

REVISED

1. Buyer/Senior Buyer (X), formerly Buyer I/II/Senior (X)
2. Contracts Assistant, formerly Contracts Technician I/II (X)
3. Information Technologies Support Supervisor, formerly Desktop Computer Support Supervisor
4. Land Survey Associate
5. Land Survey Crew Leader, formerly Survey Crew Leader
6. Land Survey Technician, formerly Survey Technician
7. Land Surveyor
8. Security Systems Technician
9. Senior Contracts Assistant, formerly Senior Contracts Technician
10. Senior Information Technologies Support Technician, formerly Senior Microcomputer Specialist

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

RECOMMENDATION

The City recommends approval of the revised job descriptions.

**BUYER
SENIOR BUYER**

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 technical duties involved in the procurement of materials, supplies, services and equipment for city departments and operations in accordance with Nevada Revised Statutes; prepares solicitation packages and contract terms, assisting in the development of technical specifications; administers the solicitation and contract award process including assisting departments in the performance of contract administration; negotiates and maximizes the cost savings and supplier service level for the city; and performs a variety of technical tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Buyer: This is the full journey level class within the Buyer 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 within the work unit.

Senior Buyer: This is the advanced journey level class in the Buyer series. Positions at this level are distinguished from the other class within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the more difficult and responsible types of duties assigned to classes within the series and are required to be fully trained in all procedures related to assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the Buyer level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Buyer

Receives general supervision from the Purchasing & Contracts Manager or higher level purchasing staff.

Senior Buyer

Receives direction from the Purchasing & Contracts Manager or higher level purchasing staff.

May act 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.

CITY OF LAS VEGAS

Buyer /Senior Buyer (*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. Prepares commodity and service solicitations.
2. Coordinates the solicitation process including pre-solicitation conferences and solicitation lists; determines the need to issue solicitation addenda; ensures the broadest and fairest competition possible.
3. Evaluates the solicitation proposals; conducts evaluation meetings; documents evaluation results for the public record; prepares agenda items for awarding solicitations.
4. Negotiates as required to maximize the cost savings, supplier service level, and contract terms and conditions that minimize risk for the city.
5. Follows-up with departments to ensure the supplier meets the terms of the agreement; serves as liaison, if necessary, to resolve contractual disputes.
6. Researches market information and economic indicators used to evaluate solicitation price adjustment requests on annual requirements contracts.
7. Provides technical assistance to other city staff.
8. Ensures that solicitations are in compliance with applicable Nevada Revised Statutes, standard purchasing industry business practices, and city policies and procedures.
9. Obtains quotes from suppliers; researches pricing, availability and quality of equipment, materials and services.
10. Prepares and administers purchase orders; makes necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies.
11. Investigates and develops new supply sources.
12. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
13. Drafts and prepares various reports and correspondence.
14. Maintains a variety of automated and manual records and files.

Marginal Functions:

1. Stays abreast of new trends, innovations, market trends and industry standards and specifications.
2. Expedites the delivery of purchased materials as needed.
3. Performs related duties and responsibilities as required.

Senior Buyer

In addition to the essential and marginal functions for Buyer:

1. Performs the more complex solicitation and negotiation duties.
2. Provides technical training to other city staff.
3. Assists with developing solicitation policies and procedures; prepares performance statistics and reports.
4. Develops and customizes solicitation documents for goods and services contracts; confers with departments on detailed solicitation requirements.

QUALIFICATIONS

Buyer

Knowledge of:

Municipal purchasing principles and practices.
Market trends and conditions.
Competitive solicitation and purchasing methods.
Pertinent federal, state, and local laws, codes and regulations including regulations concerning municipal purchasing.
Common types of purchased materials, supplies and equipment.
Customer service principles.
Modern office procedures, methods and computer equipment.
Basic mathematical principles.
Principles and procedures of record keeping and reporting.

Skills in:

Assisting departments in developing, interpreting and analyzing specifications.
Evaluating quality and price of products to judge suitability of goods and alternatives offered.
Obtaining or researching technical specifications.
Maintaining detailed and accurate operational records.

CITY OF LAS VEGAS
Buyer /Senior Buyer (continued)

Skills in:

Learn and effectively use Oracle purchasing software.
Preparing a variety of operational reports.
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:

Two years of increasingly responsible experience as a Buyer.

Training:

Bachelor's degree from an accredited college or university with major course work in business administration or a related field.

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

Senior Buyer

In addition to the qualifications for Buyer:

Knowledge of:

Operations, services and activities of public purchasing and contract administration.
Principles and methods of training less experienced purchasing staff.
Methods and techniques of competitive solicitation and negotiation.
Warehousing and inventory control procedures.
Industry specifications and standards.

Skills in:

Leading, organizing and reviewing the work of staff in the area of work assigned.
Independently performing the more difficult solicitations.
Developing customized terms and conditions for purchase orders and solicitation documents.
Training others to use Oracle purchasing software.
Interpreting, explaining and enforcing city purchasing policies and department policies and procedures.
Making oral and written presentations of a technical nature.

Experience and Training Requirements

Experience:

Three years of increasingly responsible purchasing or contract administration experience.

Training:

Bachelor's degree from an accredited college or university with major course work in business administration, supply chain management or a related field.

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

WORKING CONDITIONS

Environmental Conditions:

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 4/7/11 [formerly Buyer I, II, Senior(X)]
FLSA and City: nonexempt
CSB 6/22/11

CONTRACTS ASSISTANT

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 a wide variety of skilled contracting assistance to the Purchasing & Contracts Division which is frequently confidential and may include document preparation for solicitations, advanced word processing, and multiple software system transactions; assists internal and external customers related to purchasing and contracting.

DISTINGUISHING CHARACTERISTICS

This is the journey level class within the Contracts Assistant series. Employees in this class independently perform a wide variety of responsible contracting office support duties. 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.

SUPERVISION RECEIVED

Receives general supervision from supervisory or management staff.

Receives technical and functional supervision from Buyers and Contract Specialists.

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

Essential Functions:

1. Responds to public inquiries in a courteous manner; provides information within the area of assignment or forwards more complex or unusual inquiry to appropriate personnel; compiles documents for records requests; assists suppliers with on-line supplier registration process; resolves complaints in an efficient and timely manner.
2. Prepares, assembles and proofreads solicitation documents and related correspondence using standard or customized template documents; ensures the timely distribution of addenda, legal notices and related documents to bidders and contractors.
3. Inputs, proofreads and maintains solicitation and contract document clauses and templates in the database for use by Buyers and Contracts Specialists.
4. Creates and updates entries in the various databases and computer systems; locates files in the various databases and computer systems.

CITY OF LAS VEGAS
Contracts Assistant (*continued*)

Essential Functions:

5. Sets up and maintains electronic and hard copies of public record files.
6. Prepares spreadsheets and reports to summarize solicitation activities.
7. Performs internet inquires and other research to assist with data collection for solicitation evaluations.
8. Schedules conference rooms for meetings; arranges for and sets up recording equipment and telecommunication equipment for meetings.
9. Maintains a variety of automated and manual logs, records and files; receives, sorts and distributes incoming and outgoing correspondence and other related materials; performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Functions as a back up for administrative staff.
2. Performs related duties and responsibilities as required.

Knowledge of:

Modern office procedures, methods and computer equipment.
Personal computer operations and intermediate functions and features of common word processing, spreadsheet, email, and calendar management software.
Principles and procedures of public record keeping.
Principles and methods of proofreading.
Principles, methods and structures of document formats.
Mathematical principles.
Services, methods and techniques of clerical purchasing and contracts office support.
Methods and procedures of data entry.
Principles and techniques of customer service.
Methods and principles of data collection, retention and statistical report preparation.
Principles of business letter writing and basic report preparation.
Pertinent federal, state and local laws, codes, regulations.

Skills in:

Working independently without direct supervision.
Meeting schedules and timelines.
Producing accurate documents.
Creating template documents using word processing or spreadsheet software.
Communicating clearly and concisely, both orally and in writing.

Skills in:

Maintaining confidentiality of work when required by statute or policy.
Organizing and prioritizing work to meet critical timelines.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of increasingly responsible contracting operations clerical or support experience.

Training:

Equivalent to graduation from high school.

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 4/7/2011 [formerly Contracts Technician I and II (X)]

FLSA & City: nonexempt

CSB 6/22/11

INFORMATION TECHNOLOGIES SUPPORT SUPERVISOR

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

DEFINITION

Plans, administers and coordinates the operation of desktop computer systems within the city, including support for related equipment, coordination with departments for procurement and maintenance, establishment of standards, evaluation of new products and various related technical duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies 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. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for maintaining the city's desktop computer systems.
2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
3. 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. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Researches ways to improve system performance, increase connectivity with other computer systems and promote integration with other systems where practical. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports.

CITY OF LAS VEGAS

Information Technologies Support Supervisor (*continued*)

Essential Functions:

5. Oversees consultation to city departments for determining desktop computer system needs and develops plans to achieve integration solutions. Assists in identifying and coordinating city and IT staff technology training needs.
6. Coordinates and supervises staff in the installation, configuration, testing and troubleshooting of desktop computer system components.
7. Coordinates and leads the development of system specifications for the city's desktop computer requirements; coordinates with the other Information Technologies divisions to develop standards for desktop computers and software that will ensure functionality between departments and between systems.
8. Coordinates the installation and assistance with maintenance of network systems, hardware and software with staff and client departments.
9. Participates in the preparation and administration of the division 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 revenues and expenditures.
10. 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. Evaluates the impact of new system and application software on network systems.
11. Assists in the evaluation and installation of software packages supplied by vendors. Coordinates with vendors to resolve software and hardware technical issues.
12. Manages and verifies the timely resolution of all requests for support and service from the IT Service Desk.
13. Coordinates with upper management, council members and other city staff to resolve difficult or unusual inquiries and requests for support or service.
14. Verifies a variety of automated and manual logs, records and files maintained by lower level staff for accuracy, completeness and compliance with city policy and established regulations.
15. 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

Information Technologies Support Supervisor (*continued*)

Marginal Functions:

1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.
2. Inputs and retrieves data from the appropriate database.
3. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Concepts, principles and design of desktop computer and server hardware and software systems.
Operation and configuration of computer systems, software and networking.
Principles of data communications over both local and wide area networks.
Principles and processes for providing customer service.
Principles and operation of common commercial computer applications including word processing, spreadsheets, programming languages and databases.
Principles and operation of Microsoft Windows operating systems.
Uses, capabilities, characteristics and limitations of computer hardware and software systems.
Trouble-shooting procedures and techniques for both computer hardware and software problems that lead to effective solutions.
Basic principles of budgeting and accounting.
Principles of supervision, training and performance evaluation.

Skills in:

Analyzing client needs and design computer solutions to fit those needs.
Reading, interpreting and applying information from technical publications, manuals and other documentation.
Effectively communicating complex computer specifications and technical systems to various audiences with differing degrees of technical knowledge.
Using initiative and independent judgment within established guidelines.
Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures
Analyzing 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.
Setting and adjusting priorities in a rapidly changing environment.
Meeting critical deadlines.

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Information Technologies Support Supervisor (*continued*)

Skills in:

Managing multiple assignments.

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

Producing concise 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:

Three years of increasingly responsible experience, within the last five years, in a business computer support environment, including one year as a team leader or supervisor.

Training:

Bachelor's degree from an accredited college or university with major in computer science, information systems 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 and maintenance of an appropriate, valid driver's license on the date of application.

Possession of a Microsoft Certified Systems Engineer designation on the date of application is desirable.

Special Requirement

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require support on any shift. May be required to respond to calls for assistance during any shift.

WORKING CONDITIONS

Environmental Conditions:

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

CITY OF LAS VEGAS
Information Technologies Support Supervisor (*continued*)

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 5/9/11 (formerly Desktop Computer Support Supervisor)

FLSA: exempt; City: nonexempt

CSB 6/22/11

LAND SURVEY ASSOCIATE

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

DEFINITION

Reviews survey maps, legal descriptions, construction plans and right of way takes for accuracy and legal aspects; creates and prints topographical maps; conducts survey research, makes field measurements, downloads and processes survey field data; supports field crews; and maintains the city's benchmark system.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from City Surveyor or higher level management staff.

May act 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. Reviews and calculates earthwork quantities and estimate costs; ensures the accuracy of computations, analyzes and prepares topographic, boundary and control surveys and land descriptions from field survey and record data; recommends changes as appropriate.
2. Reviews consultant maps, plats and other applications for technical correctness and conformance with state and local ordinances.
3. Develops, reviews and modifies survey drawings, plats, descriptions and reports according to sound practices of surveying and appropriate laws and codes.
4. Performs technical research on surveying problems.
5. Prepares data for use by field survey crews in performing their assigned tasks.
6. Operates survey equipment and computer aided drafting tools (CAD).
7. Directs and reviews the work of lower level technical surveying staff.

CITY OF LAS VEGAS
Land Survey Associate (Continued)

Essential Functions:

8. Maintains constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.
9. Assists in developing and recommending changes to the land surveying procedures.
10. Serves as a member of a field survey crew including making field measurements and taking pictures.
11. Enters field data into a data collection system.
12. Responds to public inquiries in a courteous manner; provides information within the area of assignment.

Marginal Functions:

1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying.

Principles of mathematics as applied to surveying work.

Construction practices and terminology.

Principles of lead supervision and training.

Drafting principles.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Survey requirements within the Public Land Survey System.

Modern office procedures, methods, and computer equipment.

Pertinent federal, state and local laws, codes and regulations including surveying and subdivision laws and regulations.

Skills in:

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

Managing multiple assignments.

Meeting critical deadlines.

Ensuring project compliance with appropriate federal, state and local laws, codes and regulations.

Using initiative and independent judgment within established guidelines.

Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Two years of surveying experience.

Training:

Associate's degree from an accredited college or university with major in surveying/geomatics 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 a Surveying Intern certificate on the date of application.

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; field work.

Hazards: Exposure to inclement weather, traffic, dust, noise and construction equipment; exposure to computer screens.

Physical Conditions:

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.*

LAND SURVEY CREW LEADER

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 most complex technical field survey work in support of city activities; serves as a member of a survey crew; and provides assistance to professional and technical level survey and engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Survey Technician series. Positions at this level are distinguished from other classes within 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 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 the City Surveyor 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. Plans, leads, assigns, oversees and participates in a variety of complex technical surveying work including calculations, setting grade stakes, monuments and other markers, locating benchmarks and taking measurements; monitors work progress and review work results.
2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; trains assigned staff in the set-up and use of equipment; reviews needs with appropriate management staff; allocates resources accordingly.

CITY OF LAS VEGAS
Land Survey Crew Leader (*continued*)

Essential Functions:

3. Determines the most appropriate method to conduct specific surveys; ensures that surveys are in compliance with applicable laws, codes and regulations.
4. Sets up traffic safety and control devices at the work site to ensure the safety of the crew.
5. Supervises and assists in more complex and unusual situations.
6. Maintains accurate, orderly and legible field notes of survey work performed.
7. Enters data into a data collection system.
8. Researches Records of Survey, parcel maps, plats, assessor's maps, deeds, governmental records, title company reports and archival records regarding lands to be surveyed.
9. Reviews engineering and land surveying maps and plans for the development of roadways, flood channels and underground utilities; performs calculations necessary for laying out such improvements for construction; adjusts field design to fit existing field conditions, as necessary.
10. Maintains constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion. Provides information to survey management staff, project engineers, inspectors and others on survey aspects during the course of construction projects.
11. Sets up, adjusts and operates survey instruments to make surveys.
12. Reads and interprets land surveying maps to locate survey points; investigates, locates, identifies and advises or recommends the acceptability of found survey monumentation.
13. Performs necessary calculations to facilitate construction surveys of approved engineering drawings.

Marginal Functions:

1. Ensures safe traffic control around activities.
2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Algebra, geometry, trigonometry and statistical analysis as applied to the computation of angles, areas, distances and traverses.
Advanced principles and practices of field surveying.
Principles of lead supervision and training.
Design and construction theory and engineering design standards.
Engineering surveying maps and records.
Construction plans and specifications.
Safety principles, practices and equipment related to field surveying.
Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.
Location of records, deeds and various recorded and unrecorded documents.
Filing systems used to store documents and records.

Skills in:

Working independently without direct supervision.
Interpreting, applying and enforcing state and local policies, procedures, laws, codes and regulations.
Reading and interpreting maps and plans.
Operating various types of office equipment necessary for acceptable performance of job duties.
Retrieving various documents and records from files.
Communicating firmly and tactfully with contractors, engineers and property owners.
Using initiative and independent judgment within established procedural 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:

Three years of increasingly responsible technical surveying experience. Lead experience is desirable.

Training:

Associate's degree from an accredited college or university with major in surveying 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
Land Survey Crew Leader (*continued*)

License or Certificate

Possession of Survey Technician Certificate, Level III (field track), from the National Society of Professional Surveyors, is desirable.

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

As a condition of continued employment, employees must acquire the following certification(s) by the date specified:

Possession of a Work Zone Safety certification from the International Municipal Signal Association within one year of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; field work.

Hazards: Exposure to inclement weather, traffic, dust, noise and construction equipment; 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, climbing, standing, sitting, crouching or kneeling for extended periods of time;*
- *Heavy lifting; 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 4/27/11 (formerly Survey Crew Leader)

FLSA and City: nonexempt

CSB 6/22/11

LAND SURVEY 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

Performs a variety of responsible and technical field survey work in support of city activities; serves as a member of a survey crew; and provides assistance to professional and technical level survey staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Survey Technician series. This class is distinguished from the Land Survey Crew Leader by the complexity of duties assigned, the level of responsibility assumed and the independence exercised. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from higher level supervisory and management staff.

Receives functional and technical supervision from Land Survey Crew Leader.

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

Essential Functions:

1. Serves as a member of a field survey crew.
2. Operates a variety of survey equipment.
3. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations; loads and unloads the vehicle with survey equipment each day.
4. Sets up traffic safety and control devices at the work site to ensure the safety of the crew.
5. Sets grade stakes, monuments and other markers, using hand and power tools.

CITY OF LAS VEGAS
Land Survey Technician (*continued*)

Essential Functions:

6. Assists in making field drawings, measurements and calculations by setting up, adjusting and operating a variety of survey instruments to perform preliminary, control, monument, construction, topographic and related surveys.
7. Maintains detailed, accurate, orderly and legible field notes and records of survey work performed.
8. Enters field data into a data collection system.
9. Performs necessary calculations to facilitate construction surveys of approved engineering drawings.
10. Assists with establishing future benchmarks.

Marginal Functions:

1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.
Principles and practices of surveying.
Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.
Location of records, deeds and various recorded and unrecorded documents.
Engineering maps and records.
Construction plans and specifications.
Safety principles, practices and equipment related to survey work.
Filing systems used to store documents and records.

Skills in:

Making accurate engineering and land surveying calculations.
Operating survey tools and instruments.
Reading maps and plans.
Operating various types of office equipment necessary for acceptable performance of job duties.
Retrieving various documents and records from files.

CITY OF LAS VEGAS
Land Survey Technician (*continued*)

Skills in:

Compiling, summarizing and filing field notes and data.
Using initiative and independent judgment within established procedural 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:

Two years of increasingly responsible technical surveying experience.

Training:

Associate's degree from an accredited college or university with major in surveying 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.

Possession of Survey Technician Certification, Level II (field track), from the National Society of Professional Surveyors, is desirable.

As a condition of continued employment, employees must acquire the following certification(s) by the date specified:

Possession of a Work Zone Safety certification from the International Municipal Signal Association within one year of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Field environment; travel from site to site.

Hazards: Exposure to inclement weather, heavy traffic, dust, noise and construction equipment; exposure to computer screens.

CITY OF LAS VEGAS
Land Survey Technician (*continued*)

Physical Conditions:

Essential and marginal functions require:

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

- *Walking, climbing, standing, crouching, kneeling or sitting for extended periods of time;*
- *Heavy lifting; 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 4/27/11 (formerly Survey Technician)
FLSA and City: nonexempt
CSB 6/22/11

LAND SURVEYOR

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 planning, design and implementation of surveys of city property and control networks, and in support of engineering for Public Works projects; and performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from 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, plans, assigns and reviews the work of staff responsible for performing professional surveying calculations for various projects. 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.
2. Plans, directs, and participates in the collection of field and survey data, field calculations, establishing or reestablishing property lines, rights of way and easements, various surveys, and the maintenance of geodetic and vertical control networks; Reviews the adequacy and accuracy of field and survey data.
3. Prepares and reviews plats, maps, reports, land descriptions and boundary line adjustments for technical correctness and conformance to state statutes and local ordinances.
4. Supervises and assists in more complex and unusual situations.
5. Exercises professional surveying judgment in accordance with current accepted practices of land surveying and applicable laws and codes.

CITY OF LAS VEGAS
Land Surveyor (Continued)

Essential Functions:

6. Provides information and support to developers, builders, consultants and the general public pertaining to city surveying policies and procedures.
7. Establishes survey criteria to be used by project staff and outside consultants.
8. Supervises and participates in the set up and use of various surveying equipment.
9. Participates in selection of staff; provides technical training to other city staff.
10. Coordinates with other government agencies to ensure the accuracy in legal descriptions and property rights as they relate to surveying.
11. Provides information and support to external builders, developers and land surveyors, other city departments and the general public; resolves complaints in an efficient and timely manner.
12. Processes and enters data into a data collection system; converts data into appropriate form as necessary.

Marginal Functions:

1. Attends and participates in meetings and other sessions of various committees as directed by management staff. Stays abreast of new trends, programs and innovations.
2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying/geomatics.

Terminology, methods, practices and techniques used in technical land surveying report preparation.

Principles of mathematics as applied to surveying work.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Pertinent federal, state and local laws, codes and regulations including surveying/geomatics laws and regulations.

Principles of lead supervision and training.

Modern office procedures, methods and computer equipment.

CITY OF LAS VEGAS
Land Surveyor (Continued)

Skills in:

Developing, reviewing and modifying complex surveying maps and plats.
Resolving regulatory, public relations and land system questions.
Managing surveying projects.
Ensuring project compliance with appropriate federal, state and local laws, codes and regulations.
Performing technical research.
Operating complex surveying instruments, including global satellite surveying systems, electronic total stations, and precise theodolites and levels.
Developing, reviewing and modifying surveying plans, designs and specifications.
Exercising professional surveying judgment to achieve results consistent with objectives.
Preparing and maintaining technical surveying records.
Preparing complex comprehensive reports.
Operating computer surveying systems.
Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Two years of increasingly responsible professional (post-license) surveying experience.

Training:

Bachelor's degree from an accredited college or university with major in surveying/ geomatics or a related field.

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

License or Certificate

Possession of an appropriate valid Professional Land Surveyor license in any state on the date of application, and possession of a Nevada Professional Land Surveyor license within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; some field work.

Hazards: Exposure to computer screens; some exposure to inclement weather, traffic, dust, noise and construction equipment.

Physical Conditions:

Essential and marginal functions require:

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

- *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 4/27/11
FLSA: exempt; City: nonexempt
CSB 6/22/11

SECURITY SYSTEMS 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

Performs skilled installation and maintenance of electronic and computerized security systems; provides solutions for problems on systems serviced; and analyzes a wide variety of personnel and facility related security requirements and recommends appropriate measures and solutions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level management staff.

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

Essential Functions:

1. Plans, coordinates and participates in the installation and maintenance of electronic security equipment.
2. Installs, configures and maintains computer software for electronic security systems.
3. Performs scheduled maintenance of security and communications systems; troubleshoots security and communications systems and performs minor repairs.
4. Assists with performing security needs assessments for city facilities.
5. Provides technical information to city staff during the design, construction and remodeling of city facilities.
6. Monitors the operation of closed circuit television and digital recordings of city facilities.
7. Responds to public and staff inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
8. Prepares clear and concise reports.

CITY OF LAS VEGAS
Security Systems Technician (continued)

Essential Functions:

9. Estimates time, materials, and equipment required to complete assigned jobs; verifies receipt and inspects materials delivered by vendors. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.
10. Maintains current security system floor plan drawings.

Marginal Functions:

1. Performs routine maintenance of security systems.
2. Maintains inventory of replacement parts for security equipment.
3. Assists in the preparation of the division or function budget.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of simple and sophisticated electronic security systems and network communications and their interaction.
Computer software installation and operation, including MS-DOS and all recent versions of the Microsoft Windows operating system.
National Electrical Code at an advanced level, as applied to both high and low voltage wiring systems.
Preventive maintenance techniques and procedures.
Principles and practices of copper, wireless and fiber optic network communication systems.
Principles of mathematics applicable to electronic and related work.
Occupational hazards and standard safety practices.
Security system and network communication design techniques.
Operational characteristics of materials, equipment and tools used in security system repair and installation.
Troubleshooting and diagnostic techniques of security and network communication systems.
Blueprints, schematics, symbols, drawings and related materials.

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

Skills in:

Organizing, coordinating and reviewing the work of staff in the area of work assigned.
Independently performing the most difficult security system installation and repair work.
Preparing and submitting budget requests as required.
Operating a variety of repair equipment in a safe and effective manner.
Troubleshooting and solving problems on systems serviced.
Installing, learning and configuring new security system software packages.
Performing maintenance on security systems in a variety of city buildings, grounds and facilities.
Working on ladders and at heights.
Working near connected electrical circuits.
Distinguishing colors.
Interpreting, explaining and enforcing department policies and procedures.
Working independently in the absence of supervision.
Understanding and follow 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:

Four years of increasing responsible electronic security system installation and maintenance.

Training:

Equivalent to graduation from high school, plus additional specialized training in electronic security systems installation and maintenance is required.

License or Certificate

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

Possession of category 5 cable termination and installation certificate is preferred.

Possession of fiber optic termination and installation certificate is preferred.

Special Requirement

City facilities operates 24 hours per day, seven days per week. May be required to be on-call and respond, if necessary, on a rotating schedule.

CITY OF LAS VEGAS
Security Systems 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: Work is performed both indoors and outdoors depending on job and work site.

Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at elevated heights in confined spaces, slippery and uneven surfaces, and work around moving equipment.

Equipment Used: Ladders, single man manual lift and a variety of hand and power tools.

Safety Equipment: Recommend masks, safety glasses or goggles and other protective clothing if needed.

Physical Conditions:

Essential and marginal functions require:

Standing/walking: Constantly, throughout work shift, and is dependent upon work assignment.

Sitting: Frequently, required while operating or riding in vehicle or in a seated or inclined position while working at floor level or when performing computer related tasks.

Driving: Occasionally, to various locations around the city to perform assignments.

Bending: Frequently-constantly, required for various installations or maintenance of cameras and intercoms.

Crouching: Frequently, sometimes in tight quarters during various installations and repairs.

Kneeling: Frequently-constantly, usually can be alternated between a crouched or kneeling position to be able to make lower level repairs or installation.

Crawling: Occasionally, when pulling wires or running lower wires or piping.

Climbing: Frequently-constantly, on ladders almost on a daily basis to replace broken cameras, fix wiring or other devices.

Twisting: Frequently, as at times must work in awkward positions, tight quarters, and from single man lift or ladders.

Reaching: Frequently-constantly, to complete a majority of job tasks; majority of job tasks are over shoulder level when mounting cameras on high walls, corners or tops of buildings.

Balancing: Frequently, when climbing on ladders, occasionally single man lift, and working at heights to include on top of roof.

Lifting: Frequently, to handle various cameras, tools, wiring and ladders.

Carrying: Frequently, while completing camera installation.

Pushing: Frequently, to place cameras, wiring or electronic device into place; may utilize hand truck to move larger or multiple items; to move single man lift.

Pulling: Frequently, to pull wiring to camera equipment, intercoms and to perform various installs and repairs; may utilize hand truck to move larger or multiple items; pull single man lift into place.

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

Physical Conditions:

Throwing: Occasionally, to dispose of materials.

Repetitive Motion: Frequently, with hands and wrists to grasp items and utilize tools, to replace relays, to drive, and to perform wiring tasks.

Other Physical Demands: Fingering to be utilized to hang cameras, manipulate relays on door control systems and to perform repairs with hand tools. Grasping is required to hold onto items such as cameras, larger tools, and to unload/load/set-up ladders. Wrist motions are repetitive in nature when pulling wire, typing on computer, and driving. Foot pedals used to drive. Good eye/hand coordination, manual dexterity and color perception are required to be successful in this occupation as worker must deal with high level of electronic wiring and small parts within tight quarters.

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

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

SEGAL

Rev 6/1/11

FLSA & City: nonexempt

CSB 6/22/11

SENIOR CONTRACTS ASSISTANT

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, trains and coordinates the work flow of Contracts Assistants, including documenting office procedures, facilitating work process improvements, developing document templates, controlling public records files and providing general office support for the Purchasing & Contracts Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey class of the Contracts Assistant series. This class is distinguished from the Contracts Assistant by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. Employees 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. Further, employees in this class are required to be fully trained and proficient in all procedures related to the assigned area of responsibility, including all duties performed by lower level Contracts Assistants.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff.

Receives technical and functional supervision from Buyers and Contracts Specialists.

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. Performs the most difficult, technical, complex and specialized contract office support duties.
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 Contracts Assistant (continued)

Essential Functions:

3. Provides technical training to office support staff.
4. Develops and maintains template documents.
5. Creates and updates entries in the various databases and computer systems; locates files in the various databases and computer systems.
6. Responds to public inquiries in a courteous manner; assists in responding to the more difficult inquiries; compiles documents for records requests; resolves complaints in an efficient and timely manner.
7. Ensures that public record files are assembled, maintained and stored electronically in accordance with records management procedures; coordinates the archiving of expired contracts and destruction of records per statutory requirements; ensures the security of public record files.
8. Prepares spreadsheets and reports to summarize solicitation and award activities.
9. Performs internet inquiries and other research to assist with data collection for solicitation evaluations.
10. Maintains a variety of records and files; performs a variety of record keeping, filing, indexing and other general clerical work.

Marginal Functions:

1. Receives sorts and distributes incoming and outgoing correspondence and other related materials.
2. Schedules conference rooms for meetings; arranges for and sets up recording equipment and telecommunication equipment for meetings.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.
Services, methods and techniques of clerical purchasing and contracts office support.
Advanced principles and procedures of public record keeping.
Principles and procedures for responsible financial controls of required monetary transactions.
Principles and techniques of customer service.
English usage, spelling, grammar, and punctuation.
Mathematical principles.

CITY OF LAS VEGAS
Senior Contracts Assistant (continued)

Knowledge of:

Modern office procedures, methods and computer equipment.
Personal computer operations and common office software including word processing, spreadsheet, email and calendar management at an advanced level.
Methods and procedures for proofreading.
Methods and procedures of data entry.
Pertinent federal, state and local laws, codes, regulations.
Methods and principles of data collection and retention.
Basic statistical and graphical report preparation.

Skills in:

Explaining and enforcing city and department policies and procedures.
Working independently without direct supervision.
Maintaining confidentiality of work performed when required by statute or policy.
Making decisions involving sensitive situations.
Communicating clearly and concisely, both orally and in writing.
Organizing and prioritizing work to meet critical timelines, including the work performed by assigned clerical support staff.
Performing advanced functions and features of common word processing software.
Performing competently in the use of spreadsheet, email and calendar management software.
Creating template documents using word processing or spreadsheet software.
Producing accurate documents.
Establishing and maintaining effective working relationships with those contacted in the course of work.

Experience and Training Requirements

Experience:

Three years of increasingly responsible office support experience in a contracting or purchasing environment.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

CITY OF LAS VEGAS
Senior Contracts Assistant (*continued*)

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 4/26/2011 (formerly Senior Contracts Technician)
FLSA & City: nonexempt
CSB 6/22/11

SENIOR INFORMATION TECHNOLOGIES SUPPORT 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, oversees and participates in providing support for the city's computers and users; assists in installation, revision and maintenance of network and operating system software, hardware and ancillary software for computer server systems; resolves computer system software problems; and performs a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Information Technologies Support Supervisor or higher level management staff.

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

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

Essential Functions:

1. 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.
2. Leads, coordinates, oversees, monitors and participates in the installation and configuration of new computers, software and network devices.

CITY OF LAS VEGAS

Senior Information Technologies Support Technician (*continued*)

Essential Functions:

3. Assists in developing and implementing the section policies and procedures; prepares performance statistics and reports.
4. Participates in the procurement process, including researching materials, equipment and vendors and assisting with specifications as needed. Evaluates the impact of new system and application software on network systems. Coordinates with city departments to determine the current and future information technology needs.
5. Assists in the evaluation and installation of software packages supplied by vendors. Coordinates with vendors on software and hardware technical issues.
6. Supervises and assists with the most complex and sensitive inquiries. Serves as liaison between the IT Support Supervisor and section staff for customer service issues.
7. Serves as liaison for the section with other city departments, divisions, public and outside agencies. Troubleshoots and resolves the most difficult and complex network, hardware and software problems. Handles inquiries and complaints from start through resolution in an efficient and timely manner.
8. Develops system specifications for standard personal computers.
9. Provides technical training to other city staff; writes or compiles documentation for training.
10. Verifies a variety of automated and manual logs, records and files maintained by lower level staff for accuracy, completeness and compliance with city policy and established regulations.

Marginal Functions:

1. Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations.
2. Inputs and retrieves data from the database.
3. Assists in network and system administration duties.
4. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
5. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Advanced principles and methods of computer configuration and operation.

Advanced principles and methods of computer networking hardware.

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

Basic Internet server administration principles and techniques.

Advanced principles of data communications standards and implementation.

Computer peripherals and accessories.

Advanced troubleshooting techniques for computer hardware and software problems.

Methods and techniques of lead supervision and training.

Basic computer server administration principles and techniques.

Basic computer storage system fundamentals and industry standards.

Skills in:

Analyzing complex computer problems, identifying possible cause, projecting consequences of proposed solutions, recommending best options and implement appropriate solution.

Setting priorities.

Managing multiple assignments.

Reading, interpreting and applying information from technical publications, manuals and other documentation.

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

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

Working independently without direct supervision.

Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

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

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

CITY OF LAS VEGAS

Senior Information Technologies Support Technician (continued)

Training:

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

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

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; 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 include the following:

- *Walking, standing, bending, twisting or sitting for extended periods of time;*
- *Moderate lifting; 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 5/9/11 (formerly Senior Microcomputer Specialist)

FLSA & City: nonexempt

CSB 6/22/11

**BUYER I
BUYER II
SENIOR BUYER**

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~~Performs a variety of technical duties involved in the procurement of materials, supplies, services and equipment for ~~C~~city departments and operations in accordance with Nevada Revised Statutes; ~~to~~prepares solicitation packages and contract terms, assisting in the development of technical specifications; ~~to~~administers the ~~bid~~solicitation and contract award process including assisting departments in the performance of contract administration; ~~to~~ negotiates as necessary ~~to~~and maximizes the cost savings and supplier service level for the ~~C~~city; and ~~to~~performs a variety of technical tasks related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

~~**Buyer I:** This class is the entry level class in the Buyer series. This class is distinguished from the Buyer II by the performance of the more routine tasks and duties assigned to positions within the series including making routine purchases, issuing requests for quotes, performing quote analysis, conferring with City personnel regarding supply needs, consulting with suppliers and other sources to fill supply needs appropriately, compiling necessary quotations, providing documentation for establishing and maintaining purchase order and ~~bid~~solicitation files; expediting the delivery of purchased materials; and performing a variety of general clerical and accounting duties as required. This class may be used as a training class, wherein employees need only limited 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.~~

~~**Buyer II:** This is the full journey level class within the Buyer series. Employees within this class are distinguished from the Buyer I by the performance of the full range of duties as assigned including purchasing a diversified range of supplies, services and equipment for City departments, generally using existing boilerplate clauses and supplied technical specifications; making necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies; evaluating and analyzing ~~bid~~solicitations; making recommendations to the Purchasing and Contracts Manager as necessary; and initiating, scheduling, and chairing ~~pre~~bid solicitation conferences. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Buyer I level, or when filled from the outside, selected candidates have prior experience.~~

CITY OF LAS VEGAS

Buyer I/II/Senior Buyer (continued)

Senior Buyer: This is ~~an~~ the advanced journey level class in the Buyer series. Positions at this level are distinguished from the other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the more difficult and responsible types of duties assigned to classes within the series, ~~including coordinating and participating in the development of specifications, preparing bid documents, recommending changes or modifications to boilerplate documents, coordinating the bid solicitation process, making awards and assisting departments with contract administration.~~ Employees at this level and are required to be fully trained in all procedures related to assigned area of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the Buyer II-level, or when filled from the outside, selected candidates have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Buyer I

~~Receives immediate supervision from higher level purchasing staff or purchasing management.~~

Buyer II

Receives general supervision from the Purchasing & Contracts Manager or higher level purchasing staff ~~or purchasing management.~~

Senior Buyer

Receives direction from the Purchasing & Contracts Manager or higher level purchasing staff ~~purchasing management.~~

May act 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:*

Buyer I

Essential Functions:

1. Prepares commodity and service solicitations.
2. Coordinates the solicitation process including pre-solicitation conferences and solicitation lists; determines the need to issue solicitation- addenda; ensures the broadest and fairest competition possible.

CITY OF LAS VEGAS

Buyer I/II/Senior Buyer (continued)

3. Evaluates the solicitation proposals; conducts evaluation meetings; documents evaluation results for the public record; prepares agenda items for awarding solicitations.
 4. Negotiates as required to maximize the cost savings, and supplier service level, and contract terms and conditions that minimize risk for the city.
 5. Follows-up with departments to ensure the supplier meets the terms of the agreement; serves as liaison, if necessary, to resolve contractual disputes.
 6. Researches market information and economic indicators used to evaluate solicitation s; reviews price adjustment requests on annual requirements contracts.
 7. Provides technical assistance to other city staff.
 8. Ensures that solicitations are in compliance with applicable Nevada Revised Statutes, standard purchasing industry business practices, and city policies and procedures.
 9. Obtains quotes from suppliers; researches pricing, availability and quality of equipment, materials and services.
 10. Prepares and administers purchase orders; makes necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies.
 11. Investigates and develops new supply sources.
 12. Responds to inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.
 13. Drafts and prepares various reports and correspondence.
 14. Maintains a variety of automated and manual logs, records and files.
- ~~1.Ensure compliance with applicable Nevada Revised Statutes, standard purchasing industry business practices, and City policies and procedures.~~
- ~~2.Prepare and obtain requests for quotation, review price adjustment requests against economic indicators, research availability, quality, and price of equipment and materials; purchase supplies, and equipment; investigate and develop new supply sources; expedite the delivery of purchased materials as needed; make necessary adjustments with suppliers regarding replacements, incomplete orders or damaged supplies; prepare and administer purchase orders from issuance through closure; answer questions and provide information to City staff.~~
- ~~3.Contact vendors to obtain quotes for stock and special order items; research availability, quality and price of equipment and supplies; prepare summary documentation.~~

Essential Functions:

- ~~4.Train with and assist Buyer II and Senior Buyers in researching and developing bids and coordinating the solicitation and contract award processes. May be required to research and develop bids under the direction of Purchasing Management.~~

CITY OF LAS VEGAS

Buyer I/II/Senior Buyer (continued)

5. Provide documentation for establishing and maintaining purchase order and bid files.

6. Draft and prepare various reports and correspondence.

Marginal Functions:

1. Stays abreast of new trends, and innovations, in the field, market trends and industry standards and specifications.

1.2. Expedites the delivery of purchased materials as needed.

2.3. Performs related duties and responsibilities as required.

Buyer II

In addition to the essential and marginal functions of Buyer I:

1. ~~Prepare commodity and service bids; review bids for accuracy, content and adherence to Nevada Revised Statutes; coordinate the bid solicitation process; initiate, schedule and chair pre-bid conferences and bid openings; determine the need to issue bid addenda; establish and maintain bidders lists; evaluate and analyze bids; prepare City Council agenda items for award of bids, and other necessary documents; ensure the broadest and fairest competition possible.~~

2. ~~Research availability, quality and price of equipment, materials and services.~~

3. ~~As needed, follow up with departments to ensure supplier performance is acceptable; serve as liaison, if necessary, to solve routine problems and disputes.~~

4. ~~Assist Senior Buyers in researching specific information used to solicit, issue or evaluate formal bids.~~

Marginal Functions:

1. ~~Assist management in the training of Buyer I personnel in the development of bids and coordination of the solicitation and contract award processes.~~

Senior Buyer

In addition to the essential and marginal functions for Buyer I and Buyer II:

1. Performs the more complex solicitation and negotiation duties.

CITY OF LAS VEGAS

Buyer I/II/Senior Buyer (continued)

2. Provides technical training to other city staff.
3. Assists with developing solicitation policies and procedures; prepares performance statistics and reports.
4. Develops and customizes solicitation documents for goods and services contracts; confers with departments on detailed solicitation requirements.
- ~~1. Develop and customize formal and informal bidding documents for technical and non-technical services, materials, equipment, and furnish and installation contracts; confer with departments on detailed bid requirements.~~
- ~~2. Negotiate as required to maximize the cost savings and supplier service level for the City.~~
- ~~3. As needed, follow up with departments and vendors to resolve contractual problems and disputes.~~
- ~~4. May be required to train and review the work of Buyer I or Buyer II to include purchasing and contract administration methods and techniques, and applicable standards and specifications for a diversified range of supplies, materials, equipment and services.~~
- ~~5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.~~

Marginal Functions:

- ~~1. Stay abreast of market trends and conditions and industry standards and specifications.~~

QUALIFICATIONS

Buyer-I

Knowledge of:

- Municipal purchasing principles and practices.
- Market trends and conditions.
- Competitive solicitation and purchasing methods.
- Pertinent federal, state, and local laws, codes and regulations including regulations concerning municipal purchasing.
- Generally accepted purchasing principles and techniques.
- Common types of purchased materials, supplies and equipment.
- Customer service principles.
- Modern office procedures, methods and computer equipment.
- Basic mathematical principles.
- Basic pPrinciples and procedures of record keeping and reporting.

Ability to Skills in:

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Buyer I/II/Senior Buyer (continued)

Assisting departments in developing, interpreting and analyzing specifications.
Evaluating quality and price of products to judge suitability of goods and alternatives offered.
Obtaining or researching technical specifications.
Maintaining detailed and accurate operational records.
~~Learn municipal purchasing principles and practices.~~
Learn and effectively use Oracle purchasing software.
Prepare a variety of operational reports.
~~Learn to interpret and explain City purchasing policies.~~
~~Develop new sources of supply.~~
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Maintain accurate records.

Ability to:

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

- ~~————— *Sitting for extended periods of time; and*~~
- ~~————— *Operating computerized equipment.*~~

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

- ~~————— *Making observations;*~~
- ~~————— *Listening effectively;*~~
- ~~————— *Communicating with others;*~~
- ~~————— *Reading and writing; and*~~
- ~~————— *Operating computerized 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 buying, inventory control or warehousing experience or three years of clerical experience in a purchasing environment is desirable. Two years of increasingly responsible experience as a Buyer.~~

Training:

~~Equivalent to an Associate Bachelor's degree from an accredited college or university with major course work in business administration or a related field.~~

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

Buyer II

In addition to the qualifications for Buyer I:

Knowledge of:

Municipal purchasing principles and practices.
Market trends and conditions.
Competitive bidding and purchasing methods.
Customer satisfaction principles.
Principles and procedures of record keeping and reporting.
Pertinent federal, state, and local laws, codes and regulations including regulations concerning municipal purchasing.

Ability to:

Assist departments in developing, interpreting and analyzing specifications.
Evaluate quality and price of products to judge suitability of goods and alternatives offered.
Obtain or research technical specifications.

Ability to:

Analyze and negotiate for products, delivery dates and prices with suppliers.
Maintain detailed and accurate operational records.
Interpret, apply and explain City purchasing policies.
Work independently without direct supervision.

Experience and Training Requirements

Experience:

Two years of increasingly responsible experience as a Buyer.

Training:

Equivalent to a Bachelors degree from an accredited college with a major in business administration or a related field.

Senior Buyer

In addition to the qualifications for Buyer I and Buyer II:

Knowledge of:

Operations, services and activities of public purchasing and contract administration.
Principles and methods of training less experienced purchasing staff.
Methods and techniques of competitive bidsolicitationding and negotiation.

CITY OF LAS VEGAS

Buyer ~~I/II~~/Senior Buyer (continued)

Warehousing and inventory control procedures.
Industry specifications and standards.

Skills in:
Ability to:

Leading, organizing and reviewing the work of staff in the area of work assigned.
Independently performing the more difficult solicitations.
Developing customized terms and conditions for purchase orders and bidsolicitation documents.
Training others to use Oracle purchasing software.
Interpreting, explaining and enforcing City purchasing policies and department policies and procedures.
Making oral and written presentations of a technical nature.

Experience and Training Requirements

Experience:

Three years of increasingly responsible purchasing or contract administration experience.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, supply chain management or a related field.~~

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

WORKING CONDITIONS

Environmental Conditions:

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.~~ 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;

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Buyer I/II/Senior Buyer (continued)

- 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 9/2/03~~4~~/7/11 [formerly Buyer I, II, Senior(X)]

FLSA and City: nonexempt

CSB 9/10/03

Segal 07/30/10

CONTRACTS ASSISTANT TECHNICIAN I/II

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

DEFINITION

~~To provide a wide variety of routine to difficult contracting office support to the Purchasing & Contracts Division which is frequently confidential and may include document preparation for bids or other types of purchasing solicitations, legal notice advertising, contract award support, public record set-up and maintenance, advanced word processing, reception duties, telephone coverage, and bid sale transactions. Provides a wide variety of skilled contracting assistance to the Purchasing & Contracts Division which is frequently confidential and may include document preparation for solicitations, advanced word processing, and multiple software system transactions; assists internal and external customers related to purchasing and contracting.~~

DISTINGUISHING CHARACTERISTICS

~~Contracts Technician I: This is the entry level class within the Contracts Technician series. Initially under close supervision, incumbents learn general bid solicitation and contract preparation, file set-up, advertising, reception, telephone procedures 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 intermediate experience in word processing and preparation of technical documents; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore, remain at the entry level.~~

~~Contracts Technician II: This is the journey level class within the Contracts Technician Assistant series. Employees in this class fully competent to independently perform a wide variety of responsible contracting office support duties. Specific duties, including the amount and complexity of word processing, use of various computer software applications and contact with the public, city departments, and government entities will vary depending on the type of contract or bid solicitation. This class is distinguished from the Contracts Technician I in that it performs difficult, technical, complex or specialized contracting office support duties, which required 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

Contracts Technician I

~~Receives immediate supervision from supervisory staff. Receives technical and functional supervision from Buyers and Contract Specialists.~~

Contracts Technician II

Receives general supervision from supervisory or management staff.

Receives technical and functional supervision from Buyers and Contract Specialists.

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

Essential Functions:

1. Provide information in a professional and courteous manner to the general public and city departments regarding bidding procedures, bid postings and bid opening dates; assist in responding to routine and difficult inquiries. Responds to public inquiries in a courteous manner; provides information within the area of assignment or forwards more complex or unusual inquiry to appropriate personnel; compiles documents for records requests; assists suppliers with on-line supplier registration process; resolves complaints in an efficient and timely manner.
2. Prepares, assembles and proofreads solicitation documents for public works construction bids, including legal notice advertising, bid postings, instructions to bidders, general conditions, technical specifications, public record files, contract documents, and related correspondence, using standard or customized template documents in support of Contracts Specialists or other senior staff; ensures the timely distribution of addenda, legal notices and related documents to bidders and contractors.
- 2.3. Inputs, proofreads and maintains solicitation and contract document clauses and templates in the database for use by Buyers and Contracts Specialists.
- 2.
3. Prepare, assemble and proofread bid documents, request for proposal documents, or contracts for goods, general services, and professional services, including legal notices, posting on Internet bid services, public record files, and related correspondence, using standard or customized template documents, in support of Contracts Specialists, Buyers or other senior staff.
4. Format, prepare and proofread a variety of documents and forms including general and public purchasing related correspondence, reports, and memoranda.
5. Collects payments for Perform financial transactions related to the sale of bid packages and public record documents, including cash, credit card and check payments; records transactions in cash management software; issues receipts; and submits all incoming monetary instruments to the Treasury Office daily.
6. Act as receptionist, answer telephone, and assist the general public and city departments; provide information on policies and procedures as required.

~~7. Schedule conference rooms for bid openings, pre bid meetings, pre construction meetings and pre award meetings in support of Contracts Specialist, Buyers or other senior staff.~~

Essential Functions:

~~8.4. Create, amend or delete basic to complex entries in a variety of computer software applications, including Oracle Purchasing, Atlas cash management, SIRE document management, MS Word, Excel and Outlook. Creates and updates entries in the various databases and computer systems; locates files in the various databases and computer systems.~~

5. Sets up and maintains electronic and hard copies of public record files.

6. Prepares spreadsheets and reports to summarize solicitation activities.

~~9.7. Performs Internet inquires from State Contractor's Board, Labor Commissioner and other applicable and other research to assist websites to assist Contracts Specialists and Buyers with data collection for solicitation evaluations.~~

~~10. Operate a variety of office equipment including copier, facsimile, scanner, digital recording devices and personal computer; input and retrieve data; organize and maintain the Purchasing shared computer directory.~~

~~11.8. Schedules conference rooms for meetings; arranges for and sets up recording equipment and telecommunication equipment for pre bid, pre proposal and bid opening meetings; arrange for video conferencing, teleconferencing or computer network/Internet equipment set up for various meetings or training sessions.~~

~~12.9. Maintains a variety of automated and manual logs, records and files; Receives, sorts and distributes incoming and outgoing correspondence and other related materials; performs a variety of record keeping, filing, indexing and other general clerical work.~~

Marginal Functions:

~~1. May assist less experienced employees with proper methods, techniques and procedures.~~

1. Functions as a back up for administrative staff.

2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Contracts Technician I

Knowledge of:

~~Basic services, methods and techniques of clerical office support.~~

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Contracts Assistant Technician I/II (continued)

- Basic principles and procedure of record keeping.
- Basic principles and methods of proofreading.
- English usage, spelling, grammar and punctuation.
- Basic principles, methods and structures of document formats.
- Basic methods and procedure of data entry.
- Basic principles and techniques of customer service.
- Basic mathematical principles.
- Basic modern office procedures, methods and use of computer equipment.
- Common word processing and spreadsheet software at a basic level.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Maintain confidentiality of work when required by statute or policy.
- Organize and prioritize work to meet critical timelines.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for:
 - *Making observations;*
 - *Communicating with others;*
 - *Reading and writing; and*
 - *Operating assigned equipment.*
- Maintain mental capacity which allows the capability of:
 - *Making sound decisions;*
 - *Effective interaction and communication with others; and*
 - *Demonstrating intellectual capabilities.*
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 - *Sitting for extended periods of time; and*
 - *Operating assigned equipment.*

Experience and Training Requirements

Experience:

Two years of general clerical or office support experience; contracting or purchasing operations clerical or support experience is preferred.

Training:

Equivalent to graduation from high school.

Contracts Technician II

In addition to the qualifications for Contracts Technician I:

Knowledge of:

CITY OF LAS VEGAS

Contracts Assistant Technician I/II (continued)

Modern office procedures, methods and computer equipment.

Personal computer operations and intermediate functions and features of common word processing, spreadsheet, email, and calendar management software.

Principles and procedures of public record keeping.

Principles and methods of proofreading.

Principles, methods and structures of document formats.

Mathematical principles.

Services, methods and techniques of clerical purchasing and contracts office support.

Methods and procedures of data entry.

Principles and techniques of customer service.

Knowledge of:

Methods and principles of data collection, retention and statistical report preparation.

Principles of business letter writing and basic report preparation.

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

Skills in:

Ability to:

Working independently without direct supervision.

Meeting schedules and timelines.

Producing accurate documents.

Creating template documents using word processing or spreadsheet software.

Communicating clearly and concisely, both orally and in writing.

Maintaining confidentiality of work when required by statute or policy.

Organizing and prioritizing work to meet critical timelines.

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

Experience and Training Requirements

Experience:

One Two years of increasingly responsible contracting operations clerical or support experience.

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment;

Hazards: eExposure to computer screens.

Physical Conditions:

Essential and marginal functions may require: ~~maintaining physical condition necessary for sitting 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 11/13/06/7/2011 [formerly Contracts Technician I and II (X)]

FLSA & City: nonexempt

CSB 12/13/06

Segal 07/29/10

DESKTOP-COMPUTER-INFORMATION TECHNOLOGIES SUPPORT SUPERVISOR

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

DEFINITION

To ~~pl~~Plans, administers and coordinates the operation of desktop computer systems within the city, including support for related equipment, coordination with departments for procurement and maintenance, establishment of standards, evaluation of new products and various related technical duties.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned Information Technologies Manager and higher level management staff.

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

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

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

Essential Functions:

1. Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for maintaining the city's desktop computer systems.
2. Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with department objectives.
- 1.3. 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.
- 2.4. Recommends and assists in the implementation of division goals, objectives, policies and procedures. Researches ways to improve system performance, increase connectivity with other computer systems and promote integration with other systems where practical. Assists with the annual development and submission of business plan measures. Prepares and presents monthly performance statistics and reports. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.

CITY OF LAS VEGAS

Desktop Computer Information Technologies Support Supervisor (continued)

3.5. Oversees consultation to city departments for determining desktop computer system needs and developing plans to achieve integration solutions. Assists in identifying and coordinating city and IT staff technology training needs.

4.6. Coordinates and supervises staff in the installation, configuration, testing and troubleshooting of desktop computer system components.

5.7. Coordinates and leads the development of system specifications for the city's desktop computer requirements; coordinates Work with the other Information Technologies divisions to coordinate the development of standards for desktop computers and software that will ensure functionality between departments and between systems.

Determine appropriate timing for the implementation of new software programs and updates, eCoordinate the installation and assistance with maintenance of network systems, hardware and software with staff and client departments.

7. Coordinate and lead the development of system specifications for the city's desktop computer requirements.

Essential Functions:

8. Analyze hardware and software products, make appropriate recommendations and coordinate the preparation of specifications; coordinate with vendors and staff to solicit pricing, equipment specifications and delivery scheduling as well as discuss new products and maintenance.

Coordinate assistance for network administration staff with computer network administration, installation and maintenance.

8.

10.9. Participate in developing, coordinating and monitoring assigned section of the division budget. Participates in the preparation and administration of the division 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 revenues and expenditures.

11. Conduct research into areas that will improve system performance, increase connectivity with other computer systems and promote integration with other systems where practical.

10. 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. Evaluates the impact of new system and application software on network systems.

11. Assists in the evaluation and installation of software packages supplied by vendors. Coordinates with vendors to resolve software and hardware technical issues.

12. Participate in identifying and coordinating city and IT staff technology training needs with the IT Technology Training Program and outside vendors.

~~13. Motivate assigned staff; plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work of staff for accuracy, proper work methods, procedures and techniques and compliance with established standards and specifications; provide or coordinate appropriate training; establish work priorities and schedules; 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.~~

~~14. Participate in recruiting, interviewing and selecting staff.~~

~~15. Assist in the development of policies and procedures for desktop computer hardware and software procurement and utilization.~~

~~16. Coordinate the maintenance of the city's inventory of desktop computer hardware, software and peripheral equipment.~~

~~17.12. Manages and verifies the timely resolution of all requests for support and service the handling of IT trouble calls through from the IT Service Desk, including determination and correction of problems and timeliness of responses, taking into account available resources.~~

~~13. Coordinates with upper management, council members and other city staff to resolve difficult or unusual inquires and requests for support or service.~~

~~Verifies a variety of automated and manual logs, records and files maintained by lower level staff for accuracy, completeness and compliance with city policy and established regulations.~~

~~14.~~

~~18. Prepare technical and administrative reports and make presentations.~~

~~19.15. 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. Serve as liaison between the work unit and other city departments as well as outside agencies whose systems or services interact with city systems.~~

Marginal Functions:

~~1. Attends and participates in professional group meetings. Stays abreast of new trends, programs and innovations.~~

~~1. Attend and participate in professional group meetings and committees.~~

~~2. Stay abreast of trends and innovations in computer hardware and software systems.~~

2. Inputs and retrieves data from the appropriate database.
3. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
- 3.4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Concepts, principles and design of desktop computer and server hardware and software systems.
- Operation and configuration of computer systems, software and networking.
- Principles of data communications over both local and wide area networks.
- Principles and processes for providing customer service.
- Principles and operation of common commercial computer applications including word processing, spreadsheets, programming languages and databases.
- Principles and operation of Microsoft Windows operating systems.
- Uses, capabilities, characteristics and limitations of computer hardware and software systems.
- Trouble-shooting procedures and techniques for both computer hardware and software problems that lead to effective solutions.
- Basic principles of budgeting and accounting.
- Principles of supervision, training and performance evaluation.

Skills in: Ability to:

- Analyzing client needs and design computer solutions to fit those needs.
- Reading, interpreting and applying information from technical publications, manuals and other documentation.
- Effectively communicating complex computer specifications and technical systems to various audiences with differing degrees of technical knowledge.
- Using initiative and independent judgment within established guidelines.
- Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.
- Analyzing 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.
- Setting and adjusting priorities in a rapidly changing environment.
- Meeting critical deadlines.
- Managing multiple assignments.
- Communicating with individuals from a variety of social, cultural, economic and educational backgrounds while demonstrating respect and sensitivity for perceived differences.
- Producing concise written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Communicating clearly and concisely, both orally and in writing.

CITY OF LAS VEGAS

Desktop Computer Information Technologies Support Supervisor (*continued*)

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

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 increasingly responsible experience, within the last ~~six~~-five years, in a business computer support environment, including one year as a team leader or supervisor.

Training:

Bachelor's degree from an accredited college or university with major in computer science, information systems 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 and maintenance of an appropriate, valid driver's license on the date of application.

Possession of a Microsoft Certified Systems Engineer designation on the date of application is desirable.

Special Requirement

Certain city functions operate on a 24 hour per day, seven day per week schedule, and may require microcomputer support support on any shift. May be required to respond to calls for assistance during any shift.

WORKING CONDITIONS

Environmental Conditions:

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

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting and walking for prolonged periods of time; occasional lifting up to 40 pounds.~~

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.*

REV

ARB 4/14/08 (formerly Microcomputer Support Supervisor)

SEGAL

REVISED 5/9/11 (formerly Desktop Computer Support Supervisor)

FLSA: exempt; City: nonexempt

CSB 4/23/08

Segal 07/20/10

LAND SURVEY ASSOCIATE

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

DEFINITION

Reviews survey maps, legal descriptions, construction plans and right of way takes for accuracy and legal aspects; creates and prints topographical maps; conducts survey research, makes field measurements, downloads and processes survey field data; supports field crews; and maintains the city's benchmark system.~~To perform surveying work including complex survey calculations, design of surveys and preparation of maps and plats; and to perform a variety of technical tasks relative to the assigned area of responsibility.~~

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from ~~the City Surveyor and~~ City Surveyor or higher level management staff.

~~May exercise functional and technical supervision over technical and clerical staff.~~ May act 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. Reviews and calculates earthwork quantities and estimate costs; ensures the accuracy of computations, analyzes and prepares topographic, boundary and control surveys and land descriptions from field survey and record data; recommends changes as appropriate.
2. Reviews consultant maps, plats and other applications for technical correctness and conformance with state and local ordinances.
3. Develops, reviews and modifies survey drawings, plats, descriptions and reports according to sound practices of surveying and appropriate laws and codes.
4. Performs technical research on surveying problems.
5. ~~Research and provide information to the public pertaining to city surveying policies, procedures and control networks.~~

CITY OF LAS VEGAS
Land Survey Associate (Continued)

~~6. Exercises sound judgment in accordance with the current accepted practices of surveying and appropriate laws and codes.~~

~~7.5. Prepares data for use by field survey crews in performing their assigned tasks.~~

Essential Functions:

~~8.6. Operates survey equipment and computer aided drafting tools (CAD).~~

~~9.7. Oversees, directs and reviews the work of lower level technical surveying staff.~~

8. Maintains constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion.

9. Assists in developing and recommending changes to the land surveying procedures.

10. Serves as a member of a field survey crew including making field measurements and taking pictures.

10.11. Enters field data into a data collection system.

11.12. Responds to public inquiries in a courteous manner; provides information within the area of assignment.

Marginal Functions:

1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

1.2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying.

Principles of mathematics as applied to surveying work.

Construction practices and terminology.

Principles of lead supervision and training.

Drafting principles.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Survey requirements within the Public Land Survey System.

Modern office procedures, methods, and computer equipment.

Pertinent federal, state and local laws, codes and regulations including surveying and subdivision laws and regulations.

CITY OF LAS VEGAS
Land Survey Associate (Continued)

Skills in: Ability to:

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

Managing multiple assignments.

Meeting critical deadlines.

Ensuring project compliance with appropriate federal, state and local laws, codes and regulations.

Using initiative and independent judgment within established guidelines.

Communicating clearly and concisely, both orally and in writing.

Maintain effective audio-visual discrimination and perception needed for:

———— *Making observations;*

———— *Communicating with others;*

———— *Reading and writing; and*

———— *Operating assigned equipment.*

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.*

Ability to:

Maintain mental capacity which allows the capability of:

———— *Making sound decisions;*

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

———— *Demonstrating intellectual capabilities.*

Experience and Training Requirements

Experience:

Two years of surveying experience.

Training:

Associate Bachelor's degree from an accredited college or university with major in surveying/geomatics 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 Surveying Intern certificate on the date of application.

CITY OF LAS VEGAS
Land Survey Associate (*Continued*)

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; occasional field work;

Hazards: Exposure to inclement weather, traffic, dust, noise and construction equipment; exposure to computer screens.

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
- 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.

SBSEGAL

Rev 6/23/08 (previously Survey Associate)4/27/11

FLSA & City: nonexempt

CSB 7/23/08

Segal 07/15/10

LAND SURVEY CREW LEADER

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 most complex technical field survey work in support of city activities; ~~to~~ serves as a member of a survey crew; ~~to~~ and provides assistance to professional and technical level survey and engineering staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Survey Technician series. Positions at this level are distinguished from other classes within 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 within this series ~~including training, leading, planning and reviewing the work of staff responsible for conducting surveying work.~~ 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 ~~Assistant~~ City Surveyor 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. ~~Exercises functional and technical supervision over lower level staff.~~

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

Essential Functions:

1. Plans, leads, assigns, oversees and participates in a variety of complex technical surveying work including calculations, setting grade stakes, monuments and other markers, locating benchmarks and taking measurements; monitors work progress and review work results.
- 1.2. Ensures employees adhere to established work methods, techniques and schedules, and comply with applicable city and department policies, procedures, standards and specifications; trains assigned staff in the set-up and use of equipment; reviews needs with appropriate management staff; allocates resources accordingly.
- ~~2. Train assigned staff in the set up and use of equipment, including state of the art automated equipment.~~

CITY OF LAS VEGAS

Land Survey Crew Leader (continued)

3. ~~Determines the most appropriate method to conduct specific surveys; such as land, property acquisition, topographic and construction surveys; ensures that surveys are in compliance with applicable laws, codes and regulations.~~

4. Sets up traffic safety and control devices at the work site to ensure the safety of the crew.

4.5. Supervises and assists in more complex and unusual situations.

4.6. Maintains accurate, orderly and legible field notes of survey work performed including lines, angles, distances, benchmarks and mathematical calculations.

5.7. Enters data into a data collection system.

Essential Functions:

8. ~~Researches Records of Survey, parcel maps, plats, assessor's maps, deeds, governmental records, title company reports and archival records regarding lands to be surveyed.~~

9. Reviews engineering and land surveying maps and plans for the development of roadways, flood channels and underground utilities; and performs calculations necessary for laying out such improvements for construction; adjusts field design to fit existing field conditions, as necessary.

10. Maintains constant awareness of progress on assigned projects to assure compliance with designated time and cost schedules for project completion. Provides information to survey management staff, project engineers, inspectors and others on survey aspects during the course of construction projects.

11. ~~Sets up, adjusts and operates survey instruments to make preliminary, control, monument, construction, topographic and related surveys.~~

12. ~~Reads and interprets topographic and other land surveying maps to locate survey points; investigates, locates, identifies and advises or recommends the acceptability of found survey monumentation.~~

13. ~~Performs necessary calculations to facilitate construction surveys of approved engineering drawings.~~

Marginal Functions:

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

1. Ensures safe traffic control around activities.

2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.

3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Algebra, geometry, trigonometry and statistical analysis as applied to the computation of angles, areas, distances and traverses.
- Advanced principles and practices of field surveying.
- Principles of lead supervision and training.
- Design and construction theory and engineering design standards.
- Engineering surveying maps and records.
- Construction plans and specifications.
- Safety principles, practices and equipment related to field surveying.
- Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.
- Location of records, deeds and various recorded and unrecorded documents.
- Filing systems used to store documents and records.

Skills in: Ability to:

- ~~Lead, organize, direct and review the work of assigned staff.~~
- ~~Perform the most complex and difficult field survey w~~Working independently without direct supervision.
- ~~Interpreting, applying and enforcing~~ state and local policies, procedures, laws, codes and regulations.
- ~~Make accurate engineering and land surveying calculations.~~
- ~~Reading and interpreting~~ maps and plans.
- ~~Operating~~ various types of office equipment necessary for acceptable performance of job duties.
- ~~Retrieving~~ various documents and records from files.
- ~~Research records, deeds and various recorded and unrecorded documents.~~
- ~~Communicate~~ firmly and tactfully with contractors, engineers and property owners.
- ~~Use~~ initiative and independent judgment within establish procedural guidelines.
- ~~Communicate~~ 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, standing, or sitting for extended periods of time; and~~
 - ~~_____ Operating assigned equipment.~~

CITY OF LAS VEGAS

Land Survey Crew Leader (continued)

Experience and Training Requirements

Experience:

Three years of increasingly responsible technical surveying experience. Lead experience is desirable.

Training:

Associate's degree from an accredited college or university with major in surveying 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 Survey Technician Certificate, Level III (field track), from the National Society of Professional Surveyors, is desirable.

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

As a condition of continued employment, employees must acquire the following certification(s) by the date specified.

Possession of a Work Zone Safety certification from the International Municipal Signal Association within one year of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

~~Field environment; travel from site to site; exposure to heavy traffic and inclement weather conditions.~~

Location: Office environment; field work.

Hazards. Exposure to inclement weather, traffic, dust, noise and construction equipment; exposure to computer screens.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools~~

CITY OF LAS VEGAS

Land Survey Crew Leader (continued)

~~and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.~~

Essential and marginal functions require:

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

- *Walking, climbing, standing, sitting, crouching or kneeling for extended periods of time;*
- *Heavy lifting; 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.*

SB-SEGAL

REV 3/6/084/27/11 (formerly Survey Crew Leader)

FLSA and City: nonexempt

CSB 4/23/08

Segal 07/16/10

LAND SURVEY 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 p~~Performs a variety of responsible and technical field survey work in support of city activities; ~~to serve~~s as a member of a survey crew; ~~and~~and provides assistance to professional and technical level survey staff.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Survey Technician series. This class is distinguished from the Land Survey Crew Leader by the complexity of duties assigned, the level of responsibility assumed and the independence exercised. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

SUPERVISION RECEIVED

Receives general supervision from ~~the Assistant City Surveyor~~ and higher level supervisory and management staff.

Receives functional and technical supervision from Land Survey Crew Leader.

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

Essential Functions:

1. ~~Serves~~Serves as a member of a field survey crew; ~~perform as a rod/chain person or an instrument person, and~~
- 1.2. ~~Operates~~Operates a variety of survey equipment.
- 2.3. Monitors and maintains appropriate levels of supplies, equipment, and inventory to ensure efficient and effective operations; Inventory and restock the survey vehicle with materials daily; loads and unloads the vehicle with survey equipment each day.
- 3.4. ~~Sets up traffic safety and control devices at the work site to ensure the safety of the crew; may act as a flagger to ensure traffic control and crew safety.~~
- 4.5. Sets grade stakes, monuments and other markers, using hand and power tools.

CITY OF LAS VEGAS

Land Survey Technician (continued)

- ~~5.6. Essential Functions:~~ Assists in making field drawings, measurements and calculations by setting up, adjusting and operating a variety of survey instruments to perform preliminary, control, monument, construction, topographic and related surveys.
- 7. Maintains detailed, accurate, orderly and legible field notes and records of survey work performed ~~including lines, angles, distances, benchmarks and mathematical calculations.~~
- 8. ~~May e~~Enters field data into a data collection system.
- 7.9. Performs necessary calculations to facilitate construction surveys of approved engineering drawings.
- 10. Assists with establishing future benchmarks.

Marginal Functions:

- 1. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
- 1.2. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Algebra, geometry and trigonometry as applied to the computation of angles, areas, distances and traverses.
- Principles and practices of surveying.
- Applicable laws, regulations, codes, department policies and standard construction details governing assigned surveying duties.
- Location of records, deeds and various recorded and unrecorded documents.
- Engineering maps and records.
- Construction plans and specifications.
- Safety principles, practices and equipment related to survey work.
- Filing systems used to store documents and records.

Skills in:

Ability to:

- ~~Interpreting and applying state and local policies, procedures, laws, codes and regulations.~~
- Making accurate engineering and land surveying calculations.
- Operating survey tools and instruments.
- Reading maps and plans.
- Operating various types of office equipment necessary for acceptable performance of job duties.
- Retrieving various documents and records from files.
- Compiling, summarizing and filing field notes and data.

Land Survey Technician (continued)

Using initiative and independent judgment within established procedural guidelines.

Communicating clearly and concisely, both orally and in writing.

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

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

Experience and Training Requirements

Experience:

Two years of increasingly responsible technical surveying experience.

Training:

Associate's degree from an accredited college or university with major in surveying 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 an appropriate, valid driver's license on the date of application, and maintenance thereafter.

Possession of Survey Technician Certification, Level II (field track), from the National Society of Professional Surveyors, is desirable.

As a condition of continued employment, employees must acquire the following certification(s) by the date specified.

Possession of a Work Zone Safety certification from the International Municipal Signal Association within one year of the date of appointment, and maintenance thereafter.

WORKING CONDITIONS

Environmental Conditions:

Location: Field environment; travel from site to site.

Hazards: ~~exposure to heavy traffic and inclement weather conditions.~~ Exposure to inclement weather, heavy traffic, dust, noise and construction equipment; exposure to computer screens.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, walking, crouching, kneeling, climbing and operating hand and power tools and survey equipment for prolonged periods of time; operating motorized vehicles; heavy lifting.~~

Essential and marginal functions require:

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

- *Walking, climbing, -standing, crouching, kneeling or sitting for extended periods of time;*
- *Heavy lifting; -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.*

SBSEGAL

REV 3/6/084/27/11 (formerly Survey Technician)

FLSA and City: nonexempt

CSB 4/23/08

Segal 07/16/10

LAND SURVEYOR

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 planning, design and implementation of surveys of city property and control networks, and in support of engineering for Public Works projects; and ~~to~~ performs a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from 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 ~~Exercises functional and technical supervision over professional, technical and clerical staff.~~

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

Essential Functions:

1. Leads, plans, assigns and reviews the work of staff responsible for performing professional surveying calculations for various projects. 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.
2. Plans, directs, and and participates in the collection of field and survey data, field calculations, establishing or reestablishing property lines, rights of way and easements, various surveys, and the maintenance of geodetic and vertical control networks; ~~in surveys to establish or reestablish property lines, boundaries, rights-of-way, easements, geodetic control networks, vertical control networks and topographic surveys.~~
3. Prepare plats, maps, reports and land descriptions; reviews ~~Reviews the adequacy and accuracy of computations, preliminary layout and design work from field and survey data.~~

CITY OF LAS VEGAS
Land Surveyor (Continued)

~~3. Prepares and Reviews plats, subdivision maps, parcel maps maps, reports, land descriptions and boundary line adjustments submitted by consultants for technical correctness and conformance to state statutes and local ordinances.~~

~~3.4. Supervises and assists in more complex and unusual situations.~~

~~4.5. Exercises professional surveying judgment in accordance with current accepted practices of land surveying and applicable laws and codes.~~

~~7. Supervise data gathering using Global Positioning System survey instruments, process data and convert to the proper form for use by Geographic Information Systems.~~

Essential Functions:

~~8.7. Provides information and support to developers, builders, consultants and the general public pertaining to city surveying policies and procedures.~~

~~9.8. Oversee, direct and review the work of lower level surveying staff; eEstablishes survey criteria to be used by project staff and outside consultants.~~

~~10.9. Supervises and participates in the set up and use of use of and operate various surveying equipment including computer design and drafting systems and field survey instruments.~~

~~10. Participates in selection of staff; provides technical training to other city staff. Train assigned employees in surveying methods and techniques and in the set up and use of equipment.~~

~~11. Coordinates with other government agencies to ensure the accuracy in legal descriptions and property rights as they relate to surveying.~~

~~12. Provides information and support to external builders, developers and land surveyors, other city departments and the general public; resolves complaints in an efficient and timely manner.~~

~~11. Verify the work of assigned employees for accuracy; proper work methods, techniques and compliance with applicable standards and specification.~~

~~13. Processes and enters data into a data collection system; -converts data into appropriate form as necessary.~~

Marginal Functions:

~~1. Prepare requests for proposals and bids; review contract bids and proposals; assist in the coordination and review of consultants' design work.~~

~~2. Participate in the selection of staff, consultants and contractors; participate in contract negotiation, preparation and administration.~~

CITY OF LAS VEGAS
Land Surveyor (*Continued*)

- ~~3.1. Attends and participates in meetings planning commission meetings and other sessions of various committees as directed by management staff. Stays abreast of new trends, programs and innovations.~~
- ~~4. Assist in the preparation of the budget; monitor expenditures.~~
- 5.2. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.
- 5.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of surveying/geomatics.

Terminology, methods, practices and techniques used in technical land surveying report preparation.

Principles of mathematics as applied to surveying work.

Recent developments, current literature and sources of information regarding surveying/geomatics.

Pertinent federal, state and local laws, codes and regulations including surveying/geomatics laws and regulations.

Principles of lead supervision and training.

Modern office procedures, methods and computer equipment.

Skills in:Ability to:

Developing, reviewing and modifying complex surveying maps and plats.

Resolving e-regulatory, public relations and land system questions.

Managing surveying projects.

Ensuring project compliance with appropriate federal, state and local laws, codes and regulations.

Performing technical research.

Operating complex surveying instruments, including global satellite surveying systems, electronic total stations, and precise theodolites and levels.

Developing, reviewing and modifying surveying plans, designs and specifications.

Exercising professional surveying judgment to achieve results consistent with objectives.

Preparing and maintaining technical surveying records.

Preparing complex comprehensive reports.

Operating computer surveying systems.

Communicating clearly and concisely, both orally and in writing.

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

~~Maintaining mental capacity which allows for effective interaction and communication with others.~~

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

~~—————*Making observations*~~

CITY OF LAS VEGAS
Land Surveyor (Continued)

~~Communicating with others, either verbally or in the field with hand signals~~
~~Reading and writing~~
~~Operating assigned equipment.~~

Maintain mental capacity which allows the capability of:

~~Making sound decisions~~
~~Demonstrating intellectual capabilities.~~

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

~~sitting, standing, walking and climbing for extended periods of time~~
~~operating assigned equipment.~~

Experience and Training Requirements

Experience:

Two years of increasingly responsible professional (post-license) surveying experience.

Training:

~~Equivalent to a Bachelor's degree from an accredited college or university with major in surveying/geomatics or a related field.~~

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

License or Certificate

Possession of an appropriate valid Professional Land Surveyor license in any state on the date of application, and possession of a Nevada Professional Land Surveyor license within six months of the date of appointment.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; some field work.

Hazards: Exposure to computer screens; some exposure to inclement weather, traffic, dust, noise and construction equipment. Office environment and some field work; 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:

CITY OF LAS VEGAS
Land Surveyor (*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

NEW 6/21/99REV 4/27/11

FLSA: exempt; City: nonexempt

CSB 7/14/99

Segal 07/16/10

SECURITY SYSTEMS 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~~ performs skilled installation and maintenance of electronic and computerized security systems primarily on Department of Detention and Enforcement buildings, grounds and facilities; ~~to~~ provides solutions for problems on systems serviced; and ~~to~~ analyzes a wide variety of personnel and facility related security requirements and recommends appropriate measures and solutions.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from ~~the assigned Senior Systems Analyst 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. Plans, coordinates and ~~perform~~ participates in the installation and maintenance of electronic security equipment ~~including intercoms, closed circuit television, door control systems, intrusion alarm equipment, digital video recorders, real time tape recorders, time lapse tape recorders, video multiplexers, video matrix systems and graphical user interface computers.~~
2. ~~Plan, coordinate and perform in the installation and maintenance of security system related network cabling and communication hardware to include fiber optic, wireless and copper Ethernet cables and equipment.~~
- 3-2. Installs, configures and maintains computer software for electronic security systems.
3. ~~Troubleshoot security and communications systems; p~~ Performs scheduled maintenance of security and communications systems; troubleshoots security and communications systems and performs minor repairs. bring any regulatory specification or procedural infraction into compliance.
4. Assists with performing security needs assessments for city facilities.
5. Provides technical information to city staff during the design, construction and remodeling of city facilities;
6. Monitors the operation of closed circuit television and digital recordings of city facilities.

CITY OF LAS VEGAS
Security Systems Technician (continued)

~~5. Coordinate the continued service of the Detention Center security system by ensuring budgetary requests are submitted in a timely manner for the replacement of end of life cycle components prior to catastrophic equipment failures.~~

~~6. Install, configure and maintain electronic security systems that are installed on city facilities due to technological changes in equipment or system design.~~

Essential Functions (continued):

~~5.7. Responds to public and staff inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.~~

~~8. Prepares clear and concise reports.~~

~~9. Estimates time, materials, and equipment required to complete assigned jobs and requisition materials as needed; verifies receipt and inspects materials delivered by vendors; move materials in storage. Participates in the procurement process, including researching materials, equipment, and vendors, assisting with specifications, and requisitioning materials as needed.~~

~~8.10. Maintains current security system floor plan drawings.~~

~~9. Adhere to all related codes, regulations, specifications and procedures including obtaining required permits; adhere to safe work practices and procedures.~~

Marginal Functions:

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

~~2.1. Performs routine maintenance of security systems.~~

~~2. Maintains inventory of replacement parts for security equipment.~~

~~3. Assists in the preparation of the division or function budget.~~

~~3.4. Meet with various departments to assess CCTV security concerns; determine and recommend site specific security measures consistent with surrounding area, usage and public access requirements. Performs related duties and responsibilities as required.~~

~~5. May be required to respond to security system emergencies during evenings and weekends.~~

QUALIFICATIONS

Knowledge of:

Operations, services and activities of simple and sophisticated electronic security systems and network communications and their interaction.

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

Computer software installation and operation, ~~to include~~ing MS-DOS and all recent versions of the Microsoft Windows operating system.
National Electrical Code at an advanced level, as applied to both high and low voltage wiring systems.
Preventive maintenance techniques and procedures.
Principles and practices of copper, wireless and fiber optic network communication systems.
Principles of mathematics applicable to electronic and related work.
Occupational hazards and standard safety practices.
Security system and network communication design techniques.
Operational characteristics of materials, equipment and tools used in security system repair and installation.
Troubleshooting and diagnostic techniques of security and network communication systems.
Blueprints, schematics, symbols, drawings and related materials.

Skills in: Ability to:

~~Leading, e~~Organizing, coordinating and reviewing the work of staff in the area of work _____ assigned.
Independently performing the most difficult security system installation and repair work.
Preparing and submitsubmitting budget requests forms to Dept of Detention & Enforcement Business Unitas required.
Operating a variety of repair equipment in a safe and effective manner.
Troubleshooting and solving problems on systems serviced.
Installing, learning and configuring new security system software packages.
Performing maintenance on security systems in a variety of city buildings, grounds and _____ facilities.
Working on ladders and at heights.
Working near connected electrical circuits.
Distinguishing colors.
Interpreting, explaining and enforcing department polices and procedures.
Working independently in the absence of supervision.
Understanding and follow 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:~~
_____ *Sitting for extended periods of time; and*
_____ *Operating assigned equipment.*

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

Experience and Training Requirements

Experience:

Four years of increasing responsible electronic security system installation and maintenance.

Training:

Equivalent to graduation from high school, plus additional specialized training in electronic security systems installation and maintenance is required.

License or Certificate

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

Possession of category 5 cable termination and installation certificate is preferred. on the date of application.

Possession of fiber optic termination and installation certificate within six months of the date of appointment is preferred.

Special Requirement

~~Detention City facilities~~ operates 24 hours per day, seven days per week. May be required to be on-call and respond, if necessary, on a rotating schedule.

WORKING CONDITIONS

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

Environmental Conditions:

Location: Work is performed both indoors and outdoors depending on job and work site.

Hazards: Exposure to noise, high voltage, extreme heat, electrical energy, working at elevated heights in confined spaces, slippery and uneven surfaces, and work around moving equipment.

Equipment Used: Ladders, single man manual lift and a variety of hand and power tools.

Safety Equipment: Recommend masks, safety glasses or goggles and other protective clothing if needed.

Physical Conditions:

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

CITY OF LAS VEGAS

Security Systems Technician (*continued*)

Standing/walking: Constantly, throughout work shift, and is dependent upon work assignment.

Sitting: Frequently, required while operating or riding in vehicle or in a seated or inclined position while working at floor level or when performing computer related tasks.

Driving: Occasionally, to various locations around ~~the City of Las Vegas Detention Center and City Hall~~ to perform assignments.

Bending: Frequently-constantly, required for various installations or maintenance of cameras and intercoms.

Crouching: Frequently, sometimes in tight quarters during various installations and repairs.

Kneeling: Frequently-constantly, usually can be alternated between a crouched or kneeling position to be able to make lower level repairs or installation.

Crawling: Occasionally, when pulling wires or running lower wires or piping.

Climbing: Frequently-constantly, on ladders almost on a daily basis to replace broken cameras, fix wiring or other devices.

Twisting: Frequently, as at times must work in awkward positions, tight quarters, and from single man lift or ladders.

Physical Conditions: (*continued*):

Reaching: Frequently-constantly, to complete a majority of job tasks; majority of job tasks are over shoulder level when mounting cameras on high walls, corners or tops of buildings.

Balancing: Frequently, when climbing on ladders, occasionally single man lift, and working at heights to include on top of roof.

Lifting: Frequently, to handle various cameras, tools, wiring and ladders.

Carrying: Frequently, while completing camera installation.

Pushing: Frequently, to place cameras, wiring or electronic device into place; may utilize hand truck to move larger or multiple items; to move single man lift.

Pulling: Frequently, to pull wiring to camera equipment, intercoms and to perform various installs and repairs; may utilize hand truck to move larger or multiple items; pull single man lift into place.

Throwing: Occasionally, to dispose of materials.

Repetitive Motion: Frequently, with hands and wrists to grasp items and utilize tools, to replace relays, to drive, and to perform wiring tasks.

Other Physical Demands: Fingering to be utilized to hang cameras, manipulate relays on door control systems and to perform repairs with hand tools. Grasping is required to hold onto items such as cameras, larger tools, and to unload/load/set-up ladders. Wrist motions are repetitive in nature when pulling wire, typing on computer, and driving. Foot pedals used to drive. Good eye/hand coordination, manual dexterity and color perception are required to be successful in this occupation as worker must deal with high level of electronic wiring and small parts within tight quarters.

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

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

SMMSEGAL
NEWRev 6/1/11

CITY OF LAS VEGAS
Security Systems Technician (*continued*)

FLSA & City: nonexempt

| CSB 4/12/06

SENIOR CONTRACTS ASSISTANT 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~~ Leads, trains and coordinates the work flow of ~~two or more~~ Contracts Technicians Assistants, including documenting office procedures, facilitating work process improvements, developing document templates, controlling public records files and providing general office support for the Purchasing & Contracts Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey class of the Contracts Technician ~~Assistant~~ series. This class is distinguished from the Contracts Assistant Technician II by the level of technical knowledge and skill, the level of responsibility assumed and the independence with which employees are expected to perform. ~~Duties include training, overseeing, and adjusting the workload of the Contracts Technician work group to assure work is completed accurately, efficiently and within required timelines.~~ Employees 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. Further, employees in this class are required to be fully trained and proficient in all procedures related to the assigned area of responsibility, including all duties performed by lower level Contracts Assistants, Technicians.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from supervisory or management staff.

Receives technical and functional supervision from Buyers and Contracts Specialists.

~~Exercises functional and technical supervision over lower level Contracts Technician 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. Performs the most difficult, technical, complex and specialized contract office support duties.
2. ~~Lead, plan, prioritize, assign, realign and review the work of staff responsible for the full range of contract office support for the Purchasing & Contracts Division.~~ Ensures employees

CITY OF LAS VEGAS

Senior Contracts Technician Assistant (continued)

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.

Essential Functions:

- ~~3. Train assigned staff in all areas of contract office support, including preparation and assembly of solicitation documents for public works construction, goods and services, including legal notice advertising, instructions to bidders, general conditions, technical specifications, requests for proposals, public record files, contract documents and related correspondence, using standard or customized template documents in support of Contracts Specialists, Buyers or other senior staff. Provides technical training to office support staff.~~
4. Develops and maintains template documents using advanced word processing functions and features including bid packages, contracts, correspondence, forms, reports and memoranda.
- ~~5. Audits the financial transactions performed by assigned staff related to the sale of bid packages and public record documents.~~
- ~~6.5. Create, amend or delete basic to complex entries in a variety of computer software applications, including Oracle Purchasing, Atlas cash management, SIRE document management, MS Word, Excel and Outlook. Creates and updates entries in the various databases and computer systems; locates files in the various databases and computer systems.~~
- ~~7.6. Provide information in a professional and courteous manner to the general public and city departments regarding bidding and contracting procedures and bid schedules; assist in responding to the more difficult inquiries. Responds to public inquiries in a courteous manner; assists in responding to the more difficult inquiries; compiles documents for records requests; resolves complaints in an efficient and timely manner.~~
7. Ensures that public record files are assembled, and maintained and stored electronically in accordance with records management procedures in an accurate and timely manner; coordinates the archiving of expired contracts and destruction of records per statutory requirements; ensures the security of public record files.
8. Prepares spreadsheets and reports to summarize solicitation and award activities.
9. Performs internet inquiries and other research to assist with data collection for solicitation evaluations.
- 8.10. Maintains a variety of automated and manual logs, records and files; performs a variety of record keeping, filing, indexing and other general clerical work.
9. Perform general office coordination support for the Division, which may include timekeeper duties, maintenance of the master calendar and organization and maintenance of the shared computer directory.

CITY OF LAS VEGAS

Senior Contracts Technician Assistant (continued)

10. Operate a variety of office equipment including copier, facsimile, scanner, digital recording devices and personal computer; input and retrieve data.

Marginal Functions:

1. Receives, sorts and distributes incoming and outgoing correspondence and other related materials.
1. Schedules conference rooms for meetings; arranges for and sets up recording equipment and telecommunication equipment for meetings.
2. Set up recording equipment for pre-bid, pre-proposal and bid opening meetings.
2. Arrange for video conferencing, teleconferencing or computer network/Internet equipment set-up for various meetings or training sessions.
- 4.3. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles of lead supervision and training.
- Services, methods and techniques of clerical purchasing and contracts office support.
- Advanced principles and procedures of public record keeping.
- Principles and procedures for responsible financial controls of required monetary transactions.
- Principles and techniques of customer service.
- English usage, spelling, grammar, and punctuation.
- Mathematical principles.
- Modern office procedures, methods and computer equipment.
- Personal computer operations and common office software including word processing, spreadsheet, email and calendar management at an advanced level.
- Methods and procedures for proofreading.
- Methods and procedures of data entry.
- Pertinent federal, state and local laws, codes, regulations.
- Methods and principles of data collection and retention.
- Basic statistical and graphical report preparation.

Skills in: Ability to:

- Explaining and enforcing e-city and department policies and procedures.
- Working independently without direct supervision.
- Maintaining confidentiality of work performed when required by statute or policy.
- Making decisions involving sensitive situations.
- Communicating clearly and concisely, both orally and in writing.
- Organizing e- and prioritizing e-work to meet critical timelines, including the work performed by assigned clerical support staff.
- Performing advanced functions and features of common word processing software.

CITY OF LAS VEGAS

Senior Contracts ~~Technician Assistant~~ *(continued)*

Performing competently in the use of spreadsheet, email and calendar management software.
Create ~~Creating~~ template documents using word processing or spreadsheet software.

Producing ~~e~~-accurate documents.

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 office support experience in a contracting or purchasing environment;

~~Contracting or purchasing operations clerical or support experience is preferred.~~

Training:

Equivalent to graduation from high school.

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment;

Hazards: eExposure to computer screens.

Physical Conditions:

~~Essential and marginal functions may require maintaining physical condition necessary for sitting 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~~

CITY OF LAS VEGAS

Senior Contracts Technician Assistant (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.

ARBSEGAL

REV 11/13/06/26/2011 (formerly Senior Contracts Technician)

FLSA & City: nonexempt

CSB 12/13/06

Segal 07/29/10

SENIOR INFORMATION TECHNOLOGIES SUPPORT MICROCOMPUTER
TECHNICIAN 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~~ Leads, oversees and participates in providing support for the city's microcomputers and users; ~~to~~ assists in installation, revision and maintenance of network and operating system software, hardware and ancillary software for computer server systems; ~~to~~ resolves computer system software problems; and ~~to~~ performs a variety of technical duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

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

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Microcomputer Information Technologies Support Supervisor or higher level management staff.

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

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

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

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

Essential Functions:

When Assigned to Lead Functions

1. 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

CITY OF LAS VEGAS

Senior Information Technologies Support Technician Microcomputer Specialist (continued)

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

- ~~2. Leads, coordinates, assign, oversees, monitors and participates in the installation and configuration of new computers, and software and network devices.~~
- ~~3. Assists in developing and implementing the section policies and procedures; prepares performance statistics and reports.~~

Essential Functions:

- ~~4. Participates in the procurement process, including researching materials, equipment and vendors and assisting with specifications as needed. Evaluates the impact of new system and application software on network systems. Coordinates with city departments to determine the current and future information technology needs.~~
- ~~2.5. Assists in the evaluation and installation of software packages supplied by vendors. Coordinates with vendors on software and hardware technical issues. Coordinate with vendors for pricing, equipment specifications, delivery and repair requirements; coordinate vendor repair requirements with input from Microcomputer Specialist staff.~~
- ~~4.6. Supervises and assists with the most complex and sensitive inquires. Serves as primary liaison between the Microcomputer IT Support Supervisor and section staff for customer service issues.~~
- ~~5. Troubleshoot complex hardware, network and software problems.~~
- ~~6.7. Serve as primary consultant to city departments to determine microcomputer needs; provide advanced technical assistance on microcomputer systems and programs. Serves as liaison for the section with other city departments, divisions, public and outside agencies. Troubleshoots and resolves the most difficult and complex network, hardware and software problems. Handles inquiries and complaints from start through resolution in an efficient and timely manner.~~
- ~~7.8. Develops system specifications for standard personal computers and recommend computer hardware or software in conjunction with staff and management.~~
- ~~8.9. Provides technical training to other city staff; writes or compiles documentation for training. Provide hands-on training on computer software and system use; oversee the preparation of documentation for training or instruction.~~

When Assigned to Technical Functions

- ~~1. Assist in the evaluation and installation of software packages supplied by vendors; confer with vendors on software and hardware technical issues.~~
- ~~2. Assist in the verification and maintenance of technical documents.~~

CITY OF LAS VEGAS

Senior Information Technologies Support Technician Microcomputer Specialist (continued)

- ~~3. Create and maintain infrastructure performance reports.~~
 - ~~4. Assist in monitoring the performance of Internet and network services and processes.~~
 - ~~5. Assist in the configuration and deployment of network devices.~~
 - ~~6. Troubleshoot and resolve problems with circuits and network devices.~~
 - ~~7. Assist in network administration duties including account maintenance, performance monitoring, resource utilization monitoring, load balancing, security administration and system performance tuning.~~
 - ~~8. Assist in studies for network performance, resource utilization, load balancing and tuning, and to determine the impact of new system and application software on network systems; recommend modifications as appropriate.~~
- ~~Assist in the installation and maintenance of server hardware and software.~~
- ~~8.10. Verifies a variety of automated and manual logs, records and files maintained by lower level staff for accuracy, completeness and compliance with city policy and established regulations.~~
 - ~~10. Assist in installation, troubleshooting and maintenance of network equipment.~~

Marginal Functions:

- ~~1. Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations. Attend and participate in professional group meetings and committees; stay abreast of new trends and innovations in microcomputers, networks and servers for business applications.~~
- ~~2. Inputs and retrieves data from the database.~~
- ~~3. Assists in network and system administration duties.~~
- ~~1.4. Operates and secures assigned vehicle and other assigned equipment; determines whether vehicle is in good working order; maintains vehicle in clean and fueled condition.~~
- ~~2.5. Performs related duties and responsibilities as required.~~

QUALIFICATIONS

Knowledge of:

- Advanced principles and methods of computer configuration and operation.
- Advanced principles and methods of computer networking hardware.
- Basic data communication networks and their software and hardware components, such as Cisco IOS, routers, switches, firewalls, IPsec, and IDS.
- Basic Internet server administration principles and techniques.

CITY OF LAS VEGAS

Senior Information Technologies Support Technician Microcomputer Specialist—(continued)

Advanced principles of data communications standards and implementation.
Computer peripherals and accessories.
Advanced troubleshooting techniques for computer hardware and software problems.
Methods and techniques of lead supervision and training.
Basic computer server administration principles and techniques.
Basic computer storage system fundamentals and industry standards.

Skills in: Ability to:

Analyzing complex computer problems, identifying possible cause, projecting consequences of proposed solutions, recommending best options and implement appropriate solution.
Setting priorities.
Managing multiple assignments.
Reading, interpreting and applying information from technical publications, manuals and other documentation.
Operating a personal computer, including a variety of software programs.
Establishing and maintaining effective working relationships with those contacted in the course of work.
Working independently without direct supervision.
Communicating clearly and concisely, both orally and in writing.

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

~~——— *Sitting for long periods of time; and*
——— *Operating assigned equipment.*~~

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

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

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

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

Experience and Training Requirements

Experience:

- Three years of experience within the last five years with a primary responsibility in either:
1. A lead or supervisory capacity supporting personal computer systems and installing and configuring hardware and software in a business environment, using the latest versions of the Microsoft Operating System;
- OR
2. Installing and configuring hardware and software, and troubleshooting and supporting networks, printers, and computer systems in a business environment, using the latest versions of the Microsoft Operating System.

Training:

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

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

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

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment; travel from site to site;

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

Physical Conditions:

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

Essential and marginal functions require:

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

-- Walking, standing, bending, twisting -or sitting for extended periods of time;

-- Moderate lifting; -and

-- Operating assigned equipment.

Maintaining effective audio-visual discrimination and perception needed for:

-- Making observations;

-- Communicating with others;

-- Reading and writing; and

-- Operating assigned equipment.

Maintaining mental capacity which allows the capability of:

-- Making sound decisions;

-- Effective interaction and communication with others; and

-- Demonstrating intellectual capabilities.

CITY OF LAS VEGAS

Senior Information Technologies Support Technician Microcomputer Specialist (continued)

ARBSEGAL

REV 1/5/05/9/11 (formerly Sr Microcomputer Specialist)

FLSA & City: nonexempt

CSB 3/9/05

Segal 07/20/10

Dr. Kocher

CITY OF LAS VEGAS CIVIL SERVICE BOARD OF TRUSTEES

Department of Human Resources

400 Stewart Avenue - 2nd Floor

Training Room #4

Las Vegas, Nevada

DT

GM

JE

OSB

EM = P

PR = P

DS = P

MW = P

EB = P

III.

IV.

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

AGENDA

DATE: June 08, 2011

TIME: 4:30 p.m.

VZ

SUE Brown

Morgan D W R

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.

CALL TO ORDER

4:30 PM

ANNOUNCEMENT RE: COMPLIANCE WITH THE OPEN MEETING LAW

APPROVAL OF MINUTES: May 25, 2011

1st = PR

2nd = EB

MC = ✓

Helen G

Glenna Kouns

DS abstain

BUSINESS

A. EXTENSION OF ELIGIBLE LISTS

1. Corrections Officer - Open
2. EMS Field Coordinator - Promotional
3. Firefighter Trainee - Open
4. Senior Microcomputer Specialist - Promotional

1st = DS

2nd = PR

MC = ✓

B. JOB DESCRIPTIONS FOR APPROVAL

1. Architectural Designer, formerly Designer (Revised)
2. Architectural Project Manager (Revised)
3. Carpenter, formerly Carpenter I/II (X) (Revised)
4. Concrete Mason, formerly Concrete Mason I/II (X) (Revised)
5. Construction Projects Administrator (Revised)
6. Control Center Supervisor (Revised)
7. Facilities Project Manager, formerly Facilities Engineer (Revised)
8. GIS Technician (Revised)
9. Graphic Illustrator, formerly Graphic Illustrator and Senior Graphic Illustrator (Revised)
10. Painter, formerly Painter I/II (X) (Revised)
11. Park Maintenance Field Supervisor (Revised)
12. Park Maintenance Supervisor (Revised)
13. Planner I (Revised)
14. Planner II (Revised)
15. Planning Supervisor (Revised)
16. Planning Technician (Revised)
17. Plumber, formerly Plumber I/II (X) (Revised)
18. Senior Business Specialist (Revised)
19. Senior Carpenter (Revised)
20. Senior Painter (Revised)
21. Senior Planner (Revised)
22. Senior Plumber (Revised)
23. Statistical Analyst, formerly Statistical Analyst I, II and Senior (Revised)
24. Urban Design Coordinator (Revised)
25. Welder (Revised)

1st = PR

2nd = EB

MC = M/E

V. ITEMS FOR DISCUSSION: NO BOARD ACTION REQUIRED = NONE

VI. CITIZEN PARTICIPATION NONE = J/E Congrats on Dostrate

4:32

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