

## **ASSISTANT TO THE CITY ATTORNEY**

### **CHARACTERISTICS OF CLASS:**

The Assistant to the City Attorney performs difficult paraprofessional and complex administrative work involving research into legislative or legal history, and case law; maintaining reference and tracking systems; and receiving, analyzing and coordinating the preparation of responses to various legal assignments. The incumbent works proactively relieving the City Attorney of administrative and procedural work and ensuring that legal services are delivered in a timely, competent and efficient manner. The work requires light physical effort and considerable mental effort with some stress. The work is subject to functional policies and goals under general managerial direction from the City Attorney. The incumbent participates with others (both within and outside the Department) in program and project development and service delivery. The incumbent supervises support 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:**

- Plans and coordinates the work of the office, establishing, organizing and supervising the maintenance of office files, records, and directories.
- Performs highly confidential and sensitive assignments in connection with the functions of the office.
- Researches and obtains information from various sources as necessary.
- Prepares initial drafts of various legal documents for review by attorneys.
- Responds to and answers inquiries regarding ordinances, legislation, easements and other related documents and pending matters.
- Reviews various applications and other matters for legal and procedural compliance with the Rockville City Code and related statutes.
- Provides a variety of legal assistance and technical guidance to City staff requiring specialized knowledge of processes, procedures and practices to support legal and administrative activities.

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Performs special projects involving research into legislative or legal history and case law.

Manages and prioritizes legal matters by monitoring the progress of pending cases and initiates action to ensure that legal pleadings, forms, reports, correspondence, and other documents are prepared and submitted within established deadlines.

Compiles, organizes and indexes various exhibits and administrative records for submission in court.

Assists in the preparation of legal pleadings and court documents.

Coordinates and manages the preparation and processing of amendments to the City Code.

Coordinates and assists in the preparation, review and finalization of various city documents including advertisements, contracts, easements, deeds, resolutions, ordinances and legal notices.

Serves as liaison between the City Attorney and other city staff.

Represents the City Attorney's office on committees, workgroups, etc. and arranges for or fulfills requests for information and comments.

Monitors and analyzes the legal impact of legislative developments and administrative and judicial decisions, opinions, determinations, and rulings on issues relating to the City.

Conducts legal research for the preparation of legal opinions on matters of interest to the City.

Tracks and coordinates the preparation and submission of various Mayor and Council briefbook materials.

Manages and controls databases on procedures for various applications and legislative history for the Rockville City Code.

Provides technical support for all Legal Office staff on use of various software programs.

Monitors budget expenditures and prepares budget estimates.

Manages the law library. Determines the need for new and replacement publications.

Supervises an administrative assistant.

Performs other duties as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience equal to an Associate of Arts Degree with a paralegal certification by an institution, college or university, approved by the American Bar Association and at least six years of legal office experience, preferably in a municipal government organization.

#### **Preferred Knowledge, Skills and Abilities:**

Knowledge of legal terms, business English and simple accounting procedures.

Knowledge of legal procedures and practices indigenous to a modern legal office.

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Knowledge of Federal, State and local requirements, which affect municipalities.

Knowledge of the functions and procedures of a City Clerk's office.

Skill in making decisions which will affect the organization, recognizing established precedents and practices and using resourcefulness and tact in meeting new situations.

Skill in advanced word processing and ability to provide technical support when needed.

Skill in effective oral and written communication.

Ability to identify and utilize legal reference materials to perform extensive legal research.

Ability to analyze, interpret, and apply regulatory information.

Ability to draft/develop legal documentation and correspondence.

Ability to work effectively and professionally with others in the legal profession, both within and outside City government, as well as other employees and the general public, to convey concise and accurate explanations of ordinances, policies, requirements and accepted practices and procedures.

Ability to complete tasks requiring the organization and presentation of materials.

Ability to establish and implement office and clerical procedures.

Revised: 9/04

**CITY OF ROCKVILLE**  
**CIVIL ENGINEER I – ENVIRONMENT**

**CHARACTERISTICS OF CLASS:**

The Civil Engineer I – Environment performs difficult professional and related administrative work in the investigation, design and construction of municipal projects and facilities. Work involves responsibility for the application of professional engineering skills to a wide variety of public works planning and design projects. The employee manages individual design projects and may direct and supervise the work of other engineering personnel in project execution. The Civil Engineer's work is both proactive and reactive with contacts on matters requiring cooperation and explanation. Physical demands are light and the work involves mental effort and stress in handling multiple projects and meeting deadlines. Work is directed and subject to general supervisory review, with serious consequences. The employee is assigned to the Engineering Division with work usually assigned and monitored by the Senior Engineering 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:**

- Prepares construction plans, plats, descriptions, specifications and estimates for a variety of water, sanitary sewer, storm drainage, storm water management, sediment control, roadway, sidewalk and other construction, repair or modification projects.
- Reviews standards, specifications, ordinance requirements and regulations applied by the City and researches latest developments in order to recommend modifications and advise on their probable impact.
- Reviews proposed public works projects, and discusses their needs, feasibility and impact on development with the Senior Engineering staff. Develops cost estimates as part of a long-range Capital Improvements Program.
- Reviews plans, specifications, invoices and contract documents prepared by consulting engineers for propriety, adequacy and accuracy; coordinates City projects with utility companies.

**CITY OF ROCKVILLE  
CIVIL ENGINEER I – ENVIRONMENT  
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Estimates costs of new construction projects, formulates special provisions, and assists in preparation of bid proposals; coordinates needed property acquisitions with appropriate parties.

Assists and advises inspection personnel in order to alleviate problems and resolve contract administration difficulties.

Answers public inquiries regarding projects and other engineering matters; attends public hearings, community and citizen meetings to describe new engineering projects and advise on engineering related matters.

Assists in preparation of the Engineering Division operating and Capital Improvements Plan budgets, and in the evaluation of construction and use permit requests, and in other administrative and related matters.

Recommends permit conditions and requirements.

Resolves complaints pertaining to storm drainage and storm water management issues.

Manages individual engineering projects and provides estimates for budgetary and design purposes.

Performs other duties as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from an accredited four year college or university with major course work in civil engineering. Responsible experience in the engineering of public works environmental projects is preferred. Possession of certification from the Board of Registration for Professional Engineers for the State of Maryland is preferred. 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 civil engineering.

Considerable knowledge of the appropriate standard and procedures used in the design and construction of roadway, water, sanitary sewer, storm drainage, storm water management, sediment control and other public works construction.

Considerable knowledge of construction methods, materials and equipment used in public works construction.

Good knowledge of information sources, research techniques and reporting standards used in public works engineering.

Skill in the use of drafting instruments: skill in making engineering computations, estimates and designs.

Skill in the use of word processing and data processing equipment.

**CITY OF ROCKVILLE  
CIVIL ENGINEER I – ENVIRONMENT  
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Ability to make difficult engineering computations and to design a variety of standard and complex public works projects quickly and accurately.

Ability to review engineering plans, specifications and documents and to discern and correct errors in design and criteria.

Ability to establish and maintain effective working relationships with other engineers and employees, contractors and other persons contacted in the course of the work.

Ability to plan and assign work for contract engineers, inspectors and surveyors.

Revised 11/5/99

**CITY OF ROCKVILLE  
CIVIL ENGINEER I -TRAFFIC AND TRANSPORTATION**

**CHARACTERISTICS OF CLASS:**

The Civil Engineer I - Traffic and Transportation performs difficult professional and related administrative work in the investigation, design and construction of municipal traffic, transportation and other projects. Work involves responsibility for the application of professional engineering skills to a wide variety of planning and design problems. The incumbent manages individual design projects and may direct and supervise the work of other engineering personnel in project execution. Work is both proactive and reactive with high level contacts on matters requiring cooperation and explanation. Physical demands are light and the work involves mental effort and stress in handling multiple projects in meeting deadlines. Work is directed and subject to general supervisory review, with serious consequences. The incumbent is assigned to the Engineering Division with work usually assigned and monitored by the Senior Engineering 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:**

Plans, designs and manages the construction of public streets, pedestrian ways, drainage, traffic controls, street lighting, bikepaths and other Public Works projects.

Prepares plans, specifications, and estimates for major design, construction and operational contracts. Prepares and evaluates proposals for engineering consulting design contracts.

**CITY OF ROCKVILLE  
CIVIL ENGINEER I -TRAFFIC AND TRANSPORTATION  
PAGE TWO**

Reviews site and subdivision plans, and recommends permit conditions to meet standards and conform with good practice. Identifies transportation amenities needed in new developments and works with developers in the planning of street systems and pedestrian/bicycle ways.

Reviews traffic impact studies as part of the development review process.

Studies major engineering problems and recommends the best course of action to the supervisor

Annually assists in preparing the City's transportation Capital Improvements Program and the operating budget for the Traffic and Transportation Engineering Division.

Investigates and recommends the need for new or improved traffic control devices on City streets. Collects applicable traffic data.

Prepares Traffic Orders, recommends modifications to traffic regulations.

Reviews and recommends actions on Public Works permit applications for projects affecting City streets.

Maintains operation of the City's computer-based traffic signal system. Maintains records for both City-owned and State-owned signals inside the City limits.

Coordinates City street lighting programs; investigates and recommends the need for lighting modifications and coordinates installations, removals, repairs and conversions. Administers street light maintenance and repair contracts, and acts as liaison with PEPCO in street lighting matters.

May act 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.

Provides engineering guidance to Public Works operating divisions and other Departments 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 four year college or university in civil engineering with major course work in Traffic and Transportation. Responsible experience in the engineering of traffic and transportation projects is preferred. Possession of (or ability to obtain) certification from the Board of Registration for Professional Engineers for the State of Maryland within a reasonable amount of time as determined by the City. Possession of an appropriate driver's license valid in the State of Maryland.

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CIVIL ENGINEER I -TRAFFIC AND TRANSPORTATION  
PAGE THREE**

**Preferred Knowledge, Skills and Abilities:**

Knowledge of the principles and practices of civil engineering as applied to the planning design and construction of urban streets, traffic control devices, street lighting, pedestrian walkways, bikepaths, etc.

Knowledge of codes, ordinances, regulations, and standards pertaining to roadway design. Considerable knowledge of traffic and vehicle law.

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

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 engineering computations, estimates, and designs, with specialized emphasis on roadway geometry and traffic signal timing.

Skill in using computers for word and data processing, and for specialized engineering functions.

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.

Revised: 9/04

**CITY OF ROCKVILLE  
COMMUNITY PROGRAM AND OUTREACH SPECIALIST I**

**CHARACTERISTICS OF CLASS:**

The Community Program and Outreach Specialist I performs difficult professional and responsible administrative work in providing social services and/or individual, family, and group guidance, and referral services. This work is proactive and involves extensive outreach into the community and advising members of the community as to the availability of local resources to prevent or alleviate social problems. The work can also be influential when raising funds to support various programs. 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 is subject to general functional policies and goals under general managerial direction and has meaningful impact on 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 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:**

- Identifies, develops, and implements and administers new programs that enhance the City's ability to adequately address community social problems or potential problems.
- Monitors grant opportunities and completes grant applications and identifies other financial resources including fund raising sources.
- Provides extensive individual and community outreach and involvement in community groups and community concerns such as community education; financial assistance; parenting; information about youth services, activities and programs; and intervention in crises involving youths.
- Visits individuals and families and addresses neighborhood groups to promote supportive services available to those needing assistance.
- Interviews clients with problems, such as personal and family adjustments, finances, employment, food, clothing, housing, and physical and mental impairments, to determine nature and degree of problem.
- Responds to individual adolescent, family, and community crises recommending individual, family, and group counseling relative to personal and social problems of adolescents and their families and makes referrals to schools and other parties involved.
- Determines specific needs relative to income, age, or other economic or personal situations.

**CITY OF ROCKVILLE  
COMMUNITY PROGRAM AND OUTREACH SPECIALIST I  
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Provides information and referral, employment counseling, and other program services to individuals referred by schools, families, courts, the community, other agencies, and to self-referrals.

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

Performs crisis intervention by responding to emergencies.

Assists with coordinating events such as the Holiday Drive, homeless assistance, eviction assistance, and emergency assistance programs.

Performs as an advocate and mediator, assisting youths and families in the resolution of their problems.

Organizes community oriented and recreation activities appealing to youth groups; responds to emergency social situations at local senior and junior high schools.

Investigates social conditions in response to complaints and reports findings.

Refers individuals to various public or private agencies for assistance.

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

Provides socially oriented technical assistance to community organizations.

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

Works irregular work schedules as required.

Reviews service plans and performs follow-up to determine quantity and quality of service provided to the client and status of the client's case.

Determines client's eligibility for financial assistance.

Provides assistance in obtaining services and information related to such concerns.

Responsible for processing client applications for financial assistance.

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 in social work, human services, psychology, counseling, or a closely related field and four years' experience in a social services setting. Possession of an appropriate driver's license valid in the State of Maryland. Must be able to obtain the appropriate Maryland State License in the field to provide counseling services.

**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.

**CITY OF ROCKVILLE  
COMMUNITY PROGRAM AND OUTREACH SPECIALIST I  
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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.

Multilingual skills are required based on population served.

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.

Ability to provide extensive outreach and fundraising for communities and community programs using independent professional judgement.

(Employees who have completed their initial probationary period and who have received the appropriate State of Maryland license to provide counseling, will move to the Community Program and Outreach Specialist II position in the pay period immediately following receipt of proof of licensing by the Personnel Department.)

Revised: 9/04

**CITY OF ROCKVILLE  
COUNCIL SUPPORT SPECIALIST**

**CHARACTERISTICS OF CLASS:**

The Council Support Specialist performs intermediate professional and administrative work in supporting the Mayor and Council. The incumbent must be proactive with various persons within and outside the City government and exercise considerable tact, discretion and persuasion in obtaining desired results. Work is performed under general direction from the City Manager. The physical demands are limited and the working conditions are somewhat disagreeable due to the effort and stress involved.

**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 and coordinates the timely response to organizational service requests from Councilmembers. Works with City Manager and Department heads to help resolve problems, and follows up with citizens and/or Councilmembers. Informs Mayor and Council on the status of information requests as required.

- Provides a single contact for Mayor and Council members.

- Coordinates Citizen Service Requests (CSR's) received by Mayor and Councilmembers, via the Internet or directly through the dedicated CSR line. Provides weekly reports on the status of all outstanding CSR's.

- Attends Mayor and Council meetings to be available for Council needs/requests; tracks Mayor and Councilmembers' requests for information; keeps informed of important issues; troubleshoots problems that might occur during the meetings.

- Coordinates special room requirements for Mayor and Council meetings or worksessions.

- Plans catering for Mayor and Council meetings and worksessions as necessary.

- Assists the Mayor and Council on various special projects, specifically where intergovernmental assistance is required.

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COUNCIL SUPPORT SPECIALIST  
PAGE TWO**

Drafts proclamations and certificates; arranges presentations at Mayor and Council meetings.

Reviews reports and other important information and provides summary information for Mayor and Councilmembers upon request.

Works closely with the City Manager in reviewing and preparing Mayor and Council agenda (brief book) materials.

Provides assistance to the Mayor and Council on state, regional and national committees such as the Maryland Municipal League, Washington DC Council of Governments and the National League of Cities.

Coordinates travel arrangements for the Mayor and Council; troubleshoots all problems. Schedules meetings for Mayor and Councilmembers as necessary.

Drafts speeches and welcoming remarks as appropriate.

Maintains the Mayor and Council Social Log and informs members when their attendance is necessary and appropriate. Provides reminders as necessary.

Coordinates with department heads on follow-up and advises staff on highly sensitive and political issues.

Attends and participates in Senior Staff Meetings.

Provides a presence for Mayor and Council at drop-in to facilitate a quality interaction between citizens and the members; may sit in on drop-in sessions to assist in providing follow-up as requested.

Plans, coordinates and attends Mayor and Council retreats.

May travel with the Mayor and Council to National and State conferences as appropriate.

Works closely with appointed officials to develop orientation materials for orienting new Councilmembers as needed.

Works closely with the City Manager and coordinates with department heads to provide quarterly updates on progress toward Mayor and Council policy initiatives.

Answers Mayor and Council office telephone and appropriately routes and serves individuals trying to reach councilmembers.

Proofreads and edits letters and memos prepared by others.

Prepares appropriate letters of condolences and congratulations as well as seasonal greetings.

Maintains confidentiality of the office at all times.

Performs additional duties as assigned.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to a Bachelor's degree from an accredited college or university with a major in Political Science, Public or Business Administration or closely related field and one year's experience in a municipal setting. Training and experience should provide the preferred knowledge, skills and abilities. Must possess a driver's license valid in the State of Maryland.

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**COUNCIL SUPPORT SPECIALIST**  
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Preferred Knowledge, Skills and Abilities:

Knowledge of research methods and techniques.

Knowledge of the principles and practices of public administration.

Knowledge of local government organization and administration.

Ability to communicate effectively orally and in writing.

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

Ability to be sensitive to difficult political issues, and to deal with them in an appropriate manner.

Proficient key boarding skills and experience with personal computers.

Ability to carry out brief general instructions effectively and with dispatch.

Ability to analyze administrative problems, to make sound recommendations as to their solution, and to prepare working procedures.

Revised: 9/04

**CITY OF ROCKVILLE  
EMPLOYEE WELLNESS COORDINATOR**

**CHARACTERISTICS OF CLASS:**

The Employee Wellness Coordinator performs intermediate professional and responsible administrative work in the design, implementation, execution, and evaluation of the Employee Wellness Program in order to accomplish the objectives of the Program: these are: to improve employee health, morale, and productivity while decreasing absenteeism and containing health care costs. In addition to providing health promotion programs and activities, the Employee Wellness Coordinator administers and interprets health appraisals and provides health promotion counseling to employee. Responsibilities involve working with the City Manager and other Senior Staff along with employees of all levels to develop a comprehensive worksite wellness program to satisfy management's goals and to match the specific needs of Rockville employees. The Employee Wellness Coordinator is accountable to the City Manager while working to accomplish agreed City objectives.

**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 independently with policy guidance from the City Manager in coordinating wellness programs for all City employees.

Chairs the Employee Wellness Steering Committee which provides support for the various activities and events.

Serves as liaison with State, County and professional associations on wellness issues with which the City is concerned or involved.

**CITY OF ROCKVILLE  
EMPLOYEE WELLNESS COORDINATOR  
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**EXAMPLES OF DUTIES Continued:**

Represents the City before professional organizations, governments, and private organizations.

Hires and supervises contracted personnel who serve as guest speakers, workshop leaders, health counselors, and health care professionals (cholesterol, mammogram, body composition, fitness, etc. screeners).

Supervises and/or personally delivers the following program services: administers and interprets health risk appraisals; confidential health promotion counseling; coordinates health fairs; provides employee workshops on nutrition, stress management, weight control, smoking cessation, and other topics on current health issues; oversees blood pressure monitoring.

Procures materials and equipment necessary for implementing programs.

Publishes wellness information in employee newsletter and fliers.

Maintains library with resource materials on health issues.

Is available for interaction with all employees on a one-to-one basis on their health concerns.

Prepares and monitors the Wellness Program budget.

Provides timely and current wellness programs.

Provides current health promotion information to all employees.

Ensures that Program meets specific needs of employees.

Promotes and advertises programs.

Provides employee newsletter with articles on current health issues.

Evaluates programs.

Maintains working knowledge on current health issues.

Contracts with qualified health care professionals.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to a minimum of a Master's Degree in Health Promotion or a related field with two years of experience in the wellness field.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of current health issues including nutrition, weight control, stress, cardiovascular disease, cancer, exercise, smoking cessation, and hypertension.

Considerable knowledge of health promotion counseling.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of medical terminology as it pertains to health promotion.

Considerable knowledge of employee health needs and concerns.

Considerable knowledge of wellness resources in the community.

High skill in human relations.

Ability to plan, organize, and meet deadlines in the preparation of a variety of programs.

Ability to be creative and innovative to enhance program participation.

Ability to provide a comprehensive worksite wellness program for all employees.

Ability to establish an effective working relationship with department heads and employees.

Revised 12/14/04

**CITY OF ROCKVILLE  
HUMAN RESOURCES SPECIALIST**

**Grade 20**

**CHARACTERISTICS OF CLASS:**

The Human Resources Specialist performs developmental to intermediate professional and administrative work in implementing one or more core human resources programs for the City. Core human resources programs include the following: classification and compensation, recruitment and staffing, training and performance management, labor/employee relations, employer services and benefits, and diversity and equal employment opportunity management. Work may also be performed in safety, workers' compensation and other areas as required. Employees in this class work proactively with contacts within and outside the department and City to explain specialized aspects of the program area of assignment. There may be occasional contact with high-level officials. Most of the work requires light physical demands and occurs under good conditions, usually within an office setting or indoors, producing considerable mental effort and stress by handling multiple projects/assignments concurrently and meeting deadlines. The work is carried out within established policies, procedures, and precedents and subject to general supervisory review. Employees in this class contribute to and directly impact the delivery of services within the core human resources programs to which assigned.

**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:**

An employee in this class performs a variety of standard professional assignments within one or more areas of specialization and performs other duties as required.

**Benefits:**

- Assists in the implementation of the City's benefits program;
- Conducts and facilitates the administration of the City's benefits and services program (i.e., Dental, Health Care, COBRA, Retirement, Retirement Planning, Pension, Life Insurance, EAP, On and Off the Job Injury and Illness, Family and Medical Leave, New Employee Orientation, etc.).
- Provides benefits counseling, investment counseling, retirement statements, FICA, benefits orientation, and communications of benefits, costs containment, open enrollment, etc.
- Develops and coordinate the dissemination of benefits-related notifications and other information to City employees, retirees, and others; ensures that appropriate forms and comprehensive instructions for completing forms are available.
- Assists in the implementation of 'self-service' capabilities for employees to make benefit choices and changes on-line.
- Works closely with individuals and their families as appropriate on benefits issues.
- Assists in preparing requests for proposals and preparing appropriate documentation to select, implement, and administer various benefits.

**Classification & Compensation:**

- Assists in implementation of the City's classification and compensation functions.
- Conducts occupational class studies and individual position studies to assess and update changes in occupational coverage, organizational structure, and/or duties and responsibilities assigned to an individual or occupation; collects and analyzes job-related documentation; conducts desk audits of individuals, as appropriate; makes recommendations concerning the impact of occupational changes/modifications on grade structure of an occupational class and/or an individual position based on comparative analysis utilizing the City's Systematic Analysis and Factor Evaluation System (SAFE).
- Prepares new or revised class specifications, evaluating classes using the SAFE quantitative job evaluation system, prepares comprehensive reports of findings and recommendations for review and comment by management and employees.
- Prepares written, detailed analysis of responses to employee and management comments/concerns, meeting with employees and managers to discuss recommendations, and preparing final decision memoranda.
- Conducts salary surveys and salary data analysis.
- Participates in development and preparation of classification and compensation reports.

**Labor/Employee Relations:**

- Assists in the implementation of the City's Labor/Employee Relations program;
- Reviews and transmits labor/employee relations decisions and actions; provides guidance and advisory services to departments regarding employee issues. .
- Reviews adverse actions for merit and procedural compliance; conducts review of adverse actions proposed by departments for conformance with Union contracts, Personnel Policies and Procedures, administrative procedures and departmental regulations.
- Conducts technical reviews of employee complaints to determine grievability, timeliness, and the appropriate grievance procedure to be used.
- Participates in the preparation of documentation for grievance hearings; prepares initial findings-of-fact for employee and department review; provides input in the final written report regarding grievance decisions.
- Participates in meetings with employees, department representatives, and union representatives to negotiate both formal and informal resolution of complaints and grievances.

**Employment and Employee Recognition Programs:**

- Assists in the implementation of the City's employment and employee recognition programs.
- Develops examinations; evaluates applicants for minimum qualifications; interviews applicants, administers examinations; constructs eligible lists; and extends offers of employment.
- Serves as the City's recruiter by understanding the organizational culture, advertising for positions, attending job fairs or other networking events, sourcing candidates, checking references, backgrounds, and coaching. Conducts salary negotiations ensuring internal and external equity.
- Ensures compliance with all areas of equal employment opportunities.
- Reviews and recommends approval/disapproval of within-grade appointments, promotions, and other related salary matters to the Chief Human Resources Officer; advises prospective employees and appointing authorities of results and other data as appropriate.
- Assists with new employee orientation.
- Prepares correspondence on a variety of complex personnel issues.
- Provides counseling and guidance to employees affected by lay-off actions.
- Supports the employee recognition programs (e.g. High Performance Organization awards program, length of service recognition), as assigned.

**Performance, Learning, and Development:**

- Assists in the implementation of the City's performance, learning, and development program.
- Supports the implementation of tuition assistance, performance appraisal, and suggestion awards functions.
- Supports a variety of management and skill development training programs offered to develop and enhance the skills and performance of City employees.

- Participates in the collection, analysis, and/or preparation of technical information and documentation related to contractual services.
- Researches and writes course outlines, handouts, exercises, and visual aides; conducts training classes; develops training materials.
- Provides consultation to managers and supervisors to enhance performance management capabilities.
- Reviews departmental Performance Planning and Appraisals (PPA) and provides technical assistance for departments to bring PPA procedures into compliance.
- Contributes activities that promote a continuous learning environment for City managers and staff.
- Assists in administering the employee performance planning and evaluation system.
- Conducts training gap analyses.

### **QUALIFICATIONS:**

**Education:** Bachelor's degree from an accredited college or university in Business, Public Administration, or field related to human resources administration.

**Experience:** Six months to two years of progressively responsible professional experience in the core human resources specialization(s) to which assigned -- benefits, labor relations, recruitment, training, classification/compensation, or diversity/equal employment opportunity. Individuals assigned to this classification may be non-competitively promoted to the Human Resources Administrator/Manager classification when the education, experience, and performance expectations are met

**Knowledge, Skills, and Abilities:**

- Knowledge of the human resources principles and practices appropriate to the human resources specialization to which assigned.
- Knowledge of (or ability to rapidly acquire knowledge of) the City's laws, regulations, and requirements, particularly those governing the human resources specialization to which assigned.
- Knowledge of Federal and State legislation applicable to the human resources specialization to which assigned.
- Knowledge of statistical concepts and procedures generally employed in human resources administration.
- Ability to prepare comprehensive reports and records using available electronic and statistical reporting tools.
- Ability to handle confidential information with discretion.
- Ability to interpret and explain principles, procedures, policies, and regulations appropriate to the human resources specialization to which assigned.
- Ability to arrive at sound decisions through detailed analysis and evaluation of information compiled from a variety of sources.
- Ability to establish and maintain effective working relationships with internal and external customers and to communicate clearly and effectively in a variety of mediums to various audiences.

**FLSA: Status: Exempt**

**Class Created: 7/09**

**CITY OF ROCKVILLE  
LANDLORD/TENANT SPECIALIST**

**CHARACTERISTICS OF CLASS:**

The Landlord/Tenant Specialist performs intermediate professional and administrative work involving landlord and tenant affairs including complaint intake, mediation and investigation and serves as staff representative to the Landlord/Tenant Commission. Incumbent administers all facets of the program ensuring compliance with the Landlord/Tenant Ordinance of the City of Rockville. The work is proactive requiring continuing personal contact with the general public, landlords and Commission members. The physical demands are good under somewhat disagreeable working conditions due to stress involved in mediation of disputes. The incumbent's work has meaningful impact on specific cases and is subject to general supervisory review.

**EXAMPLES OF DUTIES:**

- Administers, implements and adjudicates landlord/tenant issues.
- Takes complaints and other inquiries for advise and/or assistance from both landlords and tenants and decides appropriate action necessary to address such complaints
- Acts as mediator for various landlord/tenant issues.
- Prepares quarterly and annual reports and other documentation as required..
- Prepares and distributes public information material on landlord/tenant activities ensuring that the public has a proper understanding of the landlord/tenant programs.
- Writes memoranda and correspondence on related landlord/tenant issues.
- Recommends action on landlord/tenant cases to the Landlord/Tenant Commission.
- Performs administrative duties and prepares for Landlord/Tenant Commission meetings.
- Prepares information and details for formal hearings.
- Ensures that the Landlord/Tenant Commission has all the facts and a proper understanding of cases.
- Meets with landlords and tenants on various landlord/tenant issues.
- Discusses cases with mediation, legal and code enforcement personnel.
- Informs and advises landlords on applicable City and State laws affecting their investments and responsibilities.
- Advises the real estate industry of prevailing Landlord/Tenant law and assists in meeting the provisions of the law.
- Investigates and conciliates alleged or apparent violations of Landlord/Tenant ordinance.
- Performs all tasks in a efficient and effective manner.
- Performs other Neighborhood and Community Services functions.
- Performs other work as required.

**CITY OF ROCKVILLE  
LANDLORD/TENANT SPECIALIST  
PAGE TWO**

**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 business, urban planning, urban real estate, public administration or related field and two years experience working in a position, which demonstrates the successful use of the dynamics necessary for conflict mediation and facilitation. Possession of an appropriate driver's license valid in the State of Maryland.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of the State of Maryland Real Property laws and regulations.

Considerable knowledge of investigating principles, techniques, and practices of landlord/tenant law enforcement, complaint intake and dispute resolution.

Working knowledge of housing and real estate.

Working knowledge of the principles, practices and organization of local governments.

Working knowledge of real estate practices and law, planning, and budget practices.

Ability and/or training in mediation, facilitation, negotiations and/or arbitration.

Ability to provide information and to convey explanations of highly complicated regulations and requirements to laymen in a concise, accurate and clearly understandable way.

Ability to establish and maintain effective working relationships with consultants, property owners, residents, occupants, other City employees, federal and county officials, and the general public while under difficult, involved and often contentious circumstances which require the exercise of considerable tact and discretion.

Ability to present relevant information clearly and concisely, orally and in writing to groups and individuals.

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in dealing with problems for which there has been no precedents established.

Revised: May, 2003

**CITY OF ROCKVILLE  
NATURE CENTER SUPERVISOR**

**CHARACTERISTICS OF THE CLASS:**

The Nature Center Supervisor performs intermediate professional and responsible administrative work involving the day to day operation, management and supervision of the City's Nature Center and related programs. The incumbent supervises employees engaged in facility maintenance and nature programs with over-all responsibility for volunteer staff. The incumbent is directly supervised by the Recreations Program Development Coordinator and works as a team member with other staff both within and outside the work unit to deliver services. The work is generally light in nature usually under good conditions, subject to general policy direction, practices and procedures covered by 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:**

- Creates, prepares, manages and administers a variety of projects and programs related to the City's Nature Center.
- Hires, trains and supervises staff and volunteers at the Nature Center.
- Develops and implements operations and safety procedures and policies.
- Develops and administers the Center's budget including revenues, expenses, capital projects, grants and sponsorship.
- Develops and implements a comprehensive nature programs for people of all ages and ability levels.
- Develops and administers the "Friends of the Nature Center" program.
- Meets with schools, organizations and citizens to determine needs and interests and establishes partnerships to develop, coordinate and conduct programs of mutual interest.
- Serves as staff liaison to the Nature Center Advisory Board.
- Researches, develops and implements innovative nature-related programming.
- Evaluates and ensures satisfactory resolution of citizen service requests.

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

Assists with citywide special events, volunteer projects, scout projects, and community cleanup projects.

Develops promotional materials including, brochures, ads in the Recreation Guide, flyers, Cable and newspaper coverage; updates the website including virtual tour, upcoming special events, write-ups of Nature Center activities, etc.; and, promotes the center throughout the State.

Oversees all development and maintenance of the Nature Center and grounds.

Prepares a variety of reports, writes memos, sends correspondence, and provides documentation as needed.

Coordinates with schools, service clubs, general users, other City departments and divisions regarding contracted use of the center.

Participates in professional organizations and continuing education programs.

Performs other work as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience substantially equivalent to a Bachelor's Degree in Environmental Science, Education, Outdoor Recreation or related field, and three years of progressively responsible experience in Program Administration as a Naturalist or in environmental programming or closely related field. A working knowledge of email and office computer applications and possession of an appropriate driver's license valid in the State of Maryland.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of the principles of environmental education and ecology.

Considerable knowledge of school-based science curriculums.

Knowledge of grant writing and sponsorship.

Knowledge of parks and facilities management, maintenance procedures, procurement, and contracting principles.

Knowledge of preventive maintenance principles, hazard and safety precautions, and sound environmental practices.

Knowledge of environmental organizations and programs that can be utilized as resources.

Knowledge of the local flora, fauna and environmental challenges.

Knowledge of, or ability to rapidly acquire knowledge of City government procedures and relationships between various City departments.

Skill in reading and understanding site plans and blueprints.

Skill to be reliable and accurate in the performance of duties.

Ability to ensure high quality programs and services resulting in customer satisfaction.

**CITY OF ROCKVILLE  
NATURE CENTER SUPERVISOR  
PAGE THREE**

Ability to perform duties with minimum supervision and to demonstrate independent, self-starting capabilities.

Ability to organize and operate programs that are safe, and accessible for participants.

Ability to create and sustain programs and activities that generate participation consistent with established goals.

Ability to effectively manage staff and volunteers.

Ability to plan, organize, and effectively direct the work of a variety of staff and contractors.

Ability to deal firmly, fairly, tactfully, and remain calm and courteous while dealing with contractors and the general public.

Ability to understand and convey accurate explanations of City ordinances, policies, and regulations and the reasons therefore.

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

Ability to make decisions recognizing established precedents and practices, and to use resourcefulness and tact in solving problems.

Ability to establish and maintain effective and harmonious working relations with associates and persons contacted in the course of the job.

Revised: 9/04

## **CITY OF ROCKVILLE PLANS EXAMINER**

### **CHARACTERISTICS OF CLASS:**

Plans Examiner performs intermediate professional and responsible administrative work in the review of all building construction and improvement plans and permit applications. The work involves responsibility for ensuring the public safety, health, and welfare through the review of all construction documents, including plans and specifications. The incumbent verifies compliance with all applicable local and state codes. The position requires continuing personal contact with the general public, contractors, architects, etc. concerning new and existing construction plans and code requirements. The physical demands are moderate under somewhat disagreeable working conditions. Exercise of mature judgement and discretion is required and there is latitude from making technical judgements and decisions within established guidelines of rules and regulations.

### **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, disapproves and evaluates construction plans for compliance with environmental, building, plumbing, mechanical, electrical, and fire codes, as well as Federal and State laws, zoning and other related ordinances.
- Verifies that plans submitted meet existing structural, plumbing, gas, mechanical, fire, zoning, and electrical codes.
- Provides code interpretations and permit information in response to specific inquiries.
- Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature.
- Participates in the training of assigned personnel.
- Prepares and maintains reports, records and correspondence.
- Conducts on-site inspections during construction to ensure projects are in compliance with approved plans when directed.
- Represents the City at preliminary design meetings with contractors, architects and homeowners.

CITY OF ROCKVILLE  
PLANS EXAMINER  
PAGE TWO

Assists homeowners and contractors with design changes required for code compliance.

Reviews, analyzes and approves construction plans for compliance with all City codes and ordinances.

Provides assistance, advice, interpretation, and information to permit applicants.

Determines fees and approves permit applications for building, plumbing, mechanical, electrical and occupancy permits.

Provides inter-agency (City and County) coordination of all permit applications.

Reviews critical reports and certifications submitted by Architects, Engineers, owners and testing agencies during various construction phases when required.

Reviews and performs engineering calculations as necessary to verify and determine adequacy of designs in meeting requirements of all applicable codes and standard practices.

Keeps abreast of codes, laws and regulations affecting construction through research, publications and organizational meetings.

Prepares correspondence, researches information using the internet and tracks permit progress using Permit Plan.

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 in Structural Engineering, Architecture or related field and three years experience in review of building plans. Five years of experience in the construction industry at the supervisor or above level may be substituted for the college degree. Possession of an appropriate driver's license valid in the State of Maryland. Must pass the State of Maryland Industrialized Building Inspectors exam within one year of employment. Certification by the International Code Council as a Building General Inspector and Plans Examiner required within a reasonable time as determined by the City.

**Preferred Knowledge, Skills and Abilities:**

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

Thorough knowledge of the possible defects and flaws in building construction, of the stages in construction whereby possible defects and violations may be detected, and of effective corrective measures.

Thorough knowledge of zoning, nuisance and safety ordinances and of building, plumbing, mechanical, fire, electrical, and gas codes and workmanship and material standards required thereby.

Considerable knowledge of the office management and supervisory practices and procedures involved in keeping strict account of permit applications, permits and their status and overseeing other employees' work.

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

CITY OF ROCKVILLE  
PLANS EXAMINER  
PAGE THREE

Ability to read and interpret all types of blueprints, 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 developers, builders, 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 construction plans or conditions.

Ability to use a computer and several pre-packaged software programs.

Revised: 12/05

## **CITY OF ROCKVILLE PLANS EXAMINER**

### **CHARACTERISTICS OF CLASS:**

Plans Examiner performs intermediate professional and responsible administrative work in the review of all building construction and improvement plans and permit applications. The work involves responsibility for ensuring the public safety, health, and welfare through the review of all construction documents, including plans and specifications. The incumbent verifies compliance with all applicable local and state codes. The position requires continuing personal contact with the general public, contractors, architects, etc. concerning new and existing construction plans and code requirements. The physical demands are moderate under somewhat disagreeable working conditions. Exercise of mature judgement and discretion is required and there is latitude from making technical judgements and decisions within established guidelines of rules and regulations.

### **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, disapproves and evaluates construction plans for compliance with environmental, building, plumbing, mechanical, electrical, and fire codes, as well as Federal and State laws, zoning and other related ordinances.
- Verifies that plans submitted meet existing structural, plumbing, gas, mechanical, fire, zoning, and electrical codes.
- Provides code interpretations and permit information in response to specific inquiries.
- Provides assistance to inspectors for correct interpretation of plans and codes of a difficult and complex nature.
- Participates in the training of assigned personnel.
- Prepares and maintains reports, records and correspondence.
- Conducts on-site inspections during construction to ensure projects are in compliance with approved plans when directed.
- Represents the City at preliminary design meetings with contractors, architects and homeowners.

CITY OF ROCKVILLE  
PLANS EXAMINER  
PAGE TWO

Assists homeowners and contractors with design changes required for code compliance.

Reviews, analyzes and approves construction plans for compliance with all City codes and ordinances.

Provides assistance, advice, interpretation, and information to permit applicants.

Determines fees and approves permit applications for building, plumbing, mechanical, electrical and occupancy permits.

Provides inter-agency (City and County) coordination of all permit applications.

Reviews critical reports and certifications submitted by Architects, Engineers, owners and testing agencies during various construction phases when required.

Reviews and performs engineering calculations as necessary to verify and determine adequacy of designs in meeting requirements of all applicable codes and standard practices.

Keeps abreast of codes, laws and regulations affecting construction through research, publications and organizational meetings.

Prepares correspondence, researches information using the internet and tracks permit progress using Permit Plan.

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 in Structural Engineering, Architecture or related field and three years experience in review of building plans. Five years of experience in the construction industry at the supervisor or above level may be substituted for the college degree. Possession of an appropriate driver's license valid in the State of Maryland. Must pass the State of Maryland Industrialized Building Inspectors exam within one year of employment. Certification by the International Code Council as a Building General Inspector and Plans Examiner required.

**Preferred Knowledge, Skills and Abilities:**

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

Thorough knowledge of the possible defects and flaws in building construction, of the stages in construction whereby possible defects and violations may be detected, and of effective corrective measures.

Thorough knowledge of zoning, nuisance and safety ordinances and of building, plumbing, mechanical, fire, electrical, and gas codes and workmanship and material standards required thereby.

Considerable knowledge of the office management and supervisory practices and procedures involved in keeping strict account of permit applications, permits and their status and overseeing other employees' work.

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

CITY OF ROCKVILLE  
PLANS EXAMINER  
PAGE THREE

Ability to read and interpret all types of blueprints, 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 developers, builders, 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 construction plans or conditions.

Ability to use a computer and several pre-packaged software programs.

Revised: 9/04

**CITY OF ROCKVILLE  
TEEN PROGRAMS SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Teen Program Coordinator performs intermediate professional and administrative work planning, coordinating, and developing activities and services for all ages, with emphasis on programs for teens. The class requires proactive contacts both within and outside the department and City to explain specialized matters, occasional contacts with officials at higher levels, and continuous contact with the public. The work requires moderate physical demands when working on site of the programs and the working conditions are generally good. The work is subject to general policy direction, practices and procedures covered by precedents, and is subject to general supervisory review by a Recreation Programs Supervisor. The incumbent participates with others in program development, service delivery and supervision of temporary and seasonal 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:**

Works with civic groups, parent/student groups and other community organizations in determining recreational service needs/desires and implements programs 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.

Provides direct leadership and supervision for various programs, including dances, trips and other programs.

Works with department staff to develop and implement programs and systems for managing programs.

**CITY OF ROCKVILLE  
TEEN PROGRAMS SUPERVISOR  
PAGE TWO**

Works with community and citizen interest groups, recreation councils, etc. to determine the best utilization of facilities for teen and other programming.

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 and volunteer staff.

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

Assists in the coordination of Summer Camp programs.

Administers the Civiteen Program.

Coordinates and administers "Initiative for youth" program.

Implements comprehensive programs at the teen center facility.

Coordinates requests for inclusion in all recreation programs.

Coordinates volunteer applications.

Coordinates van use among Recreation & Park staff.

Performs related work as required.

**MINIMUM REQUIREMENTS:**

Training and Experience:

Any combination of training and experience substantially equivalent to a graduation from an accredited college or university with major course work in recreation, physical education, or an appropriate related field, plus two years of progressively responsible experience in recreation administration.

Knowledge, Skills and Abilities:

Considerable knowledge of and appreciation for the objectives and principles of a planned and diversified recreation program appealing to teens and other age and interest groups.

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

Ability to administer such a program within 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 to maintain a high level of quality and creativity in their daily work.

Revised: 6/08

**CITY OF ROCKVILLE**  
**WELLNESS COORDINATOR**  
Grade 20

**CHARACTERISTICS OF CLASS:**

The Wellness Coordinator performs intermediate professional and administrative work in the design, implementation, execution, and evaluation of the City's Wellness Programs in order to accomplish the objectives of the programs. In addition to providing health promotion programs and activities, the Wellness Coordinator administers and interprets health appraisals and provides health promotion counseling. The incumbent takes a proactive approach to accomplish the objectives for employee and community programs. The work is done within good working conditions and with light physical demands. The Wellness Coordinator's work is subject to functional policies and goals 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.
- 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:**

- Promotes the benefits of an active and healthy lifestyle through timely and current interactive programs and communicates this information, through various resources (television, newsletters, brochures, e-mails, web site, fliers , etc.) for City employees and the residents of Rockville.
- Chairs the Employee Wellness Steering Committee that encompasses volunteer Wellness Coordinators from each department, which provides support for the various activities and events.

- Serves as liaison with State, County and professional associations on wellness issues with which the City is concerned or involved.

**CITY OF ROCKVILLE  
WELLNESS COORDINATOR  
PAGE TWO**

- Represents the City before professional organizations, governments, and private organizations.
- Coordinates contracted personnel who serve as guest speakers, workshop leaders, health counselors, and health care professionals (cholesterol, mammogram, body composition, fitness, etc. screeners) along with student interns.
- Coordinates or personally develops and delivers the following program services including but not limited to: administering and interpreting health risk appraisals; confidential health promotion counseling; coordinating health fairs; coordinating school fitness programs; providing employee workshops on nutrition, stress management, weight control, smoking cessation, and other topics on current health issues; and overseeing blood pressure monitoring.
- Procures materials and equipment necessary for implementing programs.
- Maintains and enhances health resource materials.
- Is available for interaction with employees and residents on a one-to-one basis on their health concerns.
- Prepares and monitors the Wellness Program budget.
- Ensures that programs meets specific needs of employees and the community.
- Promotes and advertises programs.
- Evaluates programs.
- Maintains working knowledge on current health issues.
- Performs other duties as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

A bachelor's degree from an accredited university or college with major course work in health, health promotion or related field and some experience in a position which includes the promotion of health and wellness issues. Must have or be able to obtain CPR/AED and First Aid certifications prior to employment.

**Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of current health issues including nutrition, weight control, stress, cardiovascular disease, cancer, exercise, smoking cessation, and hypertension.
- Considerable knowledge of health promotion counseling.
- Considerable knowledge of medical terminology as it pertains to health promotion.

- Considerable knowledge of employee and resident health needs and concerns.

**CITY OF ROCKVILLE**  
**WELLNESS COORDINATOR**  
**PAGE THREE**

- Considerable knowledge of wellness resources in the community.
- High skill in human relations.
- Ability to plan, organize, and meet deadlines in the preparation of a variety of programs.
- Ability to be creative and innovative to enhance program participation.
- Ability to provide a comprehensive worksite wellness program for all employees.
- Ability to establish an effective working relationship with department heads, employees community leaders, and residents.

FLSA Code: Exempt

Revised: 9/08