

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**NOVEMBER 4, 2025 AGENDA**

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

**SYNOPSIS**

Job descriptions for the newly created Turf Supervisor and Deputy Chief of Police positions are presented for review, along with updated descriptions for the Administrative Specialist and GED Instructor position.

**FISCAL IMPACT**

The FY25/FY26 Biennial Budget provides funding for these positions.

**RECOMMENDATION**

Approval.

**BACKGROUND**

The job description for Turf Supervisor was created to differentiate the specialty skills and job requirements from that of the Public Works Park Supervisor's job description. The Deputy Chief of Police is an added approved position in the budget. This will provide a succession plan for the police department.

Additionally, the job descriptions for Administrative Specialist and GED instructor have been updated to reflect new formatting, titles, and job duties, ensuring all requirements for the positions are current.

Complete job descriptions are attached.



Pay Range: E  
Date: 9/3/2025  
Non-Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Turf Supervisor**  
Position Reports To: Public Works Parks Superintendent  
Position Supervises: Maintenance Worker I & II – Parks & Laborer, and seasonal/temporary staff as assigned.

### **Description**

Under the direction of the Public Works Parks Superintendent, the Turf Supervisor oversees assigned staff, coordinates work activities, and actively participates in skilled and unskilled manual labor tasks related to the care and maintenance of all City-owned turfgrass areas, sports fields and associated facilities.

### **Essential Functions** (with or without reasonable accommodation).

- Maintains and repairs City turfgrass areas, sports fields, related facilities and assists in maintenance of City islands, medians and right-of-way as needed.
- Engages in snow removal using heavy and light equipment.
- Operates heavy and light construction equipment, as required.
- Assists the street and sewer divisions when needed.
- Supervises and assists assigned crew in daily work activities.
- Oversees and participates in the daily on-site operation of assigned crew.
- Mentors and evaluates employees.
- Addresses citizen questions and inquiries.
- Assists Superintendent and other supervisors in planning and assigning tasks.
- Coordinates maintenance of City sports field facilities.
- Compiles reports for the superintendent.
- Orders necessary materials, supplies, and equipment.
- Assists in maintenance of records and maps.
- Performs other duties as directed to support departmental operations.
- Participates in the preparation, setup, and teardown of City events.
- Assists in preparation and management of the budget.

### **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 sometimes hazardous. Job duties require a considerable amount of physical activity, including walking, standing, kneeling, bending, crouching, reaching and climbing, digging, raking, shoveling, and other manual labor tasks. 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 more than 20 feet.

**Education, Training, License, Certification and Experience\*\***

- Associate degree from an accredited college or university required with a preferred major in turfgrass maintenance or related field.
- Valid driver's license required and must be able to obtain and maintain a valid Nebraska "Class AO" commercial drivers' license and all CDL endorsements the City deems necessary within six (6) months of hire.
- Three years of experience in the maintenance of turfgrass and sports fields management.
- Two (2) years of supervisory experience
- Required to obtain and maintain a State of Nebraska Chemical Applicator license, including all categories deemed necessary by the City, within eighteen (18) months of hire.

**Knowledge, Skills and Abilities**

- Knowledge of supplies and procedures utilized in turfgrass and sport field maintenance including various construction methods.
- Knowledge of various chemicals and fertilizers and the ability to apply safe and effective methods and techniques used in their application.
- Knowledge of small gas engines and power tools.
- Knowledge of equipment used in the maintenance and repair of sport fields and facilities.
- Ability to read and interpret blueprints and technical manuals.
- Ability to plan and direct assignments.
- Conflict resolution skills.
- Basic computer, mathematical and mechanical skills.
- Ability to work from a ladder at heights greater than four (4) feet.
- Ability to supervise and direct employees.
- Ability to work independently, collaboratively as part of a team, and professionally with the public.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with City officials, fellow employees, patrons and the public.
- Ability to work varying schedules, including evenings, weekends and holidays.
- Ability to maintain regular and dependable attendance and to respond to weather events, emergencies, and other urgent situations on short notice for extended periods of time if necessary.

**Contributions this Position Makes to the City**

The Turf Supervisor plays a vital role in maintaining the beauty, safety, and functionality of the City's parks, sports fields, and public green spaces. By leading maintenance crews, managing turf and field care, and ensuring high-quality upkeep of outdoor facilities, this position directly enhances the community's recreational experience and civic pride.

**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.

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Pay Range: R  
Date: 9/16/2025  
Civil Service  
Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Deputy Chief of Police**  
Position Reports To: Chief of Police/Managing Director of Safety  
Position Supervises: Criminal Investigations Sergeant, Administrative Support Captain, Office Manager and CALEA Sergeant

### Description

Assists the Police Chief in the administration and management of the Police Department and ancillary departments, through control of its activities in taking measures to prevent crime and protect lives and property, through the planning operations, training of personnel, and through the assignment and supervision of all department employees.

### Essential Functions

- Assists the Police Chief with planning, directing, and managing the operation of the Police Department, including all facets involved with personnel, resources, equipment, services and programs.
- Coordinates with other public safety departments as requested.
- Develop and implement plans to achieve Departmental goals.
- Performs personnel management functions including planning, scheduling, and assigning work duties, training employees, and conducting performance evaluations.
- Assists the Police Chief with the oversight of the departmental operating budget, including substantiating requests, maintaining records on the department's business transactions, and preparing reports on departmental activities as requested.
- Assists the Police Chief with supervising the maintenance of departmental files and records, the repositioning and procurement of departmental equipment and supplies, and the maintenance of departmental buildings, furnishings, and equipment.
- Assists the Police Chief in approving plans for, and giving direction to, the Police Department training programs.
- Assists the Police Chief with addressing the concerns of citizens' groups and representatives of organizations and promoting crime prevention programs.
- Attend meetings as requested by the Police Chief may act on behalf of the Police Chief at his direction to answer inquiries and make recommendations regarding departmental operations and activities.
- Cooperates with federal, state, and local law enforcement officers when their activities and the activities of the La Vista Police Department are mutually involved.
- Performs other duties as directed by the Police Chief as the situation dictates.

### **Essential Physical and Environmental Demands**

Work is performed year-round indoors and outdoors in varying weather conditions, with duties ranging from office tasks that require prolonged sitting, computer use, and communication skills, to field assignments that may involve walking, physical activity, and occasional visits to hazardous or noisy sites. Constant talking, hearing, near and far sight acuity, depth perception, color vision, field of vision, concentration, judgment and writing ability. Intermittent stooping, kneeling, crouching, crawling, reaching, handling, dexterity and feeling. Must be able to hear and understand voices at normal conversational levels. Moderate to high levels of stress may be experienced. Exposure to unknown health conditions from contacts with individuals or animals with contagious and communicable diseases. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or handling mentally or emotionally disturbed persons. Must be able to effectively use communication devices, crowd and belligerent individual control techniques and devices, and designated firearms and incapacitating agents. Work time may require irregular hours and shifts, overtime, and call backs on short notice.

### **Education, Training, License, Certification and Experience\*\***

- Graduation from an accredited college or university with a bachelor's degree in criminal justice, public or business administration, or a related field.
- Graduation from the FBI National Academy, or other similar senior police management program preferred.
- Must have a minimum of two (2) years of experience as a Captain.
- Must have a working knowledge of, and courses of study in, the National Incident Management System Incident Command System.
- Must have certification from the State of Nebraska Law Enforcement Training Center.
- Must possess a valid motor vehicle operator's license at the time of hire and maintain it throughout the course of employment.
- Must maintain all certifications as required.

### **Special Requirements**

No prior criminal history and must not engage in conduct or a pattern of conduct that would jeopardize public trust; must be of good moral character.

### **Knowledge, Skills and Abilities**

- Knowledge of and ability to apply the principles, practices and procedures involved in the administration and management of a municipal police department.
- Knowledge of laws, codes, ordinances, regulations and policies relating to municipal law enforcement.
- Knowledge of the use of police records and their application to the solution of police problems.
- Knowledge of the methods and techniques involved in the prevention and detection of crime, and the apprehension and detection of law violators.
- Knowledge of approved principles and practices of traffic regulations.
- Knowledge of the methods and techniques of obtaining and preserving evidence.
- The ability to learn the city layout and population pattern.
- Ability to plan, assign, direct and supervise the work of subordinates.
- Ability to establish and maintain effective working relationships and a high level of discipline and morale.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to prepare and supervise the preparations of clear, accurate and comprehensive recommendations and reports.

\*\*The City of La Vista reserves the right to utilize equivalences where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities.

**Contributions this Position Makes to the City**

The Deputy Chief of Police strengthens public safety and community trust by supporting the Police Chief in leading, managing, and guiding the Police Department. This position ensures the effective use of City resources, promotes crime prevention initiatives, and enhances the quality of life for residents, businesses, and visitors. By developing a professional, well-trained workforce and fostering collaboration with other agencies and City departments, the Deputy Chief of Police helps maintain a safe, responsive, and efficient law enforcement presence that aligns with the City's goals and community needs.

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

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(Date)



Pay Range: E  
Date: 9/3/2025  
Non-Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Administrative Specialist**  
Position Reports To: Department Director  
Position Supervises: Non-Supervisory Position

### **Description**

The Administrative Specialist performs a wide variety of administrative and clerical functions to support the assigned department. This position provides highly responsible assistance to department management and contributes to the success of the City by ensuring efficient operations, effective communication, and quality customer service.

### **Essential Functions** (with or without reasonable accommodation).

- Answers and directs telephone calls; receives and responds to citizen, staff, vendor, and departmental inquiries.
- Processes travel requests, purchase orders, invoices, and goods received.
- Processes incoming and outgoing mail.
- Prepares drafts and finished documents, correspondence, and reports, including confidential materials.
- Reviews documents for accuracy, completeness, and proper formatting.
- Maintains departmental record storage, including retention and destruction in accordance with state and federal standards.
- Follows up on projects, transmits information, and remains informed of department activities.
- Collects and compiles data for monthly financial and statistical reports; performs basic analysis to support projections of department needs.
- Prepares, reproduces, and distributes a variety of documents and reports.
- Orders and maintains office supplies; coordinates repair and maintenance of office equipment.
- Provides administrative support for facility scheduling, website content, onboarding processes, asset and inventory management, or other department operations as assigned.
- Greets and directs visitors to appropriate staff or divisions.
- Assists with special projects as required.
- Performs other duties as directed or as the situation dictates.

### **Essential Physical and Environmental Demands**

Work is performed primarily in an office environment, though it may occasionally require work outdoors depending on departmental needs. The position requires frequent sitting, standing, walking, hearing, speaking, and use of hands and arms to operate office equipment. Employees in this role may occasionally lift and/or move up to 25 pounds. Vision requirements include close, distance, color, peripheral, and depth perception, as well as the ability to adjust focus.

### **Education, Training, License, Certification and Experience\*\***

- Graduation from an accredited high school or GED equivalent.
- Two (2) years of increasingly responsible administrative/clerical support experience.

- Experience with accounting or bookkeeping procedures preferred.

**Knowledge, Skills and Abilities**

- Knowledge of modern office procedures, methods, and equipment.
- Proficiency in Microsoft Office (Word, Excel, Access, Outlook) and other standard software applications.
- Strong organizational and time-management skills; ability to handle multiple priorities.
- Excellent written and verbal communication skills; ability to maintain confidentiality.
- Strong customer service and public relations skills.
- Ability to perform accurate data entry, filing, and recordkeeping.
- Basic mathematical and money-handling skills.
- Ability to work independently, exercise sound judgment, and follow oral and written instructions.
- Ability to establish and maintain effective working relationships with City officials, staff, and the public.
- Dependable, with regular and punctual attendance.

**Contributions this Position Makes to the City**

The Administrative Specialist provides essential administrative support, enabling the department to operate efficiently and effectively. By maintaining accurate records, facilitating communication, and supporting departmental projects, this position helps ensure the success of City operations and service delivery to the community.

**Disclaimer**

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

(Signature)

(Date)



Pay Range: F  
Date: 10/04/2025  
Non-Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Circulation Clerk, GED Instructor**  
Position Reports To: **Librarian, Library Director**  
Position Supervises: Non-Supervisory Position

### **Description**

Teaches reading, math, social studies, science, and **community interpersonal** skills to prepare students to take GED exam, under the direction of the **Librarian Director**.

### **Essential Functions** (with or without reasonable accommodation).

- Adapts teaching methods and instructional materials to meet students' varying needs, abilities, and interests.
- Observes and evaluates student work to determine progress and areas where improvement is needed.
- Develops lesson plans, course schedule, and teaching materials as required by state law and administrative policy.
- Confers with other staff members **to** make lesson plan recommendations that promote effective learning, under the established curriculum.
- Maintains student progress, attendance, and records regarding student needs to facilitate a holistic learning experience.
- Establishes and fosters **a** productive, safe, and efficient learning environment.
- Assists students with securing exam dates and provides consistent motivation to ensure maximum potential is achieved.
- Provides teaching and material guidance to volunteer tutors.
- Upholds consistency and program accountability through creating monthly reports and maintaining outcome-related statistics.

### **Essential Physical and Environmental Demands**

**The physical demands listed here are representative of those that must be met by an employee to successfully perform the essential functions of this position:**

- Work is performed mostly in classroom 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 at various times asked to stand and 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.

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### **Education, Training, License, Certification and Experience\*\***

- Bachelor's degree in education or related field required.
- One (1) year of teaching experience with adult learners and/or GED students.
- Experience working with GED exams preferred.
- Current teaching certificate preferred.

### **Knowledge, Skills and Abilities**

Circulation Clerk GED Instructor

Position Description

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- The ability to work a varying schedule, including evenings and weekends.
- Basic computer-use skills.
- Ability to follow directions.
- Ability to read and write proficiently.
- Ability to operate library and office equipment such as photocopiers, laminator, fax.
- Ability to establish and maintain effective working relations with City officials, fellow employees, members of the public and patrons.
- Ability to maintain regular and dependable attendance on the job.

**Contributions this Position Makes to the City**

This position provides mentorship and guidance to GED candidates and contributes to the success of the City by developing future suitability for employment and higher education. GED Instructor is responsible for lesson plan development and effective delivery.

**Disclaimer**

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

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(Date)

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