

## AGENDA



**SPECIAL/WORK SESSION  
MAYOR and COMMON COUNCIL  
of the  
TOWN OF CAMP VERDE  
473 S. Main Street, Room 106  
Camp Verde, AZ**

**WEDNESDAY, OCTOBER 1, 2008  
4:30 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion, consideration, and possible direction to staff and/or discussion with the Town Attorney for legal advice concerning delinquent lease amounts at the Rio Verde Plaza.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and ARS §38-431.03(A)(7) for discussions or consultations with designated representatives in order to instruct its representatives regarding negotiations for the lease of real property. (Staff Resource: Michael Scannell)
4. **Discussion, consideration, and possible direction to staff relative to Town-owned property or properties located at northern boundary of the Community Park.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for discussion or consultation with the attorney for legal advice and §38-431.03(A)(7) for discussion or consultation with designated representatives in order to consider Council's position and instruct representatives regarding negotiations for the purchase, sale, or lease of real property. (Staff Resource: Lynda Moore)
5. **Presentation and discussion of the Town of Camp Verde Position Classification and FY 2009 Salary Plan as prepared by Public Sector Personnel Consultants.**
6. **Discussion, consideration, and possible action relative to the following:**
  - a.) **acceptance of the Wage & Classification Study prepared by Public Sector Personnel Consultants; and**
  - b.) **approval of job descriptions**
7. **Adjournment**

Posted by: U Jones

Date/Time: 9-26-08 8:15 a.m.

*Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

## Job Description



### ACCOUNTANT

Department:	Finance	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, processes and analyzes accounts payable and receivable, budget, revenue and other technical accounting transactions; reviews, researches, reconciles and assures the accuracy of the ledgers and accounts; administers budget and tracks expenditures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Administers Town budget, tracks expenditures, and coordinates budget development; monitors budget and financial variables, revenue cycle and expenditure trends.
- Analyzes and verifies journal entries and bank reconciliations; verifies the accuracy of financial records; researches and resolves accounting and budget issues; interprets and explains financial policies and rules.
- Monitors accounting documents and procedures for accuracy, completeness, and compliance with Federal, state, and City policies and practices.
- Manages the preparation and filing of financial reports; analyzes expenditures and develops revenue projections; coordinates external financial reporting and work with external auditors.
- Posts documents and computer accounting entries; performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank deposits, reconciliations, and capital assets; reviews and validates data.
- Reviews source documents for compliance to rules and regulations; determines proper handling of financial and technical transactions within designated limits; reports discrepancies.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; verifies and enters payments, receipts, and other data into the computer tracking systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Coordinates and oversees payroll activities and employee time reporting.
- Responds to requests for information; provides technical information within scope of authority; refers matters requiring policy interpretation to manager for resolution.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

None.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associate's degree in Accounting or Business Administration; AND two year's government accounting and budgeting experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town organization, operations, policies and procedures.
- General accounting standards, policies, procedures and regulations.
- Public Sector accounting and budgeting principles and methods, including payroll and special fund rules and procedures.
- Applicable state and Federal rules, codes and regulations.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

#### **Required Skill in:**

- Interpreting and applying accounting rules and Town policies and procedures.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Analyzing and interpreting financial documents, and preparing financial reports.
- Correcting and updating financial information systems.
- Performing mathematical calculations with skill and accuracy; reviewing and verifying calculations.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### ADMIN ASSISTANT TO TOWN MANAGER

Department:	Town Manager	Revised Date:	September 2008
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**GENERAL PURPOSE:** Under general supervision, serves as the primary support person for the Town Manager; performs a wide variety of administrative and office support functions of a highly responsible nature in relieving the Town Manager of administrative and technical activities and customer service duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees Town Manager's administrative workflow; depending on area of assignment, applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Manager of routine administrative detail; applies judgment to resolving problems, analyzing data, and making decisions; administers the risk management program.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town; creates, edits and processes technical documents and other communications; maintains files and database; collects and compiles statistical data; updates manual and computer records and tracking systems; creates management reports; coordinates special projects and assignments; may administer grants and process employee time reports.
- Maintains technical and administrative files; researches files and computer databases; provides advice and assistance to Town Manager on compliance with laws, rules and regulations; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains Manager's calendars and schedules; coordinates and arranges meetings; reserves and arranges facilities; prepares agenda packets for Town Council and committee meetings; coordinates Managers travel arrangements.
- Provides information and assistance to visitors and customers; provides customer services and resolves complex customer service issues; resolves problems within scope of authority; screens and routes calls to appropriate individuals, takes and delivers messages.
- Receives and processes invoices, statements, and payment vouchers; monitors and evaluates expenditures and budget; orders supplies, materials and equipment, and maintains inventory.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's office support and computer experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the assigned Department.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.
- Theory and practice of public personnel administration.

#### **Required Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### ADMINISTRATIVE ASSISTANT

Department:	Various	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs a wide variety of administrative and office support functions of a highly responsible nature in relieving a Department head and other staff of administrative and technical activities and customer service duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees Department administrative workflow; depending on area of assignment, applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Department Director and staff of routine administrative detail; applies judgment to resolving problems, analyzing data, and making decisions.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the assigned Department; creates, edits and processes technical documents and other communications; maintains department files and database; collects and compiles statistical data; updates manual and computer records and tracking systems; creates management reports; coordinates special projects and assignments; may administer grants and process employee time reports.
- Maintains technical and administrative files; researches files and computer databases; provides advice and assistance to Department staff on compliance with laws, rules and regulations; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains departmental calendars and schedules for Department staff; coordinates and arranges meetings; reserves and arranges facilities; prepares agenda packets for Town Council and committee meetings; coordinates staff travel arrangements.
- Provides information and assistance to visitors and customers; provides customer services and resolves complex customer service issues; resolves problems within scope of authority; screens and routes calls to appropriate individuals, takes and delivers messages.
- Receives and processes invoices, statements, and payment vouchers; monitors and evaluates expenditures and budget; orders supplies, materials and equipment, and maintains inventory.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's office support and computer experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Additional technical certifications and training may be required for some incumbents in this job class.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the assigned Department.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### ANIMAL CONTROL OFFICER

Department:	Marshal's Office	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under limited supervision, and consistent with general orders, performs general duty and investigative work in the enforcement of local and state statutes relating to animal control, dog licensing, and rabies control. Work normally consists of investigating animal bites, impounding stray animals, quarantine of animals, care and feeding of impounded/quarantined animals, and implementing adoption programs for unclaimed animals.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Patrols the Town of Camp Verde for animals at large; apprehends stray and rabid animals; answers calls/radio complaints involving violations of Chapter 6 of the Town Code; writes reports and completes forms and/or computer entries providing record of daily activity and documentation.
- Conducts investigations of animal bites, imposes quarantines as a result of animal bites, collects evidence, identifies witnesses and issues citations if appropriate; interviews witnesses and victims, gathers information and prepare detailed reports; prepares cases for trial, including review of information, conferring with attorneys and testifying.
- Participates in annual and other regular training programs in animal control methods and procedures, and related subjects.
- Performs duties such as care and feeding of animals located at the animal shelter, prepare rabies specimens for the state laboratory, administer euthanasia, disinfects kennels, arranges for annual rabies vaccination clinics, distribute dog tags, and other related activities.
- Performs public relations duties such as educating public on rabies prevention and animal control, offering information and guidance, participating in community activities and events, and implementing animal adoption programs.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school or GED equivalent; AND one-year full time experience working with animals; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain Animal Euthanasia Certification.

#### **Required Knowledge of:**

- Town and department policies and procedures.
- Geography and streets of the Town of Camp Verde.
- Animal habits, behaviors, and demeanors.

#### **Required Skill in:**

- Basic animal control methods, practices and procedures, with the ability to recall and apply in specific situations.
- Dealing courteously and fairly with people.
- Using good judgment and making effective decisions.
- The use of dart tranquilizer weapons, animal traps, and other tools and equipment utilized by animal control.
- Preparing clear, comprehensive and accurate reports.
- Reading and writing English at a level adequate to comprehend complex laws, rules, policies, reports, and other material and in writing.
- Using a computer.
- Conveying information orally.
- Operating a motor vehicle safely.
- Concentrating on and completing tasks despite distractions and interruptions.
- Getting along well with others.
- Meeting attendance schedule with dependability and consistency.

#### **Physical Demands / Work Environment:**

Work ordinarily consists of work in vehicle, office, and animal shelter. Work may involve personal danger. Hazards: Exposure to bodily fluids and infectious diseases (both human and animal); routine exposure to violent or short-tempered people and animals, and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.

## Job Description



### ANIMAL SHELTER OPERATOR

Department:	Marshal's Office	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs duties relating to efficient operation of the Town's animal shelter. Work normally consists of feeding and caring for impounded stray animals and quarantined animals; releasing animals to their owners and adopting out unclaimed animals; disinfecting and cleaning kennels; issuing dog licenses; collecting adoption and impound fees. Responsible for establishing and supervising a volunteer program for the animal shelter and working with media, community, and animal groups to adopt out animals.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

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- Performs duties such as care and feeding of animals located at the animal shelter, prepare rabies specimens for the state laboratory, disinfects and clean kennels, walk dogs, release animals to owners, adopt out unclaimed animals, issue dog tags, and other related activities.
- Performs customer service related duties at the animal shelter such as educating public on rabies prevention and animal control, offering information and guidance, participating in community activities and events, and participating in animal adoption programs.
- Manages the animal shelter volunteer program.
- Establishes rapport with media, animal groups, and community to successfully find owners for all adoptable animals.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises shelter operations, community service workers, and shelter volunteers.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school or GED equivalent; AND any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain Animal Euthanasia Certification.

#### **Required Knowledge of:**

- Town and department policies and procedures.
- Animal habits, behaviors, and demeanors.

#### **Required Skill in:**

- Dealing courteously and fairly with people.
- Learning basic animal handling methods
- Following directions.
- Using a computer.
- Conveying information orally.
- Concentrating on and completing tasks despite distractions and interruptions.
- Getting along well with others.
- Meeting attendance schedule with dependability and consistency.

#### **Physical Demands / Work Environment:**

Work ordinarily consists of work in office and animal shelter. Work may involve personal danger.

## Job Description



### ASSISTANT PLANNER / ADMINISTRATIVE ASSISTANT

Department:	Community Development	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, assists with planning and zoning functions, and performs administrative and office support functions of a highly responsible nature in relieving the Department Director and other staff of administrative and technical activities and customer service duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Answers inquiries and assists the public in matters relating to planning, zoning, ordinances, procedures, and application review, and other Town development standards and regulations; reviews and processes applications for zoning map changes, amendments, permits and variances; completes special projects as assigned; assists with plan reviews; updates code revisions; provides information on land use and planning issues within scope of authority.
- Oversees Community Development Department administrative workflow; applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Department Director and staff of routine administrative detail; applies judgment to resolving problems, analyzing data and making decisions.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Department; creates, edits and processes technical documents and other communications; maintains department files and database; collects and compiles statistical data; updates manual and computer records and tracking systems; creates reports; coordinates special projects and assignments.
- Maintains technical and administrative files; provides advice and assistance to Department staff on compliance with laws, rules and regulations; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains departmental calendars and schedules for Department staff; coordinates and arranges department meetings; assembles information packets, and coordinates public meetings of Community Development Boards, Commissions and Council.
- Provides information and assistance to visitors and customers; provides customer services and resolves customer service issues; resolves problems within scope of authority; screens and routes calls to appropriate individuals, takes and delivers messages.
- Receives and processes invoices, statements, and payment vouchers; monitors and evaluates expenditures and budget; orders supplies and materials and maintains inventory.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

None.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's office support and computer experience, including one year of planning and zoning experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Federal, State and Town rules, regulations and ordinances governing land use, planning and zoning.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Interpreting and applying land use regulations, and state and Federal laws.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### BUILDING INSPECTOR

Department:	Community Development	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, reviews plans and specifications, and inspects commercial and residential construction projects for compliance with all building, safety and construction codes and regulations, and with the approved building plans.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects residential and commercial building construction and all building trades activities conducted under permits issued by the Town; assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on commercial and residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Answers inquiries and assists customers with application process, compliance issues, permit review, code enforcement, and other Town standards and regulations; responds to requests for information; provides technical information and assistance to Town staff as authorized; provides assistance to the public within scope of authority; reviews and approves business license and permit applications; generates reports as required.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND three year's building trades or inspection experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Commercial & Residential Inspector certification is required within one year; Plans Examiner certification is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- Uniform Building and Fire Codes, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Applying technical knowledge of building trades work, and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Reading and interpreting building plans and specifications, and applying Town codes and policies.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather; light physical demands.

## Job Description



### CHIEF BUILDING OFFICIAL

Department:	Community Development	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, manages the plan reviews and inspections of commercial and residential construction projects; checks plans and projects for compliance with all building, safety and construction codes and regulations.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, coordinates and supervises the operations of the building inspection work group, including customer service, plan review, building inspection, and code enforcement; provides direction and guidance in technical processes and procedures; manages and trains professional and support staff; assigns and coordinates tasks and projects; reviews staff work for conformance with Town codes and Department standards; coordinates with Community Development Director on plan reviews, building code administration, and enforcement issues.
- Inspects commercial building construction and all building trades activities conducted under permits issued by the Town; assures construction activities are in compliance with all applicable codes, ordinances and regulations; inspects building, electrical, mechanical, and plumbing construction; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans and specifications of projects to gain familiarity with the projects prior to inspection; performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality of materials used, and compliance with plans, specifications, estimates and applicable codes and regulations; notes deficiencies and deviations from plans; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Maintains communications with developers and builders on commercial and residential construction and inspection projects; analyzes practices, identifies problems, and recommends improvements; maintains and updates inspection records, project documentation and Department files.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises inspectors and administrative staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND five year's building trades and inspection experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Commercial & Residential Inspector and Plans Examiner certifications are required; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Federal, state and local building, housing and safety laws, rules, ordinances, codes and regulations.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Building material specifications and product installation standards.
- Uniform Building and Fire Codes, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Interpreting and applying statutes, rules, ordinances, codes and regulations.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Applying technical knowledge of building trades work, and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Providing advice and consultation on construction methods and technical requirements.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment, with frequent visits to construction sites.

## Job Description



### CHILDREN'S LIBRARIAN

Department:	Library	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, develops and presents the Camp Verde Community Library children's programs to meet the educational, informational and recreational needs of children, youth and young adults in the community.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, develops, coordinates, and promotes children's literacy programs, events and services to meet the educational, informational and recreational needs of children, youth and young adults in the community; organizes, supervises and implements children's library programs, including literacy, reading and play groups, story-telling sessions, crafts, and special activities and community events; conducts community outreach programs to promote the children's literacy and recreational programs and events; serves as library spokesperson for children's programs.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals and objectives; monitors expenditures and budget.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools, and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff and volunteers.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Masters Degree in Library Science; AND five year's professional experience as a Librarian; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service standards and protocols.

#### **Required Skill in:**

- Developing, coordinating and conducting children's library programs and activities.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and children's programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Organizing workload to keep pace with flow of library materials.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.

## Job Description



### CODE ENFORCEMENT OFFICER

Department:	<b>Community Development</b>	Revised Date:	<b>September 2008</b>
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**GENERAL PURPOSE:** Under general supervision, reviews plans and specifications, and inspects commercial and residential properties for compliance with the Town of Camp Verde Zoning Codes.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects residential and commercial properties; assures building and properties are in compliance with all applicable codes, ordinances and regulations; approves work which conforms to Town codes and zoning regulations; requires corrections to be made when deficiencies are discovered; coordinates inspection work with other departments, agencies and utility providers.
- Reviews plans for compliance to the zoning codes; performs field inspections to evaluate compliance issues; verifies compliance with applicable codes and regulations; notes deficiencies and deviations; interprets regulations, and issues citations, notices of violation, stop work orders, and occupancy certificates within scope of authority.
- Process zoning complaints; document evidence of violations; presents evidence and testify at civil hearings.
- Answers inquiries and assists customers with compliance to the zoning codes, permit review, code enforcement, and other Town standards and regulations; responds to requests for information; provides technical information and assistance to Town staff as authorized; provides assistance to the public within scope of authority; generates reports as required.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND three year's building trades or inspection experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Code Enforcement certification is required within one year; Plans Examiner certification is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles and practices of the construction industry and building trades.
- Principles and practices of building, electrical, mechanical, and plumbing inspection.
- Uniform Building and Fire Codes, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local statutes and regulations.
- Occupational hazards and safety precautions in construction areas.
- Geography, roads, and landmarks of Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Applying technical knowledge of building trades work, and using sound inspection methods to determine workmanship and materials quality, and detect deviations from plans, specifications and standard installation practices.
- Reading and interpreting building plans and specifications, and applying Town codes and policies.
- Analyzing situations accurately, making independent decisions while working in the field, and following established procedures.
- Interpreting and applying ordinances, regulations, and state and Federal laws.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in an office environment, and in internal and external environments with exposure to inclement weather; light physical demands.

## Job Description



### COMMUNITY DEVELOPMENT DIRECTOR

Department:	Community Development	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, directs the Community Development Department through effective planning, staff management, and resource allocation; develops and implements plans, policies, and programs to guide the residential and commercial development in the Town of Camp Verde; assures compliance to state and Federal regulations, and Town policies, procedures and goals.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, and directs Community Development Department operations including General Plan management, land use, planning & zoning, licenses & inspections, public services, code enforcement, hazard mitigation, business attraction and commercial development; serves as the principal advisor to the Town on Community Development issues; develops and directs plans and policies to meet Town goals and objectives; identifies problems, interprets concerns, defines desired results, and develops solutions; determines scope and priorities of programs and special projects.
- Represents the Community Development Department to other Town departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and regulations; coordinates strategies to integrate services with other programs, departments and agencies; assures the integrity of the Community Development work products, processes and procedures; monitors technical documents for accuracy, completeness, and compliance with Federal, state, and Town policies and practices; reviews status reports, and recommends appropriate actions.
- Reviews and approves applications, agreements, plans and reports of Community Development activities; manages the collection, analysis and reporting of administrative and operational data; assures effective communication of Community Development issues; coordinates with citizens' groups, advisory boards and commissions; develops cooperative professional relationships with local developers, realtors and contractors.
- Responds to questions from residents and provides information and customer service; investigates and resolves inquiries and complaints, enforces rules and regulations, and explains Community Development Department policies, codes, standards and procedures; monitors and reviews trends in planning and development programs, and recommends operational and policy improvements; assures that appropriate services are provided.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises managers and staff.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field; AND five year's experience in community development program management; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles of land use planning and urban design.
- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Techniques and practices for efficient and cost effective management of allocated resources.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Assessing Town needs and developing and promoting effective solutions.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### COURT CLERK

Department:	<b>Magistrate Court</b>	Revised Date:	<b>September 2008</b>
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**GENERAL PURPOSE:** Under general supervision, process and maintain court records information and performs a wide variety of general and confidential duties as required by the Camp Verde Magistrate Court; receive, process, and distribute information for various agencies; maintains and ensures quality control of files daily entry.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receives criminal citations from law enforcement, processes citation information as required by law and court procedure; processes monies received from fines; set up Court calendar for trials and pre-trials; prepares all paper work for attorneys and defendants; set up files for pre-trial and trial cases and prepares court room for trials.
- Processes paper work for selection of a jury pool; prepares Orders of Summons to be signed by Magistrate and calls potential jurors from prepared jury list; records required information and prepares copies of jury list for magistrate and attorneys; prepares verdict form for jury foreman and assigns seating for jurors.
- Maintains court financial records, prepares monthly report to Supreme Court and prepares other statistical and financial reports as required.
- Processes court records, answers telephones, and dispenses information on court cases as appropriate; performs related duties to telephone and lobby assistance for the court by assisting other agencies, organizations and the general public in their requests.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school or GED equivalent; AND two years clerical, keyboard experience, and/or customer service experience; OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license, and a clear criminal record.

#### **Required Knowledge of:**

- Town and department policies and procedures.
- Modern office filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Magistrate Court and the Town of Camp Verde.
- Public records statutes and confidentiality requirements of court records and information.

#### **Required Skill in:**

- Coding and accurately entering data and information into court records systems.
- Retrieving and running a variety of reports from the records system.
- Establishing and maintaining effective working relationships with law enforcement personnel, prosecutors, defense attorneys, agents of the Court, and the public.
- Understanding and following complex and detailed written and oral instructions.
- Operating a variety of office equipment including computer terminals, typewriters, telephones, fax machines, and copiers.
- Meeting attendance requirements.

#### **Physical Demands / Work Environment:**

- Work is performed in normal office setting.

## Job Description



### COURT SUPERVISOR

Department:	Magistrate Court	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs supervisory legal clerical work in coordinating the operations of the Camp Verde Municipal Court.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees Municipal Court operations and administrative workflow; applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Magistrate of routine administrative detail; applies judgment to resolving problems, analyzing data, and developing solutions; assists Magistrate with court calendar, case management, research, document preparation and minute entries; responds to questions on court procedures within scope of authority, and provides technical information as authorized.
- Assures court procedures are in compliance with court administrative orders, and state and local laws, regulations and standards; assures readiness of court, both physical and clerical, prior to Magistrate taking the bench; assigns work and directs case flow to assure the timeliness of court case processing; monitors new legislation, rule changes and Court Administrative Orders, and recommends changes to policies and procedures to assure compliance.
- Compiles statistics and prepares statistical and analytical reports of court activities, operations and procedures; reviews and verifies accounting and financial transactions for the court, including collections, receivables, fund distribution and bank reconciliation; maintains court records and charges filed in court cases, and the disposition of each charge; reviews and verifies operational data, department files and database; updates manual and computer records and tracking systems; creates management reports; monitors budget and expenditures; coordinates special projects and assignments; administers grants, including Judicial Collection Enhancement Fund.
- Prioritizes and assigns tasks and projects; supervises, trains and coaches court staff; develops staff skills, conducts performance evaluations and maintains training records; performs duties of other court personnel to ensure continuity of operations during absences.
- Updates and maintains master tables in Arizona state case management computer system.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in Business or Public Administration; AND four year's court clerk experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Arizona Committee on Judicial Education and Training (COJET) accreditation is required.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Municipal Court.
- Arizona statutes, court procedures, legal terminology and legal requirements for court operations and case processing.
- Principles and protocols for the management of official documents and court records.
- Court accounting systems, rules and standards.
- Principles and practices of supervision and skills training.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.

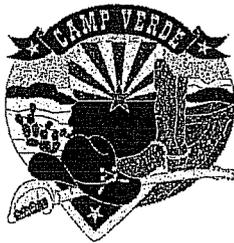
#### **Required Skill in:**

- Setting priorities, planning, assigning, training and supervising the work of others.
- Interpreting and applying state rules and regulations, and Town policies and procedures.
- Explaining court procedures and processes in a clear, concise, and comprehensive manner to attorneys, litigants, and the public.
- Preparing clear and comprehensive written and statistical reports.
- Establishing and maintaining cooperative working relationships with co-workers, attorneys, law enforcement agencies and other participants in the criminal justice process.
- Operating a personal computer utilizing a variety of standard and specialized software.
- Interpreting a variety of technical instructions and program requirements.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### DEPUTY MARSHAL/PEACE OFFICER

Department:	Marshal	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under limited supervision, and consistent with general orders, performs general duty and investigative police work in the protection of life and property through the enforcement of laws and ordinances. Work normally consists of routine patrol, preliminary investigations, and traffic control on assigned shifts. Incumbents may be assigned to work on special assignments, which necessitate specialized abilities and knowledge. Special assignments can be of short or long duration and are subject to reassignment or cancellation at the sole discretion of the Town Marshal, who may assign officers for cross training purposes or for reasons of departmental efficiency.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prevents and discovers commission of crimes; apprehends criminals and offenders; makes presence known consistent with community policing and in a manner that contributes to deterrence and solving of crimes. Answers calls/radio complaints involving traffic, fire, vehicle accidents, robberies, domestic violence, neighborhood disturbances, and other misdemeanors, felonies, or service calls; secures accident and/or crime scene. Writes reports and completes forms and/or computer entries providing record of police activity and documentation for legal action reviewed by supervising personnel.
- Administers first aid, conducts preliminary investigations, gather evidence, identifies witnesses and issues citations or makes arrests if appropriate; interviews witnesses and victims, gathers information and prepare detailed reports; prepares cases for trial, including review of information, preparing physical evidence, conferring with attorneys and testifying.
- Participates in annual and other regular training programs in police methods and procedures, weapons training, proficiency skills and related subjects.
- Performs specialized duties such as Detective, K-9 Officer, School Resource Officer, FTO instructor, Firearms instructor, training officer, traffic control, crime prevention, community relations, and other specialized activities.
- Performs public relations duties such as problem resolution, comforting distraught citizens, offering information and guidance, participating in community activities and events, mediating disputes and demonstrating crime prevention techniques.
- Performs other related, similar or logical duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

None

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School diploma or GED equivalent; AND meet all minimum qualifications as established by AzPOST. Preferred at least 30 hours of college credit or four years military experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification.

#### **Required Knowledge of:**

- Geography and streets of the Town of Camp Verde.
- Town and Department policies, procedures, and general orders.

#### **Required Skill in:**

- Basic police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Dealing courteously and fairly with people.
- Using good judgment and making effective decisions under pressure.
- Use of firearms and other police equipment.
- Preparing clear, comprehensive and accurate reports.
- Reading and writing English at a level adequate to comprehend complex laws, rules, policies, reports, and other material and in writing.
- Understanding and anticipating problems and to reach logical conclusions from information.
- The use of a computer.
- Performing math.
- Conveying information orally.
- Operating a motor vehicle safely.
- Concentrating on and completing tasks despite distractions and interruptions.
- Working under heavy stress.
- Get along well with others.
- Meet attendance schedule with dependability and consistency.

#### **Physical Demands / Work Environment:**

- Work ordinarily consists of routine patrol in assigned vehicles, foot patrol, preliminary or on-going investigations or assigned to special duty areas. Work may involve personal danger. Hazards: Exposure to bodily fluids and infectious diseases; routine exposure to violent or short-tempered people and to inclement weather, including extreme heat and rain; occasional exposure to airborne particles and fumes.

## Job Description



### DEPUTY TOWN CLERK

Department:	Town Clerk	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, coordinates and performs a variety of technical and administrative functions in support of Town Clerk's Office operations; assists in managing and maintaining the Town's official records; prepares and processes public and legal documents.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the preparation, distribution, retention, and maintenance of Town Council meeting agendas, minutes, addendum and official documents for the Council, other departments, the media, and the general public; assists with compiling, preparing and distributing public meeting information packets for the Town Council; attends meetings, records and transcribes proceedings, and develops official meeting minutes for review and approval; prepares, reviews, tracks, and files correspondence, contracts, bid proposals, ordinances, and resolutions.
- Assists with the publication of official notices, agendas, ordinances and resolutions; assists with Town elections; performs administrative and research functions for Town Council; manages and maintains records for all Town departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal and open meeting records.
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; explains laws, rules, regulations, policies, and procedures; assists with website updates.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town Clerk; creates, edits and processes technical documents and other communications; maintains department files and database.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's office support and computer experience, preferably in municipal government; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Designation as Certified Municipal Clerk and Certified Municipal Elections Official are desirable.

#### **Required Knowledge of:**

- Town policies and procedures.
- Arizona Revised Statutes and Town regulations governing municipal government administration, open meetings, and elections.
- Principles and practices of records retention, record keeping and file maintenance.
- Customer service standards and protocols.

#### **Required Skill in:**

- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Coordinating the maintenance of records for all Town departments.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### DISPATCH SUPERVISOR

Department:	Marshal	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, the Dispatch Supervisor is a non-sworn supervisory position in the Marshal's Office with specific responsibilities for the operations of the Communication Center; and to perform a variety of administrative duties related to operations of telecommunications. This includes supervising E911 Dispatchers, scheduling, training, evaluating work incidents, performance evaluations, and other reports pertinent to performance, training, and discipline.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Participate in the development and implementation of goals, objectives, policies, and priorities for police communications and dispatch services. Review existing procedures and make recommendations to improve operational schedules, efficiency and effectiveness.
- Assign, schedule, supervise, evaluate, and assist in the selection of communications staff involved in dispatching and receiving emergency and routine calls for service. Assess training needs and facilitate appropriate training. Act as a liaison between the Communications Center and other Divisions within the Marshal's Office and other government agencies. I.T. liaison between CVMO, Spillman Software, and other area agencies sharing the database.
- Submit recommendations and justifications for annual budget items for the Communications Center.
- Administer the phone systems for the department, 911 systems, and I.T. upgrades within the Communications Center. Serve as the System Security Officer for the Arizona Criminal Justice Information System and Systems Administrator for the Spillman Computer Aided Dispatch and Records Management System.
- Performs other related, similar or logical duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises all personnel assigned to the Communication Center.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associates degree in communication, criminal justice, management, or closely related field; AND two years of experience in a law enforcement agency involving telecommunications and 911 systems; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System.

#### **Required Knowledge of:**

- Town and department procedures, rules, regulations, and general orders.
- Principles, practices, and procedures of emergency and routine public safety communications.
- Basic leadership and supervisory practices and techniques.
- State and federal rules and regulations regarding the operation of the Communication Center.
- Geographic features and streets within the Town of Camp Verde.
- CAD and telecommunications system methods, programs, and equipment as applied to public safety dispatching.
- Law enforcement liability and loss prevention practices.

#### **Required Skill in:**

- Planning, organizing, directing, and evaluating the effectiveness of Communication operations.
- Applying and teaching telecommunication methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of dispatchers.
- Working in multi-tasking situations.
- Providing technical assistance in the operation and maintenance of voice and radio communications, E911 systems, troubleshoot the network systems and respond to requests for assistance from system users.
- Preparing clear and concise reports and analyses.
- Communicating effectively both orally and in writing.
- Fostering and maintaining a high level of morale and discipline.

#### **Physical Demands / Work Environment:**

- Work is performed in a normal office setting with moderate noise primarily from office and radio equipment.

## Job Description



### DISPATCHER

Department:	Marshal's Office	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, responds to emergency and non-emergency calls for service, identifies and dispatches appropriate law enforcement and emergency service units, and gathers and relays critical information; follows Camp Verde Marshal's Office (CVMO) policies and procedures to assure the safety of officers and the public.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides Public Safety Dispatch services for CVMO; keeps track of a wide variety of law enforcement and emergency services resources, personnel, incidents and trends; answers incoming emergency and non-emergency calls; interviews callers and gathers details; prioritizes calls for service and determines appropriate personnel to respond; dispatches emergency responders; relays pertinent information to law enforcement officers in a concise, organized and understandable manner; maintains records and logs.
- Provides detailed call information to officers as needed; maintains status and awareness of CVMO patrol unit locations and unit's status; monitors message traffic and relays information to officers; follows all CVMO policies and procedures to assure that officer and public safety is the top priority; contacts other law enforcement and emergency services agencies for additional information and resources as needed, and relays information regarding incidents.
- Performs inquiries and criminal history checks for law enforcement personnel through Arizona Criminal Justice Information System (ACJIS); enters emergency assistance calls into the dispatch incident logs; inputs information into the ACJIS computer system; enters data for warrants, records and reports; queries system databases as requested.
- Provides information, instructions and assistance to the public within scope of authority; assists and coordinates with other emergency services personnel and outside organizations.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND one year of clerical, computer, and customer service experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, functions, operations, and services of the Camp Verde Marshal's Office.
- Equipment utilized in emergency communications including radio, computer and dispatch equipment.
- State and Federal laws and regulations governing public safety dispatch and legal records.
- Law enforcement patrol procedures and terminology.
- Principles of record keeping, case files and records management.
- Local geography, traffic patterns, and the location of all streets, landmarks and buildings.
- Federal and state laws, statutes, and Town ordinances governing law enforcement activities.

#### **Required Skill in:**

- Obtaining information from hostile or emotional citizens.
- Communicating clearly and concisely and relaying details accurately.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Remembering names, numbers and locations, and reading maps quickly and accurately.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a fast paced, high volume call center environment.

## Job Description



### DISPATCHER / EVIDENCE CLERK

Department:	<b>Marshal's Office</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, responds to emergency and non-emergency calls for service, identifies and dispatches appropriate law enforcement and emergency service units, and gathers and relays critical information; follows Camp Verde Marshal's Office (CVMO) policies and procedures to assure the safety of officers and the public; receives and processes evidence and property for the CVMO.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides Public Safety Dispatch services for CVMO; keeps track of a wide variety of law enforcement and emergency services resources, personnel, incidents and trends; answers incoming emergency and non-emergency calls; interviews callers and gathers details; prioritizes calls for service and determines appropriate personnel to respond; dispatches emergency responders; relays pertinent information to law enforcement officers in a concise, organized and understandable manner; maintains records and logs.
- Provides detailed call information to officers as needed; maintains status and awareness of CVMO patrol unit locations and unit's status; monitors message traffic and relays information to officers; follows all CVMO policies and procedures to assure that officer and public safety is the top priority; contacts other law enforcement and emergency services agencies for additional information and resources as needed, and relays information regarding incidents.
- Performs inquiries and criminal history checks for law enforcement personnel through Arizona Criminal Justice Information System (ACJIS); enters emergency assistance calls into the dispatch incident logs; inputs information into the ACJIS computer system; enters data for warrants, records and reports; queries system databases as requested.
- Provides information, instructions and assistance to the public within scope of authority; assists and coordinates with other emergency services personnel and outside organizations.
- Logs and secures evidence and property collected by CVMO Officers in accordance with State laws and office policy and procedures; documents all handling of evidence and property, and stores and tracks evidence to maintain the proper chain of custody; releases items to authorized parties, and documents return of evidence to custody; researches and tracks case dispositions for disposal and release of evidence and property; upon notification of case closure from appropriate authority, destroys or disposes of evidence and property, or returns to owner.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

None.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND one year of clerical, computer, and customer service experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, functions, operations, and services of the Camp Verde Marshal's Office.
- Equipment utilized in emergency communications including radio, computer and dispatch equipment.
- State and Federal laws and regulations governing public safety dispatch and legal records.
- Law enforcement patrol procedures and terminology.
- Principles of record keeping, case files and records management.
- Local geography, traffic patterns, and the location of all streets, landmarks and buildings.
- Basic rules for the collecting, preserving, and securing of physical evidence.
- Federal and state laws, statutes, and Town ordinances governing law enforcement activities.

#### **Required Skill in:**

- Obtaining information from hostile or emotional citizens.
- Communicating clearly and concisely and relaying details accurately.
- Handling multiple tasks simultaneously, under pressure, and in emergency and stressful situations.
- Remembering names, numbers and locations, and reading maps quickly and accurately.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Packaging and organizing numerous items of evidence in an orderly fashion for storage and retrieval.
- Interacting with people of different social, economic, and ethnic backgrounds.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a fast paced, high volume call center environment.

**Job Description**



**EQUIPMENT OPERATOR**

Department:	<b>Public Works</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, performs semi-skilled work in the operation of specialized trucks and heavy motorized equipment used for a variety of job functions in the Public Works Department; operates tools and equipment in accordance with all safety regulations and procedures.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Operates specialized trucks and motorized equipment to repair and maintain roads and roadways, in accordance with all safety regulations and procedures; operates a wide range of vehicles and motorized equipment, including large trucks, bulldozers, graders, backhoes, street sweepers, scrapers, compactors, water trucks, bucket trucks and dump trucks; performs manual labor tasks as needed.
- Constructs and paves roads and infrastructure; repairs roads, spreads asphalt, seals cracks, repairs holes and maintains roads and roadways as directed; hauls materials, and transports vehicles and equipment to job sites; grades, waters and rolls gravel; sweeps and cleans roads as necessary; maintains infrastructure, drains and culverts.
- Maintains truck log, completes required daily logs, reports and maintenance records; cleans and performs routine maintenance work on trucks and heavy equipment; identifies and reports mechanical problems requiring additional repair; utilizes proper safety precautions in all work performed; reports safety hazards, equipment problems and emergency situations.
- Controls ongoing work projects to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition; performs tasks in the interest of public safety and property protection during emergencies; performs traffic control activities as needed; reports safety hazards and traffic problems; assists in cross-training work crews in proper work methods and safety procedures.
- Performs other related duties as assigned or required.

**MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School diploma or GED equivalent, AND two year's experience operating road construction, repair and maintenance equipment; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license; Commercial Driver's license may be required.
- Flagger certification for highway work zones is required within six months of hire.

#### **Required Knowledge of:**

- Town policies and procedures.
- Traffic laws and rules for vehicle and equipment operation in construction zones.
- Operation, maintenance and repair standards for motorized equipment and vehicles.
- Town safety rules and regulations, occupational hazards and safety precautions.
- Basic tools and equipment used in construction and maintenance.

#### **Required Skill in:**

- Closely following verbal and written instructions and procedures.
- Safe and efficient operation and maintenance of tools and motorized equipment according to standard operating and safety procedures.
- Making routine operating adjustments and repairs to assigned equipment.
- Identifying mechanical problems.
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.

#### **Physical Demands / Work Environment:**

- Work is performed outdoors with exposure to hazardous equipment; requires constant physical efforts, and ability to lift and move items weighing up to seventy pounds.

## Job Description



### FINANCE CLERK

Department:	Finance	Revised Date:	September 2008
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**GENERAL PURPOSE:** Under general supervision, performs a variety of accounting and clerical tasks; records and processes accounts payable and receivable, budget, revenue, payroll, and other technical accounting transactions; work in compliance with established procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Receive and process invoices and payroll; prepare and maintain accounting records and related reports; assist in Town budget preparation and development; tracks expenditures, and monitors budget and financial variables, revenue cycle and expenditure trends.
- Verifies the accuracy of financial records; assist with resolving accounting and budget issues; understand financial policies and rules.
- Evaluate accounting documents and procedures for accuracy, completeness, and compliance with Federal, state, and Town policies and practices.
- Assist with the preparation and filing of financial reports; coordinates external financial reporting and work with external auditors.
- Performs other technical accounting activities, including general ledger, accounts payable, revenue, accounts receivable, special fund accounting, bank deposits, reconciliations, and capital assets; reviews and validates data.
- Checks documents for validity and accuracy of information; performs mathematical calculations; records, files and distributes related paperwork and technical documents.
- Maintains financial records and associated filing systems; verifies and enters payments, receipts, and other data into the computer tracking systems; codes documents, processes transactions, updates accounts, compiles documentation, and generates reports.
- Coordinates payroll activities and employee time reporting.
- Responds to requests for information; provides technical information within scope of authority; refers matters requiring policy interpretation to department head for resolution.
- Assures that all reports and paperwork are completed in a timely manner; updates, corrects, retrieves and releases information according to procedures.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's accounting and budgeting experience; OR an equivalent combination of education and experience. An Associates degree in Accounting is preferred.

#### **Required Licenses or Certifications:**

Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town organization, operations, policies and procedures.
- General accounting standards, policies, procedures and regulations.
- Applicable state and Federal rules, codes and regulations.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

#### **Required Skill in:**

- Applying accounting rules and Town policies and procedures.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting financial documents, and preparing financial reports.
- Correcting and updating financial information systems.
- Performing mathematical calculations with skill and accuracy; reviewing and verifying calculations.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### FINANCE DIRECTOR

Department:	Finance	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under limited supervision, performs complex financial management duties as the Chief Fiscal Officer, with responsibility for maintaining fiscal stability and safeguarding the assets of the Town; assures compliance to state and Federal regulations, and Town policies and procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the principal financial advisor to the Town Council and the Town Manager; provides leadership, direction and guidance in financial strategies and priorities; evaluates and analyzes financial issues and policies, and recommends and implements solutions; analyzes financial and resource information on City operations; evaluates Town's needs, and recommends financial resource requirements; reviews and monitors status reports, and recommends appropriate actions and plan modifications; prepares and presents financial status reports to Town Council, and assures effective communication of financial issues.
- Reviews Town operations and determines financial resource requirements and goals; identifies and coordinates resources required to achieve goals; interprets laws, rules, regulations and guidelines for financial procedures; establishes internal financial controls, and assures the financial activities and procedures are in compliance with all laws, policies and regulations; directs development of budget; monitors budget and financial variables, revenue cycle and expenditure trends; reviews and verifies journal entries and bank reconciliations; verifies the accuracy of financial records.
- Manages Finance Department operations; assures the quality of the financial activities, services and work products; oversees the Town's banking and investment activities; coordinates all external financial reporting and preparation of consolidated financial statements; manages the preparation and filing of all financial statements and reports; researches, organizes, compiles, summarizes and analyzes data and information for special projects and planning.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Manages Finance Department staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Finance, Accounting or Business Administration; AND five year's experience in government accounting and budgeting, including two year's supervisory experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Registration as a Certified Public Accountant with the State of Arizona is preferred and may be required.

#### **Required Knowledge of:**

- Town organization, operations, policies and procedures.
- Government Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Government Finance Officers Association (GFOA) standards, recommended practices and policies, rules and regulatory reporting requirements.
- Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to Public Sector financial management.
- Legal, ethical and professional rules of conduct for municipal finance officers.
- Public Sector accounting and budgeting principles and methods, including payroll and special fund rules and procedures.
- Record keeping and file maintenance principles and procedures.
- General ledger reconciliation procedures.
- Business and personal computers, and spreadsheet software applications.

#### **Required Skill in:**

- Reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal and state rules and regulations, and Town policies and procedures.
- Analyzing and interpreting financial documents, and preparing complex financial reports.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Maintaining interrelated financial and technical records, and identifying and reconciling errors.
- Planning, organizing, and coordinating the work of Finance Department staff.
- Operating a personal computer utilizing standard and specialized software.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining cooperative working relationships with co-workers and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### HOUSING DIRECTOR/PLANNER

Department:	Housing	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, directs the Housing Department through effective planning, staff management, and resource allocation; develops and implements plans, policies, and programs to guide the housing development and neighborhood revitalization in the Town of Camp Verde; assures compliance to state and Federal regulations, and Town policies, procedures and goals.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, and directs the Housing Department operations; serves as the principal advisor to the Town on housing, neighborhood revitalization, and affordable housing issues; develops and directs plans and policies to meet Town goals and objectives; identifies problems, interprets concerns, defines desired results, and develops solutions; determines scope and priorities of programs and special projects.
- Represents the Housing Department to other Town departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and regulations; coordinates strategies to integrate services with other programs, departments and agencies; assures the integrity of the Housing Department work products, processes and procedures; monitors technical documents for accuracy, completeness, and compliance with Federal, state, and Town policies and practices; reviews status reports, and recommends appropriate actions.
- Reviews and approves applications, agreements, plans and reports of Housing and neighborhood revitalization activities; manages the collection, analysis and reporting of administrative and operational data; assures effective communication of Housing issues; coordinates with citizens' groups, advisory boards and commissions; develops cooperative professional relationships with local developers, realtors and contractors; serves as the responsible staff contact for the Housing Commission.
- Responds to questions from residents and provides information and customer service; investigates and resolves inquiries and complaints, enforces rules and regulations, and explains Community Development Department policies, codes, standards and procedures; monitors and reviews trends in planning and development programs, and recommends operational and policy improvements; assures that appropriate services are provided.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises staff.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field; AND five year's experience in housing and neighborhood revitalization program management; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Housing Department.
- Principles of land use planning and urban design.
- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Techniques and practices for efficient and cost effective management of allocated resources.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Assessing Town needs and developing and promoting effective solutions.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### HUMAN RESOURCES SPECIALIST / ADMINISTRATIVE ASSISTANT

Department:	Town Marshal	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, assists with Human Resources functions, and performs administrative and office support functions of a highly responsible nature in relieving the Department Director and other staff of administrative and technical activities and customer service duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Creates, maintains and updates confidential employee personnel files and records; compiles administrative and technical data for personnel reports on compensation and benefits; prepares and processes personnel documents; reviews and processes personnel action forms; enters personnel data into electronic and manual filing systems; reviews entries for accuracy and correctness.
- Coordinates the recruitment process; posts job openings; monitors hiring process to assure adherence to personnel policies; coordinates interview process, including coordination with department managers, completing background inquiries, and generating correspondence; answers inquiries and assists the employees as needed; provides information on Human Resources policies and issues within scope of authority.
- Oversees Town Marshal's Department administrative workflow; applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Department Director and staff of routine administrative detail; applies judgment to resolving problems, analyzing data and making decisions.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Department; creates, edits and processes technical documents and other communications; maintains department files and database; collects and compiles statistical data; updates manual and computer records and tracking systems; creates reports; coordinates special projects and assignments.
- Maintains payroll, technical and administrative files; provides advice and assistance to Department staff on compliance with laws, rules and regulations; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains departmental calendars and schedules for Department staff; coordinates and arranges department meetings.
- Maintains absolute confidentiality of all work-related matters, personnel records and information.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

None.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's office support and computer experience, including one year of Law Enforcement and Human Resources records experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, functions, operations, and services of the Camp Verde Marshal's Office.
- Federal, State and Town rules, regulations and ordinances governing public and legal records.
- Office administration processes and procedures, including accounting, payroll and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Interpreting and applying Town policies, and state and Federal laws.
- Assessing and prioritizing multiple tasks, projects and demands.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### JANITOR

Department:	Various	Revised Date:	September 2008
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**GENERAL PURPOSE:** Under close supervision, performs custodial and janitorial work for various Town of Camp Verde buildings; operates tools and equipment in accordance with all safety regulations and procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of manual labor and semi-skilled equipment operation in order to maintain the hygiene and sanitation of all building interiors; duties will include, but are not limited to cleaning, dusting, mopping, window cleaning, and trash collection; cleaning restrooms, replace and maintain soap and paper supplies; sweeping, mopping, and vacuuming floors; report all needed repairs and safety hazards to direct supervisor.
- Operates and maintains a variety of tools and specialized equipment; cleans and maintains assigned tools and equipment.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma or GED equivalent; OR any combination of education or experience that provides the knowledge and skills necessary to carry out the duties of the job.

##### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

## **Job Description**

### **Required Knowledge of:**

- Town policies and procedures.
- Basic tools and equipment used in custodial and janitorial work.
- Occupational hazards and safety precautions.

### **Required Skill in:**

- Closely following verbal and written instructions and procedures.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.

### **Physical Demands / Work Environment:**

- Work is performed indoors and outdoors; requires constant physical efforts in performing custodial and janitorial projects, and ability to lift and move items weighing up to fifty pounds.

## Job Description



### LABORER

Department:	Various	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under close supervision, performs manual labor and unskilled work for a wide variety of job functions in various Town of Camp Verde departments; operates tools and equipment in accordance with all safety regulations and procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of manual labor and semi-skilled equipment operation in order to maintain streets, roadway, infrastructure, parks, grounds and facilities as assigned; duties will vary according to job assignment and individual skills; performs maintenance and repairs within scope of authority, and in accordance with all safety regulations and procedures; reports safety hazards, equipment problems and emergency situations; responds to emergencies as needed.
- Operates and maintains a variety of tools and specialized equipment; cleans and maintains assigned tools and equipment; assists in the construction, repair and maintenance of parks, streets and roadways; prepares surfaces for paving; loads and unloads trucks; excavates and fills trenches and ditches; clears trash and debris from roadways, infrastructure and grounds.
- Learns a variety of construction and maintenance work procedures.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

No specific educational and experience requirements; High School Diploma or GED equivalent, and one year of experience in general maintenance work is preferred.

##### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

## **Job Description**

### **Required Knowledge of:**

- Town policies and procedures.
- Basic tools and equipment used in construction and maintenance.
- Occupational hazards and safety precautions.

### **Required Skill in:**

- Closely following verbal and written instructions and procedures.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.

### **Physical Demands / Work Environment:**

- Work is performed outdoors; requires constant physical efforts in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy pounds.

**Job Description**



**LEAD MAINTENANCE WORKER**

Department:	<b>Parks &amp; Recreation</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, leads a work crew performing semiskilled general labor work in cleaning and maintenance of Town parks, park facilities, buildings, grounds, and other areas, in accordance with all safety regulations and procedures.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Acts as a lead worker to a crew of Town Maintenance Workers, including scheduling and training employees, and assigning daily work activities; tracks and reports work hours of assigned staff and special work details; inspects park grounds, facilities and buildings for maintenance priorities, damage, hazards and vandalism; reviews the work of staff to verify the work quality and timely accomplishment of assigned duties and responsibilities.
- Coordinates the application of pesticides, herbicides and fertilizers, and oversees work to assure the safe and effective application of materials; monitors work sites to verify that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition; supervises setup and teardown and other tasks for special City events as directed; recognizes and reports unsafe acts, conditions, accidents and injuries.
- Performs a variety of semi-skilled maintenance tasks, including landscaping, plumbing, mechanical, swimming pool and irrigation systems, locks, and basic electrical and wiring work; maintains parks, grounds, lawns, playgrounds, sports fields and landscaped areas at Town buildings; operates specialized equipment in accordance with all safety regulations and procedures; performs repairs, preventive maintenance and component replacement on plumbing, electrical, security, and mechanical systems; repairs building interior and external components as directed.
- Oversees the maintenance and repair of irrigation systems, sprinklers, lawns, sports fields, pools, landscaping and other park facilities; sweeps and cleans Town facilities and adjacent areas; performs routine maintenance on playground and swimming pool equipment; performs minor repairs to grounds maintenance equipment; performs routine park facility and building maintenance duties, and makes minor facilities repairs.
- Operates a variety of trucks and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair; responds as directed to assist with emergency operations and maintenance work.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Assigns daily work and provides work direction and training to maintenance staff and work details.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND three year's general maintenance experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license; Commercial Driver's license may be required.
- Some incumbents may be required to obtain specific technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Department.
- Tools and equipment used in building and grounds maintenance.
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Maintenance and repair techniques for irrigation systems and landscaping equipment.
- Federal and state safety rules and regulations.
- Occupational hazards and safety precautions.

#### **Required Skill in:**

- Assigning and scheduling work, and overseeing a work crew.
- Working independently to complete daily activities according to work schedule.
- Assessing and prioritizing multiple tasks, projects and demands.
- Safe and efficient operation and maintenance of equipment according to standard operating and safety procedures.
- Troubleshooting repairs on pool equipment and irrigation systems.
- Safe use of chemicals, pesticides, herbicides and cleaning compounds.
- Promoting and enforcing safe work practices.
- Interpreting and applying verbal and written instructions and procedures.

#### **Physical Demands / Work Environment:**

- Work is performed indoors and outdoors; requires moderate physical work in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy pounds.

## Job Description



### LIBRARY CLERK

Department:	Library	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, provides basic clerical support, and assists in the provision of library materials and customer services at the Camp Verde Community Library.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists customers in a courteous and respectful manner within scope of training, and responds to requests for information within the scope of authority.
- Assists patrons with computer usage and reference questions; maintains the condition of the library shelves; shelves all returned materials according to standard procedures; checks the library stacks to make sure they are in proper order; straightens books on the shelves; picks up and re-shelves loose books in the library; picks up and disposes of debris, straightens furniture and furnishings, and maintains the neat and orderly appearance of the Library.
- Checks library materials in and out, processes old and damaged materials, and updates records; performs basic clerical, bookkeeping and administrative office duties; assists with opening and closing of the library; cross-trains in other Library duties as needed.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High school diploma or GED equivalent; AND one year of customer service and computer work experience; OR an equivalent combination of education and experience.

##### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

## **Job Description**

### **Required Knowledge of:**

- Town policies and procedures.
- Basic computer applications including word processing and data entry.
- Basic record keeping practices.
- Customer service standards and protocols.

### **Required Skill in:**

- Filing library materials alphabetically and numerically.
- Dealing tactfully and courteously with the public.
- Closely following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.

## Job Description



### LIBRARY DIRECTOR

Department:	Library	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs administrative work in planning, directing, and coordinating the operations of the Camp Verde Community Library. The Director will assist in or assume the responsibilities for the day-to-day operation of the library.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans and coordinates library operations; develops policies and procedures; implements library programs; formulates library goals, objectives, and priorities; recommend and organize library resources to meet library goals and objectives; study library systems for effectiveness and recommend changes as needed; works in cooperation with the Camp Verde Library Advisory Commission, the Yavapai County Library District, and other local government resources.
- Develops, coordinates, and promotes literacy programs, events and services to meet the educational, informational and recreational needs of the community; organizes, supervises and implements library programs, including literacy, and reading programs; conducts community outreach programs to promote literacy; serves as library spokesperson.
- Oversees collection development; reviews various sources and lists of library books and materials available, evaluates options, selects materials to meet the needs of the community, and purchases additions to the collection; reviews and evaluates current collection and recommends the removal of books and other resources that are no longer appropriate for the collection; develops program policies, goals and objectives; supervises and monitors expenditures and budget throughout the fiscal year.
- Develops library programs and services to meet the needs of the community; speaks to community groups and schools, and develops marketing materials to promote the Town Library and programs; compiles data for statistical and analytical reports of program activities, services and events; supervises, trains and coordinates the work of volunteers and staff; maintains expertise in field of service through participation in applicable educational opportunities.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions; performs professional library reference and research services using specialized bibliographic databases, Internet services and Inter-library loan resources; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff and volunteers.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Masters Degree in Library Science; AND ten year's professional experience as a Librarian; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Principles and practices of public library administration.
- Methods and procedures for developing and maintaining library collections.
- Library operations, customer service procedures and research techniques.
- Library classification, cataloging, and acquisition protocols.
- Techniques and protocols for researching a wide variety of online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Basic leadership and supervisory practices and techniques.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.

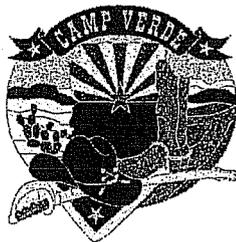
#### **Required Skill in:**

- Developing, coordinating and supervising library programs and activities.
- Resolving personnel and organizational problems.
- Reviewing and evaluating work of subordinate staff to ensure the achievement of library objectives and standards.
- Assessing community needs and developing recommendations for library collection enhancements.
- Promoting community support for literacy and library programs.
- Utilizing and maintaining automated library systems and computer equipment.
- Prioritizing multiple tasks, projects and demands.
- Dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.

**Job Description**



**LIBRARY SPECIALIST**

Department:	Library	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, provides experienced clerical and technical support in the provision of library materials and customer services with responsibility for catalog maintenance, interlibrary loans, and technical functions using automated library system.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs interlibrary loan functions; searches, identifies, and retrieves materials requested by patrons, and materials requested by other libraries; searches online database to find and request materials; manages delivery of books and materials, and maintains transactional statistics; prints and processes overdue notices, and ships books and media.
- Orders, receives and catalogues books and other media and materials to national standards, using Machine Readable Cataloging (MARC) software and cataloging systems to enter information into computer system; researches, identifies and resolves problems with cataloged records and processed materials; prepares library materials for circulation and applies barcodes, security strips, spine labels, genre labels, and covers; orders new books and other materials as directed; withdraws lost and damaged items from inventory and corrects file records; makes minor repairs to library materials.
- Uses knowledge of Library collection and research tools to provide experienced customer service functions in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority; performs technical support activities for library computer systems as directed; explains library services, policies and procedures; maintains records, archives and files; gathers and compiles data for ongoing library records and reports.
- Assists patrons with computer usage and reference questions; searches files and indexes to assist customers with complex research; checks library materials in and out, processes old and damaged materials, and updates records; assists with administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Assist in the review and evaluation of Library catalog and periodicals subscriptions; represents the Library at regional advisory committee meetings.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Provides direction and training to junior staff and volunteers.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND three year's experience as a Library Clerk; OR an equivalent combination of education and experience. Associate's degree in Library Science or Computer Technology is desirable.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library operations, customer service procedures and research techniques.
- Dewey Decimal System of classification and standard library cataloging conventions.
- Techniques and protocols for researching online bibliographic databases.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service standards and protocols.

#### **Required Skill in:**

- Utilizing and maintaining automated library systems and computer equipment.
- Working with several disparate computer database systems.
- Recognizing and resolving conflicts in library data entry.
- Performing clerical library support functions.
- Organizing workload to keep pace with flow of library materials.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.

## Job Description



### LIEUTENANT

Department:	<b>Marshal</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under direction of the Town Marshal, serves as the commanding officer of one or more divisions within the police department.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the planning, coordination, and evaluation of law enforcement personnel and operations; implement and train subordinates in the policies, regulations, and general orders of the Marshal's Office; directly supervises the sergeants, civilian supervisors, and officers/deputies assigned to their division and indirectly supervises the entire department; regularly inspects functions within their command for compliance and quality control.
- Trains and develops departmental personnel; maintains departmental discipline and the conduct and general behavior of assigned personnel; conducts periodic performance evaluations and planning sessions for assigned personnel; counsels personnel on job performance and disciplinary matters; conducts internal affairs investigations of departmental personnel.
- Prepares and submits periodic reports to the Marshal regarding department activities and prepares a variety of other reports as appropriate; supervises the investigation of suspected crimes; takes command of major events and disasters.
- Participates in a variety of meetings with staff to discuss/resolve issues, concerns, complaints, and problems; consults with Town Marshal in the development of overall goals and objectives; promotes, develops, and implements crime prevention programs and other community based programs.
- Performs other related, similar or logical duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises first-line supervisors and other assigned law enforcement personnel.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in criminal justice, management, or a closely related field; AND five years experience in police work with at least three years in a supervisory capacity; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification

#### **Required Knowledge of:**

- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The standards by which "quality police service" is measured.
- The geography, addresses and building locations within and surrounding Camp Verde.
- The equipment used in law enforcement including weaponry, communications and vehicles.
- Town and Department procedures, rules, regulations, and general orders.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Law enforcement liability and loss prevention practices.

#### **Required Skill in:**

- Planning, organizing, directing, and evaluation of police department programs.
- Establishing and maintaining effective relationships with school system officials, other law enforcement agencies, general public, Town officials and Town staff.
- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of law enforcement officers.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Evaluating the work of subordinate staff to ensure achievement of departmental objectives and standards
- Communicating effectively both orally and in writing.
- Fostering and maintaining a high level of morale and discipline.

#### **Physical Demands / Work Environment:**

- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.

## Job Description



### MAINTENANCE FOREMAN

Department:	<b>Parks &amp; Recreation</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, schedules, organizes and supervises the staff and operations of the maintenance work crews; supervises maintenance and repair of Town parks, facilities, buildings, grounds, and other areas; assures that all safety regulations and procedures are followed.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Schedules, coordinates and supervises the maintenance of parks, recreation centers, and municipal facilities, including maintenance, repairs and improvements; inspects parks, facilities and equipment; evaluates maintenance and repair issues, and recommends and implements solutions to provide safe and clean parks and facilities.
- Coordinates the daily activities of maintenance work crews; assigns projects, staff, vehicles and equipment; reviews the work of staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; assures that maintenance activities are in compliance with all laws, regulations, policies and safety standards; meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
- Supervises maintenance and repair operations and resource allocations; prioritizes projects and inspects jobsites to assure quality work products and effective use of resources; schedules the application of pesticides, herbicides and fertilizers, and oversees work to assure the safe and effective application of materials; supervises special projects; identifies problem areas and implements solutions; orders and stages materials, supplies and equipment for special projects and assures projects meet goals and standards.
- Performs a variety of administrative activities including records management, employee scheduling, payroll reporting, and work activity reports; maintains inventories and assures that adequate materials, supplies, and tools are available; reports and resolves safety conditions and security issues; processes and responds to work requests and complaints.
- Monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition; supervises setup and teardown and other tasks for special City events as directed; recognizes and reports unsafe acts, conditions, accidents and injuries; operates a variety of trucks and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems and coordinates repairs.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND three year's building and grounds maintenance experience, preferably with the Town of Camp Verde; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license; Commercial Driver's license may be required.
- Incumbent may be required to obtain specific technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Department.
- Tools and equipment used in building and grounds maintenance.
- Federal and state safety rules and regulations.
- Proper use and storage of chemicals, including OSHA Material Safety Data Sheets (MSDS) for hazardous chemicals used in the workplace.
- Occupational hazards and safety precautions.

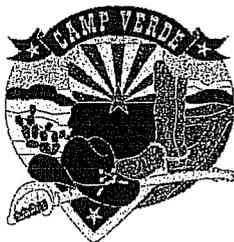
#### **Required Skill in:**

- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Assessing and prioritizing multiple tasks, projects and demands.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Troubleshooting repairs on pool equipment and irrigation systems.
- Safe use of chemicals and cleaning compounds.
- Promoting and enforcing safe work practices.
- Establishing and maintaining cooperative working relationships with co-workers.
- Operating a personal computer utilizing standard office software.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed indoors and outdoors at Town facilities and parks; required to perform moderate physical work, and lift and carry up to 25 pounds.

**Job Description**



**MAINTENANCE WORKER**

Department:	Parks & Recreation	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs semiskilled general labor work in cleaning and maintenance of Town parks, park facilities, buildings, grounds, and other areas, in accordance with all safety regulations and procedures.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs a variety of semi-skilled maintenance tasks, including grounds keeping, plumbing, mechanical, swimming pool and irrigation systems, locks, and basic electrical and wiring work; inspects park grounds and structures for damage, hazards and vandalism; performs basic parks and grounds maintenance duties and makes repairs as needed to maintain the appearance of Town property; follows all safety rules and regulations to minimize risk of accidents; works on assigned projects, and makes appropriate decisions based on work experience; duties will vary according to job assignment and individual skills.
- Maintains parks, grounds, lawns, playgrounds, sports fields and landscaped areas at Town buildings; cleans up trash and debris; prunes and trims trees and shrubs; inspects landscaped areas; loads and hauls materials; operates specialized equipment in accordance with all safety regulations and procedures; performs repairs, preventive maintenance and component replacement on plumbing, electrical, security, and mechanical systems; repairs building interior and external components as directed.
- Assists in the maintenance and repair of irrigation systems, sprinklers, lawns, sports fields, pools, landscaping and other park facilities; sweeps and cleans Town facilities and adjacent areas; performs routine maintenance on playground and swimming pool equipment; performs minor repairs to grounds maintenance equipment; performs routine park facility and building maintenance duties, and makes minor facilities repairs.
- Operates a variety of trucks and equipment in accordance with all safety regulations and procedures; identifies and reports mechanical problems requiring additional repair; recognizes, avoids, and reports unsafe acts, conditions, accidents and injuries; responds as directed to assist with emergency operations and maintenance work; performs setup and teardown and other tasks for special events as directed.
- Performs other related duties as assigned or required.

**MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND one year of general maintenance experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license; Commercial Driver's license may be required.
- Some incumbents may be required to obtain specific technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Department.
- Tools and equipment used in building and grounds maintenance.
- Federal and state safety rules and regulations.
- Occupational hazards and safety precautions.

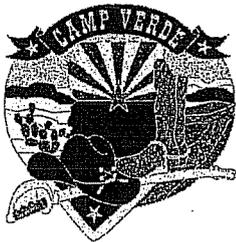
#### **Required Skill in:**

- Working independently to complete daily activities according to work schedule.
- Operating and maintaining tools and equipment in a safe and effective manner.
- Troubleshooting repairs on pool equipment and irrigation systems.
- Safe use of chemicals and cleaning compounds.
- Following and maintaining safety standards.
- Interpreting and applying verbal and written instructions and procedures.

#### **Physical Demands / Work Environment:**

- Work is performed indoors and outdoors; requires constant physical efforts in performing maintenance and repair projects, and ability to lift and move items weighing up to seventy pounds.

## Job Description



## TOWN MARSHAL

Department:	Marshal	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under administrative direction, serves the community in a partnership relationship to protect life and property, prevent crimes, and investigate and apprehend persons who commit crimes. Performs highly professional management, administrative, and supervisory duties in directing all operations and law enforcement activities. Develops short-term and long-range plans and service objectives. Serves as the primary Town authority on matters pertaining to law enforcement programs.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, organizes, leads, controls, and evaluates law enforcement personnel and operations; develops policies, regulations, procedures, and general orders for the department; directly supervises command staff and indirectly supervises the entire department; responsible for the selection, training, and development of department personnel; sets standards for rewarding good performance and maintaining departmental discipline and conduct of department staff.
- Supervises and directs the investigation of citizen complaints and internal affairs investigations; frequently meets and interfaces with Town officials, other law enforcement officials, community and business representatives and the general public; attends meetings to keep abreast of current events and to represent the department at local, county, state and other meetings; prepares and presents the annual budget for the Marshal's Office.
- Supervises and monitors the department budget throughout the fiscal year; evaluates the activities of the marshal's office to achieve the mission of the department in an efficient and cost effective manner; participates in complex criminal and other investigations, assumes direct command in major emergency situations.
- Participates in a variety of meetings with staff of other Town departments to discuss/resolve issues, concerns, complaints, and problems; consults with top level Town officials in the development of overall policies and procedures; directs supervises and evaluates maintenance of criminal and operational records for compliance with all applicable local, state, and federal regulations.
- Consults with other public safety officials in determining overall plans and policies to be followed in conducting police operations; attends and participates in public functions for the purpose of promoting crime prevention, law enforcement, and improving community/police relations. Actively promotes and implements Community-Based Policing.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises Police Command Staff and indirectly supervises all law enforcement personnel.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in criminal justice, management, or a closely related field; AND ten years of progressively responsible law enforcement experience that demonstrates expertise in all facets of police administration, at least five full time years as a senior command level official in a law enforcement agency. Preferred Master's degree with appropriate emphasis.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification

#### **Required Knowledge of:**

- Principles, methods, and practices of effective police administration.
- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- Standards by which "quality police service" is measured.
- Geography, addresses and building locations within and surrounding Camp Verde.
- Equipment used in law enforcement including weaponry, communications and vehicles.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Local, county, state, and federal laws, statutes, regulations, codes and ordinances.
- Police operations principles, practices and methods including investigations, surveillance, intelligence, court procedures, crime prevention, community-oriented policing.

#### **Required Skill in:**

- Directing, conducting, and supervising criminal investigation programs.
- Application and teaching of police methods, practices, and techniques.
- Use of police weaponry.
- Resolving personnel and organizational problems.
- Reviewing and evaluating work of subordinate staff to ensure achievement of departmental objectives and standards.
- Evaluating operations and programs to determine if they meet the community's needs.
- Communicating effectively orally and in writing both with small and large groups.
- Establish and maintain effective relationships with officials and the general public, as well as to command and hold the respect of subordinates.
- Fostering and maintaining a high level of morale and discipline.

#### **Physical Demands / Work Environment:**

- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.

## Job Description



### PARKS & RECREATION DIRECTOR

Department:	Parks & Recreation	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, directs the Parks & Recreation Department through effective planning, staff management, and resource allocation; develops and implements plans to provide the Town of Camp Verde with safe and appropriate recreation programs and park facilities.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, and directs Parks & Recreation Department operations including park facilities, recreation programs and maintenance services; serves as the principal advisor to the Town on Parks & Recreation issues; develops and implements plans and policies to meet Town goals and objectives; identifies problems, interprets concerns, defines desired results, and develops solutions; determines priorities for programs and special projects.
- Monitors Parks & Recreation Department operations and evaluates programs, services, and activities to assure they are meeting the needs of the community; plans and schedules recreational and social programs and events; develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, and goals.
- Develops and monitors department budget; prepares special and recurring reports; monitors program costs and revenue; prepares reports of department activities, operations and financial data; reviews and approves purchase requests; prepares Requests for Proposals as needed, and manages bidding process and project completion; researches and identifies grant opportunities that meet Town needs and are consistent with department plans; manages grant projects according to procedures.
- Represents the Parks & Recreation Department to other Town departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and regulations; coordinates plans to integrate services with other programs, departments and agencies; coordinates with citizens' groups, advisory boards and commissions;
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises managers and staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Recreation, Business or Public Administration; AND five year's parks and recreation program experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Department.
- Laws, ordinances, policies, rules and regulations governing the conduct and safety of municipal parks, recreational facilities, programs and equipment.
- Legal liabilities and responsibilities for recreation services staff.
- Local community resources and state and regional community services programs.
- Research methods for grant funded programs, and grant and project management procedures.
- Techniques and practices for efficient and cost effective management of allocated resources.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Analyzing Parks & Recreation issues, evaluating alternatives, and making logical recommendations based on findings.
- Interpreting and applying department standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Assessing community needs and developing recreation programs to meet needs and requests.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Promoting and enforcing safe work practices.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### PERMIT TECHNICIAN

Department:	<b>Community Development</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, provides information and assistance to the general public, processes permit applications, and performs administrative support functions for the Community Development Department.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides Department information and customer service; answers questions as first point of contact for customers; responds to customer questions on zoning, building, land use, permit readiness, project fees and other issues; explains policies, codes, standards, and procedures; answers questions on land use and planning issues within scope of authority and training.
- Reviews and accepts development plans and permit applications; reviews applications for completeness, calculates and collects applicable fees, and forwards applications to appropriate staff for review; assists Community Development Department staff; provides administrative support services as needed, including receptionist functions; researches issues as requested; processes documents and maintains permit records, files and activity log.
- Creates, updates and tracks a variety of electronic and paper files, records, applications, reports, and technical documents; enters department and customer information and other data into Town computer systems; accesses and locates information for customers, staff, authorized agencies and others; notifies other agencies and departments as needed; compiles operational information for regular activity reports; tracks permit activity and monitors expiration dates.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's office support and computer experience, preferably in a government office; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Permit Technician certification is required within one year.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Applicable Federal, state, and Town codes, laws, statutes, and ordinances.
- Geography, roads, and landmarks of Town and surrounding areas.
- Office administration processes and procedures.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.
- Business and personal computers, and specialized software applications.

#### **Required Skill in:**

- Explaining rules and regulations, and Town codes, policies and procedures.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### PUBLIC WORKS DIRECTOR / TOWN ENGINEER

Department:	<b>Public Works</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, directs the Public Works Department through effective planning, staff management, and resource allocation; assures the effective completion of Public Works projects, and compliance with state and Federal regulations, and Town policies and goals.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Plans, coordinates, and directs Public Works Department operations including streets, storm water systems, drainage, traffic control, and engineering; serves as the principal advisor to the Town on Public Works programs and technical issues; develops and directs plans and policies to meet Town goals and objectives; identifies problems, interprets concerns, defines desired results, and develops solutions; determines scope and priorities of programs and special projects; develops and manages construction projects and contracts.
- Monitors department operations and evaluates programs and services to assure they are meeting the needs of the community; evaluates and analyzes issues, and recommends and implements solutions; interprets and explains Federal and state rules and regulations; develops, evaluates and implements department goals, objectives, policies and procedures; assures departmental activities are in compliance with all laws, policies, regulations, and goals.
- Evaluates local transportation system and regional transportation issues; develops and updates transportation plans, and assures effective communication and coordination of transportation planning issues and strategies with other departments and regional organizations.
- Represents the Public Works Department to other Town departments, elected officials and outside agencies; interprets and explains policies, procedures, rules and regulations; coordinates strategies to integrate services with other programs, departments and agencies; assures the integrity of the Public Works work products, processes and procedures; reviews technical documents for accuracy, completeness, and compliance with standards and practices; reviews status reports, and recommends appropriate actions.
- Reviews and approves contracts, agreements, plans and reports; manages the collection, analysis and reporting of operational data; assures effective communication of Public Works issues; monitors and reviews trends in regional civil engineering programs, and recommends operational and policy improvements; assures that appropriate services are provided.
- Directs the activities of the Department staff; plans, prioritizes and assigns tasks and projects; monitors work, develops staff skills, and evaluates performance; meets regularly with staff to discuss and resolve workload and technical issues; develops goals and priorities.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises managers and staff.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in Engineering, and seven year's work experience in civil engineering and project management, preferably in the public sector; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Registration as a Civil Engineer by the Arizona State Board of Technical Registration is required.

#### **Required Knowledge of:**

- Town policies and procedures.
- Fundamentals of civil engineering, mathematics and physics.
- Principles of design, construction and maintenance of public works projects.
- Methods, materials and equipment used in public works construction, maintenance and repair.
- Principles and practices of government project management and contract compliance.
- Federal and state codes and regulations governing public works infrastructure.
- Principles and practices of administrative management, including personnel rules, cost accounting, budgeting, procurement, contract management, and employee supervision.
- Principles, practices and procedures of transportation and mass transit planning.

#### **Required Skill in:**

- Analyzing issues, evaluating alternatives, and making logical recommendations based on findings.
- Using initiative and independent judgment within established procedural guidelines.
- Interpreting and applying engineering standards and Federal and state regulations and procedures.
- Developing and implementing procedures for cost effective management of allocated resources.
- Analyzing and evaluating technical engineering data and construction documentation.
- Checking designs, details, estimates, plans, and specifications of engineering projects.
- Interpreting technical instructions and analyzing complex variables.
- Reviewing and verifying mathematical calculations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with City employees, officials, and representatives from other local, state and Federal agencies.
- Effectively supervising and leading staff, and delegating tasks and authority.
- Assessing Town needs and developing and promoting effective solutions.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment, and outdoors at Public Works job sites.

**Job Description**



**RECEPTIONIST**

Department:	Various	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs front desk reception and administrative support functions by answering telephone calls, greeting and directing visitors, and providing customer services for the general public.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides customer service, information and assistance to visitors and others having business with the Town; assists visitors in a courteous and respectful manner within scope of training, and responds to requests for information within the scope of authority.
- Answers incoming telephone calls and directs the caller to the correct person or work group, or takes and relays messages as appropriate; performs basic clerical duties, including data entry, record keeping, preparing and processing various documents, basic bookkeeping, and maintaining files; coordinates and schedules meetings and appointments as requested; performs a variety of standard administrative office duties as required.
- Provides information on Town policies and regulations; assists visitors with completing government forms and other Town documents and applications; coordinates special events, including ordering food and supplies, and coordinating special set-up and tear down of meeting rooms and facilities.
- Maintains inventory of office supplies and re-orders as needed; processes incoming and outgoing mail; may draft and type correspondence, and prepare mailing lists, labels, posters, and flyers; cross-trains in other clerical duties as needed.
- Maintains absolute confidentiality of work-related issues, records and Town information; refers matters requiring policy interpretation to supervisor for resolution.
- Performs other related duties as assigned or required.

**MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND one year of general work experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Basic computer applications including word processing and data entry.
- Basic record keeping practices.
- Customer service standards and protocols.

#### **Required Skill in:**

- Providing effective customer service, and dealing tactfully and courteously with the public.
- Closely following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### RECORDS CLERK

Department:	<b>Marshal's Office</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, process and maintain criminal records information and performs a wide variety of general and confidential duties as required by the marshal's office. Receive, process, and distribute information to various agencies, organizations, and the public. Processes civil case subpoenas, civil traffic and accident reports. Maintains and ensures quality control of files daily entry, and assists supervisors and other staff as required.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to requests from the public and law enforcement/criminal justice community by determining the requestor's right to information, accessing one or more databases and/or manual systems, interpreting responses, pulling files, determining the status of the case, redacting information, copying files, collecting fees and logging requests, processing information in accordance with current laws, within time constraints, and ensuring correct processing to avoid civil and criminal liability to the department and the Town of Camp Verde.
- Processes paperwork completed by deputies and detectives by reviewing for correct classification as established by federal guidelines, copying and distributing to criminal investigative unit, prosecuting agencies, and other agencies, determining case status according to local, state, and federal guidelines.
- Indexes information from police reports into manual and automated systems by ensuring completeness and accuracy of the information, compares new entries with existing records, conducts research as necessary, and consolidates files.
- Performs related duties by processing subpoenas, performing quality control on collision reports to ensure compliance with state and federal guidelines, and assists in training and cross training of personnel.
- Performs related duties to telephone and lobby assistance for the department by assisting other agencies, organizations and the general public in their requests.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

None

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school or GED equivalent; AND two years clerical, keyboard experience, and/or customer service experience; OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System

#### **Required Knowledge of:**

- Town and department policies and procedures.
- Modern office filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Marshal's Office and the Town of Camp Verde.
- Public records statutes and confidentiality requirements of police records and information.

#### **Required Skill in:**

- Coding and accurately entering data and information into police records systems.
- Retrieving and running a variety of reports from the records system.
- Establishing and maintaining effective working relationships with law enforcement personnel, agents of the Court, and the public.
- Understanding and following complex and detailed written and oral instructions.
- Operating a variety of office equipment including computer terminals, typewriters, telephones, fax machines, and copiers.
- Meeting attendance requirements.
- Using judgment in releasing police information with due regard for right to privacy of victims, need for confidentiality while a crime is being investigated, and the public right to access public records.

#### **Physical Demands / Work Environment:**

- Work is performed in normal office setting. Noise level is moderate, primarily from office machines.

## Job Description



### RECORDS SPECIALIST

Department:	Marshal's Office	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs supervisory and clerical duties in establishing and maintaining the records and records systems of the Marshal's Office.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and supervises police records including verifying ACJIS warrant and property entries, coordinating with the Court on warrant entries; handles and supervises the release of information to a variety of agencies, to businesses and to the public; performs records checks for other agencies, responds to subpoenas for police records as the records custodian.
- Transcribes as needed for internal investigations; takes fingerprints; compiles and distributes a variety of police department reports on a monthly, quarterly, and annual basis; transcribes correspondence and memos dealing with employee issues and department expenditures; attends and provides information needed for meetings.
- Supervises Records clerks, coordinates their time off, checks computer entries and monthly officer case reports; compiles a variety of data for administrative and operational/budgetary reports; performs a variety of office support tasks including copying, faxing, filing, and updating manuals; answer questions and provide information regarding general police operations, and policies and procedures.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises police records support personnel.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school or GED equivalent; AND five years full time employment in office dealing with volume records, at least two years specifically dealing with police records: OR any combination of education, training, and experience to provide the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license, and a clear criminal record.
- Must obtain Terminal Operator Certification for access to Arizona Criminal Justice Information System

#### **Required Knowledge of:**

- Town and department policies and procedures.
- Principles and practices of office supervision.
- Modern police filing procedures.
- Streets, buildings, and geography of the Town of Camp Verde.
- Functions, operations, and services of the Marshal's Office and the Town of Camp Verde.
- State statutes and Town ordinances concerning public records, effective administration and individual rights of privacy.

#### **Required Skill in:**

- Operating office equipment including personal computers, ACJIS terminal, two-way radio, typewriter, and 10-key adding machine.
- Using judgment in releasing police information with due regard for right to privacy of victims, need for confidentiality while a crime is being investigated, and the public right to access public records.
- Speaking clearly and in communicating effectively orally and in writing.
- Establishing, updating, and maintaining file systems.
- Meeting attendance schedule with dependability and consistency.
- Communicating clearly and concisely and relaying details accurately.

#### **Physical Demands / Work Environment:**

- Work is performed in normal office setting. Noise level is moderate, primarily from office machines.

## Job Description



### RECREATION SUPERVISOR

Department:	<b>Parks &amp; Recreation</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, supervises and coordinates recreation programs and activities for the Town of Camp Verde Parks & Recreation Department.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates and plans recreation programs for the Parks & Recreation Department; programs include special adult's and children's programs, recreation and skills classes, special events, community activities, and sports programs; plans, organizes, promotes and evaluates special events, community activities, and special programs suited to the needs of the community; monitors participation in Town's recreation programs, tracks services provided, monitors results, and recommends program changes.
- Trains and coordinates the work of volunteers and part-time staff; monitors activities to assure that staff maintain clean and safe recreation venues and events, and adhere to policies and procedures for efficient and safe operations; develops event schedules; supervises program participants, and enforces rules, regulations and safety precautions at recreation facilities and outdoor venues; maintains discipline, monitors behavior and resolves issues; monitors program activities, and assists participants in recreation activities and special programs; reports and resolves complaints, requests, safety conditions, security issues and illegal activities.
- Sets up and takes down equipment and prepares venue for activities and events; supervises and coaches participants; maintains equipment and facilities in clean and safe condition; communicates with general public, community resource agencies, and other organizations in order to coordinate and promote program activities; manages and coordinates special projects and special events as directed.
- Supervises the use and maintenance of recreation facilities, equipment and materials; inspects facilities and grounds, and identifies conditions needing repair or maintenance; maintains administrative records.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Supervises volunteers and part-time staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND three year's parks and recreation program experience; OR an equivalent combination of education and experience. Bachelor's Degree in Recreation, Business or Public Administration is preferred.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Parks & Recreation Department.
- Policies, rules and regulations governing the conduct and safety of persons using municipal recreational facilities, programs and equipment.
- Purpose, use and benefits of municipal recreational activities.
- Customer service standards and protocols.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Supervising and controlling recreation activities and participants.
- Coordinating work activities and training part-time recreation staff and volunteers.
- Promoting and enforcing safe work practices.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Operating a personal computer utilizing standard software.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed indoors and outdoors at Town recreation facilities and venues; required to perform moderate physical work, and lift and carry up to 25 pounds.

## Job Description



### SENIOR EQUIPMENT OPERATOR

Department:	Public Works	Revised Date:	September 2008
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**GENERAL PURPOSE:** Under general supervision, performs semi-skilled work in the construction and maintenance of roads and streets; operation of specialized trucks and heavy motorized equipment used for a variety of job functions in the Public Works Department; operates tools and equipment in accordance with all safety regulations and procedures.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Operates specialized trucks and motorized equipment to repair and maintain roads and roadways, in accordance with all safety regulations and procedures; operates a wide range of vehicles and motorized equipment, including large trucks, bulldozers, graders, backhoes, street sweepers, scrapers, compactors, water trucks, bucket trucks and dump trucks; must be capable to operate any and all equipment assigned to the streets department; performs general maintenance and manual labor tasks as needed.
- Constructs and paves roads and infrastructure; repairs roads, spreads asphalt, seals cracks, repairs holes and maintains roads and roadways as directed; hauls materials, and transports vehicles and equipment to job sites; grades, waters and rolls gravel; sweeps and cleans roads as necessary; maintains infrastructure, drains and culverts.
- Maintains truck log, completes required daily logs, reports and maintenance records; cleans and performs routine maintenance work on trucks and heavy equipment; identifies and reports mechanical problems requiring additional repair; utilizes proper safety precautions in all work performed; reports safety hazards, equipment problems and emergency situations.
- Controls ongoing work projects to assure that safety rules and regulations are adhered to, and that the work zone and all equipment are in safe operating condition; performs tasks in the interest of public safety and property protection during emergencies; performs traffic control activities as needed; reports safety hazards and traffic problems; assists in cross-training work crews in proper work methods and safety procedures.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School diploma or GED equivalent, AND five years experience in street construction and maintenance; AND ten year's experience operating/maintenance of heavy-duty trucks, road construction, repair and maintenance equipment.

#### **Required Licenses or Certifications:**

- Must possess a Commercial Driver's License issued by the State of Arizona
- Flagger certification for highway work zones is required within six months of hire.

#### **Required Knowledge of:**

- Town policies and procedures.
- Traffic laws and rules for vehicle and equipment operation in construction zones.
- Operation, maintenance and repair standards for motorized equipment and vehicles.
- Town safety rules and regulations, occupational hazards and safety precautions.
- Basic tools and equipment used in construction and maintenance.

#### **Required Skill in:**

- Closely following verbal and written instructions and procedures.
- Safe and efficient operation and maintenance of tools and motorized equipment according to standard operating and safety procedures.
- Making routine operating adjustments and repairs to assigned equipment.
- Identifying mechanical problems.
- Following and maintaining safety standards.
- Establishing and maintaining effective working relationships with co-workers.

#### **Physical Demands / Work Environment:**

- Work is performed outdoors with exposure to hazardous equipment; requires constant physical efforts, and ability to lift and move items weighing up to seventy pounds.

## Job Description



### SENIOR LIBRARY CLERK

Department:	Library	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, provides experienced clerical and technical support to Library staff and patrons; uses knowledge of Library collection and research tools to provide customer services at the Camp Verde Community Library.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Uses knowledge of Library collection and research tools to provide experienced customer service functions in a courteous and respectful manner within scope of training; responds to requests for information within the scope of authority.
- Assists patrons with computer usage and reference questions; issues library cards and identity cards, and registers patrons for library programs; assists customers in using computers and retrieving information; searches files and indexes to assist customers with complex research; assists with developing and presenting library programs; collects late fees and fines and reconciles cash account.
- Assists patrons with computer usage and reference questions; maintains the condition of the library shelves; shelves all returned materials according to standard procedures; checks the library stacks to make sure they are in proper order; straightens books on the shelves; picks up and re-shelves loose books in the library; picks up and disposes of debris, straightens furniture and furnishings, and maintains the neat and orderly appearance of the Library.
- Checks library materials in and out, processes old and damaged materials, and updates records; performs basic clerical, bookkeeping and administrative office duties; assists with opening and closing of the library; cross-trains and coordinates the work of volunteers and junior staff.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

None.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND two year's experience as a Library Clerk; OR an equivalent combination of education and experience. Associate's degree in Library Science or Education is desirable.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library operations, customer service procedures and research techniques.
- Business and personal computers, and specialized software applications.
- Record keeping and records management practices.
- Customer service standards and protocols.

#### **Required Skill in:**

- Performing clerical library support functions.
- Utilizing and maintaining library systems and equipment.
- Working with several disparate computer database systems
- Organizing workload to keep pace with flow of library materials.
- Dealing tactfully and courteously with the public.
- Following verbal and written instructions and procedures.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard library environment, with light physical demands.

## Job Description



### SENIOR PLANNER

Department:	Community Development	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs professional urban planning work in the Town of Camp Verde, and explains planning and zoning regulations and municipal standards for land use, development projects and technical issues; assures compliance to state and Federal regulations, and Town policies, procedures and goals.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides professional planning services, and reviews technical documents for compliance with Town standards; produces reports, presentations and recommendations on planning issues; reviews development proposals, subdivision plats, applications, zoning changes, and other land use applications; advises applicants within scope of authority and training.
- Prepares and presents project reports to the Town Council and regional boards and commissions; prepares technical ordinance and resolution documents for review; maintains and administers planning projects; reviews and processes applications, plans and project proposals, and tracks inter-departmental review process.
- Responds to questions from residents and provides information and customer service; investigates and resolves inquiries and complaints, enforces rules and regulations, and explains Community Development Department policies, codes, standards and procedures; monitors and reviews trends in planning and development programs, and recommends improvements.
- Coordinates addressing issues, zoning applications, and construction inspections; maintains and updates Town General Plan and ordinances.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

May provide technical guidance to other department staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Urban Planning, Engineering, Business or Public Administration, or related field; AND three year's experience in planning and development programs; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Professional certification through the American Institute of Certified Planners (AICP) is preferred; depending on the needs of the Town, incumbent may be required to obtain additional technical certifications.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of Community Development Department.
- Principles of land use planning and urban design.
- Federal, State and local laws, rules, codes and regulations governing planning, zoning, building, safety, code enforcement, community planning and economic development.
- Town land use and development regulations, zoning codes, planning concepts and principles.
- Occupational hazards and safety precautions.
- Record keeping and file maintenance principles and procedures.

#### **Required Skill in:**

- Analyzing planning issues and making logical recommendations based on findings.
- Interpreting and applying development standards and procedures, Federal and state rules and regulations, and Town policies and procedures.
- Presenting and defending reports and information in a public speaking setting such as public hearings and neighborhood meetings.
- Reading and interpreting building plans and technical specifications, and checking details, estimates, plans, and specifications of projects.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other development agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



## SERGEANT

Department:	Marshal	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, performs general duty police work and supervises deputies/police officers and other assigned personnel during a shift. This includes scheduling, providing daily assignments, reviewing reports, and performance of assigned law enforcement personnel, evaluating work incidents, tactical plans, performance evaluations, and other reports pertinent to performance, training, and discipline.

### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises assigned unit staffing to ensure adherence with performance and department standards; personally participates in complex/difficult police and/or investigative problems; instructs subordinate personnel in proper methods/techniques of police work; performs same duties as Deputies/Police Officers, i.e., routine patrol of designated areas of Town and/or areas of high incidence of accident/crimes and school zones.
- Schedules, assigns, and supervises the work of subordinate personnel; supervises and manages department and division programs including public relations, investigations, training, citizen police academy, patrol, and updating of standard operating procedures; trains new officers in F.T.O. and coaches them on pertinent federal, state, and local laws, regulations, and ordinances.
- Keep subordinate personnel informed of new laws, court decisions, and changes in department policy and procedure; reviews officer reports and confers on problems encountered in investigative work; enforces department regulations and orders; supervises assigned personnel.
- Investigates and supervises personnel and others investigating suspected crimes; participates in periodic/regular training activities; monitors, critiques, and instructs police personnel in the completeness, accuracy and quality of their reports; assists in the preparation of department budget; secures crime scenes, conducts preliminary investigations, gathers evidence, obtain witnesses, issue citations and makes arrests.
- Performs other related, similar or logical duties as assigned or required.

### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises Deputies/Officers and other assigned police department personnel during a shift.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associates degree in criminal justice, management, or closely related field; AND three years experience in police work; OR any combination of education, training, and experience that provides the desired knowledge, skills, and other characteristics.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Must obtain AzPOST certification
- Must obtain AzPOST general instructor certification

#### **Required Knowledge of:**

- Town and department procedures, rules, regulations, and general orders.
- Pertinent case law and federal and state laws, statutes, as well as Town ordinances effecting law enforcement.
- Basic leadership and supervisory practices and techniques.
- Crime prevention and criminal investigation theories, techniques, methods and procedures.
- The geography, addresses and building locations within and surrounding Camp Verde.
- Law enforcement liability and loss prevention practices.

#### **Required Skill in:**

- Applying and teaching police methods, practices and procedures, with the ability to recall and apply in specific situations.
- Directing, assigning, and supervising the work of police officers.
- Crime scene management, fingerprinting, finding and interviewing witnesses.
- Use of firearms and other police equipment.
- Using good judgment in making effective decisions under pressure.
- Teaching and preparing comprehensive and accurate reports.
- Ability to evaluating work of subordinate staff to ensure achievement of departmental objectives and standards.
- Communicating effectively both orally and in writing.
- Fostering and maintaining a high level of morale and discipline.

#### **Physical Demands / Work Environment:**

- Administrative work is performed predominantly in office setting. Outdoor work is required for field inspections, participating in training exercises, and investigating crimes. The noise level for the office environment is usually quiet to moderate; in the field it is moderate to noisy.

## Job Description



### SPECIAL EVENTS COORDINATOR / ADMINISTRATIVE ASSISTANT

Department:	<b>Parks &amp; Recreation</b>	Revised Date:	<b>August 2008</b>
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**GENERAL PURPOSE:** Under general supervision, coordinates special events, and performs a wide variety of administrative and office support functions of a highly responsible nature in relieving the Department Director and other staff of administrative and technical activities and customer service duties.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in the coordination and implementation of Camp Verde special events; identifies and resolves problems within scope of authority; coordinates special event work groups, coordinates detailed event schedules, and oversees event activities; meets with special event participants to resolve technical and administrative issues; monitors expenditures for funded events; maintains program records and files; prepares special and recurring reports.
- Oversees Parks & Recreation Department administrative workflow; applies specific knowledge of policies and procedures in order to organize and coordinate work, and relieve the Department Director and staff of routine administrative detail; applies judgment to resolving problems, analyzing data and making decisions.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Department; creates, edits and processes technical documents and other communications; maintains department files; coordinates special projects and assignments.
- Maintains technical and administrative files; coordinates office activities, prioritizes and develop schedules in order to meet critical deadlines; maintains departmental calendars and schedules for Department staff; coordinates and arranges meetings; coordinates public meetings of Parks & Recreation Commission.
- Provides information and assistance to visitors and customers; provides customer services and resolves complex customer service issues; resolves problems within scope of authority; assists with Gym memberships, program registration, special event applications, and directions to events; screens and routes calls to appropriate individuals, takes and delivers messages.
- Receives and processes invoices, statements, and payment vouchers; monitors and evaluates expenditures and budget; orders supplies, posters and materials and maintains inventory.
- Maintains the absolute confidentiality of all records and information.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

None.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High school diploma or GED equivalent; AND one year of office support and computer experience; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Policies, procedures, regulations, operations, and services of the Parks & Recreation Department.
- Office administration processes and procedures, including accounting, budgeting and purchasing.
- Customer service standards and protocols.
- Record keeping and file maintenance principles and procedures.
- Federal, State and Town rules and regulations governing public events and open meetings.
- Occupational hazards and safety precautions.

#### **Required Skill in:**

- Using initiative and independent judgment within established procedural guidelines.
- Interpreting a variety of technical instructions and program requirements.
- Assessing and prioritizing multiple tasks, projects and demands.
- Working effectively with others to develop solutions for special events problems.
- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment, and outdoors at Town recreation facilities and venues; some evening and weekend work is required.

## Job Description



### STREETS MAINTENANCE FOREMAN

Department:	Public Works	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, supervises and leads work crews in the construction, maintenance and repair of streets, roadways, drainage, traffic controls and infrastructure systems for the Public Works Department.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Leads work crews performing construction and maintenance activities for streets, roadways, traffic controls, drainage systems and infrastructure; prioritizes and assigns tasks; supervises and inspects construction and maintenance projects to assure work quality, effective use of resources, and compliance to City policies, procedures and standards.
- Coordinates the daily activities of maintenance work crews; assigns projects, staff, vehicles and equipment; meets regularly with staff to discuss and resolve special projects and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
- Supervises special projects; identifies problem areas and implements solutions; orders and stages materials, supplies and equipment for special projects; performs a variety of administrative activities including employee scheduling, payroll reporting, job order and project costs, and work activity reports; reports and resolves safety conditions and security issues.
- Prepares and implements traffic control plans, and monitors work sites to assure that safety rules and regulations are adhered to, and that the work zones and all equipment are in safe operating condition; trains work crews in proper work methods and safety procedures; responds to emergency callouts resulting from severe weather, major accidents or other factors; dispatches and accounts for crew activity during emergency events; performs tasks in the interest of public safety and property protection during emergencies.
- Inspects vehicles and equipment and assures all equipment is maintained according to standards; supervises the maintenance and repair of vehicles and equipment; identifies and reports problems requiring additional maintenance and repair.
- Performs the duties of a Public Works Equipment Operator; operates specialized trucks and motorized equipment to repair and maintain roads and roadways, in accordance with all safety regulations and procedures; operates a wide range of vehicles and motorized equipment; constructs and repairs roads, roadways and infrastructure; hauls materials, and transports vehicles and equipment to job sites.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

High School diploma or GED equivalent, AND four year's experience working road construction and maintenance projects; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license; Commercial Driver's license may be required.
- Flagger certification for highway work zones is required.

#### **Required Knowledge of:**

- Town policies and procedures.
- Materials, methods and techniques used in street construction, traffic controls, maintenance and repair projects.
- Vehicles, tools and specialized equipment used in street construction and maintenance.
- Federal and state safety rules and regulations.
- Traffic laws and rules for vehicle and equipment operation in construction zones.
- Operation, maintenance and repair standards for motorized equipment and vehicles.
- Occupational hazards and safety precautions.

#### **Required Skill in:**

- Supervising staff and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Safe and efficient operation and maintenance of tools and motorized equipment according to standard operating and safety procedures.
- Making routine operating adjustments and repairs to assigned equipment.
- Identifying mechanical problems.
- Establishing and maintaining effective working relationships with co-workers.
- Operating a personal computer utilizing standard office software.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed outdoors with exposure to hazardous equipment; requires moderate physical efforts, and ability to lift and move items weighing up to seventy pounds.

## Job Description



### STREETS SUPERVISOR / INSPECTOR

Department:	Public Works	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, inspects the Town of Camp Verde streets and storm water drainage systems, and supervises the construction, maintenance and repair of streets, roadways, drainage, and infrastructure systems for the Public Works Department.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Inspects storm water drainage systems, and evaluates compliance with technical specifications, Town ordinances, state and federal standards, and Arizona Department of Environmental Quality (ADEQ) Storm Water Management Plan; inspects condition of Town streets, roadway, surfaces, traffic controls and infrastructure, and verifies compliance to state and Federal standards; documents system inspections, and develops reports and recommendations on technical compliance issues and maintenance project priorities.
- Inspects construction work sites to assure project's compliance with plans, specifications, contracts, safety regulations, construction standards and regulatory requirements; reviews construction project plans and specifications; attends project planning meetings as required; reviews permits and boundaries; inspects projects in all stages of construction, and performs field inspections to evaluate the work performed and materials used; verifies quality of workmanship, quality and quantity of materials used, and compliance with specifications; performs field tests on construction materials for compliance with technical specifications; inspects soil, concrete, drainage and aggregates.
- Supervises the activities of maintenance work crews; meets regularly with staff to discuss and resolve priorities, schedule and workload issues; provides assistance and training in technical issues and responsibilities; works with employees to correct performance deficiencies.
- Responds to requests for information; provides technical information as authorized; investigates complaints and provides assistance to the public within scope of authority; interprets and explains technical specifications, Town codes, Federal and state regulations, and related policies and procedures to developers, contractors, property owners and the general public; coordinates project bid procedures; develops project scope and budget estimates; assists with project and materials contracts; monitors budgets and expenditures.
- Performs other related duties as assigned or required.

## **Job Description**

### **MANAGERIAL RESPONSIBILITIES:**

Supervises assigned staff.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Associate's Degree in Engineering; AND five year's experience with civil engineering project management; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

Must possess State of Arizona Driver's license.

#### **Required Knowledge of:**

- Town policies and procedures.
- Applicable laws, ordinances, standards and regulations governing construction and safety inspection.
- Materials, methods and techniques used in street construction, traffic controls, maintenance and repair projects.
- Federal, state and American Association of State Highway and Transportation Officials (AASHTO) standards, protocols, specifications and guidelines for public works construction.
- Stages in the construction process when defects can be detected, and the types of tests performed on construction materials.
- Manual on Uniform Traffic Control Devices (MUTCD) rules and regulations.
- Federal, state and Town safety and zoning rules and regulations.
- Civil engineering mathematics including geometry and trigonometry.
- Federal and state safety rules and regulations, occupational hazards and safety precautions.

#### **Required Skill in:**

- Reading and interpreting blueprints, engineering plans, and other technical specifications.
- Performing inspections for compliance to construction and safety codes.
- Reviewing and evaluating technical engineering data and construction documentation.
- Reading and understanding road construction blue prints and plans.
- Supervising staff and delegating tasks and authority.
- Assessing and prioritizing multiple tasks, projects and demands.
- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Operating a personal computer utilizing standard office software.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment and outdoors at construction sites.

## Job Description



### TOWN CLERK

Department:	Town Clerk	Revised Date:	August 2008
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**GENERAL PURPOSE:** Under general supervision, plans, directs, and coordinates a variety of technical, administrative, and custodial functions in maintaining the Town's official records and legal documents; prepares, processes, and attests to the official records and actions taken by the Mayor and Council in regular, special, and executive meetings.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Prepares, distributes, and maintains official records of Town Council meeting agendas, minutes, addendum and official documents for the Council, other departments, the media, and the general public; compiles, prepares and distributes public meeting information packets for the Town Council; attends meetings, records and transcribes proceedings, and develops official meeting minutes for review and approval; prepares, reviews, tracks, and files correspondence, contracts, bid proposals, ordinances, and resolutions.
- Ensures the publication of official notices, agendas, ordinances and resolutions; coordinates Town elections; performs administrative and research functions for Town Council; manages and maintains records for all Town departments in accordance with State regulatory requirements governing the tracking, storage, retrieval, and destruction of municipal and open meeting records.
- Provides information and assistance to constituents, visitors and others having business with the Town; responds to requests for information within the scope of authority; explains laws, rules, regulations, policies, and procedures; assists with website updates.
- Composes correspondence and other documents on a wide variety of subjects requiring knowledge of the procedures and policies of the Town Clerk; creates, edits and processes technical documents and other communications; maintains department files and database.
- Maintains absolute confidentiality of work-related issues, records and Town information.
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises staff.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's degree in management, business, public administration, or a closely related field; AND ten year's office support and computer experience, preferably in municipal government; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- Designation as Certified Municipal Clerk and Certified Municipal Elections Official are desirable.

#### **Required Knowledge of:**

- Town policies and procedures.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Arizona Revised Statutes and Town regulations governing municipal government administration, open meetings, and elections.
- Principles and practices of records retention, record keeping and file maintenance.
- Customer service standards and protocols.

#### **Required Skill in:**

- Entering information into a computer system with speed and accuracy, and maintaining electronic records, files and databases.
- Coordinating the maintenance of records for all Town departments.
- Preparing and writing reports and business correspondence.
- Operating standard office equipment, and a personal computer utilizing standard software.
- Establishing and maintaining effective working relationships with co-workers and the public.
- Providing effective customer service, and dealing tactfully and courteously with the public.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.

## Job Description



### TOWN MANAGER

Department:	Town Manager	Revised Date:	September 2008
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**GENERAL PURPOSE:** Under administrative direction from the Town Council, serves the community through the efficient administration of all the affairs of the Town; responsible for the achievement of tangible results through people; work involves a certain degree of urgency to produce and will require firm dealing with people to achieve results; work involves planning, budget making, problem solving and organizing with the authority to make decisions as well as delegate to others; the work environment is relatively unpredictable and requires the ability to manage many projects at once; although governed by policies, the Manager must frequently act without precedent.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Serves as the principal advisor to the Mayor and Town Council; provides leadership, direction and guidance in all matters of the Town; evaluates and analyzes organizational issues and policies, and recommends and implements solutions; analyzes financial and human resource information on Town operations; evaluates Town's needs, and makes recommendations; reviews and monitors status reports, and recommends appropriate actions and plan modifications; oversees the financial status and accounting of all monies of the Town; makes regular reports to Town Council and assures effective communication of Town issues.
- Maintains the administrative organization of the Town to ensure efficiency of operation; annually prepares a proposed budget for the Town; appoints all department heads and supervises their performance on a day-to-day basis; identifies service and policy needs of Camp Verde and brings to the attention of the Town Council with recommendations for action; maintains a sound public relations posture between the Town and its citizens, the press, and other federal, state and local governmental agencies.
- Coordinates departmental activities, and set attainable goals for all municipal departments; act as purchasing agent for all municipal departments, and oversees the bid process on major purchases; maintains contact with public by handling suggestions, complaints and information requests; carries out the directives of the Town Council.
- Attends meetings of the Town Council, ensuring the preparation of agendas, supporting documents, and information pertinent to agenda items; attends various meetings on behalf of the Town; prepares federal and State grant requests and oversees grant programs; enforces municipal and State codes; interacts with numerous municipal committees as needed
- Performs other related duties as assigned or required.

#### **MANAGERIAL RESPONSIBILITIES:**

Directly supervises Department Heads and indirectly supervises all Town employees.

## **Job Description**

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Master's Degree in Finance, Business or Public Administration, or a closely related field; AND ten year's progressively responsible experience in government, including extensive administrative and management experience clearly demonstrating the ability to direct the activities of a municipal government.

#### **Required Licenses or Certifications:**

- Must possess State of Arizona Driver's license.
- ICMA and/or CPM certification desirable.

#### **Required Knowledge of:**

- Town organization, operations, policies and procedures.
- Theory and practice of public personnel administration.
- Municipal management and community problems.
- Principles, practices, techniques, and methods of management, budget preparation, and program/project evaluation.
- Conflict resolution skills.
- Legal, ethical and professional rules of conduct for municipal officers.
- Business and personal computers, and spreadsheet software applications.

#### **Required Skill in:**

- Listening to others.
- Organizing, using time effectively, and delegating.
- Analyzing and interpreting financial documents.
- Analyzing financial issues, evaluating alternatives, and developing recommendations and strategies.
- Using initiative and independent judgment, to act independently and without precedent in the face of problems
- Planning, organizing, and coordinating the work of Town staff.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with Council, employees, and general public.
- Assessing and prioritizing multiple tasks, projects and demands.
- Communicating clearly and concisely, both verbally and in writing.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.