



**CLASS SPECIFICATION
Manager**

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Management	D61 – D65	Exempt
<p><u>CLASS SUMMARY:</u> This is the first level in a three-level Management Classification Series. Managers oversee divisions and make interpretive decisions on behalf of the organization regarding the means for executing the goals established by the relevant leader, regulatory body or governing body, subject to constraints imposed by available technology and resources. Such interpretive decisions provide context for the work to be accomplished by subordinates supervised within the unit and/or designated programs managed. Incumbents are responsible for the management of functions and budget associated with an assigned unit/designated program and may be responsible for the supervision of professional, technical and administrative support staff assigned to the unit. Based upon assignment, managers may administer units/designated programs with administrative functions requiring differing levels of risk to the organization while providing for the across-the-board first level management necessary to execute the process and projects of the organization.</p>		
<p><u>DISTINGUISHING CHARACTERISTICS:</u> Positions assigned to this classification are responsible for assisting in the management and direction of a department by supervising/overseeing the work of a City division. As assigned, incumbents supervise staff including conducting performance evaluations; coordinating training; and implementing hiring, discipline and termination procedures.</p>		
<p><u>ESSENTIAL DUTIES:</u> This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.</p> <ul style="list-style-type: none"> • Oversees the development and implementation of programs, policies and procedures for the division. • Supervises staff, as assigned, to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination and disciplinary recommendations. • Administers and monitors the division’s budget, including allocating resources and approving expenditures. • Assists the Director in developing and implementing department policies and procedures. • Attends required meetings with the department director, city manager, other city departments; other regulatory entities; public boards and commissions; reviews and prepares reports, agenda items and other official correspondence for city council and/or assigned boards/commissions; creates and makes presentations to community organizations and city boards and commissions. • Performs other duties of a similar nature and level as assigned. 		



CLASS SPECIFICATION Manager

POSITION SPECIFIC RESPONSIBILITIES:

Positions assigned to **Assistant to the City Manager** may also be responsible for:

- Serving as the City's Economic Development Manager;
- Serving as the Housing Authority Coordinator;
- Fostering intergovernmental, council, and community relations;
- Overseeing significant (large/citywide) special projects;
- Coordinating and managing the City's Business Unit including legislative advocacy, grant procurement, waste, franchise agreements, and information technology functions;
- Coordinating communications activities to foster understanding of City-wide vision, strategic priorities, program goals, and services among the public and City employees; and
- Working closely with the Design & Development Department, facilitating opportunities and partnerships with the community and businesses.

Positions assigned to **Building Official** may also be responsible for:

- Review of building and construction plans for proper design and conformance with codes and ordinances;
- Approval and certification of final inspections;
- Investigating complaints and potential violations of building codes/hazards and issuing non-compliance notices; and
- Non-structural plan checking and coordination of same.

Positions assigned to **City Clerk** may also be responsible for:

- Performing all statutory duties of the City Clerk as set forth in the California Government Code and La Quinta Municipal Code;
- Attending all meetings of the City Council/Successor Agency/Oversight Board/Financing Authority/Housing Authority and recording minutes thereof;
- Directing the preparation of/preparing agendas, resolutions, ordinances and written materials for the City Council/Successor Agency/Financing Authority/Housing Authority/Oversight Board;
- Directing citywide editing and research services;
- Providing administrative support to the City Council and City Manager;
- Maintaining all official records of the city and the city's records management system;
- Conducting recruitment for boards/commissions;
- Conducting municipal elections and serving as Elections Official;
- Maintaining the municipal code; and
- Acting as Notary Public.

Positions assigned to **City Engineer** may also be responsible for:

- Serving as the City's NPDES Coordinator, ensuring compliance and reporting with NPDES permits;



CLASS SPECIFICATION Manager

- Serving as the City's Floodplain Manager to ensure compliance with state and federal flood plain requirements;
- Providing engineering support for all development entitlements from preliminary project review to writing conditions of approval; and
- Plan check all improvement plans, hydrology studies, WQMPs and land actions.

Positions assigned to **Community Resources Manager** may also be responsible for:

- Contract management of the City's marketing strategies (print and electronic);
- Contract management for the Library and Museum operations;
- Preparing and managing the recreation, wellness and large-scale community wide events;
- Operation and management of the La Quinta Wellness Center and programs;
- Strategic planning and development of economic development efforts of the Business Unit and partnership between relationships with city businesses and community;
- Oversight of the La Quinta Arts Foundation and La Quinta Chamber of Commerce agreements; and
- Overseeing Citywide Information Technology functions, contracts and expenditures.

Positions assigned to **Hub Manager** may also be responsible for:

- Strategic development and implementation of the TRAKit and E-TRAKit software;
- Coordinating efforts with other departments and divisions on integration of all Customer Service Center functions and services;
- Coordinating with Development, Building & Planning on TRAKit and E-TRAKit integration into plan check, plan review and inspections efforts;
- Overseeing the customization and integration of Short Term Vacation Rentals to manage business licenses, permits and TOT collection; and
- Providing data regarding the Business and Building development.

Positions assigned to **Human Resources Manager** may also be responsible for:

- Developing, maintaining and/or implementing affirmative action plan, classification/compensation and employee benefit programs, employee training and development programs, performance management, recruitment and selection processes, and risk management/safety programs and associated insurance;
- Assisting with the conduct of internal investigations or employee grievances and recommending course of action; and
- Representing the city in collective bargaining, including development and costing of proposals.



CLASS SPECIFICATION Manager

Positions assigned to **Maintenance Manager** may also be responsible for:

- Interpretation and implementation of plans, manuals and specifications;
- Periodic inspections of facilities (i.e. streets and rights-of-way);
- Participation in plan review of new development, capital improvement programming and value engineering studies;
- Crew safety training and safe work practices;
- Oversees and manages the operations and maintenance of the City's public streets, sidewalks, landscape, lighting, storm drain facilities, graffiti abatement, and fleet equipment and vehicles; and
- Responsible for all facilities within the Landscape and Lighting District.

Positions assigned to **Marketing Manager** may also be responsible for:

- Manages and controls all marketing and branding assets through multiple vendors and City services.
- Leads public information for the City and community. Creation and execution of City news, urgencies and services to the community.
- Leads the promotion of the City's Economic Development services by working with the Assistant to the City Manager as well as the businesses in the City.
- Controls all internal department brands to ensure all City brand standards are met. Creates and reviews department collateral assets both internally and externally.
- Manages and leads City's tourism programs and services.
- Interprets, advises, and understands council's requests to create quicker and efficient responses.

Positions assigned to **Planning Manager** may also be responsible for:

- Overseeing the historic preservation, archaeological and paleontological provisions of the municipal code;
- Assisting with the preparation of development standards;
- Overseeing and assisting with the Planning Division's participation in the development review process including reviewing subdivision plans for compliance with the General Plan and zoning ordinances; and
- Investigating and/or assisting with the resolution of planning problems, zoning changes, text amendments, and language for specific plans and the General Plan.

Positions assigned to **Public Safety Manager** may also be responsible for:

- Overseeing the Police, Fire and Emergency Operations functions with Riverside County;
- Overseeing the Code Compliance and Animal Control programs to include strategic community outreach and education;
- Administering the City's neighborhood vitalization efforts through code compliance and public safety partners;
- Managing the City's grants portfolio including securing grants, procurement, and reconciliation with financial policies and Finance Department; and
- Overseeing the City's franchise service providers for customer issues, revenue



CLASS SPECIFICATION
Manager

calculations, and liaison on emergency related matters.

Positions assigned to **Senior Civil Engineer** may also be responsible for:

- Preparation of the 5-Year Capital Improvement Plan;
 - Oversight of Capital Project design, bidding, and budget;
 - Serve as the Legally Responsible Person for projects covered under the Statewide General Construction Storm Water Permit;
 - Oversight of private development inspection;
 - Oversight of the City Traffic Engineer including disposition of resident requests, city-wide speed surveys; and
- Oversight of the maintenance and operations of the City's traffic signal system.

TRAINING AND EXPERIENCE: Bachelor's degree and five (5) years' experience related to area of assignment. Or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- As assigned, valid California Driver's License may be required.
- As assigned, California Professional Engineer (PE) License or ability to acquire it within one year of employment.
- As assigned, certification as a Building Inspector from the International Conference of Building Officials (ICBO) or equivalent.
- As assigned, Certified Public Accounting (CPA) license desired, but not required.
- Other professional certifications related to assignment deemed desirable at time of recruitment.

KNOWLEDGE OF:

- Managerial principles;
- Supervisory principles;
- Business administration principles;
- Budgetary principles;
- Applicable local, state and federal laws, rules and regulations;
- Modern office equipment;
- Organizational structure of the city and city services as they relate to area of assignment;
- Safe working practices, procedures and regulations;
- Customer service principles; and
- Contract preparation, administration and service evaluation.



CLASS SPECIFICATION Manager

Positions assigned to **City Clerk** also require knowledge of:

- The Brown Act, Political Reform Act and California Elections Codes; and
- Principles and practices related to municipal records management.

Positions assigned to **Human Resources/Risk Management** also require knowledge of:

- Modern human resources principles, methods, practices and techniques including labor relations, employee relations, risk management, injury prevention, workers' compensation, absence management, recruitment, selection, staff development and training, classification, compensation, benefits administration, health and safety; and
- Project management and research methodology.

Positions assigned to **Maintenance** also require knowledge of:

- Maintenance operations, project management and cost control methods;
- Pavement management systems and applicability to pavement maintenance; and
- Landscaping practices, including scheduling, parks maintenance, turf management and pest control.

Positions assigned to **Planning** also require knowledge of:

- Principles, methods, practices and techniques of urban planning and development including demographic, environmental, social and economic land use concepts; and
- Statistical and research methodology.

Positions assigned to **Engineering** also require knowledge of:

- Advanced principles and practices of civil and structural engineering;
- Administration as applied to the design and construction of public works facilities and technical inspection services;
- All types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected;
- City building and zoning codes and related laws and ordinances; and
- The California Subdivision Map Act.

SKILL IN:

- Supervising and evaluating employees;
- Prioritizing and assigning work;
- Assisting in the direction and management of operations;
- Negotiating and conflict resolution;
- Exercising independent judgment within organizational and legal frameworks;
- Problem-solving, analysis and decision-making;
- Applying local, state and federal laws, rules and regulations;
- Public speaking;
- Mathematical computations required for public budgeting, accounting and forecasting;
- Operating a computer and relevant software applications;
- Operating modern office equipment;
- Communication, interpersonal skills as applied to interaction with subordinates,



CLASS SPECIFICATION
Manager

coworkers, supervisor, the general public, etc. sufficient to exchange or convey information, evaluate performance and provide and/or receive work direction.

ADA AND OTHER REQUIREMENTS: Positions in this class typically require: sitting, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions. Positions involved in leadership of a field assignment may also require occasional pushing, pulling, lifting, crouching, stooping or crawling.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.