

**CITY OF ROCKVILLE
CABLE TELEVISION PRODUCTION MANAGER**

Grade 24

CHARACTERISTICS OF CLASS:

The Cable Television Production Manager performs difficult professional and administrative work involved in planning, organizing, and directing the City's Cable Television programming. The incumbent creates original programming that strategically reaches, informs, educates, and involves citizen and target audiences; and, serves as executive producer for the planning and production of on-air broadcasts for the City of Rockville and its government television channel. The work involves researching, writing, producing, reporting and hosting news stories and programs, documentaries, and promotional videos for on-air presentations. The incumbent establishes and maintains contacts within and outside the City to explain and present information on specialized matters that are of interest or concern to the citizens of Rockville as well as surrounding communities. The incumbent receives general direction from the Communications Manager. Work is performed under the standardized practices and procedures of broadcast journalism and production. The physical demands are moderate, occasionally lifting heavy video equipment and the working conditions are good. The incumbent supervises the work of one or more Cable Television Production Specialists and coordinates production details, schedules and assignments with the Associate Producer/Director, and the Video Technician.

EXPECTATIONS OF ALL CITY EMPLOYEES:

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

EXAMPLES OF DUTIES:

- Manages, plans, organizes and directs programming and production for the City's Cable Television station; hires, directs, and schedules production and technical staff to include oversight of hiring and contractual agreements for freelance personnel; sets annual goals and performance measures for staff, including performing annual reviews; establishes priorities and standard operating procedures; promotes a customer service attitude among Cable TV employees and freelance staff.
- Develops, implements, and monitors the Cable Television operating, supplemental, and capital improvement budgets; assists the Communication Officer with developing internal and external policies, determining programming guidelines and setting short and long-term budgetary goals and objectives.
- Conceptualizes, develops, and implements a variety of Cable programming covering news, documentaries, and promotional videos related to City programs, service, activities, and departments; determines program subject matter and editorial content; researches, writes, selects video content and graphics, and coordinates production schedules for on-air presentation; serves as host and/or performs as on-air talent, as needed.

- Collaborates with the Mayor, Council, City Manager, Communications Office and other City departments and Rockville City citizens to develop and research information for on-air programs; assesses Citywide departmental television needs to develop, produce and strategically market new programming; participates in the development of comprehensive strategies and approaches for marketing Rockville locally, regionally, and nationally.
- Generates and develops ideas for new and original in-house programs and productions to address the goals and priorities of the City and individual departments and programs; determines best story content and length of on-air presentations; serves as project lead and department liaison on all on-air presentations.
- Determines appropriate format and ensures programs and stories are produced to most effectively, and interestingly communicate, with available resources.
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Graduation from an accredited college or university with major course work in broadcasting, communications, journalism, political science or related field, and four years experience in broadcast programming and/or production, two years of which must have been in a supervisory capacity. Driver's license required.

Preferred Knowledge, Skills and Abilities:

- Knowledge of current television industry trends, techniques, and technology.
- Knowledge of television script and broadcast news writing principles and story development techniques.
- Knowledge of electronic field production management.
- Knowledge of government access and Federal Communications Commission regulations and standards that apply to the broadcast industry.
- Skill in researching and producing television programs, documentaries, and Public Service Announcements.
- Understanding of issues of current interest to City residents.
- Knowledge of application and production of videotapes.
- Understanding of the functions, services, regulations and procedures of City departments.
- Supervisory and managerial skills.

FLSA Status: Exempt

Revised: 6/07

1/09 (Former Title: Television Writer/Producer)

CITY OF ROCKVILLE
CIVIL ENGINEER III

CHARACTERISTICS OF CLASS:

The Civil Engineer III performs difficult professional and administrative work in applying professional engineering services 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 III's work is proactive with high level contacts on matters requiring cooperation, explanation and persuasion and includes ensuring the adherence to laws and codes, policies and procedures. Physical demands are light. The work includes handling multiple complex projects and meeting deadlines in order to facilitate the work of others and the projects. Work is subject to functional policies and goals under general managerial direction, with serious consequences. The employee is assigned to the Engineering Division with work usually assigned and reviewed by a Division Chief.

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:

Supervises the preparation and review of construction plans, specifications, computations, and contract documents for the Public Works Capital Improvement Projects (Transportation and Environment Division) prepared by consulting engineers and City staff.

Supervises and coordinates the review of construction plans and computations for development permits prepared by consulting engineers.

Prepares and reviews complex construction plans, studies, plats, easements, specifications, and estimates for projects ranging from new construction to repair/modification of existing infrastructure.

Prepares request for proposal for engineering projects, and serves as staff liaison to consultants on Public Works design projects.

Schedules and reviews the work of lower level engineers to ensure design quality and compliance with City standards, specifications and good engineering practice. Maintains status report on all projects.

Coordinates projects and obtains permits from appropriate City Departments, outside agencies and private utility companies.

**CITY OF ROCKVILLE
CIVIL ENGINEER III
PAGE TWO**

Schedules and coordinates Public Works reviews and recommendations on pre-development submissions from the Planning Department for compliance with City standards. Determines public improvement requirements for permit projects.

Reviews standards, specifications, ordinance requirements, and regulations within the City in order to recommend modifications and advise on their probable impact.

Assists and provides advice to inspection personnel to resolve field problems and respond to contract administration inquiries.

Answers public inquiries regarding projects and other engineering matters; attends and acts as City representative at citizen and community meetings.

Acts as Chief of Traffic and Transportation of Chief Engineer/Environment when required.

Assists with staff liaison duties for the Traffic and Transportation Commission.

Assists Division Chiefs in the preparation of the operating and CIP budgets and other administrative and personnel duties.

Assists Division Chiefs in the preparation and development of the Capital Improvement Program.

Manages design review of the Capital Improvement Program projects and development permit projects.

Supervises engineers and consulting engineers in project execution for both the Transportation Division and Environmental Division.

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 five years of progressively responsible experience in municipal engineering including dealing with environmental and transportation and traffic issues, and supervision of engineering staff. 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 standards 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

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

Skill in the use of personal computers, including design software, CADD and GIS.

Skill in good communication, both written and verbal. Excellent human relation skills.

**CITY OF ROCKVILLE
CIVIL ENGINEER III
PAGE THREE**

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 complete difficult engineering computations and to design a variety of 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
COMMUNITY SERVICES MANAGER**

CHARACTERISTICS OF CLASS:

The Community Service Manager performs difficult professional and administrative work managing the coordination of Community Service functions for the City. The work requires complete understanding of community and social services with regular contacts with individuals of importance and influence involving considerable tact, discretion and persuasion. The work requires limited physical effort with considerable mental effort and stress handling multiple projects and programs concurrently. The work by nature and scope is subject to functional policies and goals under general managerial direction, participating with others in program development and service delivery. Supervises 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:

- Leads, supervises, administers and manages the Community Services Division.
- Coordinates and manages social services programs that serve the community in areas of information/referral, emergency assistance, language skills, youth development, crisis intervention, medical/health services, and special projects.
- Networks with Recreation & Parks staff, Neighborhood Resources staff, other City departments, Montgomery County, and non-profit service providers to promote service coordination.
- Performs and coordinates community needs assessments and strategic and long-range planning and program evaluation on an annual basis.

**CITY OF ROCKVILLE
COMMUNITY SERVICES MANAGER
PAGE TWO**

Coordinates City's grants program to outside agencies including administration, site review and performance/outcome data.

Coordinates the City's Holiday Drive Program.

Researches, oversees and coordinates best practices provided by other local, regional and national jurisdictions and the private sector and recommends and implements improvements to City service delivery where appropriate.

Works with civic groups, parent/student groups and other community organizations in assessing and determining social service needs and desires and implements programs and services to serve those identified needs.

Establishes program and service goals in conjunction with subordinate staff; monitors goal attainment, performance measures; adjusts program operations and priorities as necessary and appropriate.

Identifies and applies for grants.

Recruits, trains, advises and supervises other Community Services Division staff, volunteers and part-time staff.

Analyzes staff workload assignments and makes needed adjustments.

Manages special projects.

Serves as liaison to Human Services Advisory Commission.

Backs up Other Division Functions.

Reviews reports, papers and other records prepared by staff for clarity, completeness and accuracy.

Oversees preparation of division budget; monitors expenditures and revenues, accounting and bookkeeping for compliance with the budget plan.

Coordinates and manages City social services and intervention in crisis situations, such as structure fires, natural disasters, etc.

Works some evenings and weekends as required.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

The minimum of a Bachelor's Degree from an accredited university or college in Public, Administration, or Social Work, Psychology, Sociology or a closely related field and any combination of training and experience equivalent to a Master's Degree from an accredited university or college in Public, Business or Social Work, Psychology, Sociology or a closely related field and four years of progressively responsible experience in Public Administration including program management and two years supervisory experience. Two years additional non-supervisory experience may be substituted for the Master's Degree. Local government and/or community and/or social services experience is preferred. Possession of a driver's license valid in the State of Maryland.

**CITY OF ROCKVILLE
COMMUNITY SERVICES MANAGER
PAGE THREE**

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of the principles and practices of social work, project management and program administration.

Skill in more than one language desirable.

Ability to express ideas clearly and concisely, verbally and in writing, to groups and individuals.

Ability to carry out, without supervision, special and continuing assignments requiring organization of material, development of procedures, and execution of programs.

Ability to develop comprehensive plans from general instructions.

Ability to plan, organize, and direct the activities of professional staff, as well as support staff.

Ability to deal effectively with individuals or groups representing widely divergent backgrounds, interests, and points of view.

3/24/06

**CITY OF ROCKVILLE
FACILITIES PROPERTY MANAGER**

CHARACTERISTICS OF CLASS:

The Facilities Property Manager performs difficult professional and administrative work to ensure that staff and contractors provide high-quality services in carrying out all phases of the City's facilities maintenance programs and projects. The incumbent must use a proactive approach to accomplish the division's goals. The physical demands are moderate and the work can be stressful due to the workload, which includes dealing with multiple projects concurrently. The work is subject to functional policies and goals under general managerial direction from the Superintendent of Parks & Maintenance. The incumbent is responsible for 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:

Schedules, organizes, plans and supervises the work of building, custodial and engineering personnel, in the performance of corrective and preventive maintenance of City buildings, recreation centers, and facilities.

Assists in capital improvement projects in facilities maintenance and management including roof replacement, ADA compliance etc.

Handles emergency situations during work days, evenings, weekends, and holidays on City facilities, support equipment, and HVAC equipment and generators.

Inspects all contract projects and approves payments on projects.

**CITY OF ROCKVILLE
FACILITIES PROPERTY MANAGER
PAGE TWO**

EXAMPLES OF DUTIES Continued:

Sets up and maintains preventive maintenance programs on all equipment and buildings.

Works with all levels of management to ensure all work in facilities maintenance is completed in a timely manner.

Develops policies and procedures in areas of corrective maintenance of facilities management.

Plans projects, processes work orders, reviews plans, blueprints, and technical manuals. Meets with managers to discuss projects.

Writes work orders for facilities staff for corrective and preventive maintenance on buildings and support equipment.

Manages facilities' budgets, and controls expenditures.

Interviews, selects and trains maintenance technicians.

Initiates disciplinary action, approves time cards, time sheets, and all types of leave. Purchases tools and equipment and keeps record of tools, equipment and supplies used. Writes a variety of detailed and complex reports.

Directs snow removal crew, responds to emergencies on buildings and equipment, and supports special events and projects on evenings, weekends, and holidays.

Meets with professional consultants to discuss projects.

Provides leadership as acting superintendent during the absence of superintendent on occasion.

Plans and coordinates major projects, reviews plans and specifications and determines scope and requirements.

Participates as a member of Parks Management Team in Parks Division in planning and decision making and problem solving for all issues of the division.

Prepares technical writing and specifications on medium and large size overhauls renovations, and replacement on City facilities. Inspects contract projects to ensure all specifications, codes, and terms of contract are fulfilled. Researches projects of complex nature for CIP and budget preparation. Directs staff and contracts services on solving a variety of complex and detailed emergency situations on all support equipment.

Provides guidance and leadership on complex problems with facilities maintenance staff and other levels of management. Continues technical training in seminars to keep up-to-date on all state-of-the-art techniques and equipment in HVAC, refrigeration, electric controls, plumbing and building structures and related maintenance. Repairs and maintains complex security systems and locking mechanism.

Continues to train staff on cost-saving procedures and to keep up-to-date on new ideas and concepts of trades and crafts on new procedures and products. Applies principles to solve problems, reading technical reports, correspondence, blueprints, wiring and mechanical diagrams, drawings, and manuals on equipment.

Maintains safety regulations with all areas of responsibility and work forces. Ensures energy conservation is studied and is performed in each facility. Manages and

**CITY OF ROCKVILLE
FACILITIES PROPERTY MANAGER
PAGE TWO**

EXAMPLES OF DUTIES Continued:

maintains all security systems and locks for City facilities and shelters. Responsible for maintaining an environmentally safe air quality (thermal comfort) of all facilities.

Directs facilities maintenance staff in support of parks maintenance special events by senior staff, recreation division, and City-sponsored activities and functions.

Performs related work as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to an AA degree in Facilities Maintenance, HVAC or related field and five years of progressively responsible experience in skilled trades of HVAC, plumbing, refrigeration, mechanical controls, electric controls, building maintenance, and carpentry including two years of supervisory experience. Possession of an appropriate driver's license valid in the State of Maryland. County-State Electrical/Plumbing license preferred.

Preferred Knowledge, Skills and Abilities:

Comprehensive knowledge of operational, maintenance, repair and construction to facilities and support equipment and ability to take proper precautionary and remedial measures for public and employee safety.

Comprehensive knowledge of building and equipment maintenance, construction and overhaul of a variety of complex buildings and HVAC equipment.

Ability to plan, organize and direct the work schedules of facility maintenance staff and contract services.

Ability to establish and maintain effective working relations with subordinates, other departments and employees, contractors and senior management.

Ability to maintain safety regulations with all working forces.

Ability to solve difficult problems, read technical reports, correspondence, blueprints, wiring diagrams, and organize work efficiently.

Ability to make decisions using practices and precedents, and using resourcefulness in problem solving.

Ability to read and write technical reports in a variety of complex technical reports.

Ability to evaluate work objectives and use sound judgment in establishment of work productivity and activity.

Ability to write difficult technical specifications on overhauls, replacement and redesign of facilities and support equipment.

Revised 12/14/04

**CITY OF ROCKVILLE
GEOGRAPHIC INFORMATION SYSTEMS MANAGER**

CHARACTERISTICS OF CLASS:

The Geographic Information System (GIS) Manager performs difficult professional, technical and administrative work creating, developing, managing and administering the City's GIS operations. The incumbent must possess sufficient understanding of the work in order to deal with and resolve unusual and difficult work problems. The work requires outside and inside contacts to carry out the GIS and related programs, including occasional contacts with higher level officials on matters requiring considerable tact, discretion and persuasion. The physical demands of the job are light involving at times considerable stress in completing assignments, meeting deadlines and handling multiple projects concurrently. The work is subject to functional policies and goals under general managerial direction. The incumbent participates with others in program development and service delivery.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers 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 the Director of IT and other senior staff to develop GIS priorities.
- Builds and maintains the City's GIS database and creates geographic layers and objects required by users.
- Promptly adds the quarterly updates received from the State of Maryland to the GIS database.
- Exercises considerable accuracy and attention to detail in obtaining data, updating maps, and identifying information on maps.
- Builds and maintains graphic features and database records in a variety of ESRI products including ArcGIS, ArcIMS and numerous other software applications.
- Develops standards for users viewing, updating, and creating GIS databases.
- Develops, organizes and coordinates activities involving GIS with City departments.

**CITY OF ROCKVILLE
GEOGRAPHIC INFORMATION SYSTEMS MANAGER
PAGE TWO**

Maintains and administers geodatabases in a SQL Server environment using ArcSDE.
Administers other SQL server applications as necessary
Administers a set of ArcIMS web mapping services for both the public Internet and the City's Intranet.

Manipulates ArcGIS feature data and attributes data and assists departments in the preparation and plotting of maps and plans using ArcView.

Manages and directs projects and contracts with outside consultants and Montgomery County.

Trains City employees in the use of ArcView and customized Montgomery County Casual User Software.

Performs technical work to maintain and operate the GIS network ensuring all servers are running securely and performing optimally and ensuring security and integrity of the databases.

Works with other IT staffers to create links to the City's Web site, Permitting Software, Police Applications, and other supporting software.

Investigates complex GIS problems and/or complaints and develops solutions.

Creates and delivers GIS demonstrations and presentations to Mayor and Council and various other groups.

Coordinates training with outside trainers and/or trains staff directly.

Coordinates data sharing and other matters with state, county and other regional users.

Utilizes GIS technology to improve data sharing among departments.

Provides top quality customer service with frequent contacts with City staff, officials and the general public.

Fosters and builds collaborations with other municipalities and counties and attends MCmaps regional consortium local government GIS administrators.

Monitors backup and restore procedures for file systems and SQL server databases.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's Degree from an accredited college or university in a GIS program, cartography, geography, computer science or GIS Technology and three years of progressively responsible experience working with GIS systems including expertise and training with ArcInfo, ArcView, and AutoCAD products in a Windows (95/NT) environment and experience linking GIS databases to the web and City's server software applications.

**CITY OF ROCKVILLE
GEOGRAPHIC INFORMATION SYSTEMS MANAGER
PAGE THREE**

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of PC hardware and software including Microsoft Windows Client and Windows Server environments

Thorough knowledge of plotters, and database servers.

Working knowledge of GPS systems including Trimble equipment.

Working knowledge of civil engineering, urban planning/design, landscape architecture or related field.

Knowledge of parcel files and importing and converting external data to GIS databases.

Knowledge of aerial photography, general topography and zoning.

Proficiency and skill in Microsoft Office

Skill in Microsoft SQL, Server and other database engines.

Skill in database design, creation and maintenance.

Excellent oral and written communication skills.

Strong mapping and cartographic skills that include graphic editing and plotting.

Ability to work independently and with strong interpersonal and team-oriented skills.

Revised:04/06

CITY OF ROCKVILLE PRINCIPAL PLANNER

CHARACTERISTICS OF CLASS:

The Principal Planner performs difficult professional and administrative work in the areas of Development Review and Zoning Administration within the Department of Community Planning and Development Services. The Department has a community-based approach in order to serve the City's residential neighborhoods and businesses. The Principal Planner supervises a professional staff to assure that all existing and proposed development is reviewed for compliance with applicable policies and regulations including zoning and Master Plans among others. The work has a major impact on the City and requires thorough knowledge of urban planning and analysis in order to deal with and resolve a variety of unusual, difficult, and challenging issues, both at neighborhood and Citywide levels. The work requires excellent analytical and communication skills in soliciting cooperation from, offering explanation to and persuasion of various appointed and elected officials, community groups, interest groups, citizens, etc., relative to the City's mission of proper planning and development for the City. At times, considerable tact, discretion and persuasion is required in order to serve this mission. The work requires limited physical demands with considerable mental effort, stress and frustrations in gaining cooperation and achieving end results. The incumbent works under the general managerial direction of a Planning Division Chief.

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:

Performs a number of duties as required and may be responsible for any of the following duties including but not limited to supervising, planning, organizing and developing major planning programs involved in development review or zoning administration consistent with department objectives as follows:

**CITY OF ROCKVILLE
PRINCIPAL PLANNER
PAGE TWO**

Prepares reports and makes recommendations on planning programs; makes presentations to government officials and agencies as required.

Coordinates the review of zoning and land use applications within the department, and among other departments and outside agencies.

Reviews and prepares written recommendations on all types of zoning and land use applications.

Makes oral presentations before boards and commissions regarding staff analysis and recommendations on zoning and land use applications (after hours).

Attends meetings of civic associations and business groups to discuss current zoning and development, or urban design issues.

Provides support to the Mayor and Council and other boards and commissions on zoning and development review as assigned.

Participates in development review activities of the department.

Designs and implements planning programs and studies intended to promote the orderly growth and development of the City and of sub-areas within its boundaries.

Identifies and analyzes problems, develops goals and objectives, and designs programs to meet departmental objectives.

Assist in the development of new zoning techniques and procedures to facilitate the implementation of the master plan recommendations.

Prepares and processes zoning ordinance text amendments.

Oversees the processing of preliminary subdivisions and final plats to assure compliance with both the subdivision regulations and the zoning ordinance.

Assures that proposed new building projects comply with all zoning regulations.

Consults with the City Attorney, to maintain and update the zoning ordinance in a timely manner and distribute updates to the necessary parties.

Under the direction of the Chief of Planning, the Zoning Administrator provides interpretations of the provisions of the zoning ordinance to other City staff, elected officials and the public.

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 architecture, civil engineering, geography, long range planning, urban planning or related field; supplemented with a Master's degree in planning; and five (5) years progressively responsible experience in long range or neighborhood planning, development review, transportation planning, or urban design etc.; or a Bachelor's degree in a planning related field and six (6) years progressively responsible planning experience.

**CITY OF ROCKVILLE
PRINCIPAL PLANNER
PAGE THREE**

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of the principles, practices and techniques of urban planning, zoning and development, long range planning or urban design.

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

Thorough knowledge of zoning and land development controls, ordinances and regulations, and the methods and procedures by which they are enforced.

Considerable knowledge of the master planning process, including public participation, that results in new elements of the Master Plan.

Knowledge of the general principles and practices of public administration, public finance, economics, environmental matters and others as applied to urban and regional planning.

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

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

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

Ability to provide information to elected and appointed bodies and other interested parties, and to convey concise and accurate explanations concerning various planning policies, requirements and procedures.

Ability to make decisions and promote major planning programs recognizing established precedents and practices, and to use resourcefulness and tact in meeting new problems.

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

Ability to read and understand construction and development plans.

Revised: 12/06

CITY OF ROCKVILLE REVENUE SUPERVISOR

CHARACTERISTICS OF CLASS:

The Revenue Supervisor performs difficult professional and administrative work in managing revenue work relating to City utility, special assessments, accounts, taxes and receipts including the database and system administration for all related work. The work requires contacts both inside and outside the City of Rockville at most all levels to explain matters, solicit cooperation, and enforce City ordinance, policy and procedures. The work is light in nature involving considerable mental effort and stress through meeting set deadlines and often handling multiple projects concurrently. The work is subject to functional policies and goals under general managerial direction. The incumbent participates with others in service delivery and supervision of subordinate staff. The incumbent reports to the Director of Finance.

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:

- Supervises and participates in the calculation, editing and mailing of utility (water, sewer, refuse) bills.
- Supervises termination of water service for delinquent bills, approves payment plans and extensions of time to pay.
- Receives and resolves customer complaints through a variety of media, makes appointments for Meter Service Technician to check meters, makes adjustments under City policies.
- Supervises, reviews and participates in the administration of Utility Accounts Receivable System to ensure accurate billing and receipting of receivables.
- Monitors Utility Billing System to achieve accurate and timely billing to customers.
- Handles irate citizens through verbal and written communication in a tactful and courteous manner.
- Approves and reviews refunds and adjustments.
- Supervises the Special Assessment billing and collection function.
- Acts as member of the Finance Management team.

**CITY OF ROCKVILLE
REVENUE SUPERVISOR
PAGE TWO**

Supervises and reviews delinquent accounts (Special Assessment, refuse, utilities, license & inspection liens) and submits lists to Montgomery County Government for tax sale.

Monitors internal control systems for all cash receipting and utility billing functions.

Performs internal audits of cash receipting systems, including utility billing functions.

Manages all collection processing, depositing and cashiering functions.

Supervises meter reading and meter systems and coordinates with Public Works as necessary.

Reviews Montgomery County's billing and receipting of real property and personal property taxes.

Prepares monthly reports for the accountants regarding the billing and receipting of real property and personal property taxes by Montgomery County.

Provides information for and issues certification to realtors and other interested parties concerning liens on and ownership of specified parcels.

Responsible for reviewing the transfer of property by the State of Maryland Assessment Office.

Administers an automated billing system.

Prepares files and archives data periodically.

Creates, maintains and documents the users database for the City's utility billing system.

Coordinates efforts with the City's Computer Services regarding the utility billing and special assessment systems.

Schedules utility billing/special assessment time calendar designing time frame procedures.

Composes and reviews correspondence for the Revenue Division.

Verifies work by reviewing reports and being involved with employees on a daily basis.

Prepares the division's annual budget.

Responds to auditors' inquiries concerning billing and receipting of utilities, taxes and special assignments.

Prepares monthly schedules for the division.

Hires and trains new division employees.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from college with a bachelor's degree in accounting or business administration and five years of progressively responsible experience involving revenue billing and record-keeping using automated systems including at least two years supervisory and program management responsibility. Possession of an appropriate driver's license valid in the State of Maryland. Designation as a Certified Cash Manager or Certified Treasury Professional preferred.

**CITY OF ROCKVILLE
REVENUE SUPERVISOR
PAGE TWO**

Preferred Knowledge, Skills and Abilities:

Working knowledge of office practices, procedures, systems and equipment used in property tax accounting.

Considerable knowledge of the municipal utility billing systems and procedures and of the ordinances and policies governing them.

Knowledge of tax and property records and legal and property instruments in the State of Maryland.

Skill in establishing and maintaining effective working relationships with other employees and to deal tactfully with the public in the resolution of difficult and contentious matters.

Skill in operating a personal computer, calculator and other related equipment. Ability to learn the practices, procedures, systems, laws, ordinances, and policies governing the levying of City real and personal property taxes.

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

Ability to prepare a variety of reports from records maintained.

Ability to develop and refine office procedures.

Ability to make maintenance and financial adjustments to automated utility billing accounts.

Ability to communicate on many levels with programmers and technical staff with regard to the utility billing hardware system.

Ability to oversee software upgrades or system conversions.

Revised: 6/06

CITY OF ROCKVILLE REVENUE SUPERVISOR

CHARACTERISTICS OF CLASS:

The Revenue Supervisor performs difficult professional and administrative work in managing revenue work relating to City utility, special assessments, accounts, taxes and receipts including the database and system administration for all related work. The work requires contacts both inside and outside the City of Rockville at most all levels to explain matters, solicit cooperation, and enforce City ordinance, policy and procedures. The work is light in nature involving considerable mental effort and stress through meeting set deadlines and often handling multiple projects concurrently. The work is subject to functional policies and goals under general managerial direction. The incumbent participates with others in service delivery and supervision of subordinate staff. The incumbent reports to the Director of Finance.

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:

Supervises and participates in the calculation, editing and mailing of utility bills.

Supervises termination of water service for delinquent bills, approves payment plans and extensions of time to pay.

Receives and resolves customer complaints through a variety of media, makes appointments for Meter Service Technician to check meters, makes adjustments under City policies.

Supervises, reviews and participates in the administration of Utility Accounts Receivable System to ensure accurate billing and receipting of receivables.

Monitors Utility Billing System to achieve accurate and timely billing to customers.

Handles irate citizens through verbal and written communication in a tactful and courteous manner.

Approves and reviews refunds and adjustments.

Supervises the Special Assessment billing and collection function.

Supervises and reviews delinquent accounts (Special Assessment, refuse, utilities, license & inspection liens) and submits lists to Montgomery County Government for tax sale.

**CITY OF ROCKVILLE
REVENUE SUPERVISOR
PAGE TWO**

Reviews Montgomery County's billing and receipting of real property and personal property taxes.

Prepares monthly reports for the accountants regarding the billing and receipting of real property and personal property taxes by Montgomery County.

Provides information for and issues certification to realtors and other interested parties concerning liens on and ownership of specified parcels.

Responsible for reviewing the transfer of property by the State of Maryland Assessment Office.

Administers an automated billing system.

Prepares files and archives data periodically.

Creates, maintains and documents the users database for the City's utility billing system.

Coordinates efforts with the City's Computer Services regarding the utility billing and special assessment systems.

Schedules utility billing/special assessment time calendar designing time frame procedures.

Composes and reviews correspondence for the Revenue Division.

Verifies work by reviewing reports and being involved with employees on a daily basis.

Prepares the division's annual budget.

Responds to auditors' inquiries concerning billing and receipting of utilities, taxes and special assignments.

Prepares monthly schedules for the division.

Hires and trains new division employees.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from college with a bachelor's degree in accounting or business administration and five years of progressively responsible experience involving revenue billing and record-keeping using automated systems including at least two years supervisory and program management responsibility. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

Working knowledge of office practices, procedures, systems and equipment used in property tax accounting.

Considerable knowledge of the municipal utility billing systems and procedures and of the ordinances and policies governing them.

Knowledge of tax and property records and legal and property instruments in the State of Maryland.

Skill in establishing and maintaining effective working relationships with other employees and to deal tactfully with the public in the resolution of difficult and contentious matters.

Skill in operating a personal computer, calculator and other related equipment.

**CITY OF ROCKVILLE
REVENUE SUPERVISOR
PAGE TWO**

Ability to learn the practices, procedures, systems, laws, ordinances, and policies governing the levying of City real and personal property taxes.

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

Ability to prepare a variety of reports from records maintained.

Ability to develop and refine office procedures.

Ability to make maintenance and financial adjustments to automated utility billing accounts.

. Ability to communicate on many levels with programmers and technical staff with regard to the utility billing hardware system.

Ability to oversee software upgrades or system conversions.

Revised: 9/04

CITY OF ROCKVILLE
STORM WATER PROGRAM MANAGER
Grade 24

CHARACTERISTICS OF CLASS:

The Storm Water Program Manager performs difficult professional and intermediate administrative work involved in all aspects of the City storm water management program, including budget, planning, training, regulatory processes, public outreach, and monitoring program effectiveness

The program involves the development, implementation and enforcement of Citywide storm water and water quality ordinances, programs and policies, as well as the City's own compliance with applicable federal and state storm water laws, rules and permits. The work requires considerable programmatic and technical understanding, managerial skills, tact, discretion and persuasion often involving difficult negotiations to carry out organizational goals and resolve problems. Work working conditions are can be stressful with light physical demands. The incumbent is involves strategic planning and budgeting, regulatory actions and operational activities; and is subject to direction and guidance by the Chief of Environmental Management.

EXPECTATIONS OF ALL CITY EMPLOYEES:

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

EXAMPLES OF DUTIES:

- Ensures City facilities, activities and programs comply with applicable federal and state permits and requirements
- Pursues amendments and revisions to the City Code as needed
- Engages in strategic program planning, including program performance objectives and measures

**CITY OF ROCKVILLE
STORM WATER PROGRAM MANAGER
PAGE TWO**

- Minimizes storm water contamination by implementing structural and non-structural best management practices across the City's facilities and activities
- Promotes the use of effective low impact development (LID) techniques in all new construction
- Assesses compliance and pursues enforcement against privately-owned storm water management facilities as warranted to ensure compliance with all applicable local permits and requirements
- Responds to spills threatening to reach the City storm drain system
- Identifies and corrects illicit dry-weather storm drain flows entering the storm drain system
- Implements and oversees a program to control fats, oils and grease (FOG) discharges to sanitary sewers in order to prevent blockages and sanitary sewer overflows that may reach the storm drain system
- Oversees the stream assessment, stream cleanup and adopt-a-stream activities
- Directs the volunteer stream monitoring initiative in the City's three watersheds and use information to measure the effectiveness of the City's storm water program
- Ensures storm drain outfalls are labeled and the storm drain system is properly mapped
- Develops and implements public outreach and education tools and materials to discourage non-storm water discharges into the storm drain system
- Prepares annual reports for residents, Mayor and Council, City senior staff, and regulatory agencies
- Develops articles, press releases, presentations and website content on the City storm water program.
- Represents the City at meetings and conferences.
- Recognizes individual and group resident and corporate achievements
- In a matrix organization that crosses divisional lines, design and improve the quality of storm water controls placed on construction activities, and the priorities for storm drain system maintenance.
- Coordinates City activities with those of the State, County, Metropolitan Washington Council of Governments and other local jurisdictions
- Hires, train, evaluates, rewards and disciplines a professional staff
- Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

A Bachelor's degree from an accredited college or university with major course work in regulatory compliance, environment science, environmental studies, environmental engineering, natural resource management or related area, and at least five years of responsible, professional experience working in similar programs. Master's degree preferred. Previous supervisory experience is preferred but not required. Must have a drivers license valid in the State of Maryland.

**CITY OF ROCKVILLE
STORM WATER PROGRAM MANAGER
PAGE THREE**

Preferred Knowledge, Skills and Abilities:

- Knowledge of The Federal Clean Water Act, rules and policies, particularly those pertaining to storm water.
- Knowledge of the Maryland State water quality laws, rules and policies, particularly those pertaining to storm water
- Extensive collaboration skills
- Skill in project planning and implementation, including budgeting
- Strong written and verbal communication skills, including public speaking and technical report writing and editing abilities
- Ability to assess regulatory compliance and use enforcement tools
- Ability to write grant proposals
- Ability to develop public information and outreach materials
- Ability to self assess personal job performance and program effectiveness
- Ability to supervising other professionals

FLSA Code: Exempt

Created: 11/08

**CITY OF ROCKVILLE
SWIM CENTER SUPERINTENDENT**

CHARACTERISTICS OF CLASS:

The Swim Center Superintendent performs difficult professional work in the operation, management and promotion of the Municipal Swim Center. The employee is responsible for the development and implementation of all policies and programs relating to the aforementioned goals.

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 promotes all pool activities with sensitivity to needs/wishes of users, and with the goal of providing a balanced recreational and aquatics program to meet the needs of several user groups, i.e. youth, teens, adults, seniors, handicapped, and recreational versus instructional versus competitive users.

- Supervises a large and diverse staff.
- Motivates employees to maintain high level of service to users.
- Develops and administers budget, including salaries, purchases of materials, supplies, equipment and contractual services;
- Submits personnel, financial and program reports as necessary;
- Maintains books on expenses and income.
- Serves as City representative to the Municipal Swim Center Advisory Committee and Swim Team Parents Club.

Supervises the mechanical operation and maintenance of the Municipal Swim Center in order to ensure safe/healthy operation. Procures services from City maintenance departments and private sector contractors in order to maintain high standards in buildings and equipment.

Develops and recommends policies and marketing strategies for pass sales and program fees, to ensure levels of sales and registrations are adequate to meet revenue goals.

**CITY OF ROCKVILLE
SWIM CENTER SUPERINTENDENT
PAGE TWO**

Develops and prepares specifications for the purchase of equipment and services for facility maintenance and improvement.

Conducts and supervises public relations with membership and program users;

Prepares public relations materials for news stories and press releases.

Meets with neighborhood interest groups and civic associations to promote community understanding and support of recreation programs.

Writes newspaper articles to publicize City programs;

Coordinates news releases, flyers, and radio announcements.

Represents the Municipal Swim Center and Recreation and Parks Department in various community organizations and committees;

Participates in area-wide aquatics organizations.

Seeks and adapts new aquatic programs and techniques;

Secures their initiation with appropriate groups.

Responsible for managing all business aspects of operation.

Responsible for the Municipal Swim Center's entire budget – control of expenditures for operation; revenue receipts; pass sale administration for members and class participants and other program users.

Responsible for supervising Municipal Swim Center's full and part-time staff to ensure ongoing high level of quality service-delivery to facility users.

Hires and evaluates full-time staff;

Supervises hiring and evaluation of part-time staff – ensuring that recruitment efforts and ongoing evaluation are adequate to maintain staff that will provide a safe, health and quality operation.

Responsible for promoting and marketing the facility to produce sufficient revenue to meet all expenditures.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a degree from any accredited university or college with course work in recreation administration and four years of professional experience in aquatics-related management and programming. Must possess, or be able to quickly obtain (as determined by the City), a Montgomery County Pool Operator's License, a Red Cross Advanced Life Saving certificate, and CPR certification. Red Cross Water Safety Instructor and First Aid Certification are preferred.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of the recreational and leisure time needs of youth, young adults, adults, senior citizens, and handicapped individuals.

**CITY OF ROCKVILLE
SWIM CENTER SUPERINTENDENT
PAGE THREE**

Considerable knowledge of departmental procedures and policies as applied to the operation of swimming pools, and to the maintenance of related records and reports.

Considerable knowledge of modern water chemistry as it applies to maintenance of swimming pool water.

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

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

Ability to plan, organize, schedule and supervise varied water sports activities.

Ability to deal tactfully and courteously with the public.

Ability to motivate staff in order to maintain a high level of creativity and innovation in working techniques.

Ability to maintain a work environment which is both friendly and productive.

Revised: 9/04

**CITY OF ROCKVILLE
TRANSPORTATION ENGINEER**

CHARACTERISTICS OF CLASS:

The Transportation Engineer performs difficult professional and administrative work in applying professional engineering services to a wide variety of Public Works planning and design projects in the area of transportation. The employee manages individual design projects and directs and supervises the work of others in project execution. The Transportation Engineer's work is proactive with high-level contacts on matters requiring cooperation, explanation and persuasion and includes ensuring the adherence to laws and codes, policies and procedures. Physical demands are light. The work includes handling multiple complex projects and meeting deadlines in order to facilitate the work of others and the projects. Work is subject to functional policies and goals under general managerial direction, with serious consequences. The employee is assigned to the Engineering Division with work usually assigned and reviewed by a Division Chief.

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 supervises the operations and the preventive maintenance programs for all traffic signals owned and/or operated by City of Rockville.

Manages and supervises the operations and the preventive maintenance programs for all city-owned streetlights.

Manages, supervises and maintains the red-light camera program.

Reviews traffic signal and street lighting plans, specifications, computations, and contract documents for the Public Works Capital Improvement Projects (Transportation Division) prepared by consulting engineers and City staff.

Reviews traffic control plans prepared by consulting engineers and contractors.

Manages all aspects of traffic control devices (traffic signs, pavement marking, etc.)

Prepares and issues traffic orders

Prepares request for proposals for engineering projects, and serves as staff liaison to consultants on Public Works design projects.

May schedule and review the work of lower level engineers to ensure design quality and compliance with City standards, specifications and good engineering practice.

**CITY OF ROCKVILLE
TRANSPORTATION ENGINEER
PAGE TWO**

Maintains status report on all projects.

Assists and provides advice to inspection personnel to resolve field problems related to traffic flow during construction, streetlights, and signs and pavement marking issues.

Answers public inquiries and requests regarding projects and other traffic engineering matters; attends and acts as City representative at citizen and community meetings.

Acts as Chief Engineer/Traffic & Transportation when required.

Assists Division Chief in the preparation of the operating and CIP budgets and other administrative and personnel duties.

Assists Division Chief in the preparation and development of the Capital Improvement Program.

Serves as liaison between City, County and State in matters related to traffic operations.

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 five years of progressively responsible experience in traffic operations and some experience in the supervision of engineering and or technical staff. 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 standards and procedures used in the design and construction of traffic control devices and streetlights.

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

Skill in the use of personal computers, including design software and GIS.

Skill in good communication, both written and verbal. Excellent human relation skills.

Skill in making engineering computations, estimates and designs.

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

Ability to complete difficult engineering computations and to design a variety of 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.

Revised: 10/05

CITY OF ROCKVILLE WEB ADMINISTRATOR

CHARACTERISTICS OF CLASS:

The Web Administrator performs difficult professional and administrative work in developing, designing, and maintaining the City of Rockville's internet and intranet Web sites. The work requires a proactive approach responding to the needs of the various City departments and members of the City Council. The incumbent has broad latitude and is responsible for supervision of the Web Assistant and the content, quality and style of the Web sites as well as reliability, functionality and ease of use. This entails finding, creating and installing tools to create Web content including all graphics and ensuring it is reflective of the City's style. The work has limited physical demands and the working conditions can be stressful due to the high visibility of the work and its meaningful impact. The incumbent is on call nights and weekends to resolve issues related to Web performance and update urgent or emergency City communications.

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:

- Maintains the City's web site and ensures content is up to date and visually appealing.
- Manages the problems and changes to the web site.
- Conducts tests of the web site using multiple browsers.
- Ensures links and files are loading and working properly.
- Takes digital photos as needed.
- Writes and edits material to be used on the web site.

**CITY OF ROCKVILLE
WEB ADMINISTRATOR
PAGE TWO**

Assists departments and prepares their documents for inclusion in the web site. As appropriate, reformats and/or includes documents from any source in Website content.

Ensures Website meets section 508 of the Rehabilitation Act standards in page design. Designs, optimizes and edits graphic images.

Manages Website content: sets up user accounts; trains and supports designated staff to contribute content (currently approx. 20 staff); monitors contributed content for consistency and grammar; and corrects as needed.

Develops web pages optimized with search engines to ensure appropriate results rise to the top.

Oversees Rock Enroll, the City's recreation registration system: customizes user interface using cascading style sheets, shtml files; creates graphics as needed; and updates text and links using administrator interface with specialized html hand coding.

Oversees the design of Accela Econnect; develops Web-based query files for Accela Advantage permit system; customizes the look and feel to be consistent with City's Web site; and monitor performance.

Contacts TicketLeap to resolve any technical issues that may arise with purchasing F. Scott Fitzgerald Theatre tickets online.

Customizes the look and feel of user interface for City parking tickets.

Customize look and feel Web interface to be consistent with the City's Web site; optimize interface for maximum usability.

Creates custom forms as needed for staff requests. Collects data and exports to spreadsheets upon request.

Monitors video encoder for Streaming Video, optimizes video streams for best performance over the internet, restarts and reconfigures video streams as needed; proactively resolve issues.

Monitors Town Center Web Cam camera performance to ensure that images are being updated once per minute; proactively resolve issues.

Monitors Weather Data link from roof of City Hall and works with Weatherbug technical staff to embed weather data within the City's Web site and monitors performance.

Monitors Web servers and immediately resolves any issues that prevent the Web site from functioning. Stops and starts ColdFusion and Site Executive as needed using line commands in Linux; administers ColdFusion settings for optimal performance.

Creates and maintains list serve and discussion groups as may be appropriate.

Receives information from various sources and updates City site on priority-based schedule of maintenance.

Maintains cross-platform and cross-browser compatibility.

Ensures consistent visual appeal by promoting uniform fonts, formatting, icons, images, layout techniques and modularization.

CITY OF ROCKVILLE

**WEB ADMINISTRATOR
PAGE THREE**

Provides support to ROCKNET and serves as their staff liaison.
Participates in ROCKNET meetings and reports on the status of the Web site.
Provides necessary training to departments.
Performs related duties as required.

MINIMUM REQUIREMENTS:

Training and Experience:

Any combination of training and experience equal to a Bachelor's Degree and three years experience building complex Web sites and experience designing and maintaining websites required. Formal design, writing, editing and programming education and Webserver System Administrator experience preferred. Applicant must have a web page as part of their resume and hands on experience on actual sites, which can be reviewed.

Preferred Knowledge, Skills and Abilities:

Advanced knowledge of Adobe Photoshop and Image Ready
Thorough knowledge of HTML and JavaScript
Basic knowledge of Linux.
Basic knowledge of ColdFusion.
Knowledge of firewall and internet security issues.
Knowledge of cross-platform issues
Knowledge of Web Trends Log Analyzer or similar software.
Knowledge of good design, typography, color, and their application on the web.
Skill in graphic design, data driven web content or any other web-related skills.
Good written and oral communication skills.
Skill in communicating with content contributors in the organization at all levels.
Ability to use content management system software and database-driven Web sites.
Ability to use Macromedia software suite: Dreamweaver, Flash, Freehand, Acrobat Professional and pdf file management.
Ability to facilitate a sense of clean design with complex constraints and short deadlines.
Ability to work both independently and effectively with others.
Ability to edit material for content, quality and style.
Ability to manage contractual relationships with vendors and suppliers.
Ability to train users to publish content to the web.

Revised: 3/06

CITY OF ROCKVILLE WEB ADMINISTRATOR

CHARACTERISTICS OF CLASS:

The Web Administrator performs difficult professional and intermediate administrative work in developing, designing, and maintaining the City of Rockville web site. The work requires a proactive approach responding to the needs of the various City departments and members of the City Council. The incumbent has broad latitude and is responsible for the content, quality and style of the site as well as reliability, functionality and ease of use. This entails finding, creating and installing tools to create web content including all graphics and ensuring it is reflective of the City's style. The work has limited physical demands and the working conditions can be stressful due to the high visibility of the work and its meaningful impact.

EXPECTATIONS OF ALL CITY EMPLOYEES:

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

EXAMPLES OF DUTIES:

- Maintains the City's web page, as well as layers of hypertext files directly surrounding it.
- Manages the problems and changes to the web site.
- Conducts tests of the web site using multiple browsers.
- Checks site daily to ensure links and files are loading and working properly.
- Designs, prepares, and edits, jpeg and gif graphics.
- Writes and edits material to be used on the web site.

**CITY OF ROCKVILLE
WEB ADMINISTRATOR
PAGE TWO**

Assists departments and prepares their documents for inclusion in the web site. As appropriate, reformats and/or includes documents from any source in website content

Creates clickable image maps.

Uses Hypertext Markup Language (HTML) scripting to code the web page.

Establishes and publishes HTML standards so the hypertext served from the Web will have a consistent look and feel and look good through most browsers.

Creates on-line forms using CGI scripts and image maps.

Creates and maintains list serve and discussion groups as may be appropriate.

Maintains a toolbox of software to convert Adobe Postscript/Pagemaker, MSWord and WP formats to HTML text.

Receives information from various sources and updates City site on priority-based schedule of maintenance.

Maintains and creates links with other sites to ensure they are current, and changes them as needed.

Uploads pages to site.

Maintains cross-platform and cross-browser compatibility.

Ensures consistent visual appeal by promoting uniform fonts, formatting, icons, images, layout techniques and modularization.

Provides support to ROCKNET (approximately ten hours per week) and serves as their staff liaison.

Participates in ROCKNET meetings and reports on the status of the web site.

Provides necessary training to departments in file/html conversion, web browsing, etc.

Performs related duties as required.

MINIMUM REQUIREMENTS:

Training and Experience:

Any combination of training and experience equal to a Bachelor's Degree and two years experience building complex Web applications and experience designing and maintaining websites required. Formal design, writing, editing and programming education and Webserver System Administrator experience preferred. Applicant must have a web page as part of their resume and hands on experience on actual sites which can be reviewed.

Preferred Knowledge, Skills and Abilities:

Knowledge of and fluency in HTML

Knowledge of word processing software.

Knowledge and understanding of problem reporting and change management processes

Knowledge and understanding of problems and solutions to web security issues.

**CITY OF ROCKVILLE
WEB ADMINISTRATOR**

PAGE THREE

Knowledge of web browser capabilities and limitations.

Knowledge of Perl, JAVA, C pr C++, VRML and CGI.

Expertise in use of Shockwave, FreeHand and/or Illustrator, Director, Adobe PhotoShop HTML, Microsoft Word, Adobe Acrobat Distiller software.

Skill in graphic design, data driven web content or any other web-related skills..

Knowledge of good design, typography, color, and their application on the web.

Ability to facilitate a sense of clean design with complex constraints and short deadlines.

Ability to work both independently and effectively with others.

Ability to edit material for content, quality and style.

Ability to manage contractual relationships with vendors and suppliers.

Good written and oral communication skills.

Revised: 9/04