

**CITY OF ROCKVILLE
ACCOUNTS PAYABLE ASSISTANT II**

CHARACTERISTICS OF CLASS:

The Accounts Payable Assistant II performs intermediate to difficult clerical and responsible administrative work coordinating all aspects of the Accounts Payable Division. The work requires a reactive approach seeking and supplying information on accounts payable matters and occasionally a proactive approach explaining specialized matters to vendors. The position requires limited to light physical demands with good working conditions involving some stress, meeting deadlines and administrative demands. The incumbent is responsible for the City's account payments with meaningful impact and the work is accomplished under the general direction of the Financial Systems Manager.

EXPECTATIONS OF ALL CITY EMPLOYEES:

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers during routine or emergency situations.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Coordinates and directs the day to day operation of the Accounts Payable Division.

Enters payable City account information into automated accounting system.

Ensures check disbursements are made in a timely manner.

Ensures accuracy of vendor statements and vendor checks.

Prepares monthly quarterly and annual reports.

Performs necessary duties including typing and filling utilizing word processing and data processing equipment.

Completes monthly employee insurance audits.

**CITY OF ROCKVILLE
ACCOUNTS PAYABLE ASSISTANT II
PAGE TWO**

- Coordinates fiscal year and audit requests.
- Updates the Local Government Financial System (LGPS) tables necessary for vendor check production twice a week.
- Works with Data Processing staff concerning vendor check production problems.
- Processes invoices, purchase orders, and codes and enters information into the on-line accounting system.
- Collects data, prepares and maintains information for purchase agreements, RCD's, invoices.
- Processes all 1099 year and information.
- Monitors and records Off-the Road motor vehicle gas reports and applies for appropriate refunds.
- Records and tracks all the City's utility payments.
- Keeps abreast of software enhancements that relate to the Accounts Payable and Purchasing Divisions.
- Coordinates with Personnel and Payroll all necessary information relating to health, life and dental insurance.
- Relieves the Financial Systems Manager of administrative duties in the accounts environment.
- Reconciles any discrepancies arriving within City's accounting system and vendor statements.
- Identifies, resolves, and reports potential problems to the Financial Systems Manager.
- Drafts accounts payable procedures for Financial Systems Manager approval.
- Drafts written responses to inquiries or concerns dealing with accounts payable.
- Assists with special payroll projects/requests and prepares reports for use by upper and middle management.
- Provides input for performance evaluations of the Accounts Payable Assistant I.
- Performs related duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college with an Associate's degree supplemented by courses in accounting and two years experience in the accounting field preferably in accounts payable.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of City's procurement procedures.
Ability to perform duties without close supervision.

**CITY OF ROCKVILLE
ACCOUNTS PAYABLE ASSISTANT II
PAGE THREE**

Ability to train employees.

Ability to establish and maintain effective working relationships with co-workers, employees, vendors, and the public.

Ability to operate a data entry terminal, personal computer, calculator, decollating machine, and other related equipment.

Ability to make rapid and accurate calculations.

Ability to acquire considerable knowledge of City policies and regulations regarding accounts payable.

Ability to draft written responses to inquiries or concerns dealing with vendors, employees, outside organizations, and the general public.

Ability to use Excel and Word in daily operations.

Ability to implement and maintain new software and understand data processing operations.

Revised 9/04

**CITY OF ROCKVILLE
ASSISTANT FACILITIES ENGINEER**

CHARACTERISTICS OF CLASS:

The Assistant Facilities Engineer performs intermediate skilled work in the care, maintenance, and repair of all building and support equipment utilized in City buildings, recreation centers, and parks facilities. The work requires contacts within the Department, other departments, outside organizations and the public. It requires moderate physical effort often working with lightweight and occasionally heavy materials and machines in sometimes difficult work positions and under somewhat disagreeable conditions. The incumbent performs work under general supervisory review with the work having moderate consequences on the customers served. May occasionally oversee the work of others.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assists the Facilities Engineer with, and performs a variety of duties including but not limited to those listed below.
- Performs preventative, corrective and routine maintenance, repair, and minor overhaul work on heating, ventilation, air conditioning (HVAC), refrigeration, minor electrical, plumbing, in all City buildings, facilities, parks and locations.
- Conducts tests and inspections of mechanical and electronic equipment.
- Monitors and maintains energy management systems in various City facilities.
- Prepares HVAC, refrigeration, and plumbing systems for winter and summer operations in City buildings and parks.
- Maintains system logs.
- Serves as an essential employee and is required to report for building, weather and other emergencies, as needed.
- Works with contractors on repair work.

**CITY OF ROCKVILLE
ASSISTANT FACILITIES ENGINEER
PAGE TWO**

Maintains parts and tool inventory for routine and emergency repairs to a variety of equipment.

Maintains preventive maintenance and repair records.

Purchases parts for repair of equipment.

Keeps all equipment in a neat, clean, and safe condition.

Works with other supervisors to handle emergency and routine repairs.

Assists the carpenters and other employees with projects and special event setups, as required.

Maintains the inventory and storage of all parts, equipment, and tools needed for facilities maintenance and repair (e.g. filters, motors, controls, etc.)

Acts as Facilities Engineer in the absence of the Facilities Engineer.

Performs other work as required.

QUALIFICATIONS:

Minimum Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and two years of equipment repair and maintenance experience, with an emphasis on control system repairs. Must have, or be able to obtain, approved basic HVAC and plumbing maintenance certificates within one year of employment. Possession of an appropriate driver's license, valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Ability to interpret wiring and mechanical diagrams and perform work on these in a safe and effective manner.

Working knowledge of basic electrical branch circuitry, with emphasis on multi-phase power supply to mechanical systems and motors.

Working knowledge of electronic components and controls for HVAC, pumping systems, and other related mechanical equipment.

Working knowledge of computer based control systems such as Metasys.

Ability to read and interpret blueprints, technical reports, manuals, correspondence, and reports.

Ability to diagnose, trouble-shoot, and locate defects in a wide variety of equipment.

General knowledge of the operating principles of HVAC, controls, air handlers, minor electrical, plumbing, and related mechanical equipment.

Ability to work well under pressure, handle emergency situations, and provide courteous service.

Ability to record repairs and service operations of equipment, on a routine basis.

Ability to organize work efficiently.

Ability to maintain a safe work site and observe all safety practices.

Ability to work well with all levels of management.

Revised 6/07

CITY OF ROCKVILLE BOX OFFICE MANAGER

CHARACTERISTICS OF CLASS:

The Box Office Manager performs intermediate skilled clerical and administrative work coordinating all aspects of the day-to-day operation of the F. Scott Fitzgerald Theatre box office. The incumbent utilizes a proactive approach interacting effectively with the public, customers, and regular and temporary staff members. The physical demands are moderate and the working conditions are good. The work is directed by the Theatre/Civic Center Supervisor and uses standardized administrative practices. The incumbent participates with other staff in program development, service delivery and supervision of temporary staff.

EXPECTATIONS OF ALL CITY EMPLOYEES:

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers during routine or emergency situations.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Directs all aspects of single and subscription ticket sales.

Provides a superior level of customer service.

Supervises day/night walk up and phone sales.

Supervises Box Office Assistants and seasonal help including training staff on the Pass ticketing system.

Oversees customer database and Pass ticketing system, including system updates, performance set-up, ticketing, hardware/software, supplies inventory maintenance, etc.

Generates all box office reports and reconciles performance sales.

**CITY OF ROCKVILLE
EVENTS SPECIALIST
PAGE TWO**

Ensures coverage for box office hours.
Oversees all financial activities and accounting functions of the box office.
May add internet sales to the current phone, walk up, mail system.
May have marketing and publicity responsibilities.
Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and two years experience in ticket sales, theater or related field. Experience with PASS 1,2,or 3 ticketing system preferred.

Preferred Knowledge, Skills and Abilities:

Knowledge of Pass 1, 2, or 3 ticketing system.
Knowledge in aspects of promotion such as marketing and advertising.
Knowledge of and interest in the theater and music.
Excellent skill in organization and record keeping.
Excellent customer service and people skills.
Word processing and data processing skills.
Ability to direct the activities of temporary staff.
Ability to represent the City of Rockville in a professional manner.
Ability to communicate effectively with the public, entertainers, and staff members.
Ability to communicate effectively both in writing and orally.

Revised: 9/04

CITY OF ROCKVILLE COMPUTER OPERATOR

CHARACTERISTICS OF CLASS:

The Computer Operator performs intermediate technical work basic computer operations and maintenance on the City's IBM 9221, Novell Network and HP 3000 computers. Operational requirements necessitate that this person be available outside of normal business hours, principally in the evenings. General directions will be received from the Data Processing Manager or Senior Systems Analyst, however substantial independent action will be required.

EXPECTATIONS OF ALL CITY EMPLOYEES:

Learn and demonstrate an understanding of City, department, division and team goals.

Serve and meet the needs of customers during routine or emergency situations.

Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.

Ability to assess his/her work performance or the work performance of the team.

Plan and organize his/her work, time and resources, and if applicable that of subordinates.

Contribute to the development of others and/or the working unit or overall organization.

Produce desired work outcomes including quality, quantity and timeliness.

Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.

Understand and value differences in employees and value input from others.

Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Performs shift cycle processing on the City's mainframe computers, including system backups and nightly batch jobs.

Performs periodic maintenance and troubleshooting.

Transports backup tapes between City Hall and offsite locations either by auto or by carrying them to various locations.

Performs necessary tape rotations, log entries, tape labeling and organizing of records.

Maintains tape drive involving daily cleaning of tape heads and other parts of the tape drive as necessary.

Performs general upkeep of the computer room and storage areas to maintain a clean, safe and clutter-free operating environment.

Manages the printing of special forms.

**CITY OF ROCKVILLE
COMPUTER OPERATOR
PAGE TWO**

Maintains adequate levels of supplies, such as paper, cleaning supplies and printer ribbons.

Performs other duties as required.

Ensures that all requested reports are printed for user departments.

Ensures that all file maintenance and batch operations are run as scheduled.

Ensures that adequate supplies are maintained for proper servicing of user department needs.

REQUIREMENTS:

Minimum Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school, including or supplemented by courses in data processing. One year of recent operations experience in the VSE/ESA environment and a working knowledge of VSE/JCL, POWER, ICCF, and console commands required. Must possess a driver's license valid in the State of Maryland. PC-DOS, MS-DOS, Novell Netware 3.11 experience desired.

Knowledge, Skills and Abilities:

Must have demonstrable knowledge and skill in the operation of appropriate computer systems and printers.

Must be capable of independent work with little or no direct supervision.

Revised: 9/04

CITY OF ROCKVILLE FLEET MECHANIC I

CHARACTERISTICS OF CLASS:

The Fleet Mechanic performs intermediate skilled work in the maintenance and repair of municipal vehicles and equipment. The incumbent in this class performs preventative maintenance and repairs to City vehicles including but not limited to automobiles, light-heavy trucks, buses, refuse packers, ground maintenance equipment, off road and seasonal equipment. The incumbent has contact with coworkers and on occasion, employees of other divisions and departments. The physical demands are considerable under what can be disagreeable working conditions. The incumbent's work is subject to general directions of standardized practices and procedures with meaningful impact.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Performs preventative maintenance and repair of City vehicles including motorcycles, sedans, light trucks, medium and heavy diesel trucks as well as specialized equipment.
- Performs basic diagnosis of problems on equipment and may perform electronic testing.
- Works primarily with but is not limited to working with brakes, engines, lighting, electrical, hydraulic, suspension, drive train, suspension, and body systems..
- Performs general repair work on all equipment, engines, transmissions components.
- Performs road service and, if necessary, tows equipment to shop for repairs.
- Assists more experienced mechanics with complex repairs of all systems.
- Assists more experienced mechanics with fabrication.
- Ensure that all safety procedures are followed.
- Perform all preventive maintenance procedures.

Performs related work as assigned.

**CITY OF ROCKVILLE
FLEET MECHANIC I
PAGE TWO**

.QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a High School diploma or GED, and two years experience working in the automotive, truck or equipment maintenance/repair field. ASE certifications will be strongly encouraged. Must possess or be able to obtain a Commercial Driver's License within 30 days of employment.

Preferred Knowledge, Skills and Abilities

Knowledge of the standard practices and tools of the automotive trade.

Knowledge of the operating principles of all components found on gasoline or diesel powered vehicles or equipment.

Knowledge of the operating principles of hydraulic systems such as found on earth moving equipment, refuse trucks, salt spreaders and street sweepers.

Knowledge of the use and maintenance of tools and equipment, including electronic diagnostic and testing equipment used in the automotive maintenance field.

Thorough knowledge of the occupational hazards and safety precautions of the automotive mechanic's trade.

Knowledge of tow-truck operations and towing procedures.

Ability to use lifts, jacks, hoists, lube equipment, tire changing machines, fluid changing machines and forklift.

Ability to work independently, and to understand and follow oral and written instructions, service charts and maintenance manuals.

Ability to weld with professional quality steel cast iron and aluminum.

Ability to use machinery such as metal lathes, brake lathes and drill presses.

Ability to fabricate specialized parts and equipment to serve a need or to make repairs.

Ability to fill work orders and keep related shop records - being accountable for all time and materials needed for repairs.

Ability to establish and maintain effective working relationships with other employees.

Ability to use PC and fleet maintenance system.

Ability to perform tasks which normally require lifting up to 60 lbs. on a regular basis and over 60 lbs. on an occasional basis.

FLSA Status: Non-Exempt

Created 2/08

**CITY OF ROCKVILLE
INVENTORY SERVICES CLERK**

CHARACTERISTICS OF CLASS:

The Inventory Services Clerk performs intermediate clerical and unskilled work involving the prompt and efficient handling to materials kept in the municipal storeroom and the maintenance of the inventory and all related records. The incumbent has regular contact within and outside the department supplying or seeking information and materials necessary for City operation. The work requires moderate physical effort under somewhat disagreeable working conditions. The incumbent provides support to others facilitating services and the work is directed by the Inventory Services Supervisor.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.

Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Assists the Inventory Services Supervisor in preparation of appropriate specifications for inventory items.
- In accordance with inventory principles and practices, orders, receives, stores, handles inventory and disbursements of a wide variety of materials and equipment.
- Receives, unpacks and stores goods and supplies in proper areas. Lifts materials up to 80 lbs.
- Checks quantity and quality of items received against invoices, waybills, and other documents.
- Enters daily inventory transactions into on-line inventory control system, and maintains accurate records.
- Picks up goods and supplies from vendors.
- Issues supply parts, materials, hand tools, and janitorial supplies in accordance with prescribed methods.
- Issues laundry and receives dirty laundry daily, preparing and maintaining necessary laundry records.

**CITY OF ROCKVILLE
INVENTORY SERVICES CLERK
PAGE TWO**

Writes purchase requisitions.
Checks items in order to maintain proper stock level.
Maintains stock bins, other storage facilities and storeroom in a clean and orderly fashion.
Performs related work as assigned.

REQUIREMENTS:

Minimum Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and one year experience in inventory maintenance of materials and equipment used in maintenance and repair activities. Familiarity with automated inventory systems and data entry preferred. Possession of an appropriate motor vehicle driver's license in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Working knowledge of typical tools, equipment, and supplies used in municipal operations, as well as their distinguishing features and use.
Knowledge of the maintenance of automated store records and simple bookkeeping records to reflect stock movement.
Knowledge of warehouse safety practices.
Ability to perform simple arithmetic computations rapidly and accurately.
Ability to keep stock records and prepare standard store forms.
Ability to understand and follow simple oral and written instructions.
Ability to establish and maintain effective working relationships with other employees.

Revised: 9/04

**CITY OF ROCKVILLE
SECRETARY III**

CHARACTERISTICS OF CLASS:

The Secretary III performs difficult skilled clerical and responsible administrative work to assist the assigned division or department head to accomplish divisional/departmental goals and objectives. The work requires a reactive approach, supplying or seeking information on specialized matters and a proactive approach requiring continuing personal contact with the general public explaining departmental policies and procedures. The work requires limited physical demands and may have considerable mental effort and stress involved in meeting the needs of the supervisor as well as the public. The incumbent's work is directed with general supervisory review and is subject to general policies and procedures with standardized administrative practice. The work itself has meaningful impact with moderate consequences to the overall function of the division/department.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Plans, performs and coordinates necessary secretarial duties including typing, filing, etc., to support divisional and departmental operations.
- May supervise and coordinate activities of others involved in performing secretarial-clerical activities of the office.
- Sets up and ensures maintenance of specialized files/record keeping systems.
- Performs advanced secretarial duties utilizing word processing and data processing equipment.
- Makes arrangements for local and out-of-town travel for seminars and conferences.
- Acts as office manager to coordinate activities of the office with other departments, agencies and individuals both within and outside the City.

**CITY OF ROCKVILLE
SECRETARY III
PAGE TWO**

Schedules meetings and appointments and assists in setting up meetings as directed by supervisor.

Screens incoming calls, correspondence and visitors answering questions and/or rerouting them as appropriate.

Prepares text for various publications and reports.

Conducts file searches and research as directed.

Prepares correspondence using notes, dictation or verbal instructions from supervisor.

Ensures confidentiality of records and correspondence.

Ensures accurate and timely secretarial and clerical support.

Coordinates activities within the office and with others.

Maintains accurate records pertaining to all assigned duty areas.

Performs all tasks in a safe manner.

Performs other duties and tasks as directed.

MINIMUM REQUIREMENTS:

Training and Experience:

Any combination of training and experience equivalent to graduation from high school, including or supplemented by courses in typing, shorthand and/or basic business. From 3-4 years of experience in secretarial work with some experience in a supervisory position preferred. Must have word processing and data processing skills appropriate to the specific position.

Knowledge, Skills and Abilities:

Thorough knowledge of secretarial duties needed for the function of a division/department.

Knowledge of division/department goals and policies.

Skill in advanced secretarial duties including word processing and data processing equipment.

Ability to communicate effectively with City personnel and the general public.

Ability to take and transcribe dictation by machine or shorthand may be required.

Revised: 9/04

**CITY OF ROCKVILLE
SECRETARY/BOOKKEEPER**

CHARACTERISTICS OF CLASS:

The Secretary/Bookkeeper position performs difficult skilled clerical and responsible administrative and technical work to assist assigned division or department personnel to accomplish divisional/departmental goals and objectives. The work requires a reactive approach, supplying or seeking information on specialized matters. The work requires limited physical demands and may have considerable mental effort and stress involved in meeting the needs of the supervisor. The incumbent's work is directed with general supervisory review and is subject to general policies and procedures with standardized administrative practices. The secretarial work has meaningful impact and the bookkeeping work is contributory with serious consequences to the overall function of the division/department.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Prepares and maintains financial records and reports.
- Monitors expenditures, disbursements, requisitions and contract payments.
- Assists with developing specifications and purchasing procedures.
- Prepares payroll data, deposit and settlement sheets.
- Performs necessary secretarial duties including typing and filing, utilizing word processing and data processing equipment.
- Receives and sorts incoming correspondence and sorts and distributes outgoing correspondence.
- Screens incoming calls and visitors, answering questions and/or rerouting them as appropriate.
- Gathers source material for the preparation of reports, articles, memoranda and other purposes.

**CITY OF ROCKVILLE
SECRETARY/BOOKKEEPER
PAGE TWO**

Makes and cancels appointments; relays messages and instructions to other employees in the name of the division/department head.

Reviews and edits reports and other documents for discrepancies or incompleteness.

May supervise and coordinate activities of others involved in performing secretarial/clerical activities of the office.

Maintains and monitors files and records and performs modifications as necessary.

Organizes specialty events.

Processes forms and questionnaires as well as maintains forms and records.

Prepares requisitions for purchase of supplies and equipment.

May take and transcribe dictation by machine or shorthand.

Performs all tasks in a safe and healthful manner.

Ensures confidentiality of records and correspondence.

Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience equivalent to graduation from high school, including or supplemented by courses in typing, shorthand and/or basic business; and 4 years of progressively responsible experience in secretarial, data entry, bookkeeping or related work is required including some experience in supervision. Must have word processing and data processing skills appropriate to the specific position.

Preferred Knowledge, Skills and Abilities:

Knowledge of standardized acceptable bookkeeping practices.

Thorough knowledge of secretarial duties needed for the function of a division/department.

Knowledge of division/department goals and policies.

Skill in advanced secretarial duties including word processing and data processing equipment.

Ability to communicate effectively with City personnel and the general public.

Ability to take and transcribe dictation by machine or shorthand may be required.

EOE

Revised: 9/04

**CITY OF ROCKVILLE
SPORTS FIELD SPECIALIST**

CHARACTERISTICS OF CLASS:

The Sports Field Specialist performs intermediate skilled work in the care and maintenance of City parks' athletic fields and Montgomery County Schools' adopted fields. The incumbent is responsible for comprehensive turf maintenance, integrated pest management, vegetative management, athletic field layout and preparation for programmed sports events under the direction of the Facilities and Athletic Fields Maintenance Supervisor. The work requires moderate and occasionally considerable physical demands under somewhat disagreeable working conditions due to the outside work. The position requires regular interdepartmental coordination and periodic contact with other departments and school board personnel when providing services and contact with contractors to coordinate contract services. The incumbent directs the work of City staff and contract employees.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Performs necessary turf maintenance and turf health care tasks for municipal and school board adopted athletic fields and open spaces, as outlined in the Annual Turf Maintenance Programs.

Performs general and preventive turf maintenance for almost 80 acres of high-use turf areas, including 34 City-owned athletic fields, 15 school board-owned athletic fields, and various parks and right-of-way open spaces.

Operates specialized turf maintenance equipment, including a core aerator, top dresser, scarifier, overseeding sod cutter, rototiller, box grader, loaders, pesticide and herbicide sprayers, drop-type applicators, turf roller, augers, mowers, blowers, and dump trucks.

CITY OF ROCKVILLE

**SPORTS FIELD SPECIALIST
PAGE TWO**

- Coordinates preventive maintenance and minor repairs of equipment.
- Programs and operates athletic field irrigation systems, assists contractors with irrigation system repairs, and installs and maintains athletic field drainage systems.
- Cuts and installs sod, core aerates, overseeds, top dresses, and rolls turf areas.
- Applies pesticides and herbicides to turf areas, as required.
- Lays out and lines athletic fields, performs infield maintenance, and maintains service and pesticide application records.
- Applies compo and fertilizer and waters sod, as required.
- Maintains turf care logs and testing data.
- Inspects and uses technical testing equipment to determine causes for turf failure, and develops and implements corrective action.
- Acts as a member of the Parks and Facilities emergency response team during weather-related emergencies.
- Performs the duties of the Facilities and Athletic Fields Maintenance Supervisor when necessary.
- Performs quality assurance inspections on athletic fields and park open spaces.
- Performs related duties, as required.

MINIMUM TRAINING AND EXPERIENCE:

Any combination of training and experience substantially equivalent to graduation from high school and three years experience in the maintenance and care of athletic field turf, ballfield maintenance equipment, irrigation system repairs, turf equipment operation, and athletic field layout or closely related work. Possession of, or ability to obtain a motor vehicle Class CDL operator's license as issued by the Maryland Department of Motor Vehicles (or an equivalent license issued by the employee's state of residence), within 30 days of employment. Possession of, or ability to obtain a pesticide applicator's license issued by the Maryland Department of Agriculture within 30 days of employment.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the standard practices and tools used in athletic field turf maintenance and propagation.
- Knowledge of operation and maintenance of irrigation systems.
- Knowledge of occupational hazards and safety precautions necessary in the handling and application of pesticides and herbicides, and the operation of heavy equipment.
- Skill in directing the work of others.
- Ability to operate specialized turf maintenance equipment.
- Ability to maintain records, tools, inventory, and manuals necessary for use in the maintenance and upkeep of athletic field turf and turf maintenance equipment.
- Ability to prioritize work effectively.

CITY OF ROCKVILLE

SPORTS FIELD SPECIALIST
PAGE THREE

Ability to understand and follow oral and written instructions, maintenance manuals, and schedules.

Ability to perform tasks in difficult work positions for long periods of time.

Ability to establish and maintain effective working relationships with employees and the general public contacted in the course of work.

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