

**CITY OF LA VISTA
MAYOR AND CITY COUNCIL REPORT
JANUARY 17, 2023 AGENDA**

Subject:	Type:	Submitted By:
POSITION DESCRIPTIONS: NEW AND UPDATES	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	WENDY LOWERY HUMAN RESOURCES DIRECTOR

SYNOPSIS

New job descriptions have been prepared to facilitate staffing plans in the FY23 budget. In addition, updates are necessary for other positions as well.

FISCAL IMPACT

The FY23/FY24 Biennial Budget provides funding for these positions.

RECOMMENDATION

Approval.

BACKGROUND

The following new positions were approved in the FY23/FY24 Biennial Budget:

- Landscape Gardener - Parks - to maintain nursery stock, flowers, woody ornamentals and shrubs in the City parks, facilities and other specific areas.
- Associate Planner (Planner II) – There are different planning skill levels that can be achieved through experience and acquiring technical skills. This position is part of the employee development experience.
- Part time Administrative Assistant II (Library) will provide a variety of clerical functions which are currently performed by the Library Director and Assistant Library Director.
- Part time Recreation Attendant – Events - will assist the Community Events Coordinator in overseeing the planning, coordination and execution of community events and activities of the City.

The position descriptions for Recreation Director, Senior Planner (Planner III) and Assistant Planner (Planner I) positions are being updated to accommodate the new positions and changes which have evolved over time since the position was last updated.

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Public Works Landscape Gardener — Parks
Position Reports To: Park Foreman
Position Supervises:

Description

Under the direction of the Park Foreman performs a variety of skilled and semi-skilled work caring for nursery stock and flowers, woody ornamentals, shrubs, in the City parks, facilities and other specific areas.

Essential Functions (with or without reasonable accommodation)

1. Installs and maintains plants and landscape beds in City parks and recreational facilities.
2. Cares for nursery stock and flowers used for City parks and facility landscape beds
3. Plants, mows, trims, waters, applies fertilizer and chemicals to landscape beds as directed.
4. Plants, trims, waters, cuts, fertilizes and sprays trees and other ornamental plants as directed.
5. Assists in the installation and performs maintenance on sprinkler systems.
6. Assists in basic carpentry work, including painting City facilities and equipment.
7. Performs set-up and clean-up tasks associated with special community events.
8. Engages in snow removal using large and small equipment.
9. Operates heavy and light construction equipment as required.
10. Assists in the training of part-time and seasonal workers.
11. Assists when needed in the performance of street maintenance and repair, sign maintenance and repair, sewer system repair and maintenance.
12. Performs other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

Work is generally performed outdoors year round in varying weather and environmental conditions. Work sites may be dusty, noisy and on occasion, hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing, digging and scooping with a shovel, raking and shoveling snow. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Must be able to hear and understand voices at normal conversation levels. Incumbents must have the ability to transport themselves to and from work sites and lift 20 pounds frequently and repeatedly and lift up to 75 pounds occasionally and as needed. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Must be able to physically enter and exit a confined space such as sanitary manholes and utility vaults. Incumbent must also be able to work from a ladder at heights greater than four (4) feet and ability to work from a lift in excess of 20 feet.

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
2. Must possess a valid driver's license. Required to obtain and maintain a Class "AO" Commercial Driver's License and all CDL endorsements the City deems necessary within six (6) months of hire.
3. Must be able to obtain a State of Nebraska Chemical Applicators License within eighteen (18) months of hire.
4. Preferred but not required; minimum of two years of experience in Public Works, park maintenance, horticulture, or turf grass maintenance, working with woody plants, trees, shrubs and flowers, or a combination of education and experience.

Knowledge, Skills and Abilities

1. Basic knowledge of procedures utilized in park and building maintenance and repair.
2. Ability to work independently and effectively as part of a team and with the public.
3. Ability to accept and follow directions.
4. Ability to design flower beds.
5. Ability to set out plants and flowers according to specified designs and ornamental flower projects.
6. Ability to identify a wide variety of flowers, trees, and shrubs.
7. Ability to recognize and treat various diseases, insect and abiotic problems of flowers, trees, shrubs, and turf
8. Knowledge of propagating, planting, fertilizing, cultivating, pruning, and general care of plants, flowers, trees, and shrubs
9. Knowledge of methods, tools, materials, and practices used in landscape gardening.
10. Knowledge of the use of fungicides, herbicides, and insecticides and other disease management techniques used in landscape gardening.
11. Skill in the use of tools used in floriculture landscape gardening.
12. Basic computer skills.
13. Basic mathematical skills.
14. Basic mechanical skills, including the use of hand-held power tools.
15. Ability to work from a ladder at heights greater than four (4) feet.
16. Ability to safely operate heavy and light construction equipment.
17. Ability to communicate effectively, both orally and in writing.
18. Ability to establish and maintain effective working relationships with City officials, fellow employees, patrons and members of the public.
19. Ability to work varying schedules, including, evenings, weekends, and holidays.
20. Ability to maintain regular and dependable attendance on the job, including attendance and job performance for possibly prolonged periods of time when called out on short notice due to weather conditions, emergencies and similar situations of public necessity.

Contributions this Position Makes to the City

This position provides skilled care for nursery stock and flowers, woody ornamentals, shrubs, in the City parks, facilities and other public spaces. The Landscape Gardner is responsible for designing, installing and maintaining plants and landscape beds at city facilities to create a welcoming and aesthetically pleasing environment.

Note: A physical and drug screen will follow all conditional offers of employment.

Disclaimer

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Associate Planner (Planner II)
Position Reports To: Deputy Community Development Director
Position Supervises: Community Development Intern

Description

Under the administrative direction of the Deputy Community Development Director, performs a wide variety of professional planning and zoning-related tasks.

Essential Functions (with or without reasonable accommodation)

1. Provide information on land use applications, ordinances, codes, design guidelines, plans and related regulatory information to architects, engineers, developers, contractors, owners and interested persons.
2. Review development and related land use permit applications and site plans; examine applications for compliance with established plans and ordinances, and applicable local, state and federal regulations; prepare reports and related data as required.
3. Organize and attend meetings of the Planning Commission and Board of Adjustment. Attend meetings of the City Council as required or directed.
4. Process applications to the Planning Commission and Board of Adjustment and serve as technical advisor to same.
5. Administer and interpret the zoning ordinance; write staff reports on rezoning and special use permit requests and proposals; conduct site reviews and evaluations of proposed projects; meet with developers; conduct research on zoning ordinance changes.
6. Administer sign code regulations; meet with business owners and sign company officials; review decisions with the building official for compliance; prepare variance and appeal cases to the Board of Adjustment.
7. Administer subdivision regulations; meet with developers to review requirements of subdivision regulations; review plats for conformance with regulations; organize and conduct subdivision review meetings.
8. Administer design guideline regulations; meet with developers to review requirements of design guideline regulations; review building and landscaping design plans for conformance with design guidelines; organize and conduct design guideline review meetings.
9. Responsible for the preparation of amendments to the city's comprehensive plan, zoning ordinance and subdivision regulations, using recognized principles and practices of urban planning.
10. Review commercial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements and design guidelines.
11. As directed, conduct special studies periodically; coordinate study efforts with outside consultants; provide data, research and special reports upon request from other city departments, research demographic and economic conditions, land use and housing best practices.
12. Coordinate plan and document review by various City departments and external agencies.
13. Prepare written staff reports for Planning Commission, Board of Adjustment, and City Council.
14. Make presentations to Planning Commission, Board of Adjustment and City Council as directed.
15. Perform other duties and responsibilities as directed or as the situation dictates.

Essential Physical and Environmental Demands

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

Education, Training, License, Certification and Experience

1. Graduation from an accredited four-year college or university with major course study in city planning, urban land use planning, or closely related field.
2. Two years professional planning experience, preferably in a municipal environment, with a demonstrated ability to manage projects.
3. Certification by the American Institute of Certified Planners (AICP) is desirable.
4. Master's Degree and experience working in a rapid growth environment is desirable.
5. Must possess valid driver's license.
6. The City may accept any equivalent combination of education and experience.

Knowledge, Skills and Abilities

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications (including knowledge of or experience with ArcGIS) in the performance of job duties.
7. Ability to review and make recommendations related to the city's development regulations.
8. Ability to enforce regulations with firmness, tact and impartiality.
9. Ability to utilize independent judgment in the performance of duties.
10. Ability to accurately perform mathematical calculations in the performance of job duties.
11. Ability to apply departmental policies and procedures in the performance of job duties.
12. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
13. Ability to work independently and effectively, as part of a team and with the public.
14. Ability to relate to the general public in a courteous and tactful manner.
15. Ability to perform job duties efficiently while managing frequent interruptions.
16. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
17. Ability to operate common office equipment and telephones.
18. Ability to communicate effectively both orally and in writing.
19. Ability to protect confidential information.
20. Ability to work a varying schedule, including evenings and weekends.

21. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Community Development Director and Deputy Community Development Director and contributes to the success of the City by assisting with strategic initiatives dealing with community development, planning and design, zoning and land use.

Note: A physical exam and drug screen will follow all conditional offers of employment.

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I have read and understand the requirements of this position description.

(Signature)

(Date)

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Administrative Assistant II, Part-Time
Position Reports To: Library Director
Position Supervises: N/A

Description

Under the direction of the Library Director, the part-time Administrative Assistant II provides a wide variety of clerical functions for the Library Department i

Essential Functions (with or without reasonable accommodation)

1. Receipts and prepares deposit for all money received by the Library for membership fees, overdue fees, program fees, damaged or lost library materials charges, book sale, lamination and copy fees, etc.
2. Provide customer service to customers and Metropolitan Community College (MCC) constituents.
3. Retrieves and processes incoming and outgoing mail which includes daily trips to City Hall.
4. Provide clerical support for department, including creating, maintaining, and filing correspondence, reports, policies and other documents.
5. Prepares a wide variety of drafts and finished documents and correspondence including confidential materials from brief verbal instruction or written materials.
6. Reviews finished materials for completeness, accuracy, and proper formatting.
7. Prepares, compiles, reproduces, and distributes various documents and reports.
8. Process purchase orders and prepare invoices for billing.
9. Prepares and processes accounts payable information and requests checks.
10. Addresses inquiries from vendors and staff relating to payment of claims.
11. Conducts or assists with special projects as required.
12. Monitors and orders office supplies including furnishings.
13. Operate and maintain office equipment such as, printers, fax machines, telephones and copiers. Provide backup support in the scheduling of equipment repair when needed.
14. Perform other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

The physical demands listed below are representative of those that must be met/tolerated by an employee to successfully perform the essential functions of the job.

- Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
- The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to hear and understand voices at normal conversational levels.

Education, Training, License, Certification and Experience

1. Graduation from an accredited high school or GED.
2. Two (2) years of hands-on administrative support experience, basic knowledge of accounting procedures, and computer experience is preferred.
3. Must possess a valid driver's license.

Knowledge, Skills and Abilities

1. Knowledge of modern office procedures, methods and equipment, including personal computer.
2. Computer skills, including basic word processing, spreadsheet and database skills and ability to use MS Office products.
3. Good organizational skills and the ability to prioritize and handle multiple tasks.
4. Conflict resolution skills.
5. Good public relations and customer service skills.
6. Basic business letter writing, report preparation and record keeping skills.
7. Basic English usage, spelling, grammar and punctuation skills.
8. Basic alphabetization and filing skills.
9. Basic typing skills
10. Basic mathematical skills.
11. Ability to maintain confidentiality.
12. Ability to apply common sense understanding in carrying out written and oral instructions.
13. Ability to communicate effectively, both orally and in writing.
14. Ability to work independently, prioritize work, meet deadlines and make decisions on the basis of established policies and procedures.
15. Ability to operate office equipment such as personal computer, postage meter, telephone, photocopier and fax machine.
16. Ability to establish and maintain effective working relations with City officials, fellow employees and patrons.
17. Ability to maintain regular and dependable attendance on the job.
18. Ability to follow instructions.

Contributions this Position Makes to the City

This position provides assistance to the Library director and contributes to the success of the City by working closely with the Library Staff, customers, and the MCC constituents to maintain good partnership. The Administrative Assistant II is responsible for strategic initiatives regarding administrative service delivery as a whole.

Note: A drug screen will follow all conditional offers of employment.

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I have read and understand the requirements of this position description.

Signature

Date

Position Description City of La Vista

Position Title: Recreation Attendant - Events (Part-Time)
Position Reports To: Community Events Coordinator
Position Supervises: Part-Time Event & Recreation Staff, Volunteers

Description

Under the general direction of the Community Events Coordinator, the Recreation Attendant - Events assists in overseeing the planning, coordination, and execution of community events and activities to advance the City of La Vista's vision, goals and message.

Essential Functions (with or without reasonable accommodation)

1. Intricate involvement in all aspects of planning, organizing, coordinating, implementing, and supervising City events and activities
2. Assists in the development and implementation of new events, activities and programs.
3. Provides feedback and makes recommendations to enhance ongoing marketing plans and strategies to effectively promote events and activities of the City.
4. supervision for "front of house" management, event staff/volunteer coverage and supervision, alcohol management, set-up/tear down and conflict resolution.
5. Assist third party partners, vendors, and their staff during community events.
6. Assist or lead onsite coordination and logistics for select facility rentals.
7. Responsible for training and overseeing community and staff volunteers for select community events, recreation programs, and/or other activities.
8. Build relationships with community volunteers to retain and encourage future participation.
9. Responds to on-site inquiries and information requests. Address complaints or issues in a de-escalating manner and alert management on duty or other authority if further action is needed.
10. Recommends opportunities for partnerships with outside organizations.
11. Responsible for assisting the execution of event contracts and service agreements on the day of the event.
12. Gathers feedback and provides post-event evaluations to the Events Coordinator, of all activities, attendance, and successes. Recognize and report areas of improvement for all supervised events.
13. Engages with fellow team members across departments to help facilitate a thriving event program.
14. Generates enthusiasm for the La Vista community from all major stakeholders and the community at large.
15. Performs other duties as directed or as the situation dictates.

Knowledge, Skills and Abilities

1. Knowledge of special event planning, coordination, and management.
2. Strong organizational and customer service skills with exceptional attention to detail while managing multiple tasks and changing priorities.
3. Knowledge of principles and practices of effective volunteer supervision, including selection, training, evaluation, and retention.
4. Must have strong interpersonal skills, including the ability to synthesize ideas and obtain cooperation from others in order to transform ideas into action. Must be skilled at

communicating orally and in writing with emphasis on the ability to present ideas clearly and concisely.

5. Must balance focus with flexibility, enthusiasm and patience.
6. Must be willing to take ownership and initiative.
7. Well-developed time management, organizational and follow-through skills.
8. Must be able to work independently and as a member of a team.
9. Strong leadership skills, confidence in decision making, and ability to delegate and provide clear direction to staff and volunteers during events.
10. Establish and maintain positive working relationships and cooperate with City staff from all departments, volunteers, community groups, businesses, elected officials, executive leadership, and the general public.
11. Ability to work effectively in fast-paced, stressful situations and seamlessly handle multiple tasks and responsibilities.
12. Ability to prepare and maintain accurate events records and reports.
13. Computer skills and ability to use Microsoft Office products.
14. Basic mathematical skills as well as knowledge of budgeting and expenditure monitoring principles.
15. Ability to work independently, prioritize work, meet deadlines, and make decisions on the basis of established policies and procedures.
16. Ability to operate office equipment such as a photocopier, fax machine and postage meter.
17. Ability to work a variety of shifts, length of shifts, days of the week, weekends and holidays as events and activities require.
18. Ability to consistently maintain regular and dependable attendance on the job.

Essential Physical and Environmental Demands

This position is expected to serve as the “front of house” and/or “technical” coordinator and primary point of contact during select community events. Some tasks will require in office environment, performing related administrative duties.

1. Work is performed both indoors and outdoors throughout the year.
2. Employee is required to attend events that will take place outdoors in varying weather and environmental conditions. These event sites may be hot or cold, dusty, noisy and hazardous.
3. For work being performed in an office setting, hand-eye coordination is necessary to operate computers and various pieces of office equipment with a satisfactory level of productivity.
4. While performing the duties of this job, the employee is occasionally asked to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk and hear.
5. Equipment operated includes audio/visual/lighting/staging/power distribution equipment, radio communications, and golf cart/light utility vehicles.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
7. Must be able to hear and understand voices at normal conversation levels.
8. Incumbents must have the ability to transport themselves to and from locations and lift up to 45 pounds and occasionally lifts more than 60 pounds.
9. Regular attendance as scheduled, or as otherwise necessary to fulfill the requirements of the position.

Education, Training, License, Certification and Experience

1. Graduation preferred from (or working towards) an accredited university with an associate's or bachelor's degree in fields related to event management, hotel/restaurant management,

hospitality, recreation administration, leisure studies, community programming, special events or other related fields.

2. One to three years of experience in events which includes coordinating logistics and on-site management for rental clients preferred.
3. Experience supervising volunteers, events, parks and recreation staff.
4. Experience or expertise in setting up, operating, and tearing down technical equipment (audio, lighting, visual, staging) in a variety of event settings.
5. Any equivalent combination of education, training, and experience which demonstrates the knowledge, skills, and ability to perform the above described duties will be considered.
6. Outreach, marketing, and communication design experience a plus.
7. Programming experience a plus.
8. Sales and rental experiences a plus.
9. Must possess a valid driver's license.

Contributions this Position Makes to the City

Activities and events are a key component to the quality of life desired by our residents. They provide an authentic La Vista experience for the community and an opportunity for others to experience our community.

Note: A drug screening will follow all conditional offers of employment.

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I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Recreation Director
Position Reports To: Assistant City Administrator/Director of Community Services
Position Supervises: Assistant Recreation Director, Events Coordinator, Operations Manager, Youth and Adult Sports Manager, Senior Services Manager, Administrative Assistant II.

Description

Under the general supervision of the Assistant City Administrator/Director of Community Services, the Recreation Director provides leadership, direction, and administrative oversight to the Recreation Department for all personnel, facilities, and programs. Serves as a member of the City's management team and collaborates with Administration and other City departments on strategy and policy to ensure the City's mission, vision and values are incorporated into operational activities and services.

Essential Functions (with or without reasonable accommodation)

1. ~~Oversees the management of the day-to-day administration~~ Plans, directs, and manages the operations of the Department, including budget, capital projects, facility maintenance, personnel, programming, and customer service activities.
2. Directly or through managers, appoints, supervises, provides for training and performance evaluation and development, and ensures accountability of Department employees.
3. ~~Plans, coordinates, directs and supervises~~ Responsible for ensuring diversified and comprehensive year-round recreation, sports and leisure activities for all ages and abilities, including management of the community center, the senior center, the municipal swimming pool, a large outdoor pavilion/restroom/concession facility (The Link), and various fields, parks, and open spaces.
4. Facilitates and promotes ongoing research into new approaches, technologies, and trends, and recommends implementation of programs and equipment to help the Department achieve its objectives.
5. Receives and utilizes input from the community regarding the planning, programming, and evaluation of recreation needs for all age groups and incorporates into immediate and long-range plans.
6. Develops and implements the Department's policies, procedures, and fee schedules and regularly evaluates their adequacy.
7. Plans, directs and coordinates the Recreation Department operational plan.
8. Participates in organization-wide strategic planning. ~~Coordinates~~ Develops the Department's goals and activities with those of other City departments to ensure a consistent approach objectives in alignment with the City's overall plan.
9. Works closely with the Senior Services Manager to offer comprehensive services to address senior needs that include transportation, outreach, and recreation opportunities.
10. Works closely with the Events Coordinator to plan, develop, implement and assess special events that meet the expectations of the community and the strategic goals of the City.
11. Ensures that appropriate and adequate content is provided for the development of marketing and promotional materials for special events and Recreation programs.
12. Responds to citizen inquiries, complaints and information requests.
- ~~13. Develops, prepares, and administers the Department budget, including preparing cost estimates and justifications and monitoring and controlling expenditures.~~
- ~~14. Researches and recommends Capital Improvement projects; coordinates project development and scheduling with Public Works.~~
13. Serves as staff liaison to the Parks & Recreation Advisory Board; keeps Board informed of pertinent issues, ensures the Board is engaged with the relevant city projects and guides their efforts to provide the Council with well-informed recommendations.

- ~~16-14.~~ Researches and manages opportunities for grants, donations, and other fund-raising opportunities to help support department programs and events of interest to the community.
- ~~17-15.~~ ~~Participates in Responsible for~~ the development, implementation and updating of the Master Parks and Recreation Plan.
- ~~18-16.~~ Participates in professional organizations, attends conferences, workshops, and seminars to stay abreast of new trends and innovations in the parks and recreation field.
- ~~19.~~ ~~Oversees the purchase and inventory of equipment and supplies including the development of bid specifications.~~
- ~~20-17.~~ Attends and participates in City Council meetings, work sessions and a variety of other meetings as needed or directed.
- ~~21-18.~~ Performs other duties as directed or as the situation dictates.

Essential Physical and Environmental Demands

1. Work indoors, but occasionally outdoors during periods of hot, cold, windy and/or wet conditions.
2. Frequently sit, stand and/or walk/move about the facility.
3. Continually hear to communicate telephonically and face to face.
4. Continually speak to communicate telephonically and face to face.
5. Continually see to manage personnel, programs and facilities, operate office equipment, and complete paperwork.
6. Occasionally climb, balance, stoop, kneel crouch or crawl.
7. Frequently use manually dexterity to operate office equipment.
8. Drive a motor vehicle from one facility to another.
9. Lift up to 45 pounds occasionally.

Education, Training, License, Certification and Experience

1. Graduation from an accredited university with a bachelor's degree in recreation administration, leisure studies, public administration, or related field.
2. Seven (7) years progressively responsible experience in parks and recreation administration including three (3) years in a senior management position.
3. Minimum of five (5) years of staff supervision experience.
4. Certified Parks and Recreation Professional (CPRP) designation preferred or ability to obtain within 24 months.
5. Must possess valid driver's license.
6. The City may accept any combination of relevant education and experience which demonstrates the knowledge, skill and ability to perform the essential functions of the position.

Knowledge, Skills and Abilities

1. Knowledge and understanding of modern principles and methods for developing and implementing a wide variety of recreation, social, and leisure activities for children and adults.
2. Knowledge and understanding of principles of human resource management, supervision, training, motivating and performance evaluation.
3. Knowledge of principles of facility supervision, ~~facilitation~~ and maintenance.
4. Knowledge and understanding of municipal finance and budgeting.
5. Knowledge and understanding of sports rules and regulations as well as park and ball field maintenance.
6. Ability to plan, develop, direct, and evaluate comprehensive recreation programs and services for the community.
7. Ability to perform responsible and difficult work involving the use of independent judgment and personal initiative.
8. Ability to coordinate multiple concurrent projects, work well under pressure and meet deadlines with limited supervision.

9. Ability to exercise good judgment, flexibility, creativity and sensitivity to changing situations and needs.
10. Ability to analyze problems; identify feasible solutions; project consequences of proposed actions and implement recommendations in supports of goals.
11. Ability to develop, analyze, interpret, and explain department policies and procedures.
12. Ability to participate in long-range and strategic planning.
13. Ability to prepare and supervise the preparation of clear, accurate, comprehensive recommendations and reports.
14. Ability to communicate clearly, concisely and effectively, both orally and in writing, including speaking publicly and delivering presentations.
15. Must possess the insight and skill to achieve program objectives through the efforts of staff and contributed efforts of volunteers.
16. Ability to establish and maintain effective working relations with staff, city officials, volunteers, community organizations, members of the public, patrons, and vendors.
17. Ability to work independently, as part of a team and with the public.
18. Ability to handle confidential information in a sensitive manner.
19. Ability to manage conflict and maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations.
20. Must have a working knowledge of the application of information technology to the work of the department, including the use of MS Office products.
21. Ability to work varying schedules, including evenings, weekends and holidays.
22. Ability to consistently maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

~~The Recreation Director provides essential assistance to the Assistant City Administrator/Community Services Director.~~—The Director provides leadership, guidance and support ~~for staff~~ in the development and execution of programs to fulfill department goals and objectives and enhance the quality of life for La Vista residents.

Note: A drug screen will follow all conditional offers of employment.

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Signature

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POSITION DESCRIPTION CITY OF LA VISTA

POSITION TITLE: Senior Planner (~~Planner III~~)
POSITION REPORTS TO: ~~Deputy~~ Community Development Director
POSITION SUPERVISES: Assistant Planner (~~Planner I~~) ~~and/or Permit Technician~~

DESCRIPTION:

Under the administrative direction of the ~~Deputy~~ Community Development Director, performs a wide variety of professional planning and zoning-related tasks.

ESSENTIAL FUNCTIONS: (with or without reasonable accommodation)

1. Assists in the development and implementation of goals, objectives, policies and priorities for the Division to assure the efficient and effective operation of the Planning Division.
2. Performs advanced professional work related to a variety of planning assignments.
3. Manages complex planning studies, ~~and~~ development applications and reviews consultant proposals.
4. Reviews complex comprehensive plan amendments, regulation amendments, rezonings, annexations, site plans, plats
5. Attends meetings with and works with regional organizations in program areas including transportation, natural/water resources planning, community development, hazard mitigation, and others.
6. Conducts advanced research and prepares statistical reports on land use, physical, social & economic issues.
7. Reviews redevelopment applications and prepares revitalization plans and amendments.
8. Coordinates the preparation of meeting materials and attends meetings of the Planning Commission and Board of Adjustment. Attends meetings of the City Council and the La Vista Community Development Agency as required or directed.
9. Coordinates the application review process for the Planning Commission and Board of Adjustment and serves as technical advisor to same.
10. Oversees the administration and interpretation of the zoning ordinance; writes staff reports on rezoning and conditional use permit requests and proposals; conducts site reviews and evaluations of proposed projects; meets with developers; conducts research on zoning ordinance changes.
11. Oversees the administration and interpretation of sign code regulations; meets with business owners and sign company officials; reviews decisions with the building official for compliance; prepares variance and appeal cases to the ~~Planning Commission~~ Board of Adjustment.
12. Oversees the administration and interpretation of subdivision regulations; meets with developers to review requirements of subdivision regulations; ~~reviews~~ plats for conformance with regulations; organizes and conducts subdivision review meetings.
13. Administers design guideline regulations; meets with developers to review requirements of design guideline regulations; ~~reviews~~ building and landscaping design plans for conformance with design guidelines; organizes and conducts design guideline review meetings.
14. Reviews commercial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements and design guidelines.
15. As directed, conducts special studies periodically; coordinates study efforts with outside consultants; provides data, research and special reports upon request from other city departments; ~~researches~~ best practices demographic and economic conditions, land use and housing
16. ~~Manages complex planning studies development applications and reviews consultant proposals.~~

- ~~17-16.~~ Provides work direction to less experienced ~~planning-department~~ staff.
- ~~18-17.~~ Oversees plan and document review by various City departments and external agencies.
- ~~19-18.~~ Oversees the preparation of staff reports for Planning Commission, ~~and~~ Board of Adjustment, City Council, and La Vista Community Development Agency.
- ~~20-19.~~ Makes presentations to Planning Commission, Board of Adjustment, City Council, and the La Vista Community Development Agency as directed.
- ~~21-20.~~ Meets with representatives, professionals, citizens and organizations to encourage action or resolve problems related to the Division's activities and projects; and effectively provides training and direction consistent with the City's commitment to exceptional customer service.
- ~~22-21.~~ Performs other duties and responsibilities as directed or as the situation dictates.

ESSENTIAL PHYSICAL AND ENVIRONMENTAL DEMANDS

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

EDUCATION, TRAINING, LICENSE, CERTIFICATION AND EXPERIENCE

1. Graduation from an accredited college or university with a Bachelor's degree in planning, urban design, geography, architecture, public administration, or a related field. A Master's degree in planning is preferred.
2. A minimum of four(4) years of progressively responsible public planning experience.
3. Two (2) years of supervisory or management experience preferred.
4. Certification by the American Institute of Certified Planners (AICP) is preferred.
5. Must possess valid driver's license.
6. The City may accept any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications in the performance of job duties.
7. Considerable experience with ArcView and the knowledge of the principles of Geographic Information Systems (GIS)
8. Ability to review and make recommendations related to the city's development regulations.
9. Ability to enforce regulations with firmness, tact and impartiality.
10. Ability to utilize independent judgment in the performance of duties.
11. Ability to accurately perform mathematical calculations in the performance of job duties.
12. Ability to apply departmental policies and procedures in the performance of job duties.

13. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
14. Ability to work independently and effectively, as part of a team and with the public.
15. Ability to relate to the general public in a courteous and tactful manner.
16. Ability to perform job duties efficiently while managing frequent interruptions.
17. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
18. Ability to operate common office equipment and telephones.
19. Ability to communicate effectively both orally and in writing.
20. Ability to protect confidential information.
21. Ability to work a varying schedule, including evenings and weekends.
22. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the Community Development Director [and Deputy Community Development Director](#) and contributes to the success of the City by working closely with the Community Development Team on complex and strategic initiatives dealing with planning, zoning, design, land use and other department operations.

Note: Physical examination and drug screening tests will follow all conditional offers of employment

Disclaimer

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date

POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Assistant Planner ([Planner I](#))
Position Reports To: Deputy Community Development Director
Position Supervises: N/A

Description

Under the administrative direction of the ~~Senior Planner~~ [Deputy Community Development Director](#), performs a wide variety of professional planning and zoning-related tasks.

Essential Functions (with or without reasonable accommodation)

1. Provides information on land use applications, ordinances, codes, design guidelines, plans and related regulatory information to architects, engineers, developers, contractors, owners and interested persons.
2. Assists in the review of development and related land use permit applications and site plans; examines applications for compliance with established plans and ordinances, and applicable local, state and federal regulations; prepares reports and related data as required.
3. Organizes and attends meetings of the Planning Commission and Board of Adjustment. Attends meetings of the City Council as required or directed.
4. Assists in the processing of applications to the Planning Commission and Board of Adjustment.
5. Administers and interprets the zoning ordinance; writes staff reports on rezoning and conditional use permit requests and proposals; conducts site reviews and evaluations of proposed projects; meets with developers; conducts research on zoning ordinance changes.
6. Administers sign code regulations; meets with business owners and sign company officials; reviews decisions with the building official for compliance; prepares variance and appeal cases to the ~~Planning Commission~~ [Board of Adjustment](#).
7. Assists in the administration of the subdivision regulations; meets with developers to review requirements of subdivision regulations; reviews plats for conformance with regulations; organizes and conducts subdivision review meetings.
8. Assists in the preparation of amendments to the city's comprehensive plan, zoning ordinance and subdivision regulations, using recognized principles and practices of urban planning.
9. Assists in the review of commercial projects to ensure conformity with the principles of good planning and land use practices and for compliance with the city's development requirements.
10. As directed, conducts special studies periodically; coordinates study efforts with outside consultants; provides data, research and special reports upon request from other city departments, researches demographic and economic conditions, land use and housing [best practices](#).
11. Coordinates plan and document review by various City departments and external agencies.
12. Prepares written staff reports for Planning Commission and Board of Adjustment.
13. Makes presentations to Planning Commission, Board of Adjustment and City Council as directed.
14. Performs other duties and responsibilities as directed or as the situation dictates.

Essential Physical and Environmental Demands

The physical demands and work environment characteristics listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed indoors and outdoors and requires routine walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, noise and inclement weather conditions.

An incumbent must have the ability to lift various office supplies and related equipment weighing 25 pounds. Incumbent must have the ability to operate a motor vehicle and maneuver bodily over rough terrain. Work may occasionally be required in times of darkness. Vision abilities include close vision, distance vision, depth perception, and the ability to adjust focus. Hearing abilities must be correctable to level adequate to perform essential functions. The noise and odor levels may be moderate to intense depending on activity performed.

Education, Training, License, Certification and Experience

1. Graduation from an accredited four-year college or university with major course study in city planning, urban land use planning, public administration or closely related field.
2. Certification by the American Institute of Certified Planners (AICP) is desirable.
3. Must possess valid driver's license.
4. The City may accept any equivalent combination of education and experience.

Knowledge, Skills and Abilities

1. Considerable knowledge of urban planning principles and practices as they pertain to zoning and other regulations, development proposals, and comprehensive planning.
2. Knowledge of zoning laws and comprehensive plans, including their formation, process of adoption and enforcement.
3. Ability to read and interpret plans and applicable development regulations and ordinances.
4. Knowledge of Federal, State and Local regulations.
5. Knowledge of research methods and data evaluation.
6. Ability to utilize computers and various software applications (including knowledge of or experience with ArcView) in the performance of job duties.
7. Ability to review and make recommendations related to the city's development regulations.
8. Ability to enforce regulations with firmness, tact and impartiality.
9. Ability to utilize independent judgment in the performance of duties.
10. Ability to accurately perform mathematical calculations in the performance of job duties.
11. Ability to apply departmental policies and procedures in the performance of job duties.
12. Ability to accurately prepare and maintain various records, reports, correspondence and other departmental documents.
13. Ability to work independently and effectively, as part of a team and with the public.
14. Ability to relate to the general public in a courteous and tactful manner.
15. Ability to perform job duties efficiently while managing frequent interruptions.
16. Ability to plan and organize a personal work schedule, set priorities and meet deadlines.
17. Ability to operate common office equipment and telephones.
18. Ability to communicate effectively both orally and in writing.
19. Ability to protect confidential information.
20. Ability to work a varying schedule, including evenings and weekends.
21. Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
22. Ability to maintain regular and dependable attendance on the job.

Contributions this Position Makes to the City

This position provides highly responsible assistance to the ~~Senior Planner~~ Community Development Director and Deputy Community Development Director and contributes to the success of the City by assisting with strategic initiatives dealing with community development, planning and design, zoning and land use.

Note: A physical exam and drug screen will follow all conditional offers of employment

Disclaimer

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

Signature

Date