

CITY OF ROCKVILLE ACCOUNTANT

CHARACTERISTICS OF CLASS:

The Accountant performs difficult professional work in maintaining a complex system of accounting records within established systems and procedures. Incumbent develops pertinent financial data for the preparation and review of the Comprehensive Annual Financial Report and prepares and certifies complex regulatory reports. Work involves conducting analyses and evaluating municipal accounting problems through the exercise of considerable independent professional judgement. Work is reviewed through periodic audits and through the review of reports by a technical 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:

- Reconciles and maintains bank accounts, bond registers, fiscal agent, and funds accounts monthly, and follows up on all exceptions.
- Prepares monthly bond payments to paying agents; resolves all technical accounting problems.
- Calculates City depreciation charges; computes interest on borrowed funds and maintains fixed assets records.
- Reconciles periodically utility collections accounts and stock room inventory.
- Prepares journal entries to reflect the results of financial transactions.
- Performs on-going audits, adjusts and corrects entries in manual and automated financial systems.
- Maintains City's accounts receivable records, including monthly billing.
- Closes books at end of year and prepares statements for financial reports.
- Prepares detailed account analyses as directed.
- Interprets and applies accounting policies to City functions.

**CITY OF ROCKVILLE
ACCOUNTANT
PAGE TWO**

Prepares and coordinates reports for State and County grant reimbursements.

Performs related duties as assigned.

Is responsible for the detailed accuracy of reports, ledgers, bank accounts, bond registers, journal entries, fiscal agent and monthly accounts.

Is responsible for gathering information for and preparing monthly statements, journal entries, weekly payroll costs, reports and other pertinent financial data.

Is responsible for reviewing accounting principles and practices to ensure conformance with established policies and procedures; and finding and resolving all technical accounting problems.

Is responsible for providing accounting assistance to other City departments.

Is responsible for meeting established deadlines.

QUALIFICATIONS:

Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in accounting or closely related field, and two years of progressively responsible experience in accounting systems and procedures.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of office procedures, practices, systems, and equipment as applied to financial operations.

Considerable knowledge of the City ordinances, policies, systems and procedures governing its financial operations.

Considerable knowledge of accounting principles and procedures, and of their application to a variety of accounting transactions and problems.

Working knowledge of ADP operations; familiarity with micro computers and interface operations with mainframe computers.

Ability to apply accounting principles to the maintenance of voluminous financial and accounting transactions.

Ability to analyze and evaluate accounting problems and to discern those requiring policy determination by supervisors.

Ability to analyze and interpret fiscal and accounting data and to prepare financial reports and statements in accordance with predetermined requirements.

Ability to establish and maintain effective working relationships with others contacted during the course of work.

Ability to write clear, concise and accurate reports.

Revised 9/04

**CITY OF ROCKVILLE
AQUATICS SUPERVISOR**

CHARACTERISTICS OF CLASS:

The Aquatic Supervisor performs difficult technical and professional work involving the safe and effective operation of the municipal swim center including maintenance, programming and supervision of personnel.

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 coordinates Swim Center programs and usage.
Plans and implements competitive programs for swim teams including practice, registrations, competitions, record and travel arrangements.
Plans and implements instructional programs for the swim center.
Develops classes, schedules instructor training and equipment purchases.
Hires, trains, schedules and evaluates staff.
Instructs and supervises full and part-time employees.
Coaches swim team daily and attends swim meets on weekends.
Develops and edits the weekly swim team newsletter.
Supervises the mechanical operation and maintenance of the swim center complex including filter, chlorination, plumbing and heating systems and snack bar, performs mechanical repairs required.
Maintains chemical levels and equipment.
Performs rescue operations as needed and administers first aid.
Responsible for staying abreast of the operating standards of the Montgomery County Health Code.

**CITY OF ROCKVILLE
AQUATICS SUPERVISOR
PAGE TWO**

Responsible for maintaining an effectively safe operating facility.

Responsible for staffing coaching, lifeguard and pool manager positions.

Out of necessity, the Aquatics Supervisor often must perform the duties of the vacant positions of coaches, lifeguards and pool manager.

Raises funds for the swim team and is accountable for all money deposits.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation or physical education and four years of experience in pool management. Preferred: possession of Lifeguard Training Certification, Pool Operator License, CPR Certification and Multi-Media First Aid Certificate.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of rescue methods and first aid as applied to accidents in the water and surrounding areas.

Considerable knowledge of instructional methods used in teaching swimming, diving, first aid and lifesaving techniques.

Knowledge of the Montgomery County Health Code regarding swimming facilities.

Ability to deal tactfully and courteously with the public.

Ability to keep adequate operating records.

Ability to establish and maintain effective working relationships with subordinates.

Revised 9/04

**CITY OF ROCKVILLE
ASSISTANT SPORT PROGRAMS SUPERVISOR**

CHARACTERISTICS OF CLASS:

The Assistant Sports Programs Supervisor performs intermediate professional and responsible administrative work assisting with coordinating, planning and developing City-wide sports and recreation activities for all ages. The employee supervises part-time and seasonal employees, prepares program evaluation data and assists in the inspection of the various parks, buildings, schools and other facilities at which programs are held. The employee is responsible for carrying out all City policies and procedures pertaining to recreation programs and for maintaining careful and accurate control of budgeted expenditures and revenues in accordance with accepted City procedures. The programs and services for which this employee is responsible are largely revenue supported. The position is directly supervised by the Sports Programs Supervisor and is required to work as a team member with other Recreation Division staff and staff from other divisions to ensure smooth coordination of department services. The employee must exercise considerable independent judgment in carrying out assignments. Considerable evening and weekend work is 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:

Works with civic groups, parent/student groups and other community organizations in determining recreational and athletic needs/desires, and implements programs and leagues which satisfy those needs in a cost effective manner.

Coordinates the gathering and analysis of information related to recreational needs/desires and relates this data to budget preparation and evaluation.

Works with the Superintendent of Recreation and the Sports Programs Supervisor and other department staff to develop and implement new programs and systems for managing leagues and programs.

Works with community and citizen interest groups, recreation councils, etc., to determine the best utilization of City and school facilities.

Develops timely public service, promotional, and informative compositions for the quarterly recreation brochure, city newsletter and other media.

Recruits, selects, trains and evaluates part-time staff, volunteer coaches, officials and other staff.

**CITY OF ROCKVILLE
ASSISTANT SPORT PROGRAMS SUPERVISOR
PAGE TWO**

Gathers information pertaining to new developments in the field of recreation, athletics and sports, and applies these methods and practices to professional guidance and training for subordinate employees, volunteers and program participants.

Performs related work as required.

Ensures that community and citizen input is solicited in reference to program evaluation and changes, employing formal and informal surveys, meetings and personal contact.

Submits to Accounting Clerk timely pay vouchers, expenditure and revenue information. .

Operates revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.

Maintains extensive records related to program registration and participation.

Develops and implements safety and risk management policies and strategies which will maximize participant safety and minimize potential City liability.

Inspects regularly and carefully all program operations to ensure proper supervision of staff and participants.

Inspects regularly and carefully all facilities in use for programs and for coordination with the building and park maintenance division and with the public school personnel to ensure that all facilities and equipment are maintained in a proper and safe manner.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation, physical education, sports management or an appropriate related field, plus four years of experience in the supervision of recreation programs and activities.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of and appreciation for the objectives and principles of planned and diversified recreation and sports programs appealing to all ages and interest groups.

Considerable knowledge of the organization, development and operation of a diversified recreation/sports program.

Ability to administer such program under general policy guidelines and budgetary limitations.

Ability to make decisions recognizing established precedents and practices and to use resourcefulness in meeting new situations.

Ability to establish and maintain effective working relationships with persons and groups interested in recreation, associates and other employees and departments, and the general public.

Ability to stimulate staff and volunteers to maintain a high level of quality and creativity in their daily work.

Revised 9/04

**CITY OF ROCKVILLE
COMMUNITY CENTER SUPERVISOR**

CHARACTERISTICS OF CLASS:

The Community Center Supervisor performs intermediate professional and responsible administrative work involving the day-to-day management and supervision of a community center. The employee supervises full-time, part-time and seasonal employees and volunteers and works closely with the program staff from the Recreation Services Division and other department staff, to facilitate coordination of Center usage. The Community Center Supervisor is directly supervised by the Superintendent of Recreation and/or a Recreation Programs Supervisor and is required to work as a team member with other department staff and staff from other City departments to ensure smooth coordination of facility management and services. The employee must exercise considerable independent judgement in carrying out assignments.

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 the scheduling of Center facilities, rooms and equipment for programs.

Participates in supervision of program activities.

Coordinates with programming and services staff from the Department of Recreation and Parks, and other departments to ensure that the Center facilities are set up and properly maintained, thereby enabling program goals to be met.

**CITY OF ROCKVILLE
COMMUNITY CENTER SUPERVISOR
PAGE TWO**

Conducts daily inspections of the Community Center to ensure the safe and effective operation of the facility, including the physical plant, building equipment, and surrounding grounds; manages the maintenance of cleanliness, building supplies, equipment operation, supply inventory.

Establishes and maintains contacts with Center users, community groups and appointed committees in order to develop Center services relevant to the needs and interests of participants and the greater community.

Recruits, hires, supervises all basic Center staff, including evening and weekend supervisors, receptionists, custodians, and others.

Arranges for Center staff to receive training in appropriate areas relating to Center operations.

Serves as primary backup staff to program leaders and/or services staff as necessary.

Maintains Center records, including financial, programming, attendance, incidents, maintenance and more.

Prepares the annual operating budget for the Center.

Prepares and administers short and long-term maintenance plans.

Advises Center users and community members as to general services and programs available at the Center.

Ensures that community input is solicited in reference to Center services and programs, using formal and informal surveys, meetings and personal contacts.

Submits appropriate and timely pay vouchers, expenditure and revenue information as required.

Efficiently operates the Community Center within approved budgetary guidelines as developed by staff.

Keeps extensive records related to Center operations and usage.

Develops and implements safety practices and policies in order to maximize participant and other safety.

Performs regular and careful inspections of the facility, all equipment, and program operations.

Performs other duties as required.

REQUIREMENTS:

Minimum Training and Experience

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation, business or public administration or a closely related field and three years of progressively responsible work directly related to recreation programs and community center operations or similar facilities.

**CITY OF ROCKVILLE
COMMUNITY CENTER SUPERVISOR
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Desirable Knowledge, Skills and Abilities:

Considerable knowledge of the recreation programs, social service needs, and leisure-time needs of youth, teens, adults, senior citizens, and individuals with disabilities in the Center's service area.

Ability to make decisions recognizing established policies, procedures and precedents and to use resourcefulness and tact in meeting new situations and problems.

Ability to establish and maintain effective working relationships with superiors, subordinates, volunteers and community organizations.

Ability to deal tactfully and courteously with the public.

Ability to manage the use, maintenance and schedule of a multi-purpose community center.

Ability to speak and write effectively.

Revised: 9/04

**CITY OF ROCKVILLE
COMMUNITY SERVICES PROGRAM ANALYST**

CHARACTERISTICS OF CLASS:

The Community Service Program Analyst performs intermediate, paraprofessional and administrative work assisting in researching, coordinating and managing community and social service programs for the City. The incumbent handles a variety of assignments and problems independently dealing effectively with normally encountered work situations. The work requires inside and outside contacts on matters requiring cooperation, explanation and persuasion. There is limited physical demand with considerable mental effort handling multiple projects concurrently. The work is subject to general policy direction, practices and procedure with general supervisory review. The incumbent participates with and may supervise others in program development and service delivery.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- 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 Community Services Manager in coordinating and managing social services programs that serve the community in areas of information/referral, emergency assistance, language skills, youth development, crisis intervention, medical/health services.
- Performs and coordinates community needs assessments and strategic and long-range planning on an ongoing basis.
- Researches best practices and benchmarks services provided by other jurisdictions, non-profit and the private sector and recommends and implements improvements to City service delivery where appropriate.
- Works with civic groups, parent and student groups and other community organizations in assessing and determining social service needs and desires and implements programs and services to serve those identified needs.

**CITY OF ROCKVILLE
COMMUNITY SERVICES PROGRAM ANALYST
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Coordinates the Holiday Drive Program Data Base.

Manages the Rockville Emergency Assistance Program (R.E.A.P.) Data Base, analyzes the process and implements service and efficiency improvements.

Monitors Caregivers Grants, performs site visits and assessments, writes reports, provides feedback to non-profits; provides contract administration.

Works on special projects.

Networks with other Recreation and Parks staff, Neighborhood Resources staff, other City departments, Montgomery County, and non-profit service providers to promote service coordination.

Identifies, applies for, and administers grants.

Assists with coordination and management of City community and social services and intervention in crisis situations, such as structure fires, natural disasters, etc.

Assists in arranging workshops on money management, housing resources, emergency management, etc. in partnership with other agencies

Prepares informational materials for outreach.

Backs up other Division functions.

Works some evenings and weekends as required.

Performs other duties as required.

QUALIFICATIONS:

Minimum Training and Experience:

Any combination of training and experience equivalent to the minimum of a required B.A. or B.S. degree from an accredited university or college in Social Work, Sociology, Public or Business Administration or a closely related field and two years progressively responsible public or business administration experience, preferably in a social services setting. Must possess a driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Knowledge of methods, principles and techniques associated with research, data collection, and report preparation.

Knowledge of the principals and practices of grant applications.

Knowledge of the operation of a wide variety of government aid, welfare, health, and recreation resources and programs.

Knowledge of major programs and resources offered in the State of Maryland, Montgomery County and the City of Rockville.

Skill in grant-writing; basic research and surveying techniques; data analysis; and community analysis.

Skill in oral and written communication.

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COMMUNITY SERVICES PROGRAM ANALYST
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Skill in the use of Microsoft Word, Excel, and Access.

Ability to compile and report information in a clear and concise manner.

Ability to establish and maintain effective working relationships with representatives of various government agencies and private organizations, employees and the general public.

04/06

CITY OF ROCKVILLE CONSTRUCTION CODES SPECIALIST

CHARACTERISTICS OF CLASS:

The Construction Codes Specialist performs difficult technical and intermediate administrative work in securing and maintaining compliance with ordinances and regulations relating to building, plumbing, electrical, mechanical codes, fire and safety, health, zoning ordinances, occupational licensing, and nuisances within the City. The incumbent also performs plan reviews on residential projects and minor commercial construction. This is code enforcement work requiring the application of technical and specialized knowledge, methods and techniques to ensure compliance with codes, City ordinances and approved plans, permits and specifications. Incumbent makes independent field inspections, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court when necessary. The position requires continuing personal contact with the general public, contractors, architects, etc. concerning construction code requirements. The physical demands are moderate under somewhat disagreeable working conditions. The incumbent's work has meaningful impact on specific cases and the work is done under general managerial direction.

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:

- Inspects residential and/or commercial construction for structural, mechanical, plumbing, electrical, energy, life safety, health, fire protection, and on-site utility construction to verify compliance with approved plans and applicable codes and specifications.
- Makes field inspections independently or as part of a team of inspectors on complex building projects.
- Reviews and evaluates construction plans submitted for permits.
- Issues construction related permits using permitting software.
- Confers with and advises contractors, property owners, architects, and the general public regarding code requirements and solutions to problems.

**CITY OF ROCKVILLE
CONSTRUCTION CODES SPECIALIST
PAGE TWO**

Conducts follow-up inspections to monitor compliance; and takes the appropriate action necessary in cases of non-compliance.

Investigates and resolves citizen complaints regarding code violations including working without permits and substandard construction.

Maintains up to date knowledge of construction methods, codes and materials by attending seminars and classes, by independent study and by internet instruction.

Maintains accurate documentation records of inspection results for all types of permits.

Prepares accurate violation notices and/or stop-work orders that are sent to property owners in order to obtain compliance with City codes.

Issues orders and citations; gathers evidence, prepares cases for court/appellate consideration; and testifies in court as issuing officer and expert witness.

Provides inspection assistance for after-hours emergencies to assess damage and authorize safe reconnection of electrical service to all structures damaged by fire or other means. Recommends condemnation of heavily damaged structures in cooperation with other agencies.

Issues orders to vacate structures that are dangerous due to fire, unsafe construction practices or natural damage.

Assists the supervisor with special assignments and in training of new inspectors when necessary.

Provides guidance to other inspectors on ways to resolve construction related issues.

Assists the supervisor in the assignment of daily inspection requests.

Assists in the resolution of conflicts between inspection staff and the general public.

Recommends solutions to resolve construction code issues that arise during the construction process.

Performs other duties as required.

QUALIFICATIONS:

Minimum Training and Experience:

Graduation from high school and six (6) years of experience in building construction or code enforcement, or in the construction trade industry including some plans review experience. Possession of an appropriate driver's license valid in the State of Maryland. Certification by ICC as a Building General Inspector and One and Two Family Combination Dwelling Inspector and must pass the State of Maryland Industrialized Building Inspector's exam within a reasonable time as determined by the City.

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of BOCA and the ICC Building, Plumbing, Mechanical, Energy Codes, International Residential Code, the National Electrical Code, Maryland State ADA Codes, Maryland State Rehabilitation Code.

Thorough knowledge of the City's zoning, and occupational ordinances and regulations.

**CITY OF ROCKVILLE
CONSTRUCTION CODES SPECIALIST
PAGE THREE**

Thorough knowledge of the methods, materials and techniques involved in all types of building construction, repair and alteration and the ability to recognize improper trade practices which result in faulty, sub-standard or hazardous conditions.

Ability to properly interpret codes and ordinances in relation to field conditions.

Ability to read and interpret all types of blueprints, construction documents, working diagrams and specifications quickly and accurately, and to compare specifications with construction in progress.

Ability to establish and maintain effective working relations with building owners, contractors, residents and co-workers.

Ability to communicate effectively and concisely, both orally and in writing.

Ability to operate computer systems and access databases.

Ability to convey accurate explanations of various codes, ordinances, regulations and the reasons therefore.

Ability to work with and train co-workers effectively, playing an active part in a team environment.

Ability to work effectively as a team participant.

Revised: 7/06

CITY OF ROCKVILLE CONSTRUCTION CODES SPECIALIST

CHARACTERISTICS OF CLASS:

The Construction Codes Specialist performs difficult technical and intermediate administrative work in securing and maintaining compliance with ordinances and regulations relating to building, plumbing, electrical, mechanical codes, fire and safety, health, zoning ordinances, occupational licensing, and nuisances within the City. The incumbent also performs plan reviews on residential projects and minor commercial construction. This is code enforcement work requiring the application of technical and specialized knowledge, methods and techniques to ensure compliance with codes, City ordinances and approved plans, permits and specifications. Incumbent makes independent field inspections, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court when necessary. The position requires continuing personal contact with the general public, contractors, architects, etc. concerning construction code requirements. The physical demands are moderate under somewhat disagreeable working conditions. The incumbent's work has meaningful impact on specific cases and the work is done under general managerial direction.

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:

- Inspects residential and/or commercial construction for structural, mechanical, plumbing, electrical, energy, life safety, health, fire protection, and on-site utility construction to verify compliance with approved plans and applicable codes and specifications.
- Makes field inspections independently or as part of a team of inspectors on complex building projects.
- Reviews and evaluates construction plans submitted for permits.
- Issues construction related permits using permitting software.
- Confers with and advises contractors, property owners, architects, and the general public regarding code requirements and solutions to problems.

**CITY OF ROCKVILLE
CONSTRUCTION CODES SPECIALIST
PAGE TWO**

Conducts follow-up inspections to monitor compliance; and takes the appropriate action necessary in cases of non-compliance.

Investigates and resolves citizen complaints regarding code violations including working without permits and substandard construction.

Maintains up to date knowledge of construction methods, codes and materials by attending seminars and classes, by independent study and by internet instruction.

Maintains accurate documentation records of inspection results for all types of permits.

Prepares accurate violation notices and/or stop-work orders that are sent to property owners in order to obtain compliance with City codes.

Issues orders and citations; gathers evidence, prepares cases for court/appellate consideration; and testifies in court as issuing officer and expert witness.

Provides inspection assistance for after-hours emergencies to assess damage and authorize safe reconnection of electrical service to all structures damaged by fire or other means. Recommends condemnation of heavily damaged structures in cooperation with other agencies.

Issues orders to vacate structures that are dangerous due to fire, unsafe construction practices or natural damage.

Assists the supervisor with special assignments and in training of new inspectors when necessary.

Provides guidance to other inspectors on ways to resolve construction related issues.

Assists the supervisor in the assignment of daily inspection requests.

Assists in the resolution of conflicts between inspection staff and the general public.

Recommends solutions to resolve construction code issues that arise during the construction process.

Performs other duties as required.

QUALIFICATIONS:

Minimum Training and Experience:

Graduation from high school and six (6) years of experience in building construction or code enforcement, or in the construction trade industry including some plans review experience. Possession of an appropriate driver's license valid in the State of Maryland. Certification by BOCA as a Building General Inspector, One and Two Family Dwelling Inspector, and Plans Examiner required. Must pass the State of Maryland Industrialized Building Inspectors exam within one year of employment.

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of BOCA and the ICC Building, Plumbing, Mechanical, Energy Codes, International Residential Code, the National Electrical Code, Maryland State ADA Codes, Maryland State Rehabilitation Code.

Thorough knowledge of the City's zoning, and occupational ordinances and regulations.

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CONSTRUCTION CODES SPECIALIST
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Thorough knowledge of the methods, materials and techniques involved in all types of building construction, repair and alteration and the ability to recognize improper trade practices which result in faulty, sub-standard or hazardous conditions.

Ability to properly interpret codes and ordinances in relation to field conditions.

Ability to read and interpret all types of blueprints, construction documents, working diagrams and specifications quickly and accurately, and to compare specifications with construction in progress.

Ability to establish and maintain effective working relations with building owners, contractors, residents and co-workers.

Ability to communicate effectively and concisely, both orally and in writing.

Ability to operate computer systems and access databases.

Ability to convey accurate explanations of various codes, ordinances, regulations and the reasons therefore.

Ability to work with and train co-workers effectively, playing an active part in a team environment.

Ability to work effectively as a team participant.

Revised: 9/04

CITY OF ROCKVILLE
SR. CONSTRUCTION INSPECTOR

CHARACTERISTICS OF CLASS:

The Sr. Construction Inspector performs difficult technical and intermediate administrative work involved in inspecting, managing and assuring the quality of a wide variety of Public Works related projects; including sediment control, landscaping, grading, concrete and asphalt work, construction, water, sewer and storm drain installation, and storm water management related construction. Under the general managerial direction of the Chief, Contract Management Division the incumbent ensures that work and operations are performed in compliance with all applicable codes, specifications and regulations and participates with others in program development and direction of subordinate staff. Contact is required within the organization and with the general public, contractors, developers, builders, public utilities and public agencies for the purpose of exchanging information to carry out organization programs and to explain specialized matters. The physical demands are moderate and the working conditions can be somewhat unpleasant due to exposure to disagreeable elements.

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:

Inspects materials (i.e. paint, soil, gravel, concrete, asphalt, brick, pipe material, etc.), including taking samples, observation of compliance with specification, etc.

Inspect installation of sediment control devices and assure compliance with sediment control plan and applicable regulations. Direct the installation of additional devices and amend plans when necessary to assure compliance with the intent of current regulations.

Inspect earthwork, excavations and compaction operations. Checking compaction results and reviewing related compaction information.
using various surveying techniques and equipment.

Inspect subgrades prior to construction of paving or appurtenances. Check line and grades

CITY OF ROCKVILLE
SR. CONSTRUCTION INSPECTOR
PAGE TWO

Inspect sanitary sewer, potable water and storm drain systems, storm water management facilities, concrete and masonry construction, landscaping and related items for compliance with plans, specifications and appropriate regulations.

Inspect street utility cuts for proper backfill and compaction and paving surface repairs; makes cost estimates for driveway aprons and other routine projects as necessary.

Determines that all proper permits have been obtained and holds pre-construction meetings with appropriate individuals and other agencies.

Coordinate various construction efforts within a construction area as necessary.

Ensure that contractors provide proper public safety in terms of safe pedestrian and vehicular access through work zones by enforcement of sound traffic control in compliance with the MUTCD.

Accurately record all pertinent information on projects by use of daily logs, reports, diaries and the city's electronic permit tracking system.

Review plans to become familiar with proposed assigned projects and make recommendations for potential revisions to proposed work based on unforeseen field conditions.

Measure, calculate and certify quantities on contract work for payment to contractors.

Document quantity under or overruns on CIP Projects.

Oversee contract inspection programs utilizing consulting engineering personnel.

Conduct preliminary negotiations on unit prices or costs for change orders or extra work orders.

Investigates, resolves and prepares written reports or recommendations on assistance requests from other agencies, developers, contractors or the public.

Trains and provides guidance to lower level personnel

Performs other duties as required.

MINIMUM REQUIREMENTS:

Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and a minimum of eight years technical engineering experience as a construction inspector. Must have NICET certification or an equivalent certification as determined by the City. Must have the Maryland Department of the Environment designation as a "responsible person" for erosion and sediment control and in water sampling. Possession of an appropriate drivers license valid in the State of Maryland.

Knowledge, Skills and Abilities:

Working knowledge of the methods, materials and techniques of Public Works construction, including safe work practices.

Working knowledge of quality control in construction and of effective corrective measures for defects and violations.

CITY OF ROCKVILLE
SR. CONSTRUCTION INSPECTOR
PAGE THREE

Working knowledge of general surveying methods with an emphasis on differential leveling and the use of transits and levels.

Working knowledge of typical contracts and specifications used in Public Works construction, including applicable Federal, State, County, City and WSSC specifications, regulations and standard details.

Knowledge of computers and basic software such as word processing and spread sheet programs.

Ability to read and comprehend construction plans and specifications, property plats and written direction..

Ability to deal firmly but tactfully with contractors, employees, property owners and the general public contacted in the course of the work, occasionally under adverse conditions.

Ability to make engineering computations rapidly and accurately.

Ability to make clear and accurate sketches and diagrams of field conditions

Ability to communicate clearly to others, both orally and in writing.

Ability to work closely and cooperatively with fellow City employees in a team relationship.

Created: May, 2008

**CITY OF ROCKVILLE
FIRE CODE PLANS EXAMINER**

CHARACTERISTIC OF CLASS:

The Fire Code Plans Examiner performs intermediate professional work in the review of all fire protection systems and building construction and improvement permits. This position requires outside and inside contacts to carry out organization programs and to explain specialized matters, involving the enforcement of laws, ordinances, policies and procedures. Duties of position are subject to general policy direction, practices and procedures covered by precedents and general supervisory review. Although this position requires little physical effort, working conditions may be somewhat disagreeable due to exposure to possible hazards. Provides occasional supervision of two fire code inspectors.

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:

- Reviews, analyzes, approves and/or disapproves and evaluates fire protection systems plans, and construction plans for compliance with building, mechanical, electrical, and fire codes, standards and ordinances.
- Provides code interpretations and permit information in response to specific inquiries.
- Prepares and maintains reports, records and correspondence.
- Attends preliminary design meetings with contractors, architects, engineers, designers and owners.
- Assists owners, architects, engineers, and contractors with design changes required for code compliance.
- Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature.
- Participates in the training of assigned personnel.

**CITY OF ROCKVILLE
FIRE CODE PLANS EXAMINER
PAGE TWO**

Conducts on-site inspections during construction to ensure projects are in compliance with approved plans.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor of Science degree in Fire Protection Engineering, Fire Protection Technology, or related field, from an accredited college or university, and, three years of progressively responsible experience in reviewing fire protection system plans and construction plans. An appropriate driver's license valid in the State of Maryland is required. Possession of a current National Fire Protection Association (NFPA) 1301 – Fire Inspector I certification, or ability to obtain within one (1) year from date of employment.

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of the methods, materials and techniques involved in all types of fire protection systems design and installation, building construction, repair and alteration.

Thorough knowledge of the possible defects and flaws in fire protection system installation, building construction, and of effective corrective measures.

Thorough knowledge of fire and life safety codes, and workmanship and material standards required thereby.

Considerable knowledge of the procedures involved in keeping strict account of permit applications, permits and their status.

Knowledge of the principles and practices of engineering as applied to the construction field.

Ability to perform essential job functions.

Ability to climb stairs and ladders, traverse varied terrain, and use a computer.

Ability to read and interpret all types of blue prints, working diagrams and specifications encountered, quickly and accurately, and to compare them with construction in progress.

Ability to deal firmly but fairly and tactfully and to remain calm in dealing with architects, engineers, contractors, developers, craftsmen and the general public.

Ability to establish and maintain effective working relationships with persons contacted in the course of the work, often while under difficult and contentious circumstances.

Ability to convey concise and accurate explanations of various ordinances, regulations and rulings and the reasons therefor.

Ability to gather information and prepare clear and concise reports based on an analysis of data, identifying and correcting faulty or hazardous plans or conditions.

Revised: 9/04

**CITY OF ROCKVILLE
NETWORK AND PC SUPPORT SPECIALIST II**

CHARACTERISTICS OF CLASS:

The Network and PC Support Specialist II performs difficult technical and administrative work involved in the installation, configuration, and maintenance of the City's Wide Area Network, assisting with the Local Area Network and configuring and repairing PC's. The work requires both a reactive and sometimes proactive approach when providing user assistance and network maintenance. There are moderate physical demands, occasionally working in difficult work positions and there is considerable mental effort and stress involved in solving network problems. The work is performed under general direction and contributes to the efficient electronic communications between work sites critical to the effective management of day to day City operations.

EXPECTATIONS OF ALL CITY EMPLOYEES:

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

Serve and meet the needs of customers.

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:

Maintains, troubleshoots and repairs PC hardware, software and network connections.

Installs and configures PC software, network connections and hardware including printers, handheld devices, laptops, and mobile units.

Installs, maintains, troubleshoots and repairs network hardware and software including Cisco Switches, hubs, routers, CSU/DSU's , modems, cabling and wireless technology.

Installs and maintains E-Mail components, including servers, software and internet gateways.

CITY OF ROCKVILLE
NETWORK AND PC SUPPORT SPECIALIST II
Page Two

Diagnoses and repairs computer viruses as necessary; applies monthly updates to the anti-virus signature files for all servers and PC's.

Keeps abreast of developments in the PC/networking field and advises IT staff and other City personnel on the most cost effective hardware/software configurations to satisfy needs.

Assists in selecting, evaluating and purchasing software and hardware products, peripherals and accessories.

Assists departments with planning, selecting, and installing PC equipment, related peripherals and accessories.

Configures and maintains automated software distribution process.

Plans, evaluates, purchases, configures, and maintains City's computer disk imaging software.

Maintains and configures the City's Internet firewall including monitoring logfiles, creating rules and route statements, setting up and testing of Virtual Private Network, managing FTP access, and maintaining network security.

Assists in administering the City's Novell networks.

Administers user accounts for Lotus Notes, I-Rock, Rocknet, and Novell including password management, monitoring systems, applying software patches, upgrading, repairing, backing up and viewing log files.

Creates, monitors, and updates help desk tickets

Provides coverage for help desk as needed.

Takes the lead in complex server and hardware installations.

Sets up and maintains network printers.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to an Associate of Arts Degree in computer science, information systems or related course of study and two years experience in a position providing PC and network support in a LAN (local area network) WAN (wide area network) environment. Must have appropriate driver's license valid in the State of Maryland. Certifications required include at least one of the following: Microsoft Certified Systems Engineer (MCSE), Certified Network Engineer (CNE) or Cisco Certified Network Associate (CCNA).

Preferred Knowledge, Skills and Abilities:

Advanced knowledge of PC systems, their components and common software packages used by the City.

Good customer service skills.

**CITY OF ROCKVILLE
NETWORK AND PC SUPPORT SPECIALIST II**

Page Three

Skill in diagnosing and correcting hardware and software problems.

Skill in oral and written communication.

Skill in being detail oriented.

Ability to configure and maintain Cisco switches, hubs, routers, CSU/DSU's, modems, cabling, and wireless technology.

Ability to analyze and resolve network performance problems.

Ability to work independently, plan and logically organize.

Ability to work as part of a team.

Ability to administer Novell networks.

Ability to administer firewall and security systems.

Ability to lead the work of others.

Revised: 9/04

CITY OF ROCKVILLE PLANNER II

CHARACTERISTICS OF CLASS:

The Planner II performs intermediate professional planning work involving a variety of general and specialized planning studies and analyses. An employee in this class works under the direction of the Chief of Planning or Director of Community Planning and Development Services. An employee of this class exercises some independent judgment in preparing reports within established guidelines. The work requires limited physical demands and the working conditions are usually good but occasionally somewhat disagreeable due to considerable mental effort and stress involved in handling multiple projects and meeting deadlines. Work involves considerable contact with boards and commissions, developers, engineers, architects, other City and public agencies, and the general public. The Chief of Planning provides general supervision to the incumbent of this position.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers.
- 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:

- Works on projects which involve the review of zoning and development applications, and the presentation of same to the Mayor & Council, Planning Commission, Historic District Commission, Board of Appeals or other public bodies as required.
- Works in such functional areas as transportation, housing, urban design, environment, public facilities, policies planning, fiscal impact analysis, economic development, energy, general land-use planning or historic preservation as necessary.
- Contacts other departments of City government or agencies at the Federal, State or local levels.
- Presents results of planning studies and programs developed by the City to affected and interested groups.
- Analyzes and compiles census data and prepares related reports.

CITY OF ROCKVILLE
PLANNER II
PAGE 2

Analyzes and presents data in written form, graphic or oral reports.
Evaluates and prepares architectural drawings and site plans for presentation purposes.
Investigates citizens' complaints involving planning and zoning matters, and recommends corrective action(s) to be taken.

Works closely with other public agencies such as the M-NCPPC, Montgomery County and the State Departments of Planning, Transportation, Health, etc.

Assists applicants and the public to locate useful information, to comply with City requirements and to follow procedures.

Completes grant applications/contracts and administers grant awards/contracts as necessary.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Master's degree from an accredited college or university in urban, city or regional planning, or closely related

field plus one (1) year experience in the appropriate planning area: or Bachelor's degree from an accredited college or university with major course work in urban planning, architecture, civil engineering, or a subject related to urban planning, and three (3) years experience in the appropriate area.

Preferred Knowledge, Skills and Abilities:

Working knowledge of the principles, practices and techniques of urban planning, urban design, zoning and development.

Knowledge of the literature and sources of information available concerning planning matters, and of the techniques and procedures useful to analyze and report on such subjects.

Knowledge of zoning and land subdivision ordinances and regulations, and the methods and procedures by which they are enforced.

Knowledge of the general principles and practices of civil engineering and architecture as applied to urban planning and development.

Knowledge of computer applications to planning (word processing, spreadsheets and data bases, geographic information systems).

Skill in participating in or developing recommended plans, studies or reports dealing with and fostering the planned economic growth and orderly physical development of the City.

Skill in analyzing and preparing long and short range planning studies, including recommendations, relative to such areas of planning concern as: transportation; land use; zoning; urban design; historic preservation; public facilities; community services, open space; land development control ordinances and procedures; and fiscal, social and environmental impact statements.

**CITY OF ROCKVILLE
PLANNER II
PAGE 3**

Skill in presenting both oral and written reports to the Mayor & Council and Planning Commission and other groups.

Ability to draft, sketch and letter and illustrate in map and graphic forms.

Ability to analyze and evaluate pertinent planning data, to develop unbiased, just and concise recommendations, and to execute plans once approved.

Ability to analyze plans for the development of private and municipal properties.

Ability to analyze and systematically compile technical and statistical information and to prepare technical reports.

Ability to utilize personal computers and related software applications.

Ability to provide information to boards and commissions and other interested parties, and to convey concise and accurate explanations concerning various planning ordinances and procedures.

Preferred Knowledge, Skills and Abilities:

Ability to make recommendations recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

Ability to establish and maintain effective working relationships with other employees and to deal tactfully with developers, engineers and the public in the resolution of difficult and contentious matters.

Revised: 9/04

**CITY OF ROCKVILLE
PUBLIC WORKS DATA AND GIS SPECIALIST**

CHARACTERISTICS OF CLASS:

The Public Works Data and GIS Specialist performs intermediate professional and administrative work and difficult technical work involved in the organization, maintenance and configuration of the Public Works GIS and data information. The work requires regular contacts within the department, with other departments, outside agencies, the general public and City residents seeking information on specialized matters. The physical demands of the job are light and the working conditions are good. The work is subject to general policy direction, practices and procedures covered by precedents and general supervisory review. The position has meaningful impact on the customers and operations of the Department, as well as the City.

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:

- Develops and maintains GIS system for Public Works Engineering.
- Coordinates GIS efforts with Public Works and other City of Rockville departments.
- Utilizes and customizes computer software to analyze, maintain, and update spatial information.
- Locates data sources including maps, charts, aerial photographs, satellite images, or text materials in both electronic and printed form.
- Assists staff in integrating GIS technology into project work and reviews GIS application databases to determine duplication in data storage and collection.
- Provides training sessions, prepares training materials and gives presentations to GIS users.
- Builds and maintains Public Works GIS database and creates geographic layers and objects required by users.

CITY OF ROCKVILLE
GIS AND DATA MANAGEMENT SPECIALIST
Page Two

Advises and provides assistance to engineers and other staff in compiling and utilizing basic geographic data in support of organizational projects.

Develops specifications for additional GIS and GPS related hardware and software.

Performs customization to existing GIS applications using simple programming language, editing and other customization tools.

Prepares, updates and distributes GIS maps and new information as it becomes available.

Prepares and/or reviews complex engineering drawings for sewer, water and storm water management, street and traffic control projects, based upon survey notes, design standards and instruction from Engineers.

Provides GIS (and other) database development, management, and maintenance.

Provides general public information services.

Collects data and performs analyses as needed.

Keeps current with new GIS and GPS information and technology.

Represents Rockville in job related organizations when requested by supervisor.

Attends meetings and conferences as requested or approved.

Manages and maintains the environmental division's web-page as well as providing general public information services.

Investigates and resolves complaints by property owners relating to City projects.

Researches engineering information such as utility depth and location, property ownership, etc.

Provides general software and database support.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Bachelor's degree or higher in engineering, geography, planning, information systems or related field to include a working knowledge of geographic information system (GIS); **OR** an Associates degree in a geography/surveying related field and two (2) years of progressive work experience using GIS. Additional desired knowledge includes ArcGIS, AutoCAD, ArcObjects, Visual Basic for Applications (VBA), and relational database experiences.

Preferred Knowledge, Skills and Abilities:

Knowledge of GIS principles and practice, with experience in GIS, database, and information technology.

Knowledge of cartographic principles and experience in preparing presentable and professional maps from GIS data.

**CITY OF ROCKVILLE
GIS AND DATA MANAGEMENT SPECIALIST**

Page Two

Excellent interpersonal and public relations skills.

Skill in database design, creation and maintenance.

Excellent oral and written communication skills.

Excellent organizational and analytical skills.

Ability to train others, including preparing materials and making presentations.

Ability to work with Public Works utilities, including plan interpretation and GIS data entry and management.

Ability to maintain a positive attitude with Public Works staff.

Revised: 9/04

CITY OF ROCKVILLE REHABILITATION SPECIALIST

CHARACTERISTICS OF CLASS:

The Rehabilitation Specialist performs intermediate professional and administrative work and difficult technical work involved in managing the Housing Rehabilitation Program, including gathering, distributing, information and funds and explaining the rehabilitation portion of the City's Community Development Block Grant Program. The work requires a proactive approach with outside and inside contacts to carry out the programs and to explain specialized matters to the general public, with occasional contacts with higher level officials. There are light physical demands, and the working conditions are somewhat disagreeable due to exposure to the elements of the outdoors and/or stress from frequent contact with the public and contractors. The incumbent's technical work is subject to functional policies and goals under general managerial direction. The incumbent participates with others, within and/or outside the organizational unit, in program development, service delivery and is responsible for overseeing, monitoring and coordinating activities of outside contractors and vendors.

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:

- Manages the City's Housing Rehabilitation Program.
- Visits projects in progress on a regular basis; consults with contractors relative to the work; addresses any issues that may be raised by the homeowner; and remains available to both the homeowners and contractors to facilitate the work.
- Identifies existing an unanticipated required work (i.e. concealed faulty wiring); informs the homeowners and assists in negotiating an acceptable price for the work; monitors and records the jobs progress and all changes in the work using the City's Permit Plan System.
- Ensures work is done in accordance with work write-ups, drawings, specifications, City Code, and provisions of the Community Development Block Grant (CDBG) Program.

**CITY OF ROCKVILLE
REHABILITATION SPECIALIST
PAGE TWO**

Completes, produces, submits and administers the CDBG contract and related documents including: notification to interested parties; submitting required paperwork to other City departments; and effecting payments.

Assists in determining recipient eligibility by performing and administering intake, assessment of applicants, determining property ownership, administering the Bid process performing environmental reviews, determining historic significance; and making recommendations on acceptance of applicants; etc.

Conducts site visits and coordinates with homeowners and contractors relative to work to be done, presenting and selecting of bids, contractor selection, quality of and payment for work, timetables, customer satisfaction, property access, and follow-up on completed work.

Ensures compliance with regulatory issues including historic preservation and lead paint abatement.

Conducts outreach on the CDBG informing a wide varied audience about the program, and makes appropriate referrals to other programs when CDBG would not apply or be appropriate.

Files appropriate liens against recipients properties and provides information on the release of liens to former recipients, heirs, title companies and attorneys.

Produces required reports.

Maintains and manages a list of qualified contractors.

Keeps abreast of current changes in rules, regulations, laws, policies and procedures.

Ensures approved historic property changes are adhered to.

Provides assistance to and takes the lead with other departments on a variety of related projects.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a bachelor's degree in engineering, economics, construction management or related field and three years of progressively responsible experience in construction management, contract management, code inspections or related field. Must possess appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of the rules, regulations, and procedures of the Community Development Block Grant Program.

Thorough knowledge of the City's home improvement program.

**CITY OF ROCKVILLE
REHABILITATION SPECIALIST
PAGE THREE**

Thorough knowledge of the City's construction codes requirements, including local and state requirements..

Thorough knowledge of the methods, materials and techniques involved in building construction, repair and alteration.

Ability to write construction specifications and prepare drawings.

Ability to convey accurate explanations of various codes, ordinances, regulations and the reasons therefore.

Ability to read and interpret blueprints working drawings and specifications.

Ability to deal firmly but fairly and tactfully with contractors and homeowners in situations which are often contentious.

Ability to be effective and concise in oral and written communication.

Revised: 9/04

CITY OF ROCKVILLE
STORM WATER BUDGET ANALYST
Grade 19

CHARACTERISTICS OF CLASS:

The Storm Water Budget Analyst performs intermediate professional and administrative work related to storm water management including preparing, monitoring and maintaining the City's storm water program budget. It also includes the development and implementation of City operating and capital improvement project budgets related to storm water management. There are limited physical demands, with good working conditions. The work requires regular contact within the department and contacts with other departments and outside agencies. Work involves strategic planning, performance tracking and report writing to facilitate storm water activities, under the direction of the Storm Water Program Manager.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of city, department and division 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 team responsibilities and meet team expectations and goals
- 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 on time and properly attired
- Consistently prepare high quality work assignments completed on schedule
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Formulates the City's proposed stormwater budget
- Identifies and prepares applications for grants from federal and state agencies and private or non-profit foundations
- Tracks storm water fund expenditures against the City's adopted annual budget
- Performs a periodic cash-flow analysis of the stormwater fund
- Calculates the annual stormwater utility fee rate and prepare briefing materials for senior management and elected officials
- Works with Montgomery County to ensure that annual stormwater utility bills are distributed in a timely manner
- Resolves any fee credit requests and appeals filed by fee payers
- Measures program performance and effectiveness

**CITY OF ROCKVILLE
STORMWATER BUDGET ANALYST
PAGE TWO**

- Prepares briefings, factsheets, program reports and memoranda
- Prepares annual reports required by the Maryland Department of the Environment
- Ensures that the City GIS impervious surface data base remains accurate
- Represents the City at conferences and meetings
- Attends administrative meetings and training
- Performs other duties as assigned

QUALIFICATIONS:

Required Training and Experience:

A bachelor's degree from an accredited college or university with major course work in business, finance, accounting or related area, and at least three years of related work experience. Must have a driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Working knowledge of budgeting principles and practices.
- Knowledge of finance, accounting and program management principles and practices.
- Skill in cash-flow analysis models
- Collaboration skills
- Skill in project planning and implementation
- Strong written and verbal communication skills, including public speaking and technical report writing and editing abilities
- Ability to produce Spreadsheets
- Ability to write grant proposals.

FLSA Code: Exempt

Created: 11/08

**CITY OF ROCKVILLE
TELEVISION WRITER/PRODUCER**

CHARACTERISTICS OF CLASS:

The Television Writer/Producer performs intermediate professional work involved in planning, writing and producing TV programs for the City of Rockville and its government television channel. The incumbent works with employees of other departments supplying and seeking information on specialized matters and takes direction from the Television and Telecommunications Manager. The incumbent performs work under the standardized practices and procedures of broadcast journalism and production. The physical demands are moderate, occasionally lifting heavy video equipment and the working conditions are good. The incumbent occasionally directs the work of one or more production assistants and coordinates production details, schedules and assignments with the Cable TV Production Specialist, the Associate Producer/Director, and the Video Technician.

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:

Researches and writes news and feature stories and programs, promotional programs and announcements, public service announcements, documentaries, and long form videos in appropriate TV form and format.

Generates and develops ideas for television programs to address the goals and priorities of the City and individual departments and programs.

Determines appropriate format and ensures programs and stories are produced to most effectively, and interestingly communicate, with available resources.

Plans and conducts video taped and non-video taped interviews.

Selects and times sound bites.

As assigned, selects topics or stories for programs, selects visuals, determines appropriate order for presentation, times stories and/or programs and prepares scripts using Microsoft Word or other standard office computer programs.

Creates format for special and non regular programs.

CITY OF ROCKVILLE
TELEVISION WRITER/PRODUCER
PAGE 2

Produces TV programs organizing, coordinating and scheduling all aspects including pre- and post production, as assigned within time and budget constraints.

Meets with department personnel to determine needs, priorities and ways to meet those needs through appropriate television programming.

Coordinates equipment and personnel needs with other television staff.

Coordinates with outside vendor when necessary.

Occasionally operates professional video and audio equipment for field and studio productions.

Occasionally edits videotape, other visuals, and audio to produce finished programs.

Does voice-overs and on-air reading, anchoring, hosting and interviewing.

Schedules all aspects of production

Develops monthly on-air program schedule.

Programs video server replay of programs.

Other duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in broadcasting, communications, journalism, political science or related field, and two years experience in broadcast writing and production. Driver's license required.

Preferred Knowledge, Skills and Abilities:

Knowledge of television scripting styles and format.

Knowledge of standard guidelines and procedures required in broadcast journalism.

Skill in effective interviewing, including on-air interviewing.

Skill in on-air narration, hosting, and voice-over.

Excellent organizational skills.

Skill in writing and producing a variety of types of television programs.

Ability to write and produce professional television programs that visually communicate a desired message.

Ability to work in a collaborative environment.

Ability to take initiative, be creative, and follow-through to completion.

Ability to effectively complete projects in a timely manner.

Ability to set up and operate production equipment.

Revised: 6/07

**CITY OF ROCKVILLE
THEATRE/CIVIC CENTER SUPERVISOR**

CHARACTERISTICS OF CLASS:

The Theatre/Civic Center Supervisor performs difficult technical and responsible administrative work involved in the day-to-day management of the F. Scott Fitzgerald Theatre and the supervision of the facility maintenance for the Civic Center complex. The work requires a proactive approach when working with user groups and contractors and participating in various committees. The physical demands are moderate with regular exposure to hazardous work situations. The work is subject to functional policies and goals under general managerial direction from the Civic Center Superintendent. The incumbent participates in program development, service delivery and supervision of 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:

Serves as technical director and production manager for productions at the F. Scott Fitzgerald Theatre and for special events.

Supervises technical staff for the Theatre.

Coordinates requests of user groups for the Theatre. Develops contractual and fee arrangements including facilitating specific requests and requirements, production logistics and technical support, and follow-up.

Supervises the custodial crew for the Civic Center Complex.

Plans, schedules and assigns staff ensuring correct set-up requirement for Civic Center events.

Serves as City staff representative on various arts and performance related committees and commissions.

**CITY OF ROCKVILLE
THEATRE/CIVIC CENTER SUPERVISOR
PAGE TWO**

Promotes the Theatre; supports existing arts programs within the Fitzgerald Theatre; facilitates publicity for further outreach into the community; monitors other performance spaces for comparison of services and rates.

Supervises the custodial crew for the Civic Center complex.

Coordinates facility maintenance for the Civic Center complex; makes inspections and has Parks personnel or contractors take appropriate action as necessary.

Develops and monitors risk management program in Civic Center complex.

Manages CIP projects associated with the theatre/social hall complex; monitors daily contractor progress; reviews safety and quality concerns; and relates status to those involved including the Civic Center Superintendent..

Manages all Civic Center day-to-day operations in the Superintendent's absence.

Performs other related duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited university or college with major course work in theatre, facilities management, business, or related field. Three years of experience in technical theatre management is required.

Preferred Knowledge, Skills and Abilities:

Knowledge of theatre safety and building operations;

Knowledge of personnel/contractual, budget and purchasing procedures.

Skill in the use of various equipment including fork and scissor lifts; computers for HVAC and lighting control; sound reinforcement and recording equipment, rigging, and tools necessary for electrical and carpentry projects.

Ability to integrate user needs with City facilities and their rules and regulations.

Ability to communicate clearly both in writing and verbally.

Ability to establish and maintain effective working relationships with subordinates, user groups and the general public.

Retyped – 4/25/05

**CITY OF ROCKVILLE
TRANSPORTATION PLANNER II**

CHARACTERISTICS OF CLASS:

The Transportation Planner II performs intermediate professional and some technical work involving a variety of general and specialized department programs. Work involves applying professional planning skills to a wide variety of urban planning and design problems. The Transportation Planner II manages individual transportation projects, works in a project team atmosphere, and acts both proactively and reactively with the residents of the City. Physical demands are light and the work involves mental effort and stress in handling multiple projects in meeting deadlines. The incumbent's work has meaningful impact on the community and is subject to general supervisory review.

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 a number of related duties as required and as assigned including but not limited to:

Manages the transportation demand management (TDM) operations,

Implements the Mayor & Council initiative to improve pedestrian and bicycle safety throughout the City.

Plans and helps implement bus shelters, sidewalks, and bicycle facilities projects.

Coordinates the transportation demand management program.

Collects data associated with tracking the use of alternative transportation facilities.

Reviews site and subdivision plans, and recommends permit conditions to meet standards and conforms with good practice.

**CITY OF ROCKVILLE
TRANSPORTATION PLANNER II
PAGE TWO**

Identifies transportation amenities needed in new developments and works with developers in the planning of street systems and pedestrian safety.

Manages some of the City's transportation Capital Improvements Program for the Traffic and Transportation Division.

Acts as liaison between the City and County, State and Federal transportation agencies in all matters pertaining to streets and highways, and as staff liaison for the Traffic and Transportation Commission.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's Degree from an accredited university or college in Urban Planning, Transportation Planning or related field with major course work in Traffic and Transportation and three years experience in the planning of traffic and transportation projects. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of transportation planning as applied to the planning design and construction of pedestrian walkways, bike paths, urban streets, traffic control devices, street lighting, etc.

Considerable knowledge of codes, ordinances, regulations, and standards pertaining to roadway design.

Considerable knowledge of traffic and vehicle law.

Considerable knowledge of traffic control equipment and devices, its uses, capabilities and limitations, and of traffic control materials.

Considerable knowledge of traffic and transportation planning principles and practices.

Skill in establishing and maintaining effective working relationships with fellow employees, public officials, and the general public.

Skill in performing quantitative analysis, with specialized emphasis on traffic impact analysis, spreadsheet applications, and relational database management.

Skill in using geographic information system tools.

Ability to communicate effectively both orally and in writing.

Ability to plan, schedule, and manage the activities of professional, technical, and administrative personnel engaged in a wide variety of data collection, design, research, and inspection activities.

Created: 10/06

**CITY OF ROCKVILLE
YOUTH AND FAMILY COUNSELOR**

CHARACTERISTICS OF CLASS:

The Youth and Family Counselor performs intermediate professional work in providing individual, family, and group counseling, guidance, and referral services. This work is proactive and involves some outreach into the community. While the physical requirements of the position are limited to light in nature, it does require considerable mental effort to resolve relative issues. The work requires the employee to be licensed to provide counseling services in the State of Maryland. The work is subject to general policy direction, practices and procedures, covered by precedents and general supervisory review. Employee's assignments are planned and carried out with direct administrative supervision provided in writing and by means of conferences with the Community Services 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:

- Provides short-term, prevention-oriented counseling to individual youth and families who are self-referrals or referred by schools, families, courts, the community, etc., because of difficulties related to their personal, social or family well-being.
- Counsels clients individually, in family, or in other small groups. Counseling may be formal or informal in nature or setting.
- Leads psychoeducational groups for school-age children.
- Consults with parents, school staff, medical providers, etc. as needed.
- Makes referrals to various public or private agencies and assists clients to access needed services, including health and mental health insurance.
- Provides individual and community outreach and conducts client home visits as required.

**CITY OF ROCKVILLE
YOUTH AND FAMILY COUNSELOR
PAGE TWO**

Responds to individual, family, school and community emergencies and provides crisis intervention and stabilization assistance, teaches problem-solving strategies and makes referrals as appropriate.

Maintains good working relationships with other City staff and local school personnel as well as other public and private agencies and groups.

Serves as resource and provides training to City staff on effectively managing disruptive behaviors.

Leads group discussions and provides education programs in such areas as addiction prevention, parenting, suicide prevention, family problems, financial problems, dating, education, etc.

Supervises graduate interns.

Prepares reports, informative booklets, memoranda, and related correspondence.

Backs up other Community Services Division staff as needed.

Works irregular schedules as required.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with a Master's degree in social work, human services, psychology, counseling, or a closely related field and two years' experience in a social services setting. Must have the appropriate Maryland State License in the field (*minimum LCSW or LCPC*). Being fluently bilingual in English and Spanish is preferred. Possession of a driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Knowledge of social and economic problems facing youths and families and the ways these problems affect both the families and individuals.

Knowledge of the principles and practices of adolescent psychology.

Knowledge of the principles of prevention, intervention, and treatment of substance abuse.

Knowledge of community organization techniques and individual and group dynamics.

Knowledge of the operation of a wide variety of government aid, welfare, health, and recreation resources and programs.

Skill to work effectively with representatives of other interested or affected agencies.

Ability to acquire and apply good working knowledge of relevant laws and practices.

Ability to present thoughts both verbally and in writing, to conduct interviews, and to prepare and maintain necessary records and reports.

Revised: 6/06

CITY OF ROCKVILLE ZONING INSPECTOR II

CHARACTERISTICS OF CLASS:

The Zoning Inspector performs intermediate technical and difficult administrative work in securing and maintaining compliance with ordinances and regulations relating to zoning, occupational licensing, and nuisances within the City. This is code enforcement work requiring the application of technical and specialized knowledge, methods and techniques to ensure compliance with codes. Incumbent makes independent field inspections, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court when necessary. The work is proactive requiring continuing personal contact with the general public, contractors, architects, etc. concerning construction code requirements. The physical demands are moderate under somewhat disagreeable working conditions. The incumbent's work has meaningful impact on specific cases and is subject to general supervisory review.

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:

Regularly conducts independent field inspections of commercial, industrial, and residential properties to verify compliance with the City of Rockville Zoning Ordinance and the Solid Waste Ordinance.

Performs inspections relative to the issuance of Sign Permits to determine compliance with permit conditions, the City's Sign Regulations, and any variances granted by the Sign Review Board.

Prepares staff report and recommendation to the Sign Review Board for all sign modification applications.

Prepares Sign Review Board meeting agenda, including staff reports, background materials and applications for Board members to review.

**CITY OF ROCKVILLE
ZONING INSPECTOR II
PAGE TWO**

Attends all Sign Review Board meetings as staff liaison and provides the Board with with technical and historical decision information and sign ordinance interpretation.

Reviews prepared meeting minutes for accurate description of decisions and prepares findings prior to Board review.

Reviews and approves or rejects all submitted sign permit applications.

Prepares all decision letters to applicants and advises them of their appeal rights when necessary.

Appears before the Board of Appeals on all sign modification appeals.

Reviews and approves or rejects temporary USE permit applications, approves return on cash bond surety.

Physically removes illegally erected signs from public property and rights-of-way.

Performs inspections of new construction for compliance with conditions of approval For Use Permits, Special Exceptions and approved site plans prior to final inspection and occupancy of new construction. Recommends approval or denial of Occupancy Permit based on findings and discussions with property owner or developer.

Performs site inspections of existing properties for continued conformance with the Zoning Ordinance and approved site plans, on a regular schedule.

Performs field inspections of commercial and industrial properties to check tenants for current Occupancy and Sign Permits, and prepares correspondence advising of discrepancies. .

Performs inspections and monitors licensing of Temporary Uses (construction trailers, Christmas tree sales, etc.)

Performs inspections and monitors licensing of Private Refuse Collectors.

Maintains case files and permit information on Permit Plan.

Investigates and resolves complaints from the public regarding code violations, refuse collection, noise and lighting disturbances, and general commercial nuisances.

Performs evening, weekend, or Holiday inspections as necessary.

Meets with business owners, property managers, developers, architects, contractors and the general public to review proposed plans, answer code related questions, and provide advice with respect to variance applications, sign applications, and general zoning and sign regulations.

Performs other duties as required.

REQUIREMENTS:

Minimum Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and three year's progressively responsible experience in property management, zoning enforcement or related field. Possession of an appropriate driver's license valid in the State of Maryland. Possession of State of Maryland Industrialized Building Inspectors certification and certification by ICC as a Zoning Inspector required.

**CITY OF ROCKVILLE
ZONING INSPECTOR II
PAGE TWO**

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of the City of Rockville's Zoning Ordinance, sign regulations, Solid Waste Ordinance and the Maryland State Handicap Code.

Considerable knowledge in the interpretation of City codes, ordinances and regulations.

Ability to describe code related conditions in detail and maintain extensive records on case histories.

Ability to establish and maintain effective working relationships with homeowners, architects, developers, contractors, other employees and the general public.

Ability to be tactful but firm during contentious circumstances.

Ability to be effective and concise in oral and written communication.

Ability to input data into a computer system.

Created 8/06