RESOLUTION NO  1304

EMPLOYEE JOB DESCRIPTIONS
APPROVALS AND APPROVAL PROCESS

WHEREAS, on November 17, 1986 the City Council approved job descriptions for all non-union personnel,

WHEREAS, before and after this date the Mayor has approved job descriptions for all union personnel after recommendations from Department Heads,

WHEREAS, the City Personnel Department has updated all City Job Descriptions in compliance with adopted City Personnel Policies, the Americans with Disabilities Act, and federal and state health and safety laws,

WHEREAS, the City needs a formal process for reviewing and approving these updated job descriptions,

WHEREAS, the City Council must confirm Department Heads per City Resolution,

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the attached job descriptions for all Department Heads

BE IT FURTHER RESOLVED that the Mayor is hereby authorized and directed to review and approve, by affixing his signature, revised job descriptions for all other personnel after written recommendations from their Department Heads and the Personnel Department

PASSED and APPROVED this 4th day of April, 1994

CITY OF ANACORTES

By  H. Dean Maxwell, Mayor

ATTEST

George Khtagan, City Clerk-Treasurer
CITY OF ANACORTES

JOB DESCRIPTION

JOB TITLE: Police Chief

DEPARTMENT: Police

REPORTS TO: Mayor

PRINCIPAL PURPOSE OF JOB: Plans, organizes, directs, and controls all activities of the Anacortes Police Department to protect life and property through law enforcement and crime prevention work. Continuously analyzes and evaluates operations and trends to assure efficiency and adequacy of service. Maintains professional discipline in the department. Assures that all employees are properly trained. Serves as the City's representative to various committees and organization relating to the department, the profession, and the role of Police Chief. As necessary performs any of the work of Police Officers or Sergeants.

LEVEL OF AUTHORITY: The Police Chief is appointed by the Mayor and reports administratively to the Mayor, with activities reviewed for adequacy of professional judgment, compliance with policies and regulations, and achievement of results with objectives consistent with a council approved budget. Operates with appreciable latitude for independent action and decisions commensurate with demonstrated ability. Has ultimate authority and responsibility for any policy or action undertaken by the Police Department. Errors in judgment could have substantial impact on the safety and welfare of the community, legal liability, public relations, costs, and employee performance and motivation.

WORK ENVIRONMENT: Much of the work is performed in office setting or meeting rooms at the station house or in the community. Depending on situational demands, may at any time be exposed to all the environmental hazards associated with police work at all levels.

ESSENTIAL JOB FUNCTIONS:

1. Develop and approve short-term and long-range departmental operation plans and budgets. Develop and approve internal policies, procedures, and other operating practices, rules, and regulations. Prepare annual or special equipment and operating budgets.

2. Plan and direct all administrative and technical activities in the department, applying thorough and extensive knowledge of modern police science methods, systems, and procedures, and sound management principles and techniques. Appraise efficiency and effectiveness and take all action necessary to improve police operations.

4 Directly supervise and be responsible for the efficient and effective performance of all staff in the department.

5 Maintain a close working relationship with other City departments. Cooperate with county, state, and federal agencies and officers in the capacity of Police Chief. Cooperate with other agencies as appropriate where activities of the Police Department are involved.

6 Keep the Mayor informed of all police and community activities requiring his knowledge, attention, or decision.

7 Review and approve training programs to assure compliance with needs and standards of the department.

8 Advise staff in effective law enforcement methods and practices in the solution of specific complex problems.

9 Keep abreast of trends in crime, juvenile delinquency, traffic, vice, narcotics, and related police issues, and implement appropriate actions as necessary.

10 Hear public complaints demanding police action and determine the best course of action.

11 Review all complaints against police personnel and assure that these are dealt with in a timely, proper, and fair manner.

12 Ultimately responsible that all moneys and properties taken in by the department are properly accounted for, safeguarded, and disposed of as authorized by City Council.

13 Approve annual or special equipment and operating budgets, control expenditures within budget appropriations.

14 Give talks to civic groups, schools, and other community organizations.

15 Maintain and ensure excellent relations between the Police Department and the public.

16 Plan and prepare data for grants or funded programs. Maintain appropriate intergovernmental coordination, such as maintaining mutual aid plans.

17 Attend conferences, conventions, seminars, and related meetings to keep abreast of modern police department methods and legal or administrative developments affecting the activities of the department.

18 Serve as the City's representative with committees and organizations related to improvement in the profession, exchanges of information, public relations and support, and other similar activities. Maintain appropriate liaison with news media.
19 Perform all duties and responsibilities contained in the Anacortes Police Department and Civil Service Rules and Regulations

QUALIFICATIONS

Technical

1 Must have completed college-level courses culminating in a B.S. degree in Police Science, or a B.A. degree in Administration, and/or other law enforcement related areas

2 Must have a minimum of ten years experience in law enforcement within the past twelve years, five of which are at the administrative level, rank of Lieutenant or higher

3 Must have extensive knowledge and experience in all phases of police department work, including the principles and practices of modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control and safety, care and custody of prisoners, recordkeeping, and all other aspects of law enforcement and administration

4 Must consent to an investigation of background and of driving and police record prior to employment and meet department standards in those areas

5 Following a job offer, must satisfactorily pass psychological and polygraph examinations, and an examination by a licensed medical doctor to ensure that no physical, emotional, sensory, or mental conditions exist which could adversely affect performance of duties, personal safety, or safety of others. Also must pass physical and medical requirements of State L E O F F Retirement System

6 Must possess a valid Washington State Driver's license

7 Must possess and maintain CPR and basic first aid certification

8 Must possess and maintain thorough skill in the use and care of firearms

9 Must have a thorough knowledge of terms of the Guild contract to administer effectively

10 Must have a thorough knowledge of the behavior of criminals and the causes underlying criminality

11 Must develop and maintain a detailed knowledge of the geography of the City and area, and of buildings, street systems, special areas requiring pre-crime knowledge or special crime prevention techniques, local activities, and the habits of citizens and known criminals

12 Must have considerable knowledge of City policies, the organization and function of county, state, and federal agencies concerned with enforcement regulations, licensing, safety, and related investigative activities, and the requirements of the City's Civil Service regulations
13 Must have knowledge of the concepts of the DARE program and provide a strong support for maintaining the high standards established

14 Must meet all the qualifications and abilities mandated by the State for Police Officers

15 Must be bondable

16 Desirable to be able to acquire computer skills sufficient, for example, to analyze statistical data

17 Must have management experience at a comparable or lower level in a police department

18 Must possess and maintain knowledge of legal materials applicable to law enforcement work sufficient to perform all requirements of the job and advise officers in applying laws in specific situations

19 Must have ability to analyze complex police problems and to think and act quickly, calmly, and effectively under emergency and other stress situations

20 Must have ability to plan, direct, and evaluate the work and performance of others in a manner conducive to proficient performance and high morale

**Physical Capabilities**

1 Physical strength and ability to take all measures necessary to apprehend, restrain, subdue, and otherwise handle possibly violent individuals, if required

2 Physical stamina and agility to perform physical activities such as climbing, walking, running, lifting, holding, crouching, getting in and out of a car, or giving CPR for sustained periods or intermittently, if required

3 Ability to use all senses to a high degree as necessary to assess a situation for significant elements or potential dangers, for example, to smell substances, to hear conversations in a volatile situation, to see evidence of a crime in the dark, or to attend to radio messages in setting with extreme ambient noise, if required

**Other Capabilities**

1 Ability to express self clearly and concisely both orally and in writing to prepare reports, departmental materials, and correspondence, and to speak effectively to individuals and groups

2 Ability to memorize and recall details, such as names, faces, addresses, incidents, and identification of objects
3 Ability to handle high level of personal stress, and to maintain composure and control of self and the situation, under a variety of adverse conditions, including verbal and physical abuse, witnessing death and critical injuries, and experiencing risk of personal harm. Must cope with situations firmly, courteously, tactfully, and with respect for all the rights of citizens.

4 Ability to perceive the effects of stress on assigned staff and provide counsel and training to assist the individual to handle the stress.

5 Ability to maintain objectivity in an investigation so that all potentially relevant evidence is collected and documented.

6 Ability to perform duties and maintain personal conduct, attitude, and appearance that conform with strict policies, procedures, and discipline, within a "chain of command" management system.

7 Ability to establish and maintain effective working relationships with officials, other employees, and the general public.

8 Ability to adjust to a schedule and a lifestyle that requires presence at evening meetings and being subject to callback if required.

9 Ability to maintain a balanced perspective about people in spite of a continuous exposure to lawbreakers.

10 Ability to maintain professional conduct and decorum, to recognize the social impact of police actions, and to treat the public with tact and courtesy during both on and off duty time.

11 Ability to resolve conflicts and otherwise maintain harmonious relationships with officials, other employees, and the general public to ensure that efforts are effectively directed toward achieving department and City goals.

12 Ability to plan, direct, and evaluate the work and performance of assigned staff in a manner conducive to proficient performance and high morale.

Use of Tools and Equipment

Ability to operate any vehicle assigned and all necessary Police equipment. Desirable to be able to use computer.

OTHER

1 As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.
2 The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

3 Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Approved by City Council 3/21/94
CITY OF ANACORTES

JOB DESCRIPTION

EXEMPT

JOB TITLE Director of Planning and Community Development

DEPARTMENT Planning, Building, and Community Development

REPORTS TO Mayor

PRINCIPAL PURPOSE OF JOB: Responsible for planning, organizing, directing, and controlling all activities of the Department of Planning, Building, and Community Development. Develops and implements policies, procedures, and practices to accomplish city-wide planning, regulation of land use, building, and land subdivision, community development projects, including management and development of the City Industrial Park, and planning related to interaction with other governmental agencies. Assures the efficient and economical use of the resources of the department, including budgeted funds, grant monies, personnel, facilities, and time, to accomplish short-term and long-range objectives.

LEVEL OF AUTHORITY: Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

WORK ENVIRONMENT: Work is performed primarily in an office setting and in community meeting rooms. Some work involves visits to various building sites and exposure to whatever risks are present at those sites. Work involves extensive travel by automobile within western Washington.

ESSENTIAL JOB FUNCTIONS

1. Monitor and control performance of the department in conformance with objectives, plans, schedules, and budgets. Monitor variances and implement necessary corrective actions. Take appropriate actions to eliminate disruptions, conflicts, and associated delays with assigned projects.

2. Apply thorough and extensive knowledge of modern techniques and concepts of planning and community development and sound management principles to manage, advise, and provide support to department staff.
3. Research and recommend to the Mayor programs for planning and community development. Contact officials of state and federal agencies for assistance in such programs. Prepare requests, with appropriate supporting material, for various state and federal financial assistance and maintain appropriate intergovernmental coordination.

4. Serve as "responsible official" for State Environmental Policy Act (SEPA), as Shorelines Administrator under the provisions of the City's shoreline master plan, and as "administrative official" under the provisions of the City's zoning and subdivision ordinances.

5. Manage and develop the City Industrial Park.

6. Provide staff support to the Planning Commission, Board of Adjustment, Civil Service Board, and City Council by preparing agendas, issue analyses, and minutes.

7. Act on behalf of the Mayor in the Mayor's absence by resolving difficulties associated with ongoing projects and programs.

8. Respond to public inquiries, investigate and resolve complaints or refer to appropriate individual or department.

9. Develop and maintain constructive relationships with civic groups regarding planning and community programs and activities.

10. Initiate community interest in planning and community development programs and grant acquisition, participate in studies regarding acquisition and management of land for City purposes.

11. Assist the Mayor and other department heads in special projects as assigned.

12. Attend frequent staff and community meetings as required, often outside regular working hours.

13. Supervise and conduct regular evaluations of department staff, recommend personnel actions to the Mayor and/or Council.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.

2. May perform duties of similar complexity in any City department as required or assigned.
QUALIFICATIONS

Technical

1 Must have a B A or B S degree in Urban Planning or graduate degree in Urban Planning

2 Must have previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the principles and practices as applied to community development, planning, zoning, shoreline management, and SEPA

3 Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale. Desirable to have several years of experience in management at a comparable level, preferably with a municipality

4 Must be bondable

5 Must possess a valid Washington state driver's license

6 Must have computer knowledge sufficient to assign work to generate management level analyses and reports

7 Must maintain professional knowledge through journals, seminars, and membership in professional organizations

8 Must maintain membership in the American Institute of Certified Planners

Physical Capabilities

1 Ability to sit for long periods, as necessary

2 Physical stamina to sustain long work days, including early morning and very late evening meetings, as necessary

3 Physical ability to have access to building sites and other community locations

Other Capabilities

1 Ability to establish and maintain effective working relationships with officials, commissions, boards, committees, City employees, and the general public

2 Ability to prepare and direct preparation of comprehensive reports, departmental materials, budgets, and correspondence
OTHER

1 As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form both on and off the job.

2 The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

3 Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.
CITY OF ANACORTES

JOB DESCRIPTION
EXEMPT

JOB TITLE Director of Finance - City Clerk/Treasurer/Auditing Officer

DEPARTMENT: Finance

REPORTS TO Mayor

PRINCIPAL PURPOSE OF JOB Responsible for planning, organizing, directing, and controlling all activities and duties of the City Clerk/Treasurer function as defined by state and federal law and City Code, and related duties as assigned by the City Council through Council ordinance or resolution. Represents the City on accounting and financial matters, and provides support services to all City departments as directed or required. As City Auditing Officer, acts as the auditing arm for both the legislative and executive branches of government.

LEVEL OF AUTHORITY Implements policies and programs with activities reviewed for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City. Bears direct responsibility and liability for auditing/certifying all claims against the City via the Council Finance Committee, as defined by state law (RCW 42.24.080), state regulation (State Auditor's BARS manual, Vol I, Pt 3, Ch 3, Sec F), and City Code (Ord 2232, 5/18/92).

WORK ENVIRONMENT Work is performed primarily in an office setting and in community meeting rooms.

ESSENTIAL JOB FUNCTIONS

Accounting

1. Ensure compliance with state and national utility/governmental accounting requirements in conformance with generally accepted accounting principles.

Financial Reporting

2. Provide information on which financial decisions can be made and ensure financial transaction compliance with established budget, policies, and laws.
Auditing

3 Ensure implementation and monitoring of strong internal financial controls to safeguard City assets. Perform role of the City Auditing Officer, with primary responsibility to the Council via the Council Finance Committee.

4 Coordinate with the State Auditor's annual examination of the City's finances, internal controls, and compliance with laws.

Budgeting

5 Prepare annual operating budget plan in accordance with legislative resource allocation and state laws.

CFP (Capital Facilities Plan)

6 Prepare (annually) a six-year Capital Facilities Plan for needed capital facilities as determined by the legislative branch, and in conformance with the State Growth Management Act.

Treasury Management

7 Assure collection of the City's revenues, maintain an adequate cash flow, and provide maximum investment earnings. Maintain proper banking relations.

Debt Administration

8 Provide competitive financing for needed capital improvements. Attempt to obtain favorable bond ratings.

Utility Billing/Meter Reading

9 Provide for efficient collection of revenue needed to maintain long-term stability of the utility system. This includes necessary rate studies.

10 Supervise the meter reading function.

Payroll

11 Provide for system for timely and accurate compensation of employees, ensure proper recording and reporting for all employee salary and benefit information to state and federal agencies.

Purchasing

12 Provide appropriate quality and quantity of goods and services at the most cost effective pricing levels. This includes administration of the bidding process.
Grant/Contract Administration

13 Administer major grants, such as state grants for the secondary waste water treatment plant, and federal grants for senior center construction

14 Monitor contracts and contract performance

Inventory and Fixed Assets

15 Provide information to assure cost effective inventory levels, ensure proper insurance levels, and provide information on financial disclosure

Special Assessments Administration

16 Administer the LID (Local Improvement District) assessment process in accord with state laws

Risk Management

17 Manage the City's insurance program (property, liability), including the medical self-insurance program

Data Processing

18 Provide for appropriate hardware/software computerization of the department using a mainframe computer, PCs, and the services of a consultant programmer

City Clerk

19 Attest all public documents, serve as custodian of the City Seal, be responsible for records management (ordinances, resolutions, minutes), serve as Registrar for voter registration, send reports to the Public Disclosure Commission, and serve as secretary of the Firemen Pension Fund

Licensing

20 Administer the Business License program and Dog Licensing

Miscellaneous Administrative Services

21 Direct various administrative services, such as Notary, communications and duplication, mail, leases and excise taxes, backup switchboard/receptionist/Information Center, and special requests from Council, Mayor, or other departments
ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified jobs occasionally, as assigned.

2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have a BA or BS degree in Public Administration, Finance, or Accounting, highly desirable to have an MBA degree.

2. Must have knowledge of the field of City financial management and accounting, city clerk duties, and duties of a treasurer of a municipal government agency. Must have demonstrated ability to have performed these duties successfully.

3. Must have some combination of education and previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the principles and practices as applied to municipal financial management, as necessary to perform the scope of responsibility and all functions of the job described.

4. Must have ability to plan, schedule, and review the performance of assigned staff in a manner conducive to proficient performance and high morale. Desirable to have demonstrated competency in management through previous experience of several years.

5. Must be bondable.


Physical Capabilities

1. Ability to sit at work station and computer for extended periods.

2. Ability to stand, walk, and drive as needed throughout day.

3. Occasional ability to lift, carry, and put away parcels of moderate weight.

Other Capabilities

1. Must have ability to establish and maintain effective working relationships with officials, commissions, boards, agencies, other employees, and the general public.

2. Must have excellent personal skills—be flexible and creative, be a good communicator, and demonstrate a strong goal achievement and customer service attitude.
Must have ability to deal with the public and the interpersonal skills necessary to work effectively in the team approach

3 Must have extensive ability to prepare and direct preparation of comprehensive reports, budgets, and departmental materials and correspondence

4 Must have ability to plan, assign, and review the work and performance of others in a manner conducive to proficient performance and high morale

5 Must be willing to maintain professional and technical expertise through continuing education and membership in professional organizations as directed

6 Must be able to exercise decorum and reasonable discretion regarding personal and financial information about community members

**Use of Tools and Equipment**

Ability to operate general office equipment, including computer, ten key calculator, copier, and fax

**OTHER**

1 As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job

2 The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load

3 Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the city of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment
JOB DESCRIPTION
EXEMPT

JOB TITLE: Director of Personnel and Human Resources

DEPARTMENT: Personnel and Human Resources

REPORTS TO: Mayor

PRINCIPAL PURPOSE OF JOB: Responsible for planning, organizing, directing, and controlling all activities of the department of Personnel and Human Resources. Develops, recommends, and implements policies, procedures, and practices to accomplish city personnel activities. Assures the efficient and economical use of budgeted funds to accomplish short-term and long-range planning.

LEVEL OF AUTHORITY: Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

WORK ENVIRONMENT: Work is performed primarily in an office setting and in community meeting rooms. Some work involves visits to various City work sites.

ESSENTIAL JOB FUNCTIONS

1. Write, update, and revise City personnel policies and procedures to recommend to Mayor and City Council.

2. Seek guidance and advice of the City Attorney's office in personnel matters related to employment law.

3. Work closely with bargaining unit leaders, department directors, and professional negotiators and/or mediators to advise and assist in labor contract negotiations.

4. Develop, maintain, and oversee the retention of personnel records as necessary for effective human resource management and as required by law.

5. Manage for the City all communications with the State Department of Retirement to establish and maintain plan participation for eligible City employees.

6. Manage the City's self-insurance plan, including claims, coordination of benefits, and payoffs.
7 Monitor compliance with all requirements of the State Labor and Industries Department and prepare annual claims report to OSHA. Advise other City departments as necessary.

8 Monitor employee claims for unemployment compensation, prepare necessary reports, maintain records, and advise other City departments as necessary.

9 Oversee implementation of City's policy for step increases, including notification to department heads and supervisors.

10 Serve as the city coordinator to recommend actions to bring the City into compliance with the employment provisions of the Americans with Disabilities Act (ADA). With advice as necessary from the City Attorney's office, advise other department directors as needed on personnel actions to maintain compliance.

11 Advise department directors and counsel employees in the resolution of grievances, or complaints of discrimination or harassment, in compliance with the applicable grievance or complaint procedure. In the event of a formal discrimination complaint filed with an outside agency, and as directed by the Mayor, conduct investigation, respond to complaint, and represent the City in the complaint hearings, with the advice and assistance of the City Attorney's office as appropriate.

12 Responsible for managing City compliance with laws regulating wage garnishments, as necessary.

13 Advise and assist department heads in all aspects of hiring new employees, as necessary.

14 Respond to requests for employment verification from other employers.

15 Act on behalf of the Mayor in his absence by resolving personnel problems and other issues related to the application of personnel policies and procedures.

16 Attend frequent staff and community meetings as required, often outside regular working hours.

17 Monitor the timely completion of performance evaluations for all City departments. As directed, review evaluations for consistency and effectiveness.

18 As directed, attend Council meetings to present proposals, provide expert advice, or participate as appropriate.

19 Respond to public inquiries courteously, and direct to other officials as appropriate. As directed, may respond to inquiries by the press.

20 Maintain a current knowledge of the field through journals, seminars, and professional association membership, including a knowledge of local, state, and federal legislation, regulations, and court decisions as they affect City personnel activities. Keep other department directors informed of requirements as applicable.
ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.

2. May perform duties of similar complexity in any City department as required or assigned.

3. May perform clerical and computer operations for the Department in the absence of support personnel.

QUALIFICATIONS

Technical

1. Must possess and maintain knowledge of the field of personnel and human resource management sufficient to perform the full scope of responsibility of the job.

2. Must possess a valid Washington State driver's license.

3. Desirable to possess computer skills sufficient to develop documents and maintain records appropriate to the Department.

Physical Capabilities

1. Ability to sit for long periods, as necessary.

2. Physical stamina to sustain long work days, including evening meetings, as necessary.

Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and other City personnel at all levels.

2. Excellent reading ability to read and interpret legal and paralegal documents and other related materials.

3. Ability to write a variety of documents, including correspondence, proposals, manuals, and other persuasive and informative materials.

Use of Tools and Equipment

Desirable to operate standard office equipment, such as computer and copy machine, in the absence of support staff.
OTHER

1 As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.

2 The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.
CITY OF ANACORTES

JOB DESCRIPTION
EXEMPT

JOB TITLE: Director of Engineering & Development Services

DEPARTMENT: Engineering & Development Services

REPORTS TO Mayor

PRINCIPAL PURPOSE OF JOB: Responsible for planning, organizing, directing, and controlling all activities of the Department of Engineering and Development Services, including providing infrastructure planning, engineering, project management, and related records and mapping services for City departments. Develops and implements policies, procedures, and practices, assures the efficient and economical use of the resources of the department, including budgeted funds, grant moneys, personnel, facilities, and time, to accomplish short-term and long-range objectives.

LEVEL OF AUTHORITY: Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

WORK ENVIRONMENT: Work is performed primarily in an office setting and in community meeting rooms. Some work involves visits to various building sites and exposure to whatever risks are present at those sites.

ESSENTIAL JOB FUNCTIONS

1. Coordinate with all City departments to develop long-range development plans and budgets for all City infrastructure. Develop infrastructure facility plans to reflect needs for utilities and public works services (roads, water, sewer, and storm water systems) with input from Public Works.

2. Develop program plans such as the state required transportation plan, plans to support impact fees, or other similar plans required by state legislation or other mandated programs by state or City Council authority.

3. Administer the local improvement district (LID) programs and processes and the annual Capital Improvement program and related budgets.
4 Coordinate utility comprehensive plans with the City Planning Department to ensure compatibility and compliance with Comprehensive Land Use and Development plans, State Environmental Policy Act (SEPA), and other regulations, with input from Public Works

5 Implement and maintain the policies of the department Monitor and control performance of the department in conformance with objectives, plans, schedules, and budgets Monitor variances and implement necessary corrective actions

6 Research and recommend to the Mayor long range plans and programs for public works and utility infrastructure with cognizance of service demands and public health concerns

7 Contact officials of state and federal agencies for assistance in programs, prepare requests with appropriate supporting materials for various state and federal financial assistance, and maintain appropriate intergovernmental coordination

8 Provide staff support to the City Council as needed on development and planning matters by preparation and analysis of reports

9 Schedule and assign staff members in accordance with project or program requirements Supervise in-progress employee work to ensure assignment is proceeding effectively and on schedule Take appropriate action to eliminate disruptions, conflicts, and associated delays Conduct regular evaluations of assigned staff

10 Respond to public inquiries, investigate, and resolve complaints or refer to appropriate individual or department for resolution

11 Develop and maintain constructive relationships with City groups regarding programs and activities Periodically meet with representatives of the public and the development community to discuss administrative issues and to provide good working relationships through communication

12 Assist the Mayor and other department heads in special projects as assigned

13 Attend frequent staff and community meetings as required, often outside regular working hours

14 Administer plan reviews, design criteria, and design specifications for all construction contracts and bids, investigations, studies, inspections and cost estimates, tabulations and contract bids, contract payments for construction projects, installations, and related work Make final recommendations for project approval to the Mayor in keeping with City policy and sound engineering and administrative practice

15 Serve as Project Manager or coordinator on most development projects from an administrative standpoint and also as a technical resource on projects
ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.

2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have a Bachelor of science degree in civil engineering or public administration or business administration.

2. Must have a minimum of five years experience, or previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the principles and practices of engineering administration as applied to public works and infrastructure development.

3. Must have ability to plan, schedule, and review the performance of assigned staff in a manner conducive to proficient performance and high morale. Desirable to have demonstrated competency in management through previous experience of several years.

4. Must be bondable.

5. Must possess a valid Washington State driver's license.

Physical Capabilities

1. Requires ability to spend substantial time driving from site to site and getting in and out of vehicle throughout the day.

2. Must be able to make access into and around structures, including stooping, climbing, and navigating difficult terrain.

Other Capabilities

1. Must have ability to establish and maintain effective working relationships with officials, commissions, boards, committees, other employees, and the general public.

2. Must have extensive ability to prepare and direct preparation of comprehensive technical plans, budgets, and departmental materials and correspondence.

3. Must be willing to maintain professional and technical expertise through continuing education.
Use of Tools and Equipment

Ability to use computers and all survey and drafting instruments

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods, or otherwise to balance the work load.

3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.
JOB DESCRIPTION
EXEMPT

JOB TITLE  Director of Parks and Recreation

DEPARTMENT.  Parks and Recreation

REPORTS TO:  Mayor

PRINCIPAL PURPOSE OF JOB  Responsible for planning, organizing, directing, and controlling all activities of the Parks and Recreation Department, including the planning, design, acquisition, construction, and maintenance of City parks, cemetery, recreational facilities, forest lands, and community center. Develops and implements policies, procedures, and practices to accomplish objectives and maintain existing programs for the department. Through the Assistant Director makes sure recreational programs are implemented and maintained. Assures the efficient and economical use of departmental funds, including grant monies, personnel, facilities, and time to accomplish short-term and long-range objectives.

LEVEL OF AUTHORITY  Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

WORK ENVIRONMENT  Work is performed primarily in an office setting and in community meeting rooms. Some work involves visits to various sites of parks, cemetery, and recreation programs, both indoors and outdoors. Work performed in this job may place the employee at risk of occupational exposure to blood borne pathogens.

ESSENTIAL JOB FUNCTIONS

1  Monitor and control performance of the department in conformance with objectives, plans, schedules, and budgets. Monitor variances and implement necessary corrective action.

2  Research and recommend to the Mayor programs, policies, and administrative techniques for the more economical and effective methods of operation of the department.

3  Supervise performance of assigned staff and conduct regular evaluations of performance.

4  Contact officials of county, municipal, state, and federal agencies for assistance in intergovernmental agreements and grants, prepare requests with appropriate supporting...
materials for various state and federal financial assistance, maintain appropriate intergovernmental coordination

5  Provide staff support for the City's Park and Recreational Advisory commission and the Anacortes Community Forest Lands Board (ACFL) directly and with the aid of department staff

6  Schedule and assign department staff in accordance with project or program requirements  Supervise in-progress work to assure that assignment is proceeding effectively and on schedule  Take appropriate action to eliminate disruptions, conflicts, and associated delays

7  Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution

8  Develop and maintain constructive relationships with City officials, other departments, community agencies and groups, and the general public regarding parks and recreation programs and activities, to ensure that efforts are effectively directed toward achieving City goals  Assist the Mayor and other department heads in special projects as assigned

9  Conduct short-term and long-range planning of department activities and services, maintain a balance between administrative duties and long-range planning

10  Attend frequent staff and community meetings as required, often outside regular working hours  prepare and present regular reports as requested by the Park and Recreational Advisory Commission, the ACFL Board, and the City Council  Make presentations to the general public

11  Prepare annual department budget  Monitor and control department expenditures

12  Make sure all designated forest lands are administered in accordance with applicable laws and regulations, and for appropriate management for long-term objectives as well as short-term use

13  Through the Assistant Director, administer and supervise the recreation program to ensure conformance with objectives, community expectations, and applicable laws and regulations

14  Assure that all work is performed in accordance with sound safety practices and procedures

15  Participate in exposure Control Plan of the City of Anacortes in accordance with WAC 296-62-08001

ADDITIONAL JOB FUNCTIONS
1. May perform portions of the work of higher classified positions occasionally, as assigned

2. May perform duties of similar complexity in any City department as required or assigned

QUALIFICATIONS

Technical

1. Must have a BA or BS degree in parks and recreation or closely related field

2. Must have seven years of previous related experience to demonstrate thorough competency and extensive knowledge of the principles and practices applied to parks, cemetery, and recreation, including several year of management experience

3. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale

4. Must maintain membership in the Washington Recreation and Parks Association (WRPA) and maintain professional knowledge through journals and seminars

5. Must possess a valid Washington State driver's license

6. Must have computer knowledge sufficient to assign work to generate management level analyses and reports

7. Must be able to obtain a first-aid/CPR card

Physical Capabilities

1. Ability to sit for long periods, as necessary

2. Physical stamina to sustain long work days, including evening meetings, as necessary

3. Physical ability to have access to parks and recreation facilities sufficient to monitor programs and evaluate staff performance

Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and other City personnel at all levels

2. Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments

3. Ability to write a variety of documents, including correspondence, proposals, and other persuasive and informative materials
OTHER

1 As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.

2 The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

3 Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.
JOB DESCRIPTION
EXEMPT

JOB TITLE: City Attorney

DEPARTMENT: Legal

REPORTS TO: Mayor

PRINCIPAL PURPOSE OF JOB  Responsible for advising City authorities and officers in all legal matters pertaining to the business of the City and approving the form of all City ordinances. Represents the City in all actions brought by or against the City or against City officials in their official capacity. Serves as the department head for the Municipal Court and as the City's representative to the Washington Cities Insurance Authority. Responsible for planning, organizing, directing, and controlling all activities of the Legal Department. Assures the efficient and economical use of the resources of the department, including budgeted funds, grant moneys, personnel, facilities, and time, to accomplish short-term and long-range objectives.

LEVEL OF AUTHORITY  Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Errors in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

WORK ENVIRONMENT  Work is performed primarily in office settings, courtrooms, and community meeting rooms. Some work involves visits to various City sites and exposure to whatever risks are present at those sites.

ESSENTIAL JOB FUNCTIONS

1  Monitor and control performance of the department in conformance with objectives, plans, schedules, and budgets. Monitor variances and implement necessary corrective actions.

2  Prepare all ordinances and resolutions for the City at the direction of the Mayor and City Council. May on occasion propose ordinances.

3  Represent as legal counsel the City in all actions brought by or against the City or against City officials for actions performed in their official capacity and including prosecution of City Code violations in Municipal Court.

4  Provide legal advice to City departments and individuals, including Police Department.
5 Represent the City in appeals in Superior Court and State and Federal appellate courts

6 Represent the city's interests in administrative hearings before the Shoreline Hearings Board in Olympia

7 Meet with representatives of community interest groups to hear and consider viewpoints related to proposed ordinances or other City legal matters. Inform the Mayor and City Council, and make recommendations as appropriate or necessary

8 Respond to public inquiries to provide information that is open to the public, such as in the RCW's pertaining to City government

9 Serve as department head of the Municipal Court and its employees, including the Municipal Court Administrator and the Public Defender. Evaluate performance and make recommendations for salary increases or other personnel action

10 Represent the City at the Washington Cities Insurance Authority and serve as the liaison between the Insurance Authority and City department heads

11 Responsible for oversight of risk management for the City

**ADDITIONAL JOB FUNCTIONS**

1 May perform portions of the work of higher classified positions occasionally, as assigned

2 May perform duties of similar complexity in any City department as required or assigned

**QUALIFICATIONS**

**Technical**

1 Must be a member in good standing of the Washington State Bar Association

2 Must have a minimum of two years experience practicing law, preferably in some area comparable to or related to municipal law. Desirable to have some experience with criminal law and to have a variety of legal experience

3 Desirable to have courtroom litigation skills

4 Must have administrative and supervision skills, including ability to prepare and administer a department budget

5 Must be bondable

6 Must possess a valid Washington State driver's license
7 Must maintain professional and legal knowledge through reading and continuing education

8 Must have or acquire computer knowledge sufficient to do legal research and to assign work to generate management level analyses and reports

Physical Capabilities

1 Ability to sit for long periods, as necessary

2 Physical stamina to sustain long work days, including trials and evening meetings, as necessary

3 Physical ability occasionally to make access to various community sites for investigation purposes

Other Capabilities

1 Ability to read and understand complex legal documents, regulations, and trial documents, and as necessary to interpret these to others as they apply to various situations

2 Ability to write briefs, legal opinions, ordinances, resolutions, and correspondence

3 Strong communications abilities, for example, to listen, negotiate, problem-solve, advise, and generally be accessible to diverse audiences, including department heads needing to discuss complex situations related or potentially related to their departments

Use of Tools and Equipment

General office equipment, including computer for legal research and other functions

OTHER

1 As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job

2 The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load

3 Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment
JOB DESCRIPTION
EXEMPT

JOB TITLE. Director, Anacortes City Museum and W T Preston Maritime Museum

DEPARTMENT Museum

REPORTS TO Mayor

PRINCIPAL PURPOSE OF JOB Provides overall direction for the Anacortes City Museum and the W T Preston Maritime Museum, to include budget preparation, staffing, and supervision of Museum staff, program and exhibit scheduling, administration of collections policy, care and preservation of artifacts, and public relations

LEVEL OF AUTHORITY Accountable for the operation of all aspects of the museums, with appreciable latitude for independent action and decision making, as reviewed by the Mayor for professional judgment, compliance with policies, and achievement of results consistent with objectives within budget

WORK ENVIRONMENT Work is performed primarily in indoor office environment at museums, City Council, and community settings. Extensive use of car required

ESSENTIAL JOB FUNCTIONS

1. Develop plans and budgets for consideration by the Mayor and City Council, implement approved plans, and carry out all ongoing activities and special programs within budget and policy guidelines authorized by the Mayor and City Council.

2. Supervise professional staff, extra labor positions, and voluntary support staff, includes hiring, orientation, training, work assignment, evaluation, on-going coaching and supervision, and discipline as needed.

3. Oversee use of the Museum Building and the W T Preston, includes collecting, cataloging, displaying, and preserving documents, photographs, and other objects relating to the histories of Anacortes, Fidalgo Island, and Guemes Island.

4. Locate sources of grant moneys, prepare grant applications and take other actions to obtain grants, and fulfill obligations associated with grant moneys obtained.

5. Establish and maintain museum records, forms, procedures, and practices, in accordance with accepted museum policy and City personnel, purchasing, and administrative procedures.

6. Plan the exhibits schedule, approve all exhibits and programs, and develop and implement museum outreach and educational programs, including research by scholars and others interested in the archival, photographic, and artifact collections of the museum.
7. Responsible for building security, visitor safety, and the maintenance of facilities and equipment.

8. Maintain close liaison with the Anacortes City Museum Advisory Board and its committees, attend all board meetings, and provide board members with a monthly written activities report. Maintain public relations broadly in the community.

QUALIFICATIONS

Technical

1. Must have a bachelor's degree from an accredited college or university in museum studies or a discipline related to the museum's mission and collections.

2. Desirable to have an advanced degree in museum studies or a related discipline.

3. Must have ability in museum organization, program development and administration, staff supervision, public speaking, and working effectively with public, private, and community groups and advisory boards, as evidenced by a minimum of five years' experience in museum work, including collections management, exhibit development, and managerial and supervisory responsibilities.

4. Must be bondable.

5. Must possess valid Washington State driver's license and automobile, or provide other evidence of ability to meet transportation requirements of job.

Physical Capabilities

1. Requires a moderate level of physical exertion.

2. Must have stamina to maintain long work days as required.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.
CITY OF ANACORTES

JOB DESCRIPTION

EXEMPT

JOB TITLE: Director of Public Works

DEPARTMENT: Public Works

REPORTS TO: Mayor

PRINCIPAL PURPOSE OF JOB: Responsible for planning, organizing, directing, and controlling all activities of the Department of Public Works, including operations and maintenance of water treatment, transmission and distribution systems, waste water treatment and collection systems, solid waste collection and recycling, streets, roads, sewers, and storm drainage facilities, and the equipment rental system. Determines short-term and long-range needs, and develops operations and maintenance plans and budgets. Assures the efficient and economical use of the resources of the department, including budgeted funds, grant monies, personnel, facilities, and time, to accomplish short-term and long-range objectives.

LEVEL OF AUTHORITY: Implements policies and programs with activities reviewed by the Mayor for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decisions commensurate with demonstrated ability, within broad policy guidelines, department objectives, and applicable laws, rules, and ordinances. Error in judgment could have substantial impact on public acceptance of programs and efficient operation of other City departments, and could result in legal and fiscal liability for the City.

WORK ENVIRONMENT: Work is performed primarily in an office setting and in community meeting rooms. Some work involves visits to various City work sites and exposure to whatever risks are present at those sites.

ESSENTIAL JOB FUNCTIONS:

1. Monitor and control performance of the department in conformance with objectives, plans, schedules, and budgets. Monitor variances and implement necessary corrective actions.

2. Apply thorough and extensive knowledge of modern operations and maintenance techniques and sound management principles to manage, advise, and provide support to assigned divisions. Advise Superintendents, and provide direction on matters requiring deviation from established guidelines.

3. Responsible for duties relating to inventory control of City-owned property, supplies, and equipment, working with the City Finance Director.
4 Administer safety programs for employees and coordinate with state agencies on safety matters. Establish and maintain an atmosphere where safety standards are all followed. Visit job sites periodically to review safety conditions and procedures.

5 Coordinate with the Planning and Development Services Department as needed to review plans, permits, and design standards, according to City policy, procedures, and ordinances. Assess and develop needs for maintenance and capital improvements to support long-range plan development.

6 Research and recommend to the Mayor programs for public works and utility maintenance and operation, consistent with public health and safety. Prepare requests for state and federal financial assistance for such programs, supply proper supporting materials, and maintain intergovernmental coordination.

7 Monitor the operation of the secondary waste water treatment plant and the water treatment plant.

8 Supervise in-progress work of the department. Take action, as necessary to eliminate disruptions, conflicts, and related delays.

9 Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution.

10 Develop and maintain constructive relationships with City officials, property owners, developers, contractors, and the general public regarding public works programs and activities, to ensure that efforts are effectively directed toward achieving City goals. Assist the Mayor and other department heads in special projects as assigned.

11 Provide staff support to the City Council as needed on public works matters by preparation and analysis of reports. Schedule and assign staff to meet project or program requirements.

12 Attend frequent staff and community meetings as required, often outside regular working hours.

13 Identify training needs for job procedures and for vehicle and equipment operation.

14 Conduct regular evaluations of Superintendents of maintenance and operations divisions. Recommend personnel actions to the Mayor and/or Council.

ADDITIONAL JOB FUNCTIONS

1 May perform portions of the work of higher classified positions occasionally, as assigned.

2 May perform duties of similar complexity in any City department as required or assigned.
QUALIFICATIONS

1. Must have a BS degree in civil, sanitary, environmental or mechanical engineering or in Public Works Administration.

2. Must have a minimum of 5 years of previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the field of public works and engineering.

3. Must have ability to plan, schedule, and review the work and performance of others in a manner conducive to proficient performance and high morale. Desirable to have several years of experience in management at a comparable level, preferably within a municipality.

4. Must be bondable.

5. Desirable to be licensed as a Professional Engineer (P.E.) in the state of Washington.


7. Must have computer knowledge sufficient to assign work to generate management level analyses and reports.

8. Must maintain professional knowledge through journals, seminars, and membership in professional organizations.

Physical Capabilities

1. Ability to sit for long periods, as necessary.

2. Physical stamina to sustain long work days, including evening meetings, as necessary.

3. Physical ability to have access to plant sufficient to keep aware of operations, or alternately to survey sites through video.

4. Desirable to have ability to monitor radio throughout day as necessary to keep informed of activities of the department and related activities.

Other Capabilities

1. Ability to communicate effectively and persuasively with diverse audiences, including the public, the Council, and other City personnel at all levels.

2. Ability to resolve conflicts and maintain harmonious working relationships throughout the organization and with property owners, developers, contractors, and the general public.
3 Ability to write a variety of documents, including correspondence, proposals, grants, and other persuasive and informative materials

OTHER

1 As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job

2 The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

3 Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.
JOB DESCRIPTION

JOB TITLE: Director of Library

DEPARTMENT: Library

REPORTS TO: Library Board

PRINCIPAL PURPOSE OF JOB: Responsible for planning, organizing, directing, and controlling all activities of the Municipal Library. Develops and implements policies, procedures, and practices to accomplish objectives and maintain existing programs for the department. Assures the efficient and economical use of departmental resources and funds, including grant monies, personnel, facilities, and time to accomplish short-term and long-range objectives.

LEVEL OF AUTHORITY: Implements policies and programs with activities reviewed for adequacy of professional judgment, compliance with policies, and achievement of results consistent with objectives within budget. Operates with only nominal direction and appreciable latitude for independent action and decision-making commensurate with demonstrated ability. Error in judgment could have substantial impact on public acceptance of programs and services.

WORK ENVIRONMENT: Work is performed primarily in indoor office environment at community meeting rooms and at the library in a frequently dusty atmosphere with potential exposure to airborne pathogens.

ESSENTIAL JOB FUNCTIONS

1. As necessary, perform all work and operate all equipment as assigned employees.


3. Develop, implement, and monitor strategic planning to include, but not limited to, capital improvements, service levels, and automation.

4. Research and recommend to the Library Board programs for the Library, such as building improvements; Grant-in-Aid programs; outreach programs, and displays, exhibits, and lectures for special events. Contact officials of government agencies; prepare requests for state and federal financial assistance, including appropriate supporting materials, and maintain governmental coordination.

5. Maintain close liaison with the Library Board and carry out...
broad policies of the Board to provide a full range of services to meet the informational and recreational needs of the community. Attend Board meetings and provide staff support to the Library Board by preparation of agendas and analysis of program effectiveness and budgetary status.

6. Schedule and assign staff members to meet project and program requirements. Supervise employee work to ensure assignments proceed effectively and on schedule. Take appropriate action to eliminate disruption, conflicts, and associated delays.

7. Monitor the circulation of the Library's print and non-print collections.

8. Respond to public inquiries, investigate and resolve complaints, or refer to appropriate individual or department for resolution. Maintain public relations broadly in the community.

9. Develop and maintain constructive relationships with City officials, other departments, community agencies and groups, and the general public regarding programs and activities. Coordinate programs and activities of the Library facilities with various civic groups. Assist other department heads in special projects as requested.

10. Attend frequent staff and community meetings as required, often outside regular work hours.

11. Responsible for building security, visitor safety, and the maintenance of facilities and equipment, including performing emergency repairs such as to roof or plumbing. Respond as necessary to call-out around the clock for emergencies, such as break-in, fire, system crash, or any other situation threatening risk to the facility, staff, or patrons.

ADDITIONAL JOB REQUIREMENT

May perform portions of the work of higher classified positions occasionally, as assigned.

QUALIFICATIONS

Technical

1. Must have a Master's Degree and State Certification in Library or Information Science.

2. Must have previous related experience sufficient to demonstrate thorough competency and extensive knowledge of the principles and practices of Library management.

3. Must have ability to plan, schedule, supervise, and evaluate...
the work of assigned staff for proficient performance and high morale

4   Must be bondable.

5   Must possess valid Washington State driver's license.

6   Must have computer ability to be trained and adequately utilize automated library cataloging, circulation, and other systems

7   Must maintain professional and technical expertise through participation in continuing education

**Physical Capabilities**

1   Physical strength, for example, to push loaded book cart weighing approximately 300 pounds on level floor and up ramp, to lift or maneuver onto cart loads up to 50 pounds, and to carry cartons of books up and down stairs

2   Ability to bend, stoop, and lift for prolonged periods in cramped spaces

3   Stamina, for example, to stand for prolonged periods up to six hours in a shift. High energy to deal with the public for sustained periods while maintaining positive and enthusiastic communication

**Other Capabilities**

1   Attention to detail and accuracy

2   Ability to communicate effectively, patiently, and courteously with other City employees at all levels, with patrons, and with other members of the public. Ability to maintain courtesy and helpfulness while handling multiple activities or interruptions at once and to work positively and effectively with co-workers in a team approach.

3   Ability and willingness to use and respond to non-verbal communication, such as body language and eye contact, includes conveying a sense of welcome, respect, and courtesy through attire, attitude, and manners

4   Ability to attend frequent meetings outside regular work hours, including evenings and weekends, and to be available around the clock for emergency call-out. Must be willing to make home phone number accessible to the public

5   Must have excellent writing and organizational skills, for example to prepare and direct preparation of reports, budgets, response to RFP's for automated systems, and correspondence. Develop vendor contracts with the City Attorney.
Use of Tools and Equipment

Audio-visual equipment, such as cassette recorder, VCR, and film and slide projectors, office equipment, such as computer, modem, typewriter, adding machine, microfiche reader, paper cutter, fax, copier, telephone, and postage meter, various tools for book repair, such as glue guns and lamination equipment, small repair hand tools.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form, both on and off the job.

2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.