

**CITY OF ROCKVILLE  
ARTS PROGRAM SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Arts Programs Supervisor performs difficult professional and responsible administrative work with responsibility for coordinating, planning, and developing City-wide arts and cultural activities for all ages. The employee works extensively with community-based arts organizations, the Cultural Arts Commission, volunteers, artist-contractors, and citizens in producing quality program offerings, special events, and visual arts projects. The employee supervises part-time staff and volunteers. The employee is responsible for carrying out all City policies and procedures pertaining to recreation and arts-related programs and for maintaining careful and accurate control of budgeted expenditures and revenues in accordance with accepted City procedures. The Arts Programs Supervisor is directly supervised by the Superintendent of Recreation, and is required to work as a team member with other department staff and staff from other City departments to ensure smooth coordination of department services. The employee must exercise considerable independent judgment 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:**

Plans, organizes, schedules, supervises, coordinates, and participates in all components of the City's arts programs, including the Municipal Art Gallery, the Rockville Concert Band, the Community Chorus, the Civic Ballet, Courthouse Square events, the Art in Public Places Program, City-wide special events, the Artist-in Residence program, and lore.

Works with civic groups, parent/student groups, local and regional arts organizations, and other community groups in determining arts/cultural needs/desires, and implements programs and services which satisfy those needs in a cost effective manner.

Coordinates the gathering arts/cultural needs/desires and evaluation.

Works with the Director of Recreation and Parks, the Superintendent of Recreation, other department staff, and the Cultural Arts Commission to develop and implement new programs and systems for managing programs.

Represents the Department of Recreation and Parks on the Cultural Arts Commission.

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

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ARTS PROGRAM SUPERVISOR  
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Develops calls-for-entry for numerous competitive art selection processes.  
Recruits, selects, trains and evaluates part-time staff and  
Gathers information pertaining to new developments in the field of arts and cultural activities and applies these methods and practices to professional guidance and training for employees and volunteers.  
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 accountant, expenditure and revenue information.  
Operates revenue and non-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 the City's potential liability.  
Inspects regularly and carefully all program operations to ensure proper supervision of staff and participants.  
Inspects regularly and carefully all programs for coordination with the building maintenance division and other department staff to ensure these facilities are maintained in a proper and safe manner.

**QUALIFICATIONS:**

**Required 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, arts management, or an appropriate, related field, plus five years of progressively responsible experience in recreation or arts programs administration.

**Preferred 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 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 recreational, arts/cultural activities, 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**  
**CIVIL ENGINEER II – TRAFFIC AND TRANSPORTATION**

**CHARACTERISTICS OF CLASS:**

The Civil Engineer II – Traffic and Transportation performs difficult professional and responsible 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 public works planning and design projects. The employee manages individual design projects and directs and supervises the work of other engineering personnel in project execution. The work is both proactive and reactive with high level contacts on matters requiring cooperation and explanation. Physical demands are light and the work includes considerable 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:**

Performs and supervises other employees engaged in a variety of work including but not limited to:

- Plans, designs, manages and administers the construction of public streets, roadways and pedestrian ways, drainage, traffic controls, street lighting, bike paths and other Public Works projects.
- Prepares plans plats specifications, ordinance requirements and regulations, and estimates for major design, construction and operational contracts. Prepares and evaluates proposals for engineering consulting design contracts.
- Coordinates City projects with various utility services and other organizations.
- Coordinates property acquisition as needed with appropriate parties.
- Assists and advises inspectors to ensure appropriate contract administration.

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CIVIL ENGINEER II – TRAFFIC AND TRANSPORTATION  
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Supervises engineers and technicians at the project level.

Reviews site and subdivision plans, ensuring compliance to requirements 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.

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

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.

Addresses public inquiries regarding projects and other matters.

Attends public hearings, citizen and community meetings to describe engineering projects, advise on related matters, etc.

Provides engineering guidance to Public Works operating divisions and other departments as required.

Resolves complaints related to traffic and transportation issues.

Manages engineering projects and provides estimates for budgetary and division 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, including course work in Traffic and Transportation, and three years of progressively responsible experience in the engineering of traffic and transportation projects. 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 II – TRAFFIC AND TRANSPORTATION  
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**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, pedestrian ways, traffic controls, street lighting, signals and other public works constructions.

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.

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: 9/04

CITY OF ROCKVILLE  
CIVIL ENGINEER II – ENVIRONMENT

**CHARACTERISTICS OF CLASS:**

The Civil Engineer II – Environment performs difficult professional and responsible 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 directs and supervises 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 includes considerable 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.

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CIVIL ENGINEER II - ENVIRONMENT  
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Estimates costs of new construction projects, formulates special provisions, and assists in preparation of bid proposals; coordinates property acquisitions as needed with appropriate parties.

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

Supervises Engineers and Technicians at the project level.

Answers public inquiries regarding projects and other engineering matters.

Attends public hearings, citizen and community 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 and three years of experience in the engineering of public works projects preferably of an environmental nature. 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.

**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.

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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.

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: 9/04

**CITY OF ROCKVILLE  
COMPUTER PROGRAMMER–ANALYST**

**CHARACTERISTICS OF CLASS:**

The Computer Programmer-Analyst performs difficult technical and intermediate administrative work designing, implementing and maintaining applications software, including custom-written and packaged software. The work requires outside and inside contacts to carry out programs and to explain specialized matters and occasional contacts with officials at higher levels requiring cooperation, explanation and at times persuasion. The work requires moderate physical effort, exposure to noise and some mental effort and stress from meeting deadlines and handling several projects concurrently. The work is subject to general policy direction, practices and procedures covered by precedents and general supervisory review and effects individual customers with moderate consequences.

**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:**

Within the Financial System's package, is responsible for: installing new releases; space maintenance; monthly and yearly closings and initialization; ensuring daily operations are completed correctly; processing reports; and interfacing with users.

Within the Human Resources system, installs and tests new releases, manages systems resources required by the H/R system, and ensures daily and bi-weekly payroll processes complete successfully. Advises and trains end users in the use and capabilities of the H/R systems.

Within the Recreation system; Designs, codes, and maintains the Recreation system application software. Resolves system failures, schedules system operations. Manages the system database, including the integrity and archiving of data. Trains and advises end-users.

Performs a variety of special projects, including; designing and programming new and/or AD Hoc application programs for the users of the Financial, H/R, Recreation systems; re-writing customs Financial and H/R system programs for compatibility with new releases; maintaining

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COMPUTER PROGRAMMER – ANALYST  
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and updating GEO and PARCEL data; transferring DMV parking violation data from PC supervising mainframe operations; managing system resources (DASD, tape, print services, etc.)) implementing/loading new FY budgets into the Financial system.

Perform other duties as may be 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 Computer Science or other closely related field and five years of progressively responsible experience in Computer programming including one year of Systems Analysis. Experience in an IBM/390 environment. Knowledge of Lotus Notes administration desired, but not required.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of the operation of the IBM VSE/ESA environment, including operating system, utilities and software, and development tools.

Technical knowledge of computer capacities and limits.

Knowledge of Lotus Notes Administration.

Knowledge of vendor support systems.

Knowledge of internet/network facilities, such as FTP, web browsing, and TCP/IP.

Familiarity with PC productivity tools, such as MS Access, Excel, and Word.

Competency in the use of Windows Client.

Excellent skill in verbal and written communications.

Ability to gather, organize and analyze information.

Ability to produce functional software from pre-defined specifications.

Ability to select tools which best satisfy the needs of the City.

Ability to resolve differing user priorities, needs and schedules.

Ability to understand hardware and software concepts, computer security, data base management, systems analysis and design, and programming techniques.

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

Revised: 9/04

**CITY OF ROCKVILLE  
ENVIRONMENTAL SPECIALIST**

**CHARACTERISTICS OF CLASS:**

The Environmental Specialist performs difficult professional and administrative work ensuring strict protection of sensitive environmental resources and developing and evaluating Citywide environmental policies and programs. The work requires a proactive approach with other City departments and an array of customers to carry out organizational programs, and explain specialized matters requiring cooperation, explanation and persuasion. Work is subject to general policy direction, practices and procedures covered by precedents and general supervisory review by the Director of Community Planning and Development Services. The physical demands are light and there are somewhat stressful working conditions.

**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 analyzes environmental information to prepare environmental assessments for rezoning, special exception, variance and other applications for land redevelopment in Rockville. Assessment includes an evaluation of the potential impacts of the proposed land use on water quality, soils, forests, topography and ecological resources.

Conducts site investigations to identify existing conditions, observes habitat quality, and determines environmental impacts of specific proposals.

Evaluates development proposals and proposed Master Plan or Watershed Management Plan amendments for conformance with established environmental goals and policies. Proposes mitigation measures to reduce identified environmental impacts. Negotiates with applicants and their agents.

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ENVIRONMENTAL SPECIALIST  
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Initiates and develops methods and techniques for proposed development plan evaluation and review of environmental and political impacts.

Writes environmental assessment staff reports, issues papers, memoranda, special studies, press releases, and other forms of quantitative assessments in response to proposed land development applications or other assignments, and in relation to other duties. Develops surveys, forms, guides, or brochures for public use or public information.

Attends meetings of citizen groups or associations, Planning Commission, Board of Appeals, and Mayor and Council to make presentations of data, issues, findings and recommendations; answers questions; and defends their environmental assessment and recommendations. Explains environmental impacts and policy implications of proposed development.

Maintains current knowledge of Rockville, Montgomery County, Maryland and Federal environmental ordinances, regulations, policies and goals including air quality issues. Maintains appropriate work relationships with local and state officials, technical representatives and agencies involved in and concerned with environmental resource protection. Coordinates NPDES implementation with Montgomery County and Maryland Department of the Environment.

Maintains an assignment tracking system to monitor projects and manages time. Maintains a familiarity with the location and content of environmental data used for assessment and report writing.

Develops and disseminates informational brochures, slide shows, videos and materials which explain Rockville watershed management issues, watershed protection and restoration programs, and related stream stewardship responsibilities of citizens, homeowner associations, environmental groups and the business community.

Seeks public input and enlists volunteer support to Rockville water resources management programs. Organizes presentations, displays, and volunteer activities for various public events such as Rockville Science Fair, Hometown Holidays, Octoberfest. Assists in preparing and updating DPW's WEB page and summaries of Rockville water quality protection activities.

Prepares grant applications, requests for proposals and contracts to develop citizen surveys, environmental protection brochures, and other educational tools which promote public understanding and participation in water pollution control and watershed management programs. Carries out related grant and contract administration duties.

Conducts stream monitoring. Develops appropriate watershed-based stream monitoring program to assess the current condition and measures improvements/degradation of Rockville streams.

Coordinates volunteer monitoring activities with the watershed-based monitoring and education program.

Promotes recycling and other environmental initiatives through public awareness and education.

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ENVIRONMENTAL SPECIALIST  
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Acts as staff representative for environmental issues to various organizations; liaison to the Science, Technology and Environment Commission (STEC); liaison to the Environmental Action Team from *Imagine Rockville*; and acts as contact for MWCOG for air quality issues.

**MINIMUM REQUIREMENTS:**

Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's degree from an accredited university or college with major course work in environmental or natural sciences or closely related area and four years of progressively more responsible experience in environmental science, natural resource management, environmental or natural sciences or closely related field. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of hydrology, agronomy, aquatic ecology, wetlands, soils, geomorphology, land use planning and environmental sciences as applied to the water resources management field.

Thorough knowledge of the principles and practices of environmental resource planning and management, including natural resources, biological or ecological principles and practices.

Computer knowledge: word processing, database management, electronic spreadsheet.

Knowledge and experience in directly identifying, involving and supervising citizens in organized watershed stewardship activities.

Comprehensive knowledge of stream monitoring and stream restoration.

Comprehensive knowledge of stream hydrology, water chemistry, biological monitoring and habitat assessment techniques to evaluate water quality conditions and Rockville streams.

Strong written and oral communication skills including public speaking.

Strong organizational skills.

Ability to perform technical research work and to give reliable advice on difficult planning projects.

Revised: 9/04

**CITY OF ROCKVILLE  
FIRE PROTECTION ENGINEER**

**CHARACTERISTICS OF CLASS**

The Fire Protection Engineer performs difficult professional and responsible administrative work to apply fire protection engineering principles and practices to ensure compliance with laws and fire prevention codes included in the City of Rockville Code, the Annotated Code of Maryland and any other applicable code. The work applies to design, construction, and use of new and existing buildings and hazardous processes from a life safety and property protection standpoint. The Fire Protection Engineer's work is both proactive and reactive with contacts on matters requiring cooperation and explanation. Physical demands are moderate and the work includes considerable mental effort and stress in handling multiple projects and meeting deadlines. The work is subject to functional policies and goals under general managerial direction with serious consequences. The incumbent may direct the work of part-time Fire Codes 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:**

Performs detailed technical review and evaluation of a broad scope and complexity of preliminary design and construction documents, including plans and specifications, of all types of new construction and renovation projects and hazardous industrial processes for department approval and compliance with applicable City and State fire laws, regulations and related referenced codes and standards.

Performs critical review of various fire protection system "shop drawings" prepared by design professionals such as fire protection engineers, mechanical engineers and electrical engineers. Systems include automatic sprinkler, detection and alarm, standpipe, smoke control, wet and dry chemical, and other highly specialized fire protection systems.

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FIRE PROTECTION ENGINEER  
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Makes engineering calculations to verify and determine adequacy of design and performance of the systems in accordance with required standards and good engineering practices.

Confers with and provides professional fire protection engineering advice, guidance and direction to architects, engineers, and other design professionals on acceptable methods and materials of achieving compliance with fire protection criteria of fire and building codes.

Approves proper methods and designs impacting on the architectural, mechanical, electrical and structural aspects of construction, equipment and processes from a fire protection-engineering standpoint.

Conducts surveys of complicated occupancies and processes for evaluation of potential fire hazards, exit analysis and construction features relevant to safeguards which ensure reasonable life safety from fire for occupants and the general public.

Recommends and approves methods of construction by correlating their fire resistance design to fire test data, code criteria and sound fire protection engineering principles.

Supervises Fire Codes Inspectors in the absence of the Fire Marshall.

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 major course work in Fire Protection Engineering and three years of professional experience in Fire Protection Engineering work or graduation with major course work in Engineering and five years of experience in Fire Protection Engineering work. Possession of an appropriate driver's license valid in the State of Maryland. 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.

**Preferred Knowledge, Skills and Abilities:**

Thorough knowledge of the methods, materials and techniques involved in all types of fire protection systems design and installations, 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.

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.

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FIRE PROTECTION ENGINEER  
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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.

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: 1/05

**CITY OF ROCKVILLE  
MANAGEMENT AND BUDGET ANALYST**

**CHARACTERISTICS OF CLASS:**

The Management and Budget Analyst performs difficult professional and administrative work relating to preparing, monitoring and maintaining the City's annual budget and Capital Improvements Plan (CIP). The position also assists in developing reports and presentations for the City Manager and Mayor and Council, maintaining the position control system, and evaluating revenue and expenditure projections. The incumbent uses considerable tact, discretion and persuasion providing policy guidance in the areas of fiscal management and general operations. The position has limited physical demands but there is considerable stress involved in handling multiple projects, dealing with many agendas, and meeting time-sensitive deadlines. The work is subject to functional policies and goals under general managerial direction and contributes to the organization's mission of service. Work includes some direction of other employees engaged in fiscal management work.

**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:**

- Uses Word, Excel and the City's financial system extensively to develop budget book material and other budget-related presentations.
- Coaches and assists program managers in their financial management efforts.
- Takes an active role in the City's budget development process, including the following: preparing data for use by departments in developing their budget submissions; providing assistance and guidance for program managers; evaluating the reasonableness of budget submissions; developing revenue and expenditure projections; tracking changes to the budget plan; consolidating data and preparing reports; and preparing material for Mayor and Council meetings.
- Checks purchasing requisitions, budget transfers, and personnel changes to ensure they are in accordance with City policies and the budget.

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MANAGEMENT AND BUDGET ANALYST  
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Prepares budget-related communications with City departments, government agencies, businesses and citizens.

Assists in maintaining the position control system.

Provides guidance, counsels and trains City staff in the use of computer programs, the mainframe and complex spreadsheet applications necessary for budget preparation and monitoring.

Maintains the Capital Improvement Plan and Operating Budgets within the accounting system in conformance with the appropriate ordinances.

Evaluates proposed program changes and enhancements with respect to short- and long-term costs.

Monitors City revenue and expenditure patterns and assists departments in reconciling budget difficulties that arise in the course of the fiscal year.

Performs other duties as required.

**MINIMUM REQUIREMENTS:**

**Training and Experience:**

Any combination of training and experience equivalent to a bachelor's degree from an accredited university or college in economics, public administration, finance, accounting or related field and some experience in budgeting or accounting or related work, preferably in a local government. A master's degree in economics, public administration, finance, accounting or a related field may be substituted for work experience.

**Desirable Knowledge, Skills and Abilities:**

Substantial knowledge of quantitative methods including cost/benefit analysis, operations research, systems analysis, and related techniques relative to annual budgets, CIPs and long-term fiscal analysis.

Knowledge of data collection and analysis techniques.

Basic understanding of accounting, economics, public management, policy analysis and statistics.

Skill in exercising independent judgement, decision-making and problem-solving.

Ability to communicate simply and clearly, both orally and in writing, to audiences with little or no background in budgeting or fiscal analysis.

Ability to follow complex written and oral instructions, and to understand federal, state and local rules and regulations.

Ability to present report findings in written, oral and graphic formats.

Ability to utilize computer software to process, analyze and present data.

Ability to deal effectively with individuals and groups on matters such as strategies, management, policies and procedures.

Revised: 8/05

**CITY OF ROCKVILLE  
NETWORK AND PC SUPPORT MANAGER**

**CHARACTERISTICS OF CLASS:**

The Network and PC Support Manager performs difficult technical and administrative work involved in the supervision of the Network and PC support group and managing the help desk function of the Information and Technology Department. The work requires a reactive approach responding to the Network and PC support needs of the various City departments and a proactive approach in identifying end user training needs. The work has moderate physical demands requiring moving and installing computers throughout the City and the working conditions can be stressful due to the high visibility and need to ensure user network and computer problems are addressed in a timely manner. The incumbent's work is subject to functional policies and goals under the general managerial direction of the Director of Information and Technology and has serious consequences relative to program development, service delivery and supervision of subordinate 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.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

**EXAMPLES OF DUTIES:**

- Directs and coordinates the installation, setup, configurations, upgrades, troubleshooting, repair, and user training for City-wide PC users including desktop computers, laptops, mobile and hand-held devices.
- Manages and directs the activities and plans and organizes workloads of the help desk and support staff as well as Information and Technology (IT) interns.
- Assists in the day-to-day administration of Lotus Notes.
- Assists with problem resolution as needed.
- Coordinates with the Network Engineer as needed to resolve network/PC related issues.

**CITY OF ROCKVILLE  
NETWORK AND PC SUPPORT MANAGER**

## PAGE 2

Identifies end-user training requirements and identifies training service providers.  
Organizes, develops, and prepares written user training modules and materials for microcomputer applications

Conducts training sessions, workshops, and meetings on various software applications  
Arranges cross training as needed for help desk and support staff.

Writes, edits, distributes IT newsletter (*Bits and Bytes*) for all PC users. Provides electronic copy to Web Administrator for posting on City's Intranet.

Studies and standardizes procedures to improve efficiency and effectiveness of operations

Compiles statistics to measure service levels (i.e., Performance Measures)

Identifies and evaluates trends and potential customer service problems discernible from help desk calls

Investigates new technology for upgrade possibilities and stays abreast of latest technology developments.

Assists in the identification of obsolete equipment and software and participates in plans for replacement and upgrade

Oversees the maintenance of the database of equipment and software inventories, which tracks the location of all computer equipment and software.

Oversees the maintenance of a help desk database to track user requests.

Oversees the management of software licenses.

Assists IT Director with the establishment of personal computer policies, procedures, and standards and ensures conformance with IT goals and procedures.

Contributes to the development and implementation of departmental IT support policies, procedures, and standards.

Works closely with the Network Engineer and other IT staff on the latest technology.

Approves purchasing requests for hardware/software supplies and accessories

Automates user tasks to increase productivity through the use of macros, templates, and other advanced features of Microsoft Office Professional.

Monitors expenditures in assigned area to assure sound fiscal control and ensures effective and efficient use of budgeted funds

Interviews and hires staff; completes performance evaluations; and performs all required supervisory duties.

Performs other duties as required.

## **QUALIFICATIONS:**

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

Any combination of training and experience substantially equivalent to graduation from a accredited college or university with coursework in the operation and maintenance of microcomputers, PC troubleshooting, network support management, or related courses and at least four years of experience maintaining IBM PCs or compatibles and help desk and PC trouble shooting. Some experience in teaching/ training preferred. Must have a driver's license valid in the State of Maryland.

**CITY OF ROCKVILLE**

**NETWORK AND PC SUPPORT MANAGER**

**Preferred Knowledge, Skills and Abilities:**

Knowledge of word processing software.

Knowledge of PC systems, their components and common software packages.

Knowledge of budget process and financial management.

Good written and oral communication skills.

Good organizational skills.

Ability to establish and maintain effective working relationships within and outside the department at all levels.

Ability to analyze and resolve network performance problems.

Ability to work independently, plan and logically organize.

Ability to administer Novell networks.

Ability to learn new technology as it becomes available.

Ability to express ideas clearly and knowledge of adult learning processes.

Ability to manage and supervise employees engaged in network and PC support work.

**Revised: 9/04**

**CITY OF ROCKVILLE**  
**OPERATIONS MAINTENANCE ASSISTANT SUPERINTENDENT**

**CHARACTERISTICS OF CLASS:**

The Operations Maintenance Assistant Superintendent performs difficult technical and administrative work in planning, organizing and supervising Utility Crew Supervisors, and through them, the work of field maintenance crews involved in the maintenance and repair of the infrastructure of the City's water, sewer and road systems. The physical demands are moderate and the work can be somewhat stressful due to emergencies such as inclement weather, water main breaks, etc. The incumbent uses a proactive approach to carry out organizational programs and to explain specialized matters. The work contributes directly to the quality of life in the City with serious consequences on the health and well being of its citizens and it is performed under the general managerial direction of the Operations Maintenance Superintendent.

**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:**

Plans, organizes, supervises and participates as necessary in maintenance activities relating to the repair and maintenance of the water distribution system, waste water collection system, bridges, storm water collection system, signs, road markings, roadways, easements, rights-of way, curbs and gutters.

Dispatches men, equipment and materials to various work and repair sites, in accordance with pre-conceived programs or policies.

Ensures proper materials and inventories are on hand and maintains established divisional budget.

Assist with budget preparation.

Meets with Utility Crew Supervisors to coordinate work and maintain appropriate communications.

Receives work orders, complaints, and repair calls and takes appropriate actions.

Works with and assists other division personnel, inspectors, and contractors in various phases of public works activities.

**CITY OF ROCKVILLE**  
**OPERATIONS MAINTENANCE ASSISTANT SUPERINTENDENT**  
**Page Two**

Meets with citizens to evaluate requests for services or complaints and takes appropriate action.  
Works with and assists other division personnel, inspectors and contractors in various phases of public utilities activities.

Administers and supervises snow removal and leaf collection programs.

Assures that work is performed in a safe and healthful manner.

Administers time sheets, leave slips, time cards, and performance evaluations of subordinates.

Writes work summaries, proposals, program recommendations, work orders and activity reports as required.

Maintains daily records of personnel task hours, equipment hours, and materials used.

Assists in recommending and assessing division production goals.

Assists in providing effective training programs for safety, vehicle operation and proper work habits.

Communicates daily with the Operations Maintenance Superintendent on work plans and priorities.

Performs other duties as required.

**QUALIFICATIONS:**

Required Training and Experience

Any combination of training and experience substantially equivalent to an Associate of Arts degree and five years of supervisory experience in Public Works with three years supervisory experience in water, wastewater and/or street maintenance. Possession of a driver's license valid in the State of Maryland. Must possess (or be able to obtain within one year) Superintendent's Certification in Water Distribution and in Wastewater Collection II, as issued by the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of the occupational, public and private hazards and safety precautions applicable to varied public utilities operational, maintenance, repair and minor construction activities, and ability to take proper precautionary and remedial measures.

Thorough knowledge of the standard practices, materials, tools and equipment used in Public Works Maintenance and general labor activities.

Considerable knowledge of the operational capacities and maintenance requirements of a wide variety of mechanical equipment.

Working knowledge of practical public works engineering and of plans, specifications and working drawings involved in varied public utilities activities.

Ability to maintain records using various automated systems.

Ability to plan, organize and effectively supervise, through the subordinates, the work of a large group of unskilled to skilled workers and equipment operators in a manner conducive to full performance, high morale and effective public service.

Ability to establish and maintain effective working relationships with subordinates, other departments and employees, contractors, property owners and the general public.

Revised: 9/04

**CITY OF ROCKVILLE  
RECREATION PROGRAMS SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Recreation Program Supervisor performs difficult professional and intermediate administrative work with responsibility for coordinating, planning, and developing recreation activities for all ages, within the City of Rockville. The employee supervises full-time and seasonal employees, prepares program evaluation data, and assists in the inspection of various parks. 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 position is directly supervised by the Superintendent of Recreation, and is required to work as a team member with other area supervisors and staff from other divisions to ensure smooth coordination of department services. The employee must exercise considerable independent judgement in carrying out assignments. 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.

**CHARACTERISTICS OF CLASS:**

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.

Works with the Director of Recreation and Parks, the Superintendent of Recreation, and other department staff to develop and implement new programs and systems for managing programs.

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

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

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 development in the field of recreation and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.

Meets with agencies outside the City of Rockville whose services are of value to City government and its citizenry.

Supervises the work of subordinate employees.

Performs related work as required.

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

Responsible for submission to accountant timely pay vouchers, expenditure and revenue information.

Responsible for operating revenue and non-revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.

Responsible for extensive record keeping related to center operations and usage.

Responsible for adhering to safety and risk management policies and strategies to ensure participant safety and minimize potential City liability.

Responsible for regular and careful inspections of all program operations to ensure proper supervision of staff and participants.

Responsible for regular and careful inspection of all facilities in the district and for coordination with the building maintenance division to ensure that these facilities 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 a Bachelor's degree in recreation, physical education or related field, plus five years of progressively responsible experience in recreation administration. Supervisory experience and Certified Leisure Professionals are preferred.

**Preferred Knowledge, Skills and Abilities:**

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

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

Ability to administer such programs within general policy guidelines and budgetary limitations.

**CITY OF ROCKVILLE  
RECREATION PROGRAMS SUPERVISOR  
PAGE THREE**

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: 2/07

**CITY OF ROCKVILLE  
RECREATION PROGRAMS SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Recreation Program Supervisor performs difficult professional and intermediate administrative work with responsibility for coordinating, planning, and developing recreation activities for all ages, within the City of Rockville. The employee supervises full-time and seasonal employees, prepares program evaluation data, and assists in the inspection of various parks. 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 position is directly supervised by the Superintendent of Recreation, and is required to work as a team member with other area supervisors and staff from other divisions to ensure smooth coordination of department services. The employee must exercise considerable independent judgement in carrying out assignments. 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.

**CHARACTERISTICS OF CLASS:**

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.

Works with the Director of Recreation and Parks, the Superintendent of Recreation, and other department staff to develop and implement new programs and systems for managing programs.

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

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

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 development in the field of recreation and applies these methods and practices to professional guidance and training for subordinate employees, volunteers, etc.

Meets with agencies outside the City of Rockville whose services are of value to City government and its citizenry.

Supervises the work of subordinate employees.

Performs related work as required.

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

Responsible for submission to accountant timely pay vouchers, expenditure and revenue information.

Responsible for operating revenue and non-revenue supported programming within budgetary guidelines as developed by staff and the Mayor and Council of Rockville.

Responsible for extensive record keeping related to center operations and usage.

Responsible for development and implementation of safety and risk management policies and strategies which will maximize participant safety and minimize potential City liability.

Responsible for regular and careful inspections of all program operations to ensure proper supervision of staff and participants.

Responsible for regular and careful inspection of all facilities in the district and for coordination with the building maintenance division to ensure that these facilities 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 a Bachelor's degree in recreation, physical education or related field, plus five years of progressively responsible experience in recreation administration. Supervisory experience and Certified Leisure Professionals are preferred.

**Preferred Knowledge, Skills and Abilities:**

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

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

Ability to administer such programs within general policy guidelines and budgetary limitations.

**CITY OF ROCKVILLE  
RECREATION PROGRAMS SUPERVISOR  
PAGE THREE**

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: 9/04

**CITY OF ROCKVILLE  
SENIOR ACCOUNTANT**

**CHARACTERISTICS OF CLASS:**

The Senior Accountant performs difficult professional work and responsible administrative work in maintaining a complex system of accounting records within established systems and procedures. The incumbent is the lead accountant in the accounting section of the accounting and control division. The position develops pertinent financial data for the preparation and review of the Comprehensive Annual Financial Report and prepares and certifies complex regulatory reports. The position has limited physical demands but there is some stress involved in handling multiple projects. By nature the work is subject to general direction, practices and procedures covered by precedents and general supervisory review. 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 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:**

- Reconciles, maintains bank accounts, bond registers, fiscal agent and fund accounts monthly and assists in the monthly close process.
- Prepares journal entries for property tax, income tax, highway user and other monies received from the County/State.
- Reconciles parking meter ticket revenue from meter violations.
- Reviews and authorizes disbursements and PO's for compliance with budget ordinance and legality of signatures.
- Reviews and signs Accountants' journal entries weekly to ensure accuracy.
- Prepares monthly bond payments to paying agents.
- Sets up schedules for paying principle and interest, wire payments to the bank and prepares a journal entry.
- Assists with year-end close of books and preparations of financial statements.

**CITY OF ROCKVILLE  
SENIOR ACCOUNTANT  
PAGE TWO**

Assists with questions from the Auditors, preparing financial statements and reconciling accounts.

Prepares invoices for reimbursement and monitors County, State and Federal grants. Quarterly reimbursement is required for the various grants accounting manages for City departments ensuring compliance to Federal and State laws.

Reconciles and records property tax billings, payments and abatements. Property Tax Revenue is received monthly and a journal entry is prepared when the monies are received from the County.

Works with departments citywide on accounting and budget related problems, which require immediate resolution.

Performs on-going internal audits. Coordinates with departments on annual internal audits, ensures compliance to generally accepted accounting principles.

Performs reconciliation of Water, Sewer, Refuse, Red-light and speed cameras, FlexAmerica, P-Card accounts. These accounts are reconciled with the bank statement and the general ledger monthly.

Maintains City accounts receivable account. Reconciles health insurance billing/collection for retirees/COBRA, Code Enforcement invoices, bond permits, retainage, and year-end receivables.

Maintains Fixed Asset information and addition/disposals of equipment and infrastructure. This is done quarterly through the Access database. At year-end the fixed asset information is reconciled with City departments for the financial reports and also audited by independent auditors.

Performs special projects assigned.

Performs related duties as required.

**QUALIFICATIONS:**

**Required Training and Experience:**

Any combination of training and experience equivalent to a bachelor's degree from an accredited university or college in accounting or related field and at least five years progressively responsible experience in accounting and analysis or related work, preferably in a local government. Certified Public Accountant Preferred.

**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 microcomputers and interface operations with mainframe computers.

**CITY OF ROCKVILLE  
SENIOR ACCOUNTANT  
PAGE THREE**

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: 4/06

**CITY OF ROCKVILLE  
SENIOR CITIZEN CENTER SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Senior Citizen Center Supervisor performs difficult professional and intermediate administrative work involving the day-to-day management and supervision of the Rockville Senior Center. The employee supervises the full-time building custodians and secretary II, along with the part-time/seasonal employees and volunteers and works closely with the program staff from the Recreation and Senior Services Division and other departments staff, to ensure smooth coordination of the facility coordination of facility management and services. The position has light physical demands but there is some stress involved in handling multiple projects. By nature the work is subject to general policy direction/practices and procedures covered by precedents and general supervisory review. Work involves participating with others within and outside of the organization through the exercise of considerable independent professional judgement. The work of the Senior Citizens Center Supervisor is reviewed through the direct supervision of the Superintendent of Recreation.

**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 operates the Senior Center building and grounds.

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.

Conducts daily inspections of the Senior Citizen Center to ensure the safe and effective operation of the facility, including the physical plant, building equipment, and

**CITY OF ROCKVILLE  
SENIOR CITIZEN CENTER SUPERVISOR  
PAGE TWO**

surrounding grounds; manages the maintenance of cleanliness, building supplies, equipment operation, supply inventory.

Coordinates the scheduling and rental of center facilities/rooms/equipment for programs. The employee participates in supervision of program activities; but is not primarily responsible for program conduct.

Assists with and supervises fund raising activities for non-profit senior groups.

Handles all financial matters related to center operation including rentals, agreements, records, setup refunds and deductions.

Prepares and edits senior center newsletter.

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 senior center regular and volunteer staff, including evening/weekend supervisors, receptionist, 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 and administers the annual operation budget for center operation.

Prepares and administers short and long-term maintenance plans.

Advises center users and community members as to general services and program offerings of the center.

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 major course work in recreation, business or management, plus three years of progressively responsible work in position (s) directly related to facility operation, management and maintenance. Experience in senior center, community or recreation center management and marketing desirable.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of the recreational, social services needs, and leisure-time needs of senior citizens and users of all ages, including handicapped individuals.

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

**CITY OF ROCKVILLE  
SENIOR CITIZEN CENTER SUPERVISOR  
PAGE THREE**

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

Ability to deal tactfully and courteously with the public.

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

Ability to speak and write effectively.

Revised: 9/04

**CITY OF ROCKVILLE**  
**SENIOR CITIZEN SUPPORT SERVICES SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Senior Citizen Support Services Supervisor performs difficult professional and intermediate administrative work researching, developing, planning and coordinating senior citizens programs, resources, projects, and services to meet the diverse social services and health needs of senior citizens residents of the City of Rockville. This position is also responsible for the overall management of a daily transportation system to meet the needs approximately 35,000 riders per year. Work is performed under functional policies and goals under general managerial direction, practices and procedures covered by precedents and general supervisory review by the Superintendent of Recreation. The incumbent is required to work proactively as a team member with other Senior Citizen division staff and staff from other departments, divisions and outside agencies to ensure smooth coordination of the services. Physical demands are light under good working conditions with services effecting individual citizens and other customers, etc.

**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, senior citizens board and clubs, Senior Center members, and community organizations in determining human service needs/desires, and implements programs which satisfy those needs in a efficient and cost effective manner.

Coordinates the gathering and analysis of information related to social services and health needs/desire of senior citizens and relates this data to budget analysis, preparation and evaluation.

Works with the Superintendent of Recreation to develop and implement new programs and systems for managing programs.

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

Compiles data and research information for and to develop proposals for grants.

Manages the overall daily transportation services and taxi program offered to seniors and disabled individuals.

**CITY OF ROCKVILLE  
SENIOR CITIZEN SUPPORT SERVICES SUPERVISOR  
PAGE TWO**

Coordinates outreach efforts to identify the homebound and provide social services and health programs to all City senior citizens

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

Supervises several full-time and numerous part-time employees, writes grants, and supervises all outreach and senior information and assistance programs of the Rockville Senior Center.

Perform 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 major course work in psychology, social work, gerontology or an appropriate related field, plus three years of progressively responsible experience in human services administration, preferably dealing with senior citizens.

**Preferred Knowledge, Skills and Abilities:**

Considerable knowledge of the field of gerontology and appreciation for the objectives and principles of a planned and diversified social services program appealing to senior citizens.

Considerable knowledge of the organization, development and operation of diversified social services program. Ability to administer such 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 gerontology, 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  
SPORTS PROGRAMS SUPERVISOR**

**CHARACTERISTICS OF CLASS:**

The Sports Programs Supervisor performs difficult professional and intermediate administrative work coordinating, planning, and developing City-wide, sports-related recreation activities for all ages. The incumbent supervises the full-time Assistant Sports Supervisor, and part-time and seasonal employees. The incumbent also prepares program evaluation data, and assists in the inspection of indoor and outdoor sports facilities throughout the City. The incumbent 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 Sports Programs Supervisor is directly supervised by the Superintendent of Recreation, and is required to work as a team member with other department staff and staff from other City departments to ensure smooth coordination of programs and services. The incumbent 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.

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

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

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

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

Produce desired work outcomes including quality, quantity and timeliness.

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

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

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

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

**EXAMPLES OF DUTIES:**

Directs, develops, coordinates, and supervises a diversified program of athletics, team sports, games, leagues, tournaments, social functions, and related recreation activities for all ages.

**CITY OF ROCKVILLE  
SPORTS PROGRAMS SUPERVISOR  
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**EXAMPLES OF DUTIES Continued:**

Works with civic groups, parent/student groups and other community organizations in determining sports-related recreational service needs, and implements programs which satisfy those needs in a cost effective manner.

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

Works with the Director of Recreation and Parks, the Superintendent of Recreation, and other department staff to develop and implement new programs and systems for managing programs.

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

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

Supervises the full-time position of Assistant Sports Supervisor.

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

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

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 accountant, in a timely manner, pay vouchers, expenditure and revenue information.

Operates revenue and non-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 public school personnel to ensure that all facilities and equipment are maintained in a proper and safe manner.

**CITY OF ROCKVILLE  
SPORTS PROGRAMS SUPERVISOR  
PAGE THREE**

**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, or a closely related field, plus five years of progressively responsible experience in sports and/or recreation administration.

**Preferred Knowledge, Skills and Abilities:**

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

Considerable knowledge of group and individual sports activities and of their rules of conduct.

Considerable knowledge of the recreational and leisure time needs of youths, young adults, and adults, and of the equipment, space and other needs necessary to the successful fulfillment of such needs.

Considerable knowledge of the particular needs and supervisory considerations of volunteer staff.

Ability to plan, organize, schedule and supervise varied athletic and sports activities within general policies 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 12/14/04