

CITY OF ROCKVILLE
ASSISTANT CITY ATTORNEY
Grade 27

CHARACTERISTICS OF THE CLASS:

The Assistant City Attorney performs difficult professional level work involved in providing legal counsel to the Mayor and Council, City staff, and members of various boards and commissions of the City. The Assistant City Attorney reports to and receives broad direction from the City Attorney. Contacts are primarily with appointed City officials and with City staff to provide legal advice and/or review of policies, regulations, legislation, and ordinances covering a wide range of subject areas related to various City programs, services, and operations. The Assistant City Attorney provides legal review, coordinates the dissemination of legal information, analyzes and recommends solutions to difficult legal problems, and prosecutes enforcement actions related to public programs and laws. The work requires light physical demands with considerable mental effort and stress experienced when handling multiple projects concurrently and meeting deadlines. Results of work directly affect the ability of the City to provide essential services and to avoid liability of significant fiscal 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:

- Conducts legal research and analysis of legal issues; applies laws, court decisions, and other legal authority in the preparation of opinions (both written and oral), memoranda, and court papers.
- Reviews the legality and/or sufficiency of contracts, bonds, bids, leases, insurance, deeds, easements, and claims that have legal, financial and/or policy implications; analyzes documents for legal and policy consequences; approves the

- documents for execution by the City; represents the City's interest in various contract negotiations.
- Advises the City officials and staff regarding legal issues arising out of proposed legislation; drafts and reviews legislative bills, resolutions, ordinances, and regulations; analyzes them for legal and policy consequences; makes recommendations regarding legal issues affecting the City.
 - Provides legal advice to the City Manager, department heads and other City staff to include the review and advice on major proposed actions, advice on specialized areas of the law, and legal review of written material.
 - Represents the City in lawsuits before Federal and State courts and in administrative hearings, including enforcement actions.
 - Prepares court papers, contracts, ordinances, resolutions, deeds, easements, leases, and other legal documents.
 - Investigates complaints and claims by or against the City.
 - Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience: Graduation from an accredited school of law and three (3) years of experience as an attorney, including some experience involving local government law.

Required Licensure: Membership in the Maryland State Bar.

Preferred Knowledge, Skills and Abilities:

- Knowledge of the organization and functions and goals of the City government.
- Extensive knowledge of the provisions of Maryland law, City Code and Charter provisions.
- Skill in negotiating agreements.
- Ability to perform legal review and research; assimilate and analyze various complex facts, issues and problems; determine alternative courses of legal action; and render a legal opinion and recommendation.
- Skill in preparing and presenting oral and/or written explanation and defense of legal opinions and decisions both in judicial as well as administrative settings, to include comprehensive explanation of legal concepts, positions, and/or policies.
- Ability to devise and draft effective legislation and other legal documents that support the policies of the Mayor and Council.
- Ability to establish and maintain effective working relationship with all level of employees..
- Ability to attend meetings and perform work assignments at times other than normal business hours.
- Ability to work independently and without close supervision.

FLSA Status: Exempt

**CITY OF ROCKVILLE
BUDGET AND FINANCE MANAGER**

CHARACTERISTICS OF CLASS:

The Budget and Finance Manager performs complex professional and difficult administrative work handling a variety of assignments and problems independently relative to the preparation, monitoring and management of the City of Rockville's Operating Budget and Capital Improvements Program and other financial analysis as required. Sufficient knowledge of the work is required to deal with and resolve a variety of unusual and difficult problems. The work requires contacts involving difficult negotiations and a well-developed sense of timing and strategy including detailed explanations and interpretations of policies, rules and regulations. The physical work is limited in nature, mostly in an office setting with serious mental stress and effort handling a variety of difficult assignments concurrently. The work is subject to functional policies and goals under general managerial direction. The work has major individual impact on and accountability for end results affecting both the Department and the City.

EXPECTATIONS OF ALL CITY EMPLOYEES:

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

EXAMPLES OF DUTIES:

- Prepares and manages the City's proposed annual Operating Budget and Capital Improvements Program including all phases of budget submission, review, various media document production and presentation to the Mayor and Council and the public.
- Prepares and manages various financial and analytical models, which provide data on the impact of growth and expenditures, etc.

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BUDGET AND FINANCE MANAGER
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- Manages the City's investments to obtain maximum earnings.
- Works with department directors to solve fiscal and general internal financial management problems.
- Addresses problems and questions raised by external authorities, or departments.
- Coordinates the City's performance measurement system.
- Defines, justifies, and documents requests for funding, forecasts short and long term issues and analyzes annual revenues and expenses.
- Coordinates the preparation and monitoring of the Capital Improvements Program, ensuring that the linkages between the operating and capital budgets are accurate and that the capital program is in conformance with the City's fiscal policies.
- Develops or reviews the calculations for setting fees for the City's utility funds.
- Prepares a variety of special reports as may be required.
- Evaluates proposed program changes and enhancements with respect to short and long-term costs and the effect on service to residents.
- Updates and monitors automated budget process.
- Monitors revenue and expenditure patterns.
- Assists departments in reconciling budget and/or financial difficulties that arise over the course of the year.
- Assists in the preparation of budgets for departments undergoing staffing changes to ensure that the affected programs can be performed in an efficient and effective manner.
- Key support for the City Manager and Mayor and Council on budget, financial and program questions that arise during the Mayor and Council review process.
- Manages and trains the Budget Management Analyst(s) in the application of proper budget and finance procedures.
- Evaluates and analyzes fiscal impact of staff reports and recommendations.
- Estimates costs, prepares rate tables, and evaluates proposed benefits and policy changes to identify unforeseen costs or operational impacts.
- Stays abreast of current generally accepted budgeting and accounting principles as they relate to the City and works with staff to ensure adherence to changes.
- Formulates budget and financial policies under which other City departments operate.
- Provides technical assistance to community groups that have received funding from the City.
- Acts as the Director of Finance in the Director's absence as required.
- Performs other duties as may be required.

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BUDGET AND FINANCE MANAGER
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QUALIFICATIONS:

Required Training and Experience:

Master's Degree from an accredited college or university in Public or Business Administration or related field and at least four years of progressively responsible governmental budgeting, finance or related experience. Some supervisory experience is preferred.

Preferred Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and practices of public finance, the budget process and accounting procedures.
- Considerable knowledge of office procedures, practices, systems and equipment as applied to complex municipal budgeting systems.
- Considerable knowledge of the principles and practices of municipal financial administration with particular reference to accounting, payroll and budgeting systems.
- Considerable knowledge of the principles of public administration and supervision.
- Ability to analyze and evaluate municipal budgeting problems, to develop pertinent financial data and systems evaluations, and to revise systems accordingly.
- Ability to plan, organize, and supervise the work of subordinates in a manner conducive to full performance.
- Ability to prepare and deliver clear, concise, accurate and timely budget presentations
- Ability to produce various documents, reports, graphs, charts etc. in a variety of media.
- Ability to establish and maintain effective working relationships with superiors, subordinates, and other City officials, and the general public.

FLSA Code: Exempt

Revised: 9/08

**CITY OF ROCKVILLE
CHIEF OF ENVIRONMENTAL MANAGEMENT**

CHARACTERISTICS OF CLASS:

The Chief of Environmental Management performs complex professional and difficult administrative work leading the Environmental Management Division in developing, implementing, and ensuring compliance with citywide environmental policies and programs. The work requires considerable tact, discretion and persuasion often involving difficult negotiations to carry out organizational goals and resolve problems. Work is strategic in nature and is subject to broad policy guidance from the Director of Public Works. The physical demands are light and the working conditions can involve considerable mental effort and stress.

EXPECTATIONS OF ALL CITY EMPLOYEES:

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

EXAMPLES OF DUTIES:

Manages the environmental program for the City consisting of environmental documentation, compliance, hazardous and toxic material and waste management, drinking water quality, pollution prevention, air and noise pollution, solid waste minimization, wetlands, aquatic species, pest management, and Chesapeake Bay initiatives.

Develops, coordinates, and implements a Citywide Environmental Management System (EMS) ensuring a continual cycle of planning, implementing, reviewing and improving the processes and actions that the City undertakes to meet its business and environmental goals.

Develops, coordinates, and ensures implementation of an environmental strategy supporting the Mayor and Council's Vision Priorities to develop a framework and inventory of practices that will move Rockville toward being a sustainable, energy saving, and environmentally sensitive community.

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CHIEF OF ENVIRONMENTAL MANAGEMENT
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Plans for and implements oil and hazardous waste spill prevention and cleanup.
Assigns project managers for environmental projects.
Provides leadership for assigned staff.

Develops, executes, and monitors the division's operational budget and any CIP projects assigned to the division.

Maintains current knowledge of and ensures compliance with Rockville, Montgomery County, Maryland, and federal environmental laws, statutes, ordinances, regulations, policies, and goals including air quality; source and drinking water quality; storm water quality, and soil quality. Coordinates NPDES permits.

Develops City policies, ordinances, and code to delineate environmental responsibilities, policies, and standards.

Initiates, develops, and executes public awareness and education programs to stimulate and maintain interest in and support of environmental protection, preservation, compliance, and enhancement. Promotes outreach to seek public input and enlist volunteer support to Rockville environmental programs and initiatives.

Coordinates and provides environmental training for City staff.

Meets with citizens groups; neighborhood associations; the Mayor and Council; the Planning Commission; Board of Appeals and others to make presentations of data, issues, findings and recommendations; answer questions; defends environmental assessments and recommendations. Explains environmental impacts and policy implications of proposed development and actions.

Represents the City on environmental matters with COG, ICPRB, county, state, and federal agencies.

Prepares grant applications, requests for proposals and contracts to implement the environmental program.

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

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

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

Researches and analyzes environmental information to prepare environmental assessments for rezoning, special exception, variance and other applications for land redevelopment in Rockville. Assessments include 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.

Performs other duties as required.

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CHIEF OF ENVIRONMENTAL MANAGEMENT
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MINIMUM REQUIREMENTS:

Training and Experience:

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

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of environmental programs related to environmental documentation, hazardous and toxic material and waste management, drinking water quality, pollution prevention, air and noise pollution, solid waste minimization, wetlands, aquatic species, pest management, and Chesapeake Bay initiatives.

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 management systems and resource planning including natural resources, biological or ecological principles and practices.

Thorough knowledge of Rockville, Montgomery County, Maryland, and federal environmental laws, statutes, ordinances, regulations, policies, and goals including air quality; source and drinking water quality; storm water quality, and soil quality.

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

Strong written and oral communication skills including public speaking.

Strong organizational skills.

Ability to lead and manage the work of others.

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

Created: 9/06

CITY OF ROCKVILLE
CHIEF OF LONG RANGE PLANNING AND REDEVELOPMENT

CHARACTERISTICS OF CLASS:

The Chief of Long Range Planning and Redevelopment performs difficult professional and administrative level work managing the activities of Long Range Planning and Redevelopment within the Department of Community Planning & Development Services. The work has a major impact on the City and requires thorough knowledge of urban planning and analysis, site design, landscape architecture, and research and analysis in order to deal with and resolve a variety of unusual and challenging planning and land use issues. The work requires considerable tact, and discretion in handling personal relationships, while soliciting cooperation, offering explanation to and soliciting consensus from various appointed and elected officials, community groups, interest groups, contractors, builders, vendors, citizens, etc., relative to the division's missions of proper planning and redevelopment for the City. The work requires limited physical demands. There is considerable mental effort, stress, and frustrations, with very tight time constraints, which can make the work difficult when attempting to gain cooperation and achieve end results. The incumbent works under broad managerial direction of the Department Director and is responsible for working within stated policies and 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:

- Directs, administers and supervises the activities of the Long Range Planning and Redevelopment Divisions.
- Supervises and participates in the review and preparation of master plans, neighborhood plans, special projects and referrals from other agencies.
- Supervises the compilation, maintenance and enhancement of various data files relating to land use, demographics, economy, housing and other related topics.
- Analyzes trends from the various data files and prepares projections for use by the departments, organizations, the Planning Commission and the Mayor and Council.

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CHIEF OF LONG RANGE PLANNING AND REDEVELOPMENT
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Analyzes proposals on the basis of City ordinances and in consideration of planning and design principles; prepares recommendations and presents same to the Planning Commission, Mayor and Council or outside agencies.

Acts as the department's liaison with other departments in preparing other Citywide plans such as bikeways, transportation, green space, environmental programs, and other related projects.

Conducts and participates in design projects involving the use of public land such as street, highway and parkland development.

Meets with developers, consultants, architects, citizens and other community officials to coordinate plans with the City's master and zoning ordinance.

Performs administrative duties relating to personnel and budget management.

Supervises and conducts the preparation of maps and other graphics.

Supervises the review of subdivisions, site plans, rezoning as to their compliance with the City's environmental regulations.

Conducts or supervises long and short range studies relative to land use, public facilities, traffic patterns, transportation, planning, open spaces, ordinance changes, etc.

Supervises and participates in conferences, meetings, dialogue and correspondence with local, regional, and state organizations involving local or area questions on land use planning, information gathering, problem definition, and other matters of interest to the City.

Performs a variety of work related to the Town Center, greater Town Center and related projects.

Monitors and directs Project Construction Managers.

Monitors and keeps project development schedules on track.

Develops multi-year budgeting and tracks costs.

Works with the Director of Finance, Director of Public Works, City Manager, and financial advisors to follow the capital improvement plan, track bond costs, and keep project development schedules on track.

Secures and coordinates organizational resources.

Develops necessary communication, including agenda materials, periodic reports, and other documents for updates to staff, Mayor & Council, public.

Coordinates the implementation and operation of parking districts.

Advises and recommends options for parking district operations.

Coordinates commercial management districts.

Serves as liaison with the Chamber of Commerce, Rockville Economic Development, Inc., existing and incoming businesses, property owners, County, State agencies, community groups, neighbors and citizens, etc. for a variety of related issues.

Coordinates implementation of condo documents and serves as City representative on condo boards.

Tracks federal, state and county reimbursements.

Coordinates with City departments developers and co-developers on special events.

Performs other duties as required.

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CHIEF OF LONG RANGE PLANNING AND REDEVELOPMENT
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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 Urban Planning or a closely related field and eight years of progressively responsible experience in planning of which three years must have been in a management/supervisory capacity utilizing team leadership skills. Master's degree may be substituted for two years of the non-management/supervisory experience. Must possess a driver's license valid in the State of Maryland. Proven performance in management and team leadership skills. Should be a member of the American Institute of Certified Planners (AICP).

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of the principles of acceptable Urban Planning and Design.
Knowledge of local, state, and federal development goals and plans.
Knowledge of real estate development practices including financing.
Knowledge of architectural, engineering, landscape architectural, transportation engineering and environmental practices.

Thorough knowledge of the principles of site design, zoning, master plan interpretation, and related site usage issues.

Skills in negotiating and resolving conflicts relative to the work.

Skill in management and team leadership.

Skill in establishing and maintaining effective working relationships with consultants, property owners, residents, occupants, other City employees, Federal and County officials, and the general public, while under difficult and often contentious circumstances which require the exercise of considerable tact and discretion.

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

Ability to provide information and explanations in a concise, accurate and clearly understandable way.

Ability to build consensus among individuals and groups with often significantly divergent points of view.

Ability to manage multiple functions and projects in a satisfactory manner.

Revised: 1/07

**CITY OF ROCKVILLE
CHIEF OF TRAFFIC AND TRANSPORTATION**

CHARACTERISTICS OF CLASS:

The Chief performs difficult professional and administrative work managing and performing the planning, development, engineering and other activities of the Division of Traffic and Transportation. The Chief develops policies and programs which reflect the City's multi-modal approach to transportation and which protect pedestrian and local movement in the neighborhoods and in Town Center. The Chief leads professional and technical staff to create a community responsive program of transportation planning and traffic engineering in coordination with Public Works, Community Planning and Development Services, Parks and Recreation and other City departments, County, State and Federal agencies, community and neighborhood groups, etc. Responsible for administering transportation management programs and negotiated monetary contributions for transportation infrastructure improvements related to private development. The work has major impact on the City and requires thorough knowledge of comprehensive transportation management in order to deal with and resolve a variety of unusual and difficult traffic and transportation issues. The work requires an influential approach in soliciting cooperation regarding considerable tact and discretion offering explanation to and often persuading a variety of officials, community groups, interest groups, contractors, builders, vendors, citizens, etc., relative to the work. The work requires limited physical demands, considerable mental effort and stress in gaining cooperation and achieving results. The work is performed under broad managerial direction and is responsible for developing and implementing policy. Supervises a staff of traffic and transportation engineers, planners, technicians, etc. and participates fully as a member of an internal policy and planning committee known as the Development Review Committee.

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.

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CHIEF OF TRAFFIC AND TRANSPORTATION
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EXAMPLES OF DUTIES:

Acts as liaison between City, County, State and Federal transportation and inter-jurisdictional agencies in matters related to traffic and transportation planning and engineering issues including: participation on various committees; oversight of State, County, and Federal transportation CIP projects within the City.

Identifies and promotes City transportation needs to: appropriate funding and identify funding needs, pursue grants, and secure Budget and Legislative approvals.

Develops and implements comprehensive transportation management and parking policies and programs for the City including: transportation demand management program, parking garage and meter programs, pedestrian and bikeways programs, etc.

Develops and implements transportation related CIP including identification of new construction needs and management of new road and transit construction.

Supervises staff engaged in traffic and transportation management and manages contracts for CIP projects as well as transportation demand management, parking garage and parking and parking meter programs.

Supervises and performs plan reviews for development projects.

Coordinates the traffic, transportation, parking, internal circulation and all other traffic and other related review of development applications handled by the Development Review Committee.

Provides technical staff support to the Mayor and Council, Planning Commission, Traffic and Transportation Commission, other Boards and Commissions, other departments, and the Development Review Committee related to transportation issues including: presentations; reports; testimony; traffic modelling; cost and feasibility analysis; engineering and design, etc.

Administers the City-wide transportation management policy.

Performs a variety of other duties as required.

REQUIREMENTS:

Minimum Training and Experience:

Any combination of training and experience substantially equivalent to a master's degree from an accredited university or college in urban planning, or civil engineering and 10 years of progressively responsible experience in performing and supporting multi-modal transportation planning and engineering programs, including: managing task oriented teams, development reviews focusing on traffic impact studies, parking requirements, site circulation, Transportation Demand Management, and long-range transportation planning; developing and implementing transportation budgets and adhering to project schedules. Experience must include working directly with community groups and their representatives. Requires either certification as a Professional Engineer or Professional Planner such as a PE or AICP. An appropriate driver's license valid in the State of Maryland.

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CHIEF OF TRAFFIC AND TRANSPORTATION
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Desirable Knowledge, Skills and Abilities:

Knowledge of local, regional and state transportation issues in the metropolitan Washington area.

Knowledge and understanding of the relationship between land use and transportation planning as it relates to creating a transit/pedestrian friendly urban design.

Skill in dealing with a variety of individuals and groups, at all levels.

Skill in contract and budget (including CIP) management.

Technical skill including travel modeling, GIS, database management, and traffic impact analysis.

Excellent communication and presentation skills.

Demonstrated ability to implement projects and programs.

Ability to develop creative transportation solutions, related to developing urban areas.

Revised: 9/04

**CITY OF ROCKVILLE
FINANCIAL ACCOUNTING MANAGER**

CHARACTERISTICS OF CLASS:

The Financial Accounting Manager performs complex professional and difficult administrative work managing the activities of various Divisions within the Department of Finance. The work requires regular contacts both within and outside the unit to carry out programs and explain specialized matters with occasional contacts with higher-level personnel on matters requiring cooperation, explanation and persuasion. The physical work is limited in nature, mostly in an office setting with often serious mental stress and effort in handling multiple tasks and meeting deadlines. The work, by its nature and scope, is subject to functional policies and goals under the general managerial direction of the Director of Finance. The incumbent participates with others in 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 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 a major division in the Finance Department, including supervising, planning, coordinating, reviewing, and evaluating the work of a staff consisting of professional and clerical personnel.

Instructs subordinate employees on technical financial problems and in the interpretation and application of financial management office rules, regulations, and procedures.

Closes the City's books on a monthly basis. This includes processing payroll checks, accounts payable checks and journal entries in order to produce automated financial information to be distributed to the City's departments for review and budget guidance.

Prepares journal entries and financial analysis of all funds.

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FINANCIAL ACCOUNTING MANAGER
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Addresses problems and questions raised by external authorities, auditors or user departments relative to the work.

Coordinates the City's year-end audit in order to prepare, with staff assistance, the Comprehensive Annual Financial Report and the State of Maryland's Uniform Financial Report resulting in an unqualified opinion from the Independent Auditors with the goal of earning a Certificate of Achievement for Excellence in Financial Reporting.

Prepares revenue projections and cash flows for the City's Strategic Plan.

Prepares revenue and expense projections for the City's Annual Budget.

Determines the rates for water, sewer, and refuse by producing a six-year cash flow projection.

Directs the year-end financial closing process.

Serves as coordinator for all City audits.

Prepares a variety of other special financial reports as may be required.

Directs the investments of the City's excess funds in order to obtain the highest yield.

Acts as liaison with the Government Finance Officers' Association, keeping abreast of current reporting standards.

Assists in preparing financial information for official statements relative to Bond issues and other public documents.

Stays abreast of current generally accepted accounting principles as they relate to the City and works with staff to ensure adherence to changes.

Formulates accounting policies under which other City departments operate.

Performs other duties as may be required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's Degree (required) Master's Degree (preferred) from an accredited college or university in Business Administration with a concentration in Accounting and five years of progressively responsible supervisory experience in Accounting. CPA preferred.

Preferred Knowledge, Skills and Abilities:

Thorough knowledge of the principles and practices of municipal accounting, and of their application to a wide variety of accounting transactions and problems.

Considerable knowledge of office procedures, practices, systems and equipment as applied to complex municipal accounting systems.

Considerable knowledge of the principles and practices of municipal financial administration with particular reference to accounting, payroll and budgeting systems.

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FINANCIAL ACCOUNTING MANAGER
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Considerable knowledge of the principles of public administration and supervision.

Working knowledge of the operation, capabilities and limitations of business and automated data processing systems.

Ability to analyze and evaluate municipal accounting problems, to develop pertinent financial data and systems evaluations, and to revise systems accordingly.

Ability to plan, organize, and supervise the work of a group of subordinates in a manner conducive to full performance.

Ability to prepare clear, concise, accurate and timely financial reports and statements.

Ability to establish and maintain effective working relationships with superiors, subordinates, and other City officials, and the general public.

Revised: 4/06

**CITY OF ROCKVILLE
FINANCIAL SYSTEMS MANAGER**

CHARACTERISTICS OF CLASS:

The Financial Systems Manager performs complex professional and difficult administrative work managing the activities of various Divisions within the Department of Finance. The work requires regular contacts both within and outside the unit to carry out programs and explain specialized matters with occasional contacts with higher level personnel on matters requiring cooperation, explanation and persuasion. The physical work is limited in nature, mostly in an office setting with often serious mental stress and effort in handling multiple tasks and meeting deadlines. The work, by its nature and scope, is subject to functional policies and goals under the general managerial direction of the Director of Finance. The incumbent participates with others in 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 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 a major division in the Finance Department, including supervising, planning, coordinating, reviewing, and evaluating the work of a staff consisting of professional and clerical personnel.

Instructs subordinate employees on technical financial problems and in the interpretation and application of financial management office rules, regulations, and procedures.

Maintains employee files accurately to properly compensate each employee.

Keeps abreast of all federal and state laws affecting the employees' paycheck and implements properly.

**CITY OF ROCKVILLE
FINANCIAL SYSTEMS MANAGER
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Oversees the preparation of all monthly, quarterly and year-end (fiscal and calendar) reports such as W-2's, 941's, state unemployment wage reports and state tax reconciliation reports.

Manages and administers the daily activities of the City's Payroll/Human Resources and Financial systems, which includes reviewing and verifying system assurance reports to ensure the systems are in balance.

Manages the systems suspense files to ensure all daily transactions are complete and correct; establishes security (passwords) and defines user profiles unique to each of the City's operations.

Maintains system-wide master tables relative to the operation of the Payroll/Human Resource and Financial systems.

Serves as main liaison between the Finance Department, and the Information and Technology and Personnel Departments.

Trains new employees on the Payroll/Human Resources and Financial systems applications as needed.

Serves as lead person in learning new versions of the Payroll/Human Resource and Financial Applications Systems and software and serves as project leader/consultant for implementing all new software.

Develops custom reports as necessary using the appropriate equipment and software.

Serves as the City liaison to the Payroll/Human Resource and Financial systems groups.

Oversees the payment of the City's health, life and dental insurance and the payment of all the City's utility bills.

Administers the City's retirement plans: serves as main liaison for the City with its pension and deferred compensation carriers; responsible for the preparation of actuarial data provided to actuary for the development of the City's annual actuary report; provides benefit calculations for all City employees concerning retirement estimates, which include annuity, lump sum and buyback of credited service; responsible for ensuring that the City's pension plan document is administered properly; serves as a support staff member on the Retirement and Disability Board.

Administers the City's automated time and attendance system, which collects and tracks time data for employees and interfaces this information to the City's Payroll system. Implements the system as well as installs new releases and features.

Administers the City's Flexible Spending Account Program system. Processes and maintains all employee files and accounts and produces reports and data that pertain to any dependent care or medical reimbursement claims. Updates the system with new releases and features.

Electronically transmits all Federal, FICA, Medicare and State taxes as well as all pension and deferred compensation contributions, State mandated reports.

**CITY OF ROCKVILLE
FINANCIAL SYSTEMS MANAGER
PAGE THREE**

Quarterly Wage Report and New Hire reports and check data to the appropriate institutions.

Develops special reports for external and internal use; oversees the financial implementation of all employee groups' agreements; assists in the preparation of the City's annual financial statements and the year end closing of the financial systems. Works with the City's auditors in reviewing the City's financial statements.

Plans, evaluates and reviews financial operating procedures for Finance staff use.

Performs special projects and work as may be assigned and/or required.

Keeps abreast of any laws that affect the administration of the flexible spending account program, program administration, FICA, Federal and State taxes, etc.

Assists in the closing of the City's books on a monthly and quarterly basis in order to prepare the annual financial reports.

Resolves, assures and formulates policy related to commitments shared with the IT Department.

Performs other duties as required.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to a Bachelor's Degree (required) Master's Degree (preferred) from an accredited college or university in Finance, Business Administration or a closely related field including courses in EDP systems, and five years of progressively responsible supervisory experience related to financial systems.

Preferred Knowledge, Skills and Abilities:

Knowledge of the principals of sound financial management and public administration.

Knowledge of tax laws applicable to Payroll, Deferred Compensation, Pension and other employee related benefits.

Knowledge of Payroll and Accounting EDP hardware and software systems.

Skill in managing multiple projects and programs.

Skill in proper application of laws relevant to the work.

Ability to identify, analyze, develop and manage EDP Financial Systems.

Ability to develop acceptable policies and procedures, relative to the work.

Ability to deal, communicate, motivate, influence and work effectively with individuals at all levels both within and outside the organization.

Revised: 4/06

**CITY OF ROCKVILLE
FINANCIAL SYSTEMS MANAGER**

CHARACTERISTICS OF CLASS:

The Financial Systems Manager performs difficult professional and administrative work managing the activities of the Payroll and Accounts Payable Divisions of the Department of Finance. The work requires regular contacts both within and outside the unit to carry out programs and explain specialized matters with occasional contacts with higher level personnel on matters requiring cooperation, explanation and persuasion. The physical work is limited in nature, mostly in an office setting with often serious mental stress and effort in handling multiple tasks and meeting deadlines. The work, by its nature and scope, is subject to functional policies and goals under general managerial direction. The incumbent participates with others in 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 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, participates in and supervises the activities of Payroll and Accounts Payable functions of the Department of Finance in work including: the bi-weekly check processing for all City employees as well as managing all mandatory and voluntary employee deductions.

Maintains employee files accurately to properly compensate each employee.

Keeps abreast of all federal and state laws affecting the employees' paycheck and implements properly.

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FINANCIAL SYSTEMS MANAGER
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Oversees the preparation of all monthly, quarterly and year-end (fiscal and calendar) reports such as W-2's, 941's, state unemployment wage reports and state tax reconciliation reports.

Manages and administers the daily activities of the City's Payroll/Human Resources and Financial systems which includes: reviewing and verifying system assurance reports to ensure the systems are in balance.

Manages the systems suspense files to ensure all daily transactions are complete and correct; establishes security (passwords) and defines user profiles unique to each of the City's operations.

Maintains system-wide master tables relative to the operation of the Payroll/Human Resource and Financial systems.

Serves as main liaison between the Finance Department, and the Information and Technology and Personnel Departments.

Trains new employees on the Payroll/Human Resources and Financial systems applications as needed.

Serves as lead person in learning new versions of the Payroll/Human Resource and Financial Applications Systems and software and serves as project leader/consultant for implementing all new software.

Develops custom reports as necessary using the appropriate equipment and software.

Serves as the City liaison to the Payroll/Human Resource and Financial systems groups.

In the Accounts Payable division: is responsible for the timely and accurate payment of the City's vendors; oversees the payment of the City's health, life and dental insurance and the payment of all the City's utility bills.

Administers the City's retirement plans: serves as main liaison for the City with its pension and deferred compensation carriers; responsible for the preparation of actuarial data provided to actuary for the development of the City's annual actuary report; provides benefit calculations for all City employees concerning retirement estimates, which include annuity, lump sum and buyback of credited service; responsible for ensuring that the City's pension plan document is administered properly; serves as a support staff member on the Retirement and Disability Board.

Administers the City's automated time and attendance system, which collects and tracks time data for employees and interfaces this information to the City's Payroll system. Implements the system as well as installs new releases and features.

Administers the City's Flexible Spending Account Program system. Processes and maintains all employee files and accounts and produces reports and data that pertain to any dependent care or medical reimbursement claims. Updates the system with new releases and features.

Electronically transmits all Federal, FICA, Medicare and State taxes as well as all pension and deferred compensation contributions, State mandated reports such as State

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FINANCIAL SYSTEMS MANAGER
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Quarterly Wage Report and New Hire reports and check data to the appropriate institutions.

Develops special reports for external and internal use; oversees the financial implementation of all employee groups' agreements; assists in the preparation of the City's annual financial statements and the year end closing of the financial systems. Works with the City's auditors in reviewing the City's financial statements. Plans, evaluates and reviews financial operating procedures for Finance staff use.

Performs special projects and work as may be assigned and/or required.

Keeps abreast of any laws that affect the administration of the flexible spending account program, program administration, FICA, Federal and State taxes, etc.

Acts on behalf of the Controller in the Controller's absence.

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 Business Administration or a closely related field including courses in EDP systems, and five years of progressively responsible supervisory experience in an automated payroll and accounts payable environment.

Preferred Knowledge, Skills and Abilities:

Knowledge of the principals of sound financial management and public administration.

Knowledge of tax laws applicable to Payroll, Deferred Compensation, Pension and other employee related benefits.

Knowledge of Payroll and Accounting EDP hardware and software systems.

Skill in managing multiple projects and programs.

Skill in proper application of laws relevant to the work.

Ability to identify, analyze, develop and manage EDP Financial Systems.

Ability to develop acceptable policies and procedures, relative to the work.

Ability to deal, communicate, motivate, influence and work effectively with individuals at all levels both within and outside the organization.

Revised: 9/04

**CITY OF ROCKVILLE
OPERATIONS MAINTENANCE SUPERINTENDENT**

CHARACTERISTICS OF CLASS:

The Operations Maintenance superintendent performs difficult professional and administrative work in planning and supervising, through subordinates, the work of a large group of employees engaged in a wide variety of public utilities, streets, rights-of-way and storm water management operations, maintenance, construction, and repair. The work is proactive with high level contacts on matters requiring cooperation and explanation. The physical demands are moderate with somewhat disagreeable working conditions. The work by nature has a broad scope and serious impact and is performed under the general managerial direction of the Director of Public Works.

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, schedules, directs, and supervises through subordinates, maintenance, operation and repair of water mains, fire hydrants, valves, pumps, service lines, water meters, sewer mains, manholes, sewer laterals, sewer pumping stations and cleanouts.

Plans, schedules, directs, and supervises through subordinates, asphalt street repair, crack sealing, concrete repair of sidewalks and gutters, traffic sign maintenance, snow plowing, chemical ice control, storm water apparatuses, leaf collection and street cleaning.

Receives requests for service from citizens, contractors, engineers, architects, and the Department Director and assigns the appropriate staff for completion.

Plans, organizes, and supervises the work of the clerical staff to meet the needs of Utilities, General Maintenance, Refuse and Motor Vehicle Divisions as well as the dispatcher, who also dispatches for the Parks and Facilities Maintenance Division.

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OPERATIONS MAINTENANCE SUPERINTENDENT

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Receives, reviews and approves weekly and monthly reports, leave requests, time sheets, budget transfers, RCD's, purchase requisitions, purchase orders, material issue slips, and petty cash vouchers.

Recruits, selects, assigns, and inspects the work of subordinate supervisors, and trains where necessary on work methods and proper utilization and safety precautions.

Serves on various task forces as assigned by the Director, i.e. motor vehicle, concrete standard, smoothseal, and leaf collection.

Serves on project teams consisting of a Chief Engineer, Contract Manager, and Civil Engineer, for Utility and General Maintenance CIPs.

Advises the Director of Public Works of the needs for the Utilities and General Maintenance Divisions, recommends operation and managerial changes as necessary for efficient service.

Manages the Utilities and General Maintenance budget and the preparation of the annual budget including analysis, budget estimates, and priorities.

Attends training to meet the Superintendent and operator certification requirements as mandated by the State of Maryland in Water Distribution and Wastewater Collection.

Develops specifications for contracts and recommends to award bids for street sweeping, debris hauling, line striping, traffic sign maintenance, masonry repair, chemical root control of sanitary sewers, repair to water distribution and sanitary sewer collections infrastructure apparatus.

Develops programs for leaf collection, concrete repair, asphalt repair, traffic line painting, snow removal, chemical ice control, water main flushing, and chemical root control of sanitary sewers, with enhanced service and maintaining or reducing costs.

Ensures subordinates have training available to them for State of Maryland certification in water distribution, wastewater collection, industrial and right-of-way, chemical weed control using in-house training or seminars, and short courses.

Performs related and other duties as assigned.

MINIMUM REQUIREMENTS:

Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in design and Civil Engineering including courses in hydraulics and parameters of Water and Wastewater Systems Maintenance, plus (5) years experience in the supervision of public works activities particularly in the field of utility systems. Additional experience in street and right-of-way maintenance preferred. Must be certified as a Water and Wastewater Superintendent, and must possess Superintendent's Certification in Water Distribution and in Sewage Collection as issued by the State of Maryland.

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OPERATIONS MAINTENANCE SUPERINTENDENT
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Preferred Knowledge, Skills and Abilities:

Knowledge of the practices, materials, tools and equipment used in the general maintenance of streets, storm water management facilities, and minor construction activities and ability to take proper precautionary and remedial measures.

Extensive knowledge of the principles and practices of civil engineering as applies to the planning, design and construction and preventive maintenance of water and sewer systems and streets and drainage.

Extensive knowledge of a wide variety of design and construction standards and the latest developments, current literature and source of information regarding water and sewer systems, construction, streets and preventative maintenance.

Extensive knowledge of the practices, materials, tools and equipment used in street, water, general labor, repair, and minor activities of several trades.

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

Ability to plan, organize and effectively supervise, through 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 service.

Ability to establish and maintain effective informal inservice employee training and evaluation programs to be carried out by subordinates.

Ability to prepare a budget and control expenditure of funds.

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

Ability to review complex engineering problems on the ground and to suggest and coordinate several alternative solutions.

Revised: 9/04

**CITY OF ROCKVILLE
RECREATION AND PARKS ADMINISTRATION MANAGER**

CHARACTERISTICS OF CLASS

The Recreation and Parks Administration Manager performs difficult professional and administrative work relative to the administration of the Recreation and Parks Department, including budgetary and financial administration, Strategic Plan, development review, project management, citizen and neighborhood outreach, staff training programs, grants, research, and special projects. The work requires regular contacts with officials and managers, both within and outside the City and involves considerable tact, discretion, and persuasion in obtaining desired results. While the work requires limited physical effort, by its nature and diversity it is stressful. The incumbent's work is subject to functional policies and goals under the direction of the Director of Recreation and Parks and has serious consequences relative to 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

- Under direction, provides executive level assistance to the Director of Recreation and Parks and managers in the department, primarily Management Team members.
- Coordinates and administers preparation of the budget and the Strategic Plan.
- Monitors expenditures, revenues, accounting and cash handling procedures.
- Monitors purchasing activities and serves as department coordinator for administration of and compliance with purchasing rules and regulations.
- Evaluates fee structures and makes recommendations.
- Serves as department representative to the City-wide Development Review Committee and coordinates input from all department divisions to development review processes.
- Serves as staff to Mayor and Council appointed commissions/committees as assigned.
- Researches, develops, and implements administrative policies/procedures.
- Performs research and analysis of administrative and/or operational issues by gathering data, conducting feasibility studies, preparing reports and making recommendations.
- Plans and coordinates major research and administrative projects.

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RECREATION AND PARKS ADMINISTRATION MANAGER
PAGE TWO**

Develops reports and studies by maintaining, compiling, analyzing and projecting statistical data, coordinating material from various sources and writing or editing narratives.

Prepares memoranda, letters and other documents for the signature of the Director of Recreation and Parks, City Manager and other staff.

Develops grant proposals.

Develops award applications and entries in cooperation with other department staff.

Reviews and edits reports, memos, letters, etc. written by other staff for proper grammar, style, form, and consistency.

Acts as liaison with other departments, public agencies, and the public as assigned.

May supervise or provide lead direction to professional level or clerical support staff.

Researches and maintains files on technical specifications, requests for proposal, and other forms of specifications.

Assists in the development and implementation of capital improvement projects by drafting requests for proposals, coordinating contractor selections, negotiating and administering agreements, monitoring and reporting on project progress.

Develops, coordinates and implements citizen input processes for CIP projects.

Monitors information on trends and practices in the Recreation and Parks field and makes recommendations for adjustments to department services and methods responsive to trends.

Coordinates public relations efforts as assigned by preparing press releases, public information materials, meeting with citizens and community groups and responding to complaints received by the department.

Works with other staff to plan, coordinate, implement and staff Special Events.

Performs other duties and related tasks as assigned.

QUALIFICATIONS

Required Training and Experience

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in business, public administration, recreation and parks administration or related field and five years of progressively responsible experience in business, public, recreation or parks administration, including at least two years with lead program management responsibility. A Masters Degree in a related field is desirable but not required. Must possess a driver's license valid in the State of Maryland; or ability to provide suitable transportation, which is approved by the Director of Recreation and Parks.

Preferred Knowledge, Skills and Abilities

Knowledge of:

- the principles and practices of public administration.
- standard office methods and procedures.
- the principles of municipal budgeting and administrative procedures.

Skill to:

- prepare clear and concise reports and correspondence.
- make oral presentations at public meetings, forums and department meetings.
- perform statistical analysis and prepare and control budgets.

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RECREATION AND PARKS ADMINISTRATION MANAGER
PAGE THREE**

- Research, locate and compile appropriate data, information and material.
- accurately analyze, interpret and evaluate administrative and technical issues and make appropriate recommendations for action.
- take best advantage of word processing and other office- and management-related computer software, including tracking/scheduling software, GIS, Access and Excel.

Ability to:

- establish and maintain effective working relationships with the public, elected and appointed officials, department and city-wide staff and city advisory bodies.
- work independently, be as self-starter, and meet established deadlines.
- train, supervise and evaluate staff.
- mediate disputes.
- read and interpret construction plans, specifications, and other development-related documents.
- Pro-actively anticipate trends and new issues/problems and their impact on R&P operations.
- manage assigned functions and programs.

Revised: 9/04

**CITY OF ROCKVILLE
SUPERINTENDENT OF PARKS AND FACILITIES**

CHARACTERISTICS OF CLASS:

The Superintendent of Parks and Facilities performs difficult professional and administrative work administering the parks, grounds, and facilities maintenance division of the City. Work involves the management of the day-to-day planning, development, and implementation of a diverse and comprehensive program for the following operational areas: administration, forestry, horticulture, athletic fields, rights-of-way, parks, urban wildlife management, buildings and grounds, custodial services, plumbing, electrical, heating, ventilation, air conditioning, and event support. The employee is given wide latitude of independent judgement in initiating and carrying out departmental policy and objectives with work being reviewed by the Director of Recreation and Parks.

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:

Participates as a member of the Recreation and Parks Department Management Team, involving policy and procedure development, problem-solving, and decision-making for all phases of Recreation and Parks Department services.

Manages division operations. Defines and implements goals and objectives. Sets standards.

Develops and interprets policies and procedures. Reviews and approves major programs and projects.

Monitors safety and risk management requirements.

Supervises division personnel overseeing planning, scheduling, and assigning work. Evaluates work and counsels staff on ways to improve performance. Interviews, selects, and trains professional, clerical, labor, and trades staff.

Coordinates both internally and externally by responding to memos, letters, meeting with citizens, recreation and parks advisory board, mayor and council, City, departments, and other governments to explain programs and answer questions about division operations.

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SUPERINTENDENT OF PARKS AND FACILITIES
PAGE TWO**

Manages the preservation of parks, grounds, and facilities and is responsible for the protection of the natural resources and for practicing sound environmental and conservation principles.

Reviews and approves maintenance and operating procedure for all City facilities and parks, and for equipment, trade shops, etc.

Manages division budget including the preparation of the annual budget request, including analysis, budget estimates, and budget priorities. Assists in the development of the department capital improvements budget process. Coordinates architectural planning and space studies for renovation and remodeling of parks and facilities. Plans major park and facility development.

Reviews and controls expenditures in accordance with approved budget. Monitors expenditures, approves purchases, initiatives purchase orders and check requests, develops requests for proposals and bid specifications, evaluates bids, monitors work of contractors, reviews material and labor costs, and approves payment.

Monitors work of contractors, reviews material and labor costs, and approves payment.

Conducts inspections of buildings and grounds.

Conducts and directs research by reviewing technical literature, attending professional conferences, meeting with vendors, and exchanging information with other governments.

Manages division operation records, including expenditures and accounting, personnel files, inventories of supplies and equipment, incident reports and contracts.

Coordinates with the recreation division the logistical support of programs including special events, playgrounds, classes, camps and special operations.

Manages construction projects including roofing, lighting, erosion and sediment control, grading, fencing, paving and play equipment contracts, from design to final construction.

Reviews and makes recommendations to update the park laws and regulations set forth in the City Charter.

May serve as director in the absence of the Director of Recreation and Parks.

Performs related work 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 recreation and park administration, forestry, horticulture, or environmental science plus eight years experience in municipal parks/grounds/facility maintenance or planning with four years of progressively responsible management experience. A Masters degree in a related field is desirable but not required.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of the philosophy, principles, technologies and practices of a maintenance management system for municipal parks and facilities necessary to provide effective public service.

**CITY OF ROCKVILLE
SUPERINTENDENT OF PARKS AND FACILITIES
PAGE THREE**

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

Considerable knowledge of the organization, development, and operations of the administration of municipal recreation and parks services.

Considerable knowledge of recreation and park facilities and areas and the understanding of the principles underlying their effective use, care and development.

Considerable knowledge of sound ecological and conservation practices necessary in an urban environment.

Considerable knowledge of the methods, practices, materials, equipment and tools used in the construction, maintenance, and operations of a park and facility maintenance system.

Considerable knowledge of modern technological methods and systems in use for park and facility management.

Ability to plan, organize, and operate a comprehensive municipal maintenance management system of parks, grounds and buildings.

Ability to prepare a budget and control expenditure of funds.

Ability to evaluate service operations to ensure their effectiveness.

Ability to read and understand landscape and engineering plans, specifications, and drawings involved in park and facility development activities.

Ability to plan and direct special events.

Ability to plan and direct capital improvement projects.

Ability to manage and lead comprehensive long range and master planning processes.

Ability to effectively supervise and train professional, non-professional, skilled, semi-skilled and seasonal employees.

Revised: 9/04

**CITY OF ROCKVILLE
SUPERINTENDENT OF RECREATION**

CHARACTERISTICS OF CLASS:

The Superintendent of Recreation performs difficult professional and administrative work in development, planning, organizing, and supervising all aspects of the City's recreation and senior services under the Director of Recreation and Parks. Work involves overall responsibility for supervising a large number of full and part-time recreation employees, some of whom are volunteers. The employee is given a wide latitude to develop programs to meet community needs and to develop departmental policy recommendations, with work being reviewed by the Director.

EXPECTATIONS OF ALL CITY EMPLOYEES:

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

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

EXAMPLES OF DUTIES:

Coordinates a comprehensive recreation and senior citizen services program for the City such as sports, community and school-based recreation, classes for all ages, Town Center programs, summer playgrounds and summer camps, arts programs, major City-wide Special Events, and other special recreation services through a creative process combining staff and citizen efforts.

Recruits, trains, advises, and supervises recreation supervisors, volunteers and part-time staff.

Coordinates staff liaisons between the recreation division and community organizations and businesses, leagues, school board, advisory councils, and special interest groups in recreational programs and objectives, and adapts them to community needs.

Serves as a member of the department management team, participating in decision-making, policy development, problem solving, and service development for all aspects of Recreation and Parks Department services.

Analyzes county-wide recreational interests to stimulate new opportunities.

Coordinates staff in the preparation, justification, and administration of the recreation and senior services budgets; supervises accounting, bookkeeping and purchasing; reviews and authorizes expenditures; compiles statistical information as needed for City reports.

Develops and manages timely public service, promotional and informative compositions, including the quarterly recreation brochure, City newsletter and other media.

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SUPERINTENDENT OF RECREATION
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Coordinates with other department divisions and community organizations, manages City-wide Special Events in the town Center and other City locations.

Answers questions and complaints concerning division policies and procedures.

Assists various citizen advisory boards and commissions by providing necessary materials and information to perform their functions.

Assists in the planning and coordination of department services and special activities with other City departments. Ensures that the recreation divisions coordinate closely with the parks and other department divisions to achieve the goal of team management of service delivery.

Considerable evening and weekend work is required in order to maintain quality control over division activities.

Supervises professional recreation programmers and facility managers, and support staff, and for service delivery of comprehensive City-wide programs and services.

Analyzes community-wide recreational and leisure time interests.

Coordinates efforts of staff among the recreational and senior services divisions with other City departments.

Ensures that recreation program planning is closely coordinated with the Parks division.

Ensures that community and citizen input is solicited in reference to program evaluation and changes.

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

Reviews, analyzes and makes recommendations regarding department and overall City policies.

Supervises the overall management of large and small recreational center facilities and coordinates with other City divisions, contractors, and with public school personnel to ensure that all facilities and equipment are maintained in a proper and safe manner.

Performs related duties as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from an accredited college or university with major course work in recreation and parks administration or a related field, plus six years of progressively responsible supervisory management experience in recreation programs. Certified Leisure Professional (CLP) desired.

Preferred Knowledge, Skills and Abilities:

Considerable knowledge of the theories, objectives and principals of a planned and diversified recreation program and their applications to group and individual behaviors.

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

Considerable knowledge of facilities and equipment needed in a broad recreation program and in the proper design of recreational facilities.

Ability to administer a comprehensive recreation program by utilizing available community resources.

Ability to translate recreational interests and community needs of all ages into effective programs and services that will satisfy those needs.

Ability to prepare a budget and control expenditure of funds.
Ability to train and supervise recreation personnel.
Ability to establish and maintain effective working relationships with the others.
Ability to stimulate staff to maintain a high level of creativity and innovative work.
Ability to manage in a humanistic way to maintain productive work environments.
Ability to evaluate programs and services to ensure their effectiveness.

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