



CITY OF BULVERDE

Job Description Manual

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INTRODUCTION

The City of Bulverde's **Job Description Manual** is a comprehensive document designed to provide a clear and comprehensive overview of the job descriptions within the City's organization. It outlines the structure, key components, and expectations for each department and position, ensuring that all roles are accurately defined and aligned with our City's vision and goals.

By establishing a consistent format and approach, this manual helps to improve clarity, communication, and efficiency across all departments, fostering a shared understanding of responsibilities and supporting effective recruitment, performance management, and career development.

Key Elements Found Within the Job Description Manual:

Department Purpose and Overview

- **Department Organizational Chart:** Visual representation that outlines the structure of a department within an organization, showing the relationships between different roles, positions, and individuals.
- **Department Overview:** A brief, high-level description of a specific department within an organization. This summary provides a clear understanding of what the department does, its structure, and its role within the larger organization.
- **Core Functions and Responsibilities:** Refers to the essential tasks, activities, and duties that a department or role is responsible for within the organization.
- **Key Goals and Objectives:** Specific targets that guide a department toward achieving its overall mission.
- **Services Provided:** Various support functions that a department or team members delivers to meet the needs of the City's citizens, or other internal stakeholders and external stakeholders.
- **Department Structure:** Refers to the way a department is organized, including the roles, responsibilities, and relationships between individuals and teams within the department.

Position Purpose and Overview

- **Job Title:** The official designation of the role.
- **Job Summary:** A brief overview of the position, including its primary purpose and key responsibilities.
- **Key Responsibilities:** A list of the core duties and tasks associated with the position.

- **Qualifications:** The skills, education, and experience required (may include technical skills, soft skills, certifications, etc.).
- **Working Environment:** Describes any unique work conditions, such as shifts, remote work policies, travel requirements, or physical demands.
- **Key Relationships:** Identifies the position's supervisor or any employees who report to this role, as well as the interactions with external stakeholders.

Benefits of a Job Description Manual:

- **Consistency:** Provides a standardized approach across the organization for creating and updating job descriptions.
- **Clarity:** Ensures both managers and employees clearly understand the scope of a role.
- **Legal Protection:** Helps prevent discrimination claims and ensures compliance with labor laws.
- **Recruitment Tool:** Acts as a valuable resource when hiring new employees, ensuring job expectations are clear.
- **Performance Management:** Facilitates more effective performance evaluations by setting clear, measurable expectations for each role.



*Citizens
of Bulverde*

**MAYOR &
CITY COUNCIL**

CITY ATTORNEY

CITY MANAGER

**EXECUTIVE
ASSISTANT**

MUNICIPAL JUDGE

POLICE CHIEF

**PUBLIC WORKS
DIRECTOR**

CODE COMPLIANCE

CITY SECRETARY

FINANCE DIRECTOR

PLANNING DIRECTOR

**MAINTENANCE
WORKER**

**MAINTENANCE
WORKER**

**COURT
ADMINISTRATOR**

COURT CLERK

**COURT CLERK /
RECEPTIONIST**

PLANNER

PLANNER

**DEV. COORDINATOR /
PERMITS**

POLICE LIEUTENANT

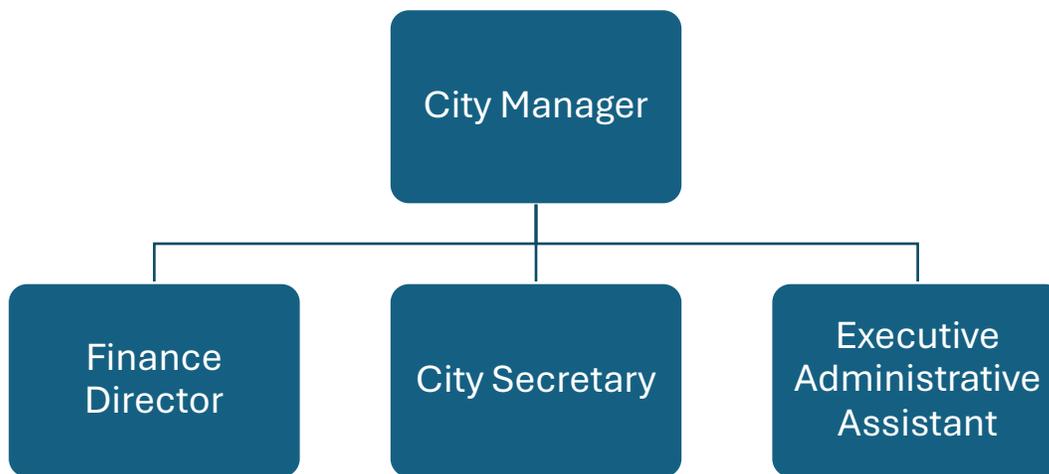
POLICE LIEUTENANT

**ADMINISTRATIVE
ASSISTANT**



ADMINISTRATION

Administration Department



OVERVIEW

The City Administration department is responsible for overseeing the general operations and management of city government. It supports the City Manager, City Council, and other city departments to ensure efficient service delivery, effective governance, and implementation of policies and strategic plans. This department acts as the central hub for coordination, communication, and administration of city-wide initiatives, facilitating collaboration between departments and ensuring that city services meet the needs of the community.

CORE FUNCTIONS AND RESPONSIBILITIES

1. Executive Leadership and Support

- Provide direct support to the City Manager and City Council in the execution of their roles and responsibilities.

- Coordinate the implementation of city policies, ordinances, and strategic goals set by elected officials.
- Manage the day-to-day operations of the city and its departments, ensuring alignment with overall city objectives.

2. Policy Development and Administration

- Assist in the development and review of city policies, ordinances, and resolutions to ensure they meet legal, operational, and community needs.
- Monitor and evaluate the effectiveness of policies, providing recommendations for updates or improvements.
- Ensure that the city complies with all local, state, and federal laws and regulations.

3. Budgeting and Financial Oversight

- Collaborate with the Finance Department to prepare the city's budget, ensuring that resources are allocated efficiently to meet community needs.
- Oversee financial operations, including expenditures, revenue generation, and financial reporting, to maintain fiscal responsibility.
- Monitor budget performance and provide regular updates to the City Manager and City Council.

4. Human Resources and Staffing

- Coordinate human resource activities, including hiring, training, and development of city staff.
- Ensure that the city complies with labor laws and maintains a positive, productive work environment for employees.
- Manage employee benefits, performance evaluations, and internal communications.

5. Public Relations and Communication

- Act as the primary point of contact for communication between the City Manager's Office and the public, city staff, and the media.
- Facilitate transparency and public engagement through the preparation and dissemination of city announcements, newsletters, and reports.
- Manage crisis communication and ensure accurate, timely information is shared during emergencies or key events.

6. Interdepartmental Coordination

- Serve as the central liaison between the City Manager, City Council, and other departments to ensure the smooth operation of city services.

- Promote interdepartmental collaboration to address city-wide issues, enhance efficiency, and achieve common goals.
- Provide administrative support to city departments, ensuring they have the resources and guidance needed for effective service delivery.

7. Long-Term Planning and Development

- Assist in the creation and implementation of long-term plans for city development, including capital improvement programs, infrastructure projects, and strategic initiatives.
- Evaluate city performance and future needs, helping the City Manager and City Council make informed decisions.

8. Legal Compliance and Risk Management

- Ensure that the city complies with all legal and regulatory requirements related to governance, operations, and financial management.
- Work with the City Attorney and other legal advisors to address legal matters, disputes, and claims that may affect city operations.
- Oversee risk management strategies to safeguard city assets and minimize exposure to liability.

KEY GOALS AND OBJECTIVES

- Provide efficient, effective, and transparent governance that aligns with community needs and priorities.
- Foster a collaborative work environment within the city government to enhance operational efficiency.
- Ensure the city's financial health and long-term sustainability through careful planning and resource management.
- Build strong relationships with residents, business owners, and stakeholders to promote trust and engagement with city government.

SERVICES PROVIDED

- Executive oversight and leadership of city operations.
- Coordination of policy development and implementation.
- Management of the city's budget and financial operations.
- Human resources support and staffing for city departments.
- Public relations, communications, and crisis management.
- Interdepartmental coordination and collaboration.

- Strategic planning and development for future city growth and infrastructure.

DEPARTMENT STRUCTURE

The City Administration department is led by the City Manager, with support from an administrative assistant, City Secretary, and Finance Director. It works closely with all other city departments and reports to the City Council.

CONCLUSION

The City Administration department ensures the effective and transparent operation of city government, which directly impacts the quality of life for residents. By coordinating the efforts of various departments and ensuring sound fiscal management, the department helps deliver essential public services, drive long-term growth, and address the evolving needs of the community.

Job Title: CITY MANAGER

Department: Administration

Reports To: City Council

Position Overview

The City Manager serves as the chief executive officer of the city in a council-manager form of government. The City Manager is responsible for the day-to-day operations of the city, implementing policies and directives set by the City Council, and ensuring efficient delivery of municipal services. This role requires exceptional leadership, strategic planning, and communication skills to manage city departments, oversee budgeting and financial management, and foster positive relationships between the City Council, staff, and community.

Key Responsibilities

1. Administrative Leadership

- Oversee the daily operations of all city departments and services.
- Provide direction and supervision to department heads and staff.
- Ensure the implementation of City Council policies, ordinances, and initiatives.

2. Budgeting and Financial Management

- Prepare and submit the annual budget for City Council approval.
- Monitor financial performance and ensure fiscal responsibility.
- Oversee procurement and resource allocation to achieve city goals effectively.

3. Policy Implementation

- Advise the City Council on policy matters, providing research and recommendations.
- Execute decisions made by the City Council, ensuring compliance with laws and regulations.

4. Community Engagement

- Serve as the primary liaison between the City Council, city staff, and the community.
- Foster transparency by communicating city goals, programs, and services to the public.
- Address citizen concerns and complaints promptly and effectively.

5. Strategic Planning and Development

- Lead long-term planning efforts to promote economic development, infrastructure improvement, and sustainability.
- Monitor emerging trends and challenges to recommend innovative solutions.

6. Intergovernmental Relations

- Represent the city in regional, state, and federal matters.
- Collaborate with other governments, agencies, and organizations to advance city objectives.

7. Performance Evaluation

- Establish performance standards and evaluate the effectiveness of city programs and staff.
- Report progress and performance metrics to the City Council.

Qualifications

Education and Experience

- Bachelor's degree in Public Administration, Business Administration, Political Science, or a related field (Master's degree preferred).
- At least 5-10 years of progressively responsible experience in local government management, with a demonstrated record of leadership and achievement.

Skills and Competencies

- Strong understanding of municipal government operations, finance, and law.
- Excellent leadership, organizational, and interpersonal skills.
- Ability to communicate effectively with diverse stakeholders, including elected officials, staff, and the public.
- Proven ability to manage complex projects and balance competing priorities.
- Strategic thinker with a focus on innovation and problem-solving.

Key Relationships

- Reports directly to the City Council.
- Supervises department heads and city staff.
- Engages with the public, community leaders, and external agencies.

Work Environment

The City Manager works primarily in an office setting but may attend evening or weekend meetings and community events. Occasional travel may be required for intergovernmental meetings or professional development.

Conclusion

This job description is designed to provide a high-level overview of the City Manager’s role and responsibilities and may be modified based on the needs of the city.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: FINANCE DIRECTOR

Department: Administration

Reports To: City Manager

Position Overview

The Finance Director serves as the chief financial officer of the city, overseeing the management of all financial operations, including budgeting, accounting, payroll, purchasing, and financial reporting. This position is responsible for ensuring the city's fiscal health through sound financial planning, compliance with laws and regulations, and transparent reporting to stakeholders. The Finance Director provides strategic guidance to the City Manager, City Council, and department heads to support informed decision-making and long-term financial sustainability.

Key Responsibilities

1. Financial Management and Oversight

- Develop, manage, and monitor the city's annual operating and capital budgets.
- Ensure the accurate recording, reporting, and auditing of all city financial transactions.
- Prepare financial forecasts, reports, and analysis to guide strategic decision-making.
- Monitor the city's cash flow and oversee investments to maximize returns while minimizing risk.

2. Budget Development and Administration

- Collaborate with the City Manager and department heads to prepare and present the annual budget.
- Ensure budget compliance by monitoring expenditures and revenues.
- Provide financial updates and reports to the City Council and other stakeholders.

3. Accounting and Financial Reporting

- Oversee the preparation of financial statements in compliance with Generally Accepted Accounting Principles (GAAP).
- Ensure timely completion of external audits and resolve any findings or recommendations.
- Maintain compliance with federal, state, and local financial reporting requirements.

4. Revenue Management and Forecasting

- Manage the collection and administration of city revenues, including taxes, fees, grants, and other funding sources.
- Develop revenue forecasts and strategies to address financial challenges or changes in funding.
- Identify and pursue grant opportunities to enhance city funding.

5. Debt Management and Capital Planning

- Oversee the issuance and management of municipal bonds or other debt instruments.
- Develop and implement long-term capital improvement plans.
- Ensure compliance with all debt-related covenants and reporting requirements.

6. Policy Development and Compliance

- Establish and maintain financial policies and procedures to ensure internal controls and accountability.
- Ensure compliance with applicable laws, regulations, and standards, including those set by GASB and GFOA.
- Stay current on best practices and trends in public finance and recommend updates as necessary.

7. Leadership and Collaboration

- Supervise finance department staff, providing training, guidance, and performance evaluations.
- Collaborate with department heads to address financial needs and resolve budgetary issues.
- Act as a financial advisor to the City Manager, City Council, and other stakeholders.

Additional Job Functions

The Director of Finance will assume additional responsibilities in the absence of an Accounts Payable Specialist.

Accounts Payable Specialist: Responsible for accounts payable transactions; executes vendor invoice entry and associated clerical/administrative duties necessary to achieve vendor payments and account reconciliation.

- Process employee and vendor invoices and check requests, research discrepancies if necessary.
- Maintain various accounts, ledgers, registers, and journals.
- Maintain a variety of files and filing systems; prepare and update records.
- Assist with department and vendor Inquiries.
- Provide Auditor requested supporting documentation.

Qualifications

Education and Experience

- Bachelor's degree in Finance, Accounting, Business Administration, or a related field (Master's degree preferred).
- Minimum of 5-7 years of progressively responsible experience in government finance, accounting, or budgeting, with at least 3 years in a leadership role.

Licenses and Certifications

- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation preferred.

Skills and Competencies

- Strong knowledge of public sector finance, budgeting, and accounting principles.
- Familiarity with municipal fund accounting and financial reporting standards (GAAP, GASB).
- Proficiency in financial software and tools, including enterprise resource planning (ERP) systems.
- Excellent analytical, problem-solving, and decision-making skills.
- Strong communication and interpersonal skills for presenting complex financial information to diverse audiences.
- Ability to manage multiple priorities, meet deadlines, and work collaboratively with city leaders and staff.

Work Environment

The Finance Director works primarily in an office setting, with occasional attendance required at City Council meetings, public hearings, and other events. Periodic travel may be necessary for training or professional development.

Key Relationships

- Reports to the City Manager.

- Supervises finance department staff, including accountants, analysts, and payroll personnel.
- Collaborates with department heads, elected officials, external auditors, and regulatory agencies.

Conclusion

The Finance Director plays a critical role in ensuring the city’s financial stability and sustainability. Through careful planning, transparent reporting, and effective resource allocation, this position helps support essential public services, infrastructure development, and long-term economic growth for the community.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: CITY SECRETARY

Department: Administration

Reports To: City Manager

Position Overview

The City Secretary is a vital administrative officer responsible for maintaining the official records of the city, supporting the City Council, and ensuring compliance with legal and regulatory requirements. This role involves managing public records, coordinating elections, preparing agendas and minutes, and serving as a liaison between the City Council, staff, and the public.

Key Responsibilities

1. Official Recordkeeping

- Maintain and safeguard all official city records, including ordinances, resolutions, minutes, contracts, and agreements.
- Ensure compliance with public records laws and oversee records retention and destruction schedules.
- Certify and attest official city documents.

2. City Council & Boards / Commissions Support

- Compiles and organizes information and materials for the City Council agenda packets; ensures completion of the City Council agendas (in compliance with applicable laws e.g., Open Meetings Act).
- Attend City Council meetings, record proceedings, and prepare accurate minutes.
- Manage follow-up actions resulting from Council meetings, such as publishing ordinances or resolutions.

3. Election Coordination

- Serves as Chief Election Official and oversees, with the County Election Administrators, municipal general, special, and bond elections; administers all aspects of the duties in accordance with state and federal laws.
- Ensure compliance with election laws and manage related documentation, such as candidate filings and campaign finance reports.

4. Public Information and Transparency

- Serve as the custodian of public records and respond to public information requests in accordance with laws such as the Texas Public Information Act (open records).
- Ensure timely and accurate publication of public notices and city communications.

5. Administrative Duties

- Manage the city's official seal and certify documents as required.
- Support city boards, commissions, and committees by preparing agendas and maintaining records for the Planning & Zoning Commission, Board of Adjustment, and Parks & Recreation Advisory Board.
- Maintain municipal codes and ensure updates to ordinances are reflected in the city's codified laws.
- Participate in city projects as needed, including research, data collection, and coordination of city events.
- Collaborate with other departments to streamline processes and improve city operations.

6. Legal Compliance and Reporting

- Ensure compliance with state and federal regulations related to records management, open meetings, and public notices.
- Assist with filings and reporting requirements for city-related matters.

7. Community and Interdepartmental Collaboration

- Respond to public inquiries and requests for records, information, and general assistance regarding city operations.
- Provide administrative support to the City Manager, Mayor, and City Council as needed. act as a liaison between the public, city staff, and elected officials.
- Collaborate with other city departments to support organizational goals and special projects.
- Assist residents with understanding the procedures related to public meetings, elections, and other city services.

8. Human Resources Support

- Assist in the recruitment process by posting job openings, screening resumes, scheduling interviews, and conducting background checks.
- Support onboarding and orientation for new hires, including preparing necessary documentation and conducting introductory meetings.

- Maintain accurate employee records and HR databases, ensuring data integrity and compliance with legal requirements.
- Assist in benefits administration, including coordinating enrollments, changes, and employee inquiries.
- Handle employee inquiries regarding policies, procedures, and benefits, providing timely and accurate information.

Qualifications

Education and Experience

- Bachelor's degree in Public Administration, Political Science, or a related field (or equivalent work experience).
- Minimum of 3-5 years of administrative experience, preferably in a government or public sector setting.

Licenses and Certifications

- Certification as a Municipal Clerk (CMC) or equivalent (Texas Municipal Clerks Certification) is preferred or must be obtained within a specified timeframe.
- Notary Public certification may be required.

Skills and Competencies

- Knowledge of, and ability to, interpret and understand the City Charter, Election Code, Local Government Code, Code of Ordinances and other statutes of the State of Texas.
- Strong knowledge of municipal government operations, public records laws, and meeting procedures.
- Ability to maintain confidentiality and handle sensitive information.
- Exceptional organizational skills with a strong attention to detail.
- Proficiency in office software (e.g., Microsoft Office) and records management systems.
- Excellent written and verbal communication skills.
- Ability to manage multiple tasks and deadlines effectively.

Work Environment

The City Secretary works primarily in an office environment but is expected to attend evening City Council or board meetings as needed. Some overtime may be required during election periods or to meet deadlines for public notices and records.

Key Relationships

- Reports to the City Manager.

- Collaborates with department heads, elected officials, and external stakeholders.
- Engages with the public to address inquiries and requests.

Conclusion

The City Secretary ensures the transparency and efficiency of local government by maintaining accurate records, facilitating open communication, and upholding legal requirements. This role supports the democratic process and fosters public trust in municipal operations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: EXECUTIVE ADMINISTRATIVE ASSISTANT

Department: Administration

Reports To: City Manager

Position Overview

The Executive Administrative Assistant provides high-level administrative and clerical support to the City Manager, ensuring the efficient operation of the City Manager's Office. This role involves managing schedules, preparing correspondence, coordinating meetings, and acting as a liaison between the City Manager, City Council, city departments, and the public. The position requires excellent organizational skills, discretion, and the ability to handle confidential information.

Key Responsibilities

1. Administrative Support

- Manage the City Manager's schedule by coordinating meetings, appointments, and travel arrangements.
- Prepare and edit correspondence, reports, memos, and other documents on behalf of the City Manager.
- Maintain files, records, and databases, ensuring accuracy, organization, and accessibility.

2. Meeting Coordination

- Schedule and coordinate meetings for the City Manager, City Council, and other stakeholders.
- Prepare agendas, distribute meeting materials, and take minutes as required.
- Follow up on meeting action items and ensure deadlines are met.

3. Communication and Public Relations

- Serve as the first point of contact for the City Manager's Office, handling inquiries from the public, city staff, and external stakeholders.
- Provide excellent customer service by addressing concerns, answering questions, or directing inquiries to the appropriate department.
- Act as a liaison between the City Manager's Office, City Council, and other city departments.
- Responsible for the day-to-day upkeep of the city website and social media accounts, ensuring the content is current, accurate, and engaging.

- Act as Park Facility Coordinator by responding to inquiries, overseeing the facility rental process, and providing information about park amenities.

4. Project and Task Management

- Assist the City Manager with special projects, research, and initiatives as assigned.
- Track progress on key initiatives and provide updates or reminders to ensure timely completion.
- Help develop and distribute informational materials related to city programs or initiatives.
- Act as a liaison between the City Manager's Office and outside agencies or vendors.

5. Event and Travel Coordination

- Organize and coordinate events, workshops, or public meetings on behalf of the City Manager.
- Arrange travel itineraries and prepare related documentation for the City Manager and other officials as needed.

6. Clerical Duties

- Process invoices, purchase orders, expense reports, and other financial documentation related to the City Manager's Office.
- Monitor office supplies and manage inventory to ensure efficient operation.
- Operate and maintain office equipment, including computers, printers, and copiers.
- Perform data entry, filing, and other clerical duties as assigned.
- Serve as a backup to the receptionist as needed.

Qualifications

Education and Experience

- High school diploma or equivalent required (Associate's or Bachelor's degree in Business Administration, Public Administration, or a related field preferred).
- Minimum of 3 years of experience in administrative support, preferably in a government or public sector environment.

Skills and Competencies

- Strong organizational and multitasking skills with attention to detail.
- Excellent written and verbal communication skills.

- Proficiency in office software, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to maintain confidentiality and exercise discretion in handling sensitive information.
- Strong interpersonal skills to work effectively with a variety of individuals and stakeholders.
- Problem-solving skills and the ability to adapt to changing priorities.

Work Environment

The Administrative Assistant to the City Manager works primarily in an office setting, with occasional evening or weekend work required to attend meetings or events. The role requires sitting for extended periods, frequent use of a computer, and the ability to manage multiple deadlines simultaneously.

Key Relationships

- Reports to the City Manager.
- Works closely with the City Council, department heads, and city staff.
- Interacts with residents, vendors, and external stakeholders.

Conclusion

This position ensures the City Manager’s Office operates efficiently, contributing to the effective management of city operations. By providing administrative support and facilitating communication, the Executive Administrative Assistant helps ensure that city leadership remains responsive to the needs of the community and stakeholders.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



CODE ENFORCEMENT

Code Enforcement Department



OVERVIEW

The Code Enforcement Department is responsible for ensuring compliance with local codes, ordinances, and regulations to maintain public health, safety, and quality of life in the community. By enforcing property maintenance standards, zoning laws, and other municipal regulations, the department helps preserve the character, cleanliness, and safety of neighborhoods and commercial areas.

CORE FUNCTIONS AND RESPONSIBILITIES

- 1. Code Compliance and Enforcement**
 - Inspect properties to ensure compliance with municipal codes and ordinances.
 - Investigate complaints related to property maintenance, zoning violations, signage, illegal dumping, and other code issues.
 - Issue notices of violation, citations, and orders to correct non-compliant conditions.
- 2. Education and Outreach**

- Provide information to property owners, businesses, and residents about municipal codes and how to comply with them.
- Conduct outreach programs to promote voluntary compliance and foster community awareness.

3. Inspection and Monitoring

- Perform regular inspections of residential, commercial, and vacant properties.
- Monitor abandoned or foreclosed properties for maintenance issues, such as overgrown vegetation or structural hazards.

4. Collaboration with Other Departments

- Work closely with departments such as Planning and Zoning, Building, Public Works, and Public Safety to address overlapping concerns.
- Assist in citywide efforts related to housing standards, public health, and environmental sustainability.

5. Complaint Response and Resolution

- Respond to citizen complaints in a timely and professional manner.
- Mediate disputes between property owners and neighbors, when appropriate.
- Follow up to ensure corrective actions are completed.

6. Legal Support and Compliance

- Collaborate with the city attorney's office to pursue legal action when necessary to achieve compliance.
- Maintain accurate records of violations, enforcement actions, and outcomes for use in legal proceedings or reporting.

KEY GOALS AND OBJECTIVES

- Promote a clean, safe, and well-maintained community.
- Ensure equitable enforcement of city codes and ordinances.
- Encourage voluntary compliance through education and proactive outreach.
- Support the City's vision for sustainable growth and orderly development.

SERVICES PROVIDED

- Property maintenance inspections (e.g., weed control, trash accumulation, structural issues).
- Enforcement of zoning regulations (e.g., land use, building setbacks).
- Oversight of signage ordinances (e.g., unauthorized or non-compliant signage).

- Investigation of illegal dumping and environmental hazards.
- Regulation of abandoned vehicles and unmaintained lots.

DEPARTMENT STRUCTURE

The Code Enforcement Department is staffed by:

- **Code Enforcement Officers:** Conduct inspections, issue citations, and engage with the public.

The department reports to the City Manager.

CONCLUSION

By upholding local codes and ordinances, the Code Enforcement Department enhances the quality of life for residents, promotes economic vitality, and protects property values, making the city a desirable place to live, work, and invest.

Job Title: CODE ENFORCEMENT OFFICER

Department: Code Enforcement

Reports To: City Manager

Position Overview

The Code Enforcement Officer is responsible for enforcing municipal codes, ordinances, and regulations to maintain public health, safety, and quality of life within the community. This position involves conducting inspections, investigating complaints, and ensuring compliance with local property maintenance, zoning, signage, and environmental standards. The role requires strong communication, problem-solving skills, and a commitment to serving the community.

Key Responsibilities

1. **Code Compliance and Enforcement**
 - Perform inspections of residential, commercial, and public properties to identify code violations.
 - Enforce regulations related to property maintenance, zoning, signage, environmental hazards, and abandoned vehicles.
 - Issue notices of violation, citations, or orders to correct code infractions and follow up to ensure compliance.

2. **Complaint Investigation**
 - Respond to complaints from residents, businesses, and other stakeholders regarding potential code violations.
 - Conduct thorough investigations, document findings, and resolve issues in a timely manner.
 - Mediate disputes and educate property owners on compliance requirements.

3. **Public Education and Outreach**
 - Inform property owners, tenants, and businesses about applicable codes and ordinances.
 - Provide guidance on corrective actions and promote voluntary compliance.
 - Participate in community outreach programs to foster awareness and cooperation.

4. **Recordkeeping and Reporting**

- Maintain accurate records of inspections, violations, enforcement actions, and outcomes.
- Prepare reports for supervisors, city officials, or legal proceedings, as necessary.
- Utilize case management systems to track progress and document activities.

5. Collaboration and Coordination

- Work with other city departments (e.g., Planning, Building, Public Works) to address overlapping concerns.
- Collaborate with law enforcement, fire departments, and legal teams on complex cases or public safety issues.

6. Legal Compliance and Support

- Testify at hearings, court proceedings, or city council meetings as needed to support enforcement actions.
- Ensure enforcement activities comply with local, state, and federal regulations.

Qualifications

Education and Experience

- High school diploma or equivalent required (Associate’s or Bachelor’s degree in Public Administration, Criminal Justice, or related field preferred).
- Previous experience in code enforcement, zoning, building inspection, or related fields is highly desirable.

Licenses and Certifications

- Valid driver’s license.
- Certification as a Code Enforcement Officer through a recognized organization (e.g., ICC or AACE) preferred or must be obtained within a specified timeframe.

Skills and Competencies

- Strong knowledge of municipal codes, ordinances, and enforcement procedures.
- Ability to read and interpret zoning maps, building plans, and legal documents.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Detail-oriented with strong organizational and time-management abilities.
- Proficiency in using computers and case management software.

Physical Requirements

- Ability to perform field inspections, including walking on uneven terrain, climbing stairs, and working in various weather conditions.
- May involve exposure to unsanitary or hazardous conditions during inspections.

Work Environment

The Code Enforcement Officer works both in an office setting and in the field. Fieldwork involves traveling to various locations within the city, interacting with property owners, and conducting inspections. Some evening or weekend work may be required to address complaints or attend community meetings.

Key Relationships

- Reports to the City Manager.
- Collaborates with other city departments, law enforcement, and legal counsel.
- Engages with residents, property owners, and business operators.

Conclusion

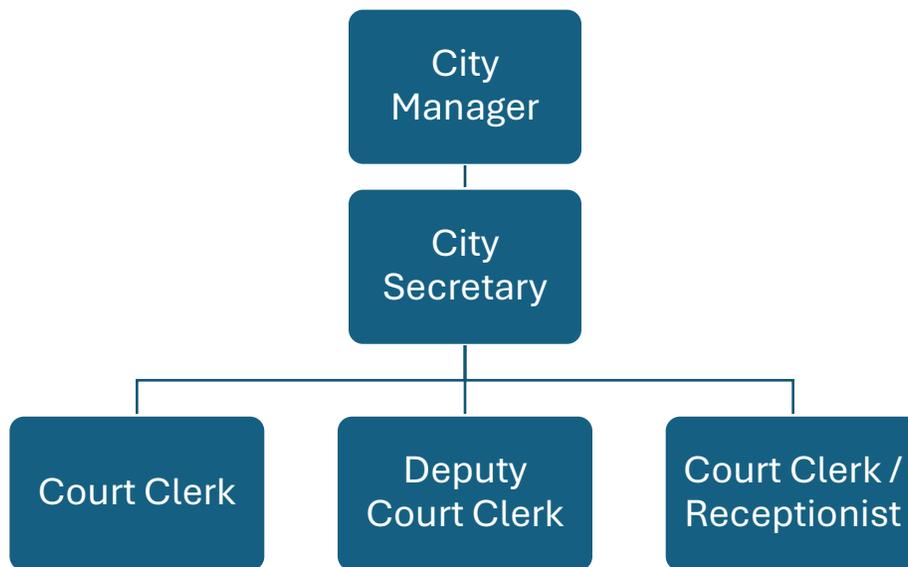
The Code Enforcement Officer plays a vital role in preserving the community's safety, health, and appearance. By ensuring compliance with local ordinances, the officer helps protect property values, foster economic development, and enhance the quality of life for all residents.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



MUNICIPAL COURT

Municipal Court Department



OVERVIEW

The Municipal Court is the judicial branch of the city government and is responsible for adjudicating violations of local ordinances, including criminal offenses (misdemeanors), traffic violations, code enforcement violations, and certain civil matters. The court operates to ensure fairness, uphold the rule of law, and provide access to justice for the residents of the city. The Municipal Court plays an integral role in the legal system by providing a forum for the resolution of fine-only offenses in a timely and efficient manner. The City of Bulverde Municipal Court is a court of record.

Mission

The mission of the Municipal Court is to administer justice fairly, impartially, and efficiently, while maintaining respect for the rights of all individuals. The court is dedicated to ensuring

the proper enforcement of local laws and ordinances, promoting public safety, and providing a transparent and accessible legal process for all members of the community.

CORE FUNCTIONS AND RESPONSIBILITIES

Key Responsibilities

1. Adjudicating Cases (Municipal Judge and Prosecutor)

- Hear and make determinations on cases involving violations of local city ordinances, including misdemeanors, traffic infractions, and code violations.
- Preside over hearings for individuals cited for violations such as speeding, parking tickets, zoning and building code violations, and disorderly conduct.
- Issue verdicts, impose fines, determine sentences, and oversee probationary conditions as applicable.

2. Issuing Warrants and Orders

- Issue arrest warrants, subpoenas, and other legal orders as necessary for cases under the court's jurisdiction.
- Review and authorize the issuance of warrants for individuals who fail to appear for court hearings or who violate conditions set by the court.

3. Ensuring Compliance with Court Orders

- Monitor the enforcement of court-ordered fines, restitution, community service, and other sanctions.
- Work with defendants and local agencies to establish payment plans or other arrangements for individuals unable to pay fines immediately.

4. Court Administration

- Maintain accurate and up-to-date records of all court proceedings, including case files, judgments, and evidence.
- Ensure that all court proceedings are properly scheduled, and that notices are sent to defendants, witnesses, and legal representatives in a timely manner.
- Manage the flow of cases, ensuring that hearings are conducted efficiently and that the court calendar is adhered to.
- Coordinate with the police department, legal counsel, and other city departments to ensure that evidence and witnesses are properly prepared for court appearances.

5. Public Access and Assistance

- Provide information and assistance to the public regarding court procedures, the status of cases, and available legal resources.
- Ensure that court staff are trained to provide professional and respectful customer service to individuals navigating the court system.
- Offer alternative dispute resolution options, such as community service, where appropriate and in accordance with the law.

6. **Collaboration with Other Agencies**

- Work closely with local law enforcement, city attorneys, and code enforcement officers to facilitate the prosecution of cases and enforcement of ordinances.
- Collaborate with state and federal courts as necessary for cases that fall under their jurisdiction.

7. **Compliance with Legal Standards**

- Ensure all court activities comply with applicable local, state, and federal laws, including maintaining defendants' rights and ensuring due process.
- Stay informed about changes in laws and regulations that impact the court's jurisdiction, and update court practices as needed to remain in compliance.
- Maintain confidentiality and safeguard sensitive case information in accordance with legal standards and best practices.

KEY GOALS AND OBJECTIVES

- **Ensure Fair and Timely Justice:** Provide prompt hearings and fair decisions in accordance with city ordinances and applicable law.
- **Maintain Accountability:** Ensure that individuals who violate city ordinances are held accountable for their actions, while providing opportunities for rehabilitation where appropriate.
- **Promote Community Education:** Educate the public about the court's role in the justice system and available legal resources, ensuring transparency and understanding.
- **Ensure Efficient Operations:** Streamline court procedures, reduce case backlog, and implement efficient case management practices to enhance the department's effectiveness.

DEPARTMENT STRUCTURE

The Municipal Court consists of the following positions:

- **Judge:** Presides over court proceedings, makes determinations on cases, and ensures the administration of justice according to the law.

- **Court Clerk:** Handles case scheduling, maintains records, prepares documents, and provides clerical support for the court. The clerk also processes fines and payments.
- **Bailiff:** Provides security during court sessions, ensures the safety of the judge, court staff, and attendees, and maintains order in the courtroom.
- **Prosecutor:** Represents the city in prosecuting criminal offenses and violations of city ordinances.

CONCLUSION

The Municipal Court is essential to ensuring that the local justice system functions effectively and fairly. By overseeing the adjudication of violations of city ordinances and providing the necessary legal processes for residents, the court plays a critical role in maintaining public order and safety. The court's commitment to transparency, fairness, and accessibility ensures that all individuals are treated with respect and that the rule of law is upheld within the community.

Job Title: COURT CLERK

Department: Municipal Court

Reports To: City Manager

Position Overview

The Court Clerk is responsible for providing clerical and administrative support to the Municipal Court. This role involves managing court records, scheduling hearings, processing case files, and handling the public's inquiries related to court procedures. The Court Clerk ensures that the court operates efficiently and in compliance with all relevant laws and regulations. The position requires strong organizational, communication, and customer service skills to manage a high volume of court documents and interact with the public and court personnel.

Key Responsibilities

1. Case Management and Record Keeping

- Maintain accurate and up-to-date records of all court proceedings, including case files, court decisions, and related documentation.
- Prepare and organize case files, motions, orders, and other legal documents for the judge and other court staff.
- Ensure all court records are filed in compliance with legal requirements and that they are accessible to authorized parties when needed.
- Record and enter judgments, dispositions, and sentences in the court's system and ensure that all information is accurate and complete.

2. Courtroom Support

- Attend court sessions, record the proceedings, and transcribe minutes as necessary.
- Administer oaths to witnesses, jurors, and others as required during court hearings (as performed by the Municipal Judge).
- Prepare and distribute court orders, subpoenas, and other official documents.
- Assist the judge and attorneys with the preparation of cases and ensure that necessary documents and materials are available during court sessions.

3. Scheduling and Docket Management

- Schedule court hearings, trials, and conferences according to the court's calendar and the availability of parties involved.

- Coordinate with the judge, attorneys, and law enforcement to ensure that hearings are conducted promptly.
- Manage the flow of cases, ensuring that deadlines are met, and that cases are processed in a timely manner.

4. Public and Client Interaction

- Serve as the primary point of contact for individuals involved in court cases, including defendants, attorneys, and witnesses.
- Provide information regarding court schedules, procedures, and case statuses to the public in person, over the phone, or via email.
- Assist the public in filing complaints, motions, or other legal documents and explain court procedures as needed.
- Handle court payments, including fines, fees, and restitution, and ensure proper recording of transactions.

5. Financial Management and Payment Processing

- Collect court fees, fines, and payments from defendants and ensure they are properly recorded and deposited.
- Prepare financial reports as required, including reconciliation of payments and tracking outstanding fines or restitution.
- Ensure compliance with all financial and accounting protocols for court-related transactions.

6. Compliance and Confidentiality

- Ensure that all records, documents, and case files are handled with confidentiality and in accordance with applicable privacy laws and court rules.
- Monitor the filing and retention of legal documents in compliance with state and federal regulations.
- Help enforce court orders and ensure compliance with judicial instructions, including the proper handling of warrants and subpoenas.

7. Administrative Support

- Perform general office duties, such as answering phones, managing correspondence, filing documents, and maintaining office supplies.
- Assist with the preparation and management of court reports, statistical data, and performance reports as needed.
- Coordinate with other city departments and external agencies to ensure that court-related matters are handled efficiently.

Qualifications

Education and Experience

- High school diploma or equivalent (Associate's or Bachelor's degree in a related field preferred).
- Previous experience in a court setting, legal office, or administrative role is preferred.
- Knowledge of legal terminology, court procedures, and municipal law is desirable.

Licenses and Certifications

- Notary public certification may be required (depending on jurisdiction).
- Completion of court clerk certification programs may be preferred or required after hire.

Skills and Competencies

- Strong organizational skills with the ability to manage multiple tasks and meet deadlines.
- Excellent verbal and written communication skills, with the ability to interact effectively with the public, court staff, and legal professionals.
- Proficiency in office software (e.g., word processing, spreadsheets, and case management systems).
- Attention to detail and accuracy in record keeping and data entry.
- Ability to handle confidential and sensitive information with discretion.
- Strong customer service skills and the ability to maintain professionalism in a high-pressure environment.
- Knowledge of relevant legal procedures and court processes is a plus.

Work Environment

The Court Clerk typically works in an office environment within the Municipal Court, though they may be required to attend court sessions and perform duties in a courtroom setting. The work may require dealing with the public, handling sensitive or emotional situations, and managing a significant volume of cases and paperwork. The position may require occasional evening or weekend hours, particularly if court hearings are scheduled outside regular business hours.

Key Relationships

- Reports to: City Manager
- Works Closely With: Court staff, attorneys, law enforcement, defendants, and the public.
- Collaborates With: City departments, such as the City Manager's office, legal, and finance office.

Conclusion

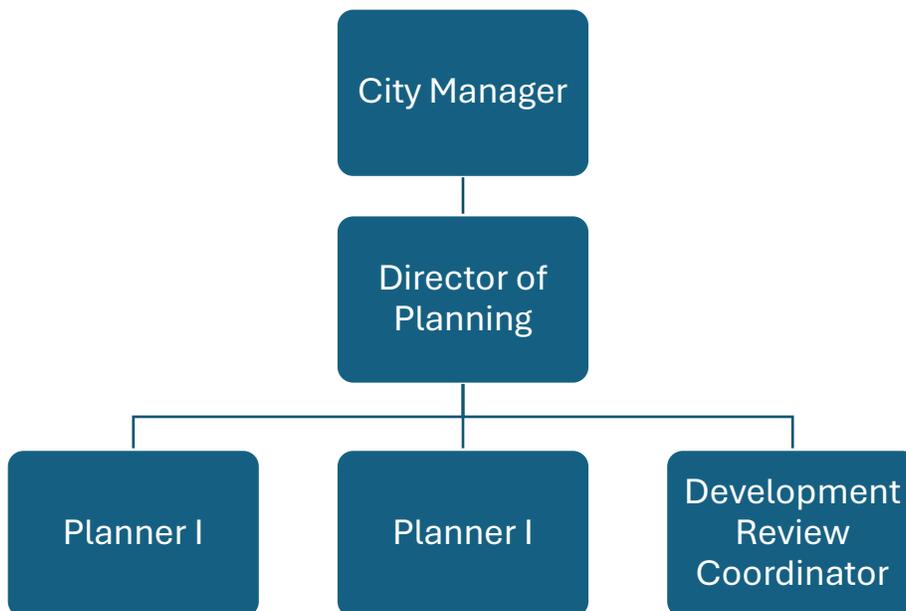
The Court Clerk plays a crucial role in the efficient operation of the Municipal Court by maintaining accurate records, ensuring timely processing of cases, and providing high-quality administrative support. This role requires a strong understanding of court procedures, attention to detail, and excellent customer service skills to serve the public and support the judicial process. Through their work, the Court Clerk helps ensure the fair and orderly administration of justice in the community.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



PLANNING & DEVELOPMENT

Planning & Development Department



OVERVIEW

The Planning Department is responsible for guiding and regulating land use, development, and community growth to ensure a balanced, sustainable, and aesthetically pleasing environment. The department works to uphold the city’s vision by implementing zoning regulations, developing long-term plans, and fostering community engagement in decision-making processes related to land use and development.

CORE FUNCTIONS AND RESPONSIBILITIES

- 1. Land Use Planning and Zoning**
 - Administer and enforce the city’s zoning codes and land use regulations.

- Review development proposals, site plans, and building permits to ensure compliance with local ordinances.
- Conduct zoning variance, rezoning, and special use permit reviews.

2. Comprehensive Planning

- Develop, update, and implement the city’s Comprehensive Plan to guide long-term growth and development.
- Identify strategies to address housing, transportation, economic development, and environmental sustainability.
- Promote smart growth principles and sustainable development practices.

3. Development Review and Permitting

- Manage the review and approval process for new developments, subdivisions, and redevelopment projects.
- Collaborate with developers, architects, and engineers to ensure projects align with city goals and standards.
- Conduct public hearings and prepare recommendations for the Planning Commission and City Council.

4. Community Engagement and Public Education

- Facilitate community input on planning and development initiatives through public meetings, workshops, and surveys.
- Educate residents, businesses, and developers on planning processes and requirements.
- Foster transparent and inclusive communication to ensure the community’s needs and concerns are addressed.

5. GIS and Mapping Services

- Maintain and update geographic information systems (GIS) to support planning activities.
- Provide maps, data, and analysis to assist in decision-making and project planning.

6. Policy Development and Research

- Conduct research and analysis on land use, economic trends, housing needs, and demographic changes.
- Recommend updates to city ordinances and policies to address emerging issues and trends.

7. Historic Preservation and Urban Design

- Promote the preservation of historic structures and districts.
- Provide guidance on urban design standards to maintain the city’s character and aesthetic appeal.

8. Interdepartmental and Intergovernmental Collaboration

- Work with other city departments (e.g., Public Works, Code Enforcement) to coordinate infrastructure and service needs.
- Collaborate with regional, state, and federal agencies on planning initiatives and grant opportunities.

KEY GOALS AND OBJECTIVES

- Promote orderly and sustainable development to enhance the community’s quality of life.
- Balance economic growth with environmental protection and resource conservation.
- Preserve and improve neighborhood character, aesthetics, and functionality.
- Address housing, transportation, and infrastructure needs for current and future residents.

SERVICES PROVIDED

- Zoning administration and enforcement.
- Review and processing of land development applications.
- Preparation and maintenance of long-range plans, including the Comprehensive Plan.
- Coordination of public participation in planning processes.
- Provision of GIS data, maps, and analysis.
- Administration of the City’s sign and building codes.

DEPARTMENT STRUCTURE

The Planning Department typically includes:

- **Director of Planning:** Oversees department operations and sets strategic goals.
- **Planners:** Handle zoning reviews, long-term planning, and project management.
- **Development Coordinator:** Coordinates review of permit applications with internal and external stakeholders. Responsible for issuance of all permits.
- **Administrative Staff:** Support documentation, scheduling, and communication.
- **External Contractors:** A group of planning, code review, and engineering experts who are hired in accordance with service contracts approved by the City Council.

The department reports to the City Manager.

CONCLUSION

The Planning Department plays a critical role in shaping the future of the city by balancing growth, preservation, and innovation. Through thoughtful planning and community collaboration, the department ensures that the city remains vibrant, sustainable, and responsive to the needs of its residents, businesses, and visitors.

**Job Title: DIRECTOR OF PLANNING / BUILDING
OFFICIAL**

Department: Planning & Development

Reports To: City Manager

Position Overview

The Director of Planning is responsible for overseeing the planning and development activities within the city, including land use, zoning, urban design, and community development. This position is pivotal in shaping the city’s growth, ensuring that development aligns with the city’s vision, policies, and regulatory frameworks. The Director of Planning leads a team of planners and works closely with city leadership, developers, residents, and external stakeholders to promote sustainable development while balancing the needs and goals of the community.

Key Responsibilities

1. Planning and Development Leadership

- Oversee the city’s comprehensive planning process, including land use, zoning, housing, economic development, and transportation planning.
- Lead the development, implementation, and updating of the city’s master plan and other strategic planning documents.
- Provide expert advice to the City Manager, City Council, and other city officials on urban planning matters and development projects.

2. Land Use and Zoning Administration

- Administer zoning laws and regulations, ensuring that development projects are in compliance with the city’s land use policies.
- Review and make recommendations on zoning requests, variances, conditional use permits, and other land use applications.
- Collaborate with other departments to coordinate land use planning with transportation, infrastructure, and environmental goals.

3. Community Engagement and Outreach

- Engage with residents, community organizations, and businesses to gather input on development projects, planning initiatives, and city growth.
- Organize public meetings, workshops, and hearings to promote transparency and gather community feedback on planning and zoning matters.

- Serve as a liaison between city government and the public, ensuring open communication regarding planning activities and development proposals.

4. Project Management and Development Review

- Review development proposals, including residential, commercial, and mixed-use projects, ensuring compliance with zoning codes, environmental regulations, and the city's long-term planning goals.
- Manage environmental assessments, traffic studies, and other technical reviews related to development projects.
- Ensure that developers follow city-approved plans, codes, and guidelines throughout the development process.

5. Team Management and Staff Development

- Lead, supervise, and mentor the planning staff, fostering a collaborative and productive work environment.
- Oversee the preparation and maintenance of planning reports, presentations, and planning documents for City Council, planning commissions, and other committees.
- Evaluate staff performance, recommend training, and support professional development to enhance team capabilities.

6. Policy Development and Regulatory Oversight

- Develop and implement policies that guide the city's growth, including affordable housing strategies, sustainability initiatives, and economic development plans.
- Stay informed on industry trends, best practices, and regulatory changes in planning, zoning, and development to ensure the city's policies are current and effective.
- Ensure that all planning activities comply with local, state, and federal laws, as well as environmental and sustainability standards.

7. Collaboration with External Partners

- Work closely with developers, architects, engineers, and other external consultants to guide and review development proposals.
- Represent the city in discussions with regional planning agencies, state departments, and other stakeholders involved in land use and development.
- Foster relationships with economic development organizations, real estate developers, and other key players in the city's growth.

8. Strategic Planning and Visioning

- Contribute to the city’s long-term growth strategy by aligning planning efforts with broader goals such as sustainability, economic development, affordable housing, and infrastructure improvements.
- Collaborate with the City Manager and other department heads to align planning and development initiatives with the city’s overall strategic vision.
- Use data and trends to forecast future development needs, recommending adjustments to the city’s planning priorities and policies.

9. Building Official

- Enforcement of building and sign codes and regulations, ensuring compliance with local, state, and federal building codes (e.g., International Building Code, National Electrical Code).
- Approve all permits, certificates of occupancy, and any other authorization required under the City’s building codes.

Qualifications

Education and Experience

- Bachelor’s degree in Urban Planning, Public Administration, or a related field (Master’s degree preferred).
- Minimum of 5-7 years of professional experience in urban planning, community development, or related fields, with at least 3 years in a leadership or management role.
- Experience in zoning, land use regulations, and development project review is highly preferred.

Licenses and Certifications

- American Institute of Certified Planners (AICP) certification preferred.
- Valid driver’s license.

Skills and Competencies

- Extensive knowledge of urban planning principles, land use laws, zoning, and development regulations.
- Strong leadership skills with the ability to manage, motivate, and develop a team of professionals.
- Excellent communication and interpersonal skills, with the ability to work with the public, elected officials, developers, and other stakeholders.
- Ability to manage multiple projects, prioritize tasks, and meet deadlines in a fast-paced environment.
- Proficiency in planning software (e.g., GIS, AutoCAD, or similar platforms) and Microsoft Office Suite.

- Strong problem-solving skills and the ability to develop creative, sustainable solutions to complex planning challenges.

Work Environment

The Director of Planning works primarily in an office environment but is also required to attend public meetings, community forums, and site visits for development projects. Occasional evening or weekend work may be required for public meetings or special events. The role involves moderate travel to meet with external stakeholders or visit development sites.

Key Relationships

- Reports to the City Manager.
- Works closely with City Council, Planning Commissions, and other city departments.
- Supervises planning staff, including planners, development coordinator, and third party contractors.
- Coordinates with developers, consultants, architects, and other external partners.
- Engages regularly with residents, community groups, and other stakeholders to ensure inclusive planning practices.

Conclusion

The Director of Planning plays a key role in shaping the physical and economic landscape of the city by guiding thoughtful and sustainable development. By overseeing land use policies, zoning regulations, and development projects, the Director of Planning ensures that growth aligns with the city’s long-term vision and meets the needs of residents and businesses. Through effective community engagement and strategic planning, the Director of Planning fosters a vibrant, sustainable, and inclusive community for current and future generations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: **PLANNER I, II, SR.**
Department: Planning & Development
Reports To: Planning Director

Position Overview

The Planner is responsible for assisting in the development, review, and implementation of the city’s planning policies and programs. This includes conducting research, reviewing development proposals, preparing planning reports, and engaging with community stakeholders. The Planner plays a critical role in supporting the planning process by analyzing land use issues, zoning regulations, transportation planning, environmental concerns, and community development goals. The Planner works under the direction of the Planning Director and contributes to long-term growth strategies and the overall development vision of the city.

Key Responsibilities

1. Land Use and Zoning Review

- Review and analyze zoning applications, land use proposals, and site development plans to ensure compliance with city ordinances, policies, and master plans.
- Prepares zoning recommendations, variances, and amendments based on community goals and legal requirements.
- Conduct site visits and assess land use, environmental conditions, and community impact of proposed developments.

2. Planning and Policy Research

- Conduct research on current and future land use, housing, transportation, and economic trends to inform planning decisions and recommendations.
- Analyze data related to population growth, housing demand, infrastructure needs, and land availability to support long-term planning goals.
- Stay updated on local, state, and federal laws, regulations, and best practices related to urban planning, zoning, and development.

3. Community Engagement and Public Meetings

- Organizes organizing public hearings, community workshops, and informational sessions to engage residents and stakeholders in planning processes.
- Respond to public inquiries, address concerns, and provide information regarding zoning laws, planning processes, and development projects.

- Prepare and present planning reports and recommendations to the Planning Commission, City Council, and other stakeholders.

4. Preparation of Planning Documents

- Prepare reports, presentations, and other planning documents for review by senior planners, the Planning & Zoning Commission, and City Council.
- Assist in the preparation and maintenance of the city's comprehensive plan, zoning ordinances, and other long-term planning documents.
- Review and update planning policies and procedures to reflect changing trends, regulations, and community needs.

5. Environmental and Sustainability Planning

- Assist with planning efforts that promote environmental sustainability, such as green building initiatives, energy-efficient land use, and environmental impact assessments.
- Work with other departments to ensure that environmental considerations are integrated into urban planning and development processes.
- Conduct environmental reviews to assess the impact of proposed development projects on natural resources and community health.

6. Collaboration and Coordination

- Work closely with other departments, to ensure that planning efforts are coordinated and aligned with city goals.
- Coordinate with developers, architects, and engineers to review and provide feedback on proposed development projects.
- Supports the Director of Planning in the development and implementation of planning programs and projects.

7. Other Duties

- The Planner position is expected to carry out any additional functions that are necessary to effectuate the duties and tasks listed in this description. These functions may include, but are not limited to, working in the field to post notices, document code violations, and enforce City codes and ordinances under the purview of the Planning Department.
- During public emergencies, the Planner may be assigned to perform functions outside of their normal assigned duties and departmental area.

Qualifications

Education and Experience

- Bachelor's degree in Urban Planning, Geography, Architecture, Environmental Studies, or a related field.
- Experience in urban planning, land use, or community development is preferred, but entry-level candidates with relevant internships or coursework will be considered.

Licenses and Certifications

- Certification from the American Planning Association (APA) is a plus, but not required.
- Valid driver's license.

Skills and Competencies

- Knowledge of urban planning principles, land use law, zoning regulations, and community development.
- Strong written and verbal communication skills, with the ability to prepare reports, presentations, and engage with the public.
- Proficiency in Microsoft Office Suite and planning software (e.g., GIS, AutoCAD, or similar platforms).
- Strong analytical skills and the ability to interpret data, reports, and regulatory documents.
- Ability to manage multiple projects, prioritize tasks, and meet deadlines.
- Ability to work independently and as part of a team in a collaborative environment.

Work Environment

The Planner works in an office setting but may be required to conduct site visits for land use assessments or to attend public meetings. Some evening or weekend work may be necessary for public hearings, community meetings, or urgent project timelines.

Key Relationships

- Reports to the Director of Planning.
- Collaborates with other city departments.
- Interacts with developers, architects, and other external stakeholders regarding planning and development projects.
- Engages with the public, community organizations, and residents to gather input on planning initiatives and zoning issues.

Conclusion

The Planner plays an essential role in shaping the physical and social development of the community. By supporting the review and creation of land use policies, providing informed

recommendations, and engaging with the public, the Planner contributes to the creation of sustainable, equitable, and well-planned communities that meet the needs of current and future residents.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: DEVELOPMENT REVIEW COORDINATOR

Department: Planning & Development

Reports To: Director of Planning

Position Overview

The Development Review Coordinator is responsible for overseeing and managing the entire permitting process within the Planning Department related to the building permit process. This position ensures that all permit applications are processed in accordance with local laws and regulations, and coordinates the review and approval process with various departments and external agencies. The Development Review Coordinator works closely with applicants, contractors, and city staff to ensure a smooth, efficient permitting process and compliance with all applicable codes and ordinances.

Key Responsibilities

1. Permit Application Management

- Coordinate the intake, review, and processing of permit applications, ensuring compliance with applicable local ordinances, codes, and regulations.
- Review applications for completeness and accuracy, ensuring all necessary documentation and fees are provided.
- Coordinate the review of applications with relevant departments (e.g., zoning, building inspections, fire, public works) to ensure all required approvals and conditions are met.

2. Permit Tracking and Documentation

- Maintain accurate records of all permit applications, approvals, denials, and conditions in the city’s permitting database or record-keeping system.
- Track the status of permits and monitor expiration dates, renewals, and conditions of approval to ensure timely compliance.
- Generate reports on permitting activity, including permit issuance, fees collected, and outstanding applications.

3. Customer Service and Communication

- Serve as the primary point of contact for applicants, contractors, and the public regarding the permitting process.
- Provide information to customers about permit requirements, procedures, and timelines, and answer questions regarding the status of applications.

- Communicate with applicants and stakeholders throughout the permitting process, informing them of any issues, changes, or required actions.
- 4. Coordination of Interdepartmental Reviews**
- Facilitate coordination between departments involved in the permit review process, ensuring that applications are routed to the appropriate departments and agencies for review and approval.
 - Schedule meetings and reviews with staff and external agencies to address complex permit issues or to clarify requirements.
 - Ensure that any required inspections or additional approvals are scheduled promptly and in accordance with project timelines.
- 5. Permit Issuance and Compliance**
- Issue permits upon approval from the relevant departments, ensuring that all conditions are met and clearly documented.
 - Monitor the compliance of issued permits and work with applicants and other departments to resolve any issues related to non-compliance or violations.
 - Track permits that require inspections, coordinating with the Building Inspector or other officials to ensure timely completion.
- 6. Fee Management and Financial Documentation**
- Collect, record, and process fees associated with permit applications, ensuring that all payments are received and properly documented.
 - Prepare invoices for unpaid permit fees or fines, and assist with the resolution of overdue payments or permit renewals.
 - Prepare financial reports detailing permit revenues and related transactions for departmental use and budget tracking.
- 7. Reporting and Analysis**
- Prepare regular reports on permit activity, trends, and performance metrics for department management, including analysis of permit volumes, processing times, and revenue generation.
 - Identify and recommend improvements to streamline the permitting process and enhance operational efficiency.
 - Assist with data collection and analysis for long-term planning or policy development.
- 8. Support Planning Department Functions**

- Assist the Planning Department with the preparation of meeting agendas, public notices, and presentations for the Planning & Zoning Commission or City Council.
- Help organize public hearings or meetings related to major developments or zoning changes.
- Assist with special projects, including revisions to permitting processes, implementation of new systems or software, or coordination of public outreach initiatives.

Qualifications

Education and Experience

- High school diploma or equivalent (Associate's or Bachelor's degree in urban planning, public administration, or related field preferred).
- Previous experience in permitting, planning, or construction administration, ideally in a municipal setting.
- Knowledge of building codes and local development regulations is highly preferred.

Skills and Competencies

- Strong organizational skills and attention to detail in managing multiple applications and ensuring accuracy.
- Excellent written and verbal communication skills to interact with the public, applicants, contractors, and city departments.
- Ability to interpret and explain complex zoning codes, building regulations, and permitting requirements to a variety of audiences.
- Proficiency with office software (Microsoft Office Suite) and experience with permitting or project management software.
- Ability to problem-solve, prioritize tasks, and manage deadlines in a fast-paced environment.
- Ability to maintain professionalism, confidentiality, and integrity while working with sensitive information.

Licenses and Certifications

- Certification as a permit technician (e.g., through the International Code Council or similar organization) may be beneficial.

Work Environment

The Development Review Coordinator typically works in an office environment within the Planning Department. This role requires frequent interaction with the public, city officials,

contractors, and other departments. The position may involve some physical tasks, such as filing or handling documents. The work can be fast-paced, particularly during peak permitting seasons, and may require occasional overtime to meet deadlines or assist with special projects.

Key Relationships

- **Reports to:** Director of Planning
- **Works Closely With:** Planning Department staff, Building Inspectors, Applicants, contractors, developers, real estate professionals, and the general public.
- **Interacts With:** Applicants, contractors, developers, real estate professionals, and the general public.

Conclusion

The Development Review Coordinator plays a central role in ensuring the efficient processing of permits for various construction and land-use activities within the city. By facilitating communication between applicants and various city departments, the Development Review Coordinator helps streamline the permitting process and ensures compliance with local laws and regulations. This position requires strong organizational and customer service skills, the ability to manage multiple tasks simultaneously, and a thorough understanding of local permitting requirements. Through their efforts, the Development Review Coordinator helps support safe, responsible development in the community.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



POLICE

Police Department

OVERVIEW

The Police Department is responsible for ensuring the safety and well-being of the community by maintaining public order, enforcing laws, and providing law enforcement services. In a smaller city, the department typically consists of a close-knit team focused on community policing, crime prevention, and responsive law enforcement. The department works to protect citizens, prevent and investigate criminal activities, and respond to emergencies while building strong relationships with the community. The Police Department plays an essential role in creating a safe and secure environment for residents, visitors, and businesses.

Mission

The mission of the Police Department is to serve and protect the community by maintaining law and order, safeguarding property, preventing crime, and enhancing the quality of life for all residents. The department is committed to upholding the rule of law while fostering positive relationships between law enforcement and the community through transparency, accountability, and community engagement.

KEY RESPONSIBILITIES

1. Law Enforcement and Crime Prevention

- Enforce local, state, and federal laws to prevent and investigate crimes, including theft, assault, drug offenses, and traffic violations.
- Implement crime prevention strategies, such as neighborhood patrols, community policing, and public education campaigns.
- Respond promptly to emergency calls, accidents, and incidents, ensuring appropriate action is taken to safeguard life and property.

2. Community Policing and Engagement

- Build strong, positive relationships with community members, businesses, and neighborhood organizations to foster trust and cooperation.
- Implement community policing initiatives that focus on addressing residents' concerns and promoting public safety through proactive engagement.
- Organize public outreach programs, including town hall meetings, crime prevention workshops, and school safety programs.

3. Investigation and Reporting

- Investigate criminal activities, gather evidence, interview witnesses, and make arrests as necessary.
- Prepare detailed reports, including incident reports, arrest records, and case files for prosecution.
- Coordinate with local, state, and federal law enforcement agencies on investigations and sharing critical information.

4. Traffic Safety and Enforcement

- Monitor and enforce traffic laws to ensure road safety, including speed limits, DUI laws, and vehicle registration requirements.
- Investigate traffic accidents, manage accident scenes, and provide assistance to those involved in accidents.
- Conduct DUI checkpoints, seat belt enforcement campaigns, and other initiatives to promote traffic safety.

5. Crisis Response and Emergency Services

- Respond to emergency situations such as natural disasters, civil disturbances, and major public safety incidents.
- Provide support during critical incidents, including coordinating with fire and emergency medical services (EMS) to ensure public safety.
- Participate in disaster preparedness drills and emergency response planning.

6. Training and Professional Development

- Provide regular training and development opportunities for department personnel to ensure effective law enforcement and compliance with updated regulations.
- Ensure officers stay current with law enforcement best practices, crisis management, and community engagement techniques.
- Promote ongoing professional growth and leadership development within the department.

7. Public Safety and Crime Reporting

- Maintain up-to-date records of criminal activity, arrests, and other law enforcement actions in compliance with local, state, and federal regulations.
- Provide accurate crime data and public safety information to the City Manager and the public, ensuring transparency and accountability.

8. Collaboration with Other Agencies

- Work in partnership with other local agencies, such as fire departments, emergency medical services, and social service organizations, to address community concerns.
- Collaborate with neighboring law enforcement agencies and regional task forces to address crime and public safety issues that cross jurisdictional boundaries.

Department Structure

The Police Department is led by the Police Chief, who oversees day-to-day operations, budgeting, and strategic planning. Below the Police Chief, the department may have a range of positions, including but not limited to:

- **Officers and Detectives:** Responsible for patrolling neighborhoods, investigating crimes, and responding to emergency calls.
- **Sergeants and Supervisors:** Provide direct oversight of officers, ensuring they meet departmental standards and maintain discipline.
- **Administrative Staff:** Handle office management, records, dispatch, and communication systems.

Key Goals and Objectives

- **Enhance Community Safety:** Reduce crime rates through prevention programs, improved law enforcement efforts, and effective collaboration with residents.
- **Foster Positive Community Relations:** Strengthen trust and cooperation between law enforcement and the community through transparency, outreach programs, and community engagement.
- **Improve Operational Efficiency:** Streamline department operations, maintain accountability, and ensure the responsible use of resources while providing quality police services.
- **Ensure Professionalism and Accountability:** Uphold high ethical standards, maintain ongoing training, and provide transparent policing that meets the needs and expectations of the community.

Conclusion

The Police Department is dedicated to safeguarding the community by providing essential law enforcement services, promoting public safety, and maintaining strong community ties. By focusing on proactive crime prevention, emergency response, and community engagement, the department contributes to the overall well-being and security of the city's residents. Through professionalism, accountability, and collaboration with other agencies, the Police Department works to build a safer and more resilient community.

Job Title: POLICE CHIEF

Department: Administration

Reports To: City Manager

Position Overview

The Police Chief is responsible for leading and managing the police department in a smaller city. This position involves overseeing all law enforcement activities, ensuring public safety, and developing strategies to address community concerns. The Police Chief plays a critical role in setting the direction for the department, managing staff, maintaining effective community relationships, and ensuring compliance with laws and regulations. This position requires strong leadership, communication, and organizational skills, along with the ability to work closely with city officials, the community, and regional law enforcement agencies.

Key Responsibilities

1. Leadership and Department Management

- Lead, manage, and supervise all police department personnel, including officers, detectives, and support staff.
- Develop and implement policies, procedures, and strategies to enhance the effectiveness and professionalism of the department.
- Provide regular performance evaluations, training, and career development opportunities for staff.
- Ensure that department personnel adhere to ethical standards, laws, and departmental policies.

2. Public Safety and Law Enforcement

- Oversee the prevention, investigation, and enforcement of laws within the city, ensuring a proactive approach to crime reduction.
- Develop and implement crime prevention programs, community policing initiatives, and public education campaigns.
- Respond to emergency situations and coordinate police actions during critical incidents or events.
- Monitor and evaluate crime trends and public safety needs, adapting department strategies as needed.

3. Community Engagement and Relations

- Foster positive relationships between the police department and the community, ensuring that law enforcement services meet the needs of residents.

- Develop and maintain effective communication channels with community organizations, neighborhood groups, and local leaders.
 - Ensure that department personnel engage in community policing efforts, including neighborhood patrols, public meetings, and educational outreach.
 - Address public concerns, complaints, and feedback regarding police services and ensure transparency in the department's operations.
4. **Budgeting and Resource Management**
- Prepare and manage the police department's budget, ensuring effective allocation of resources and responsible fiscal management.
 - Advocate for necessary resources, including staffing, equipment, and training, to meet the department's needs.
 - Ensure the maintenance and proper use of department vehicles, equipment, and facilities.
5. **Strategic Planning and Policy Development**
- Develop long-term strategies for improving law enforcement services, enhancing community safety, and addressing emerging trends in crime.
 - Review and update departmental policies and procedures to ensure compliance with current laws and best practices.
 - Analyze data and reports to evaluate department performance, identify areas for improvement, and adjust strategies accordingly.
6. **Collaboration with City Officials and Agencies**
- Work closely with the City Manager, City Council, and other city departments to align police department goals with broader community objectives.
 - Represent the department in meetings with local government officials, community leaders, and regional law enforcement agencies.
 - Collaborate with neighboring law enforcement agencies to address regional crime and public safety issues.
7. **Emergency Management and Crisis Response**
- Lead and coordinate the police department's response to emergencies, including natural disasters, public safety incidents, and major criminal activities.
 - Ensure that department personnel are properly trained and equipped to handle critical incidents and large-scale emergencies.
 - Work with other public safety agencies, such as fire and emergency medical services, to ensure coordinated responses during major events.
8. **Staff Recruitment, Training, and Development**

- Oversee the recruitment and hiring of new police officers and staff, ensuring a diverse and qualified team.
- Provide or facilitate training on law enforcement techniques, legal issues, and department policies.
- Ensure that department staff receive ongoing professional development and training to maintain high standards of law enforcement practices.

Qualifications

Education and Experience

- Bachelor's degree in Criminal Justice, Law Enforcement, Public Administration, or a related field (Master's degree preferred).
- Minimum of 5-7 years of law enforcement experience, with at least 3 years in a supervisory or leadership role.
- Previous experience in a police department, especially in a leadership role, is highly preferred.

Licenses and Certifications

- Graduation from a recognized law enforcement academy.
- Certification by the state law enforcement agency (or the ability to obtain certification).
- Valid driver's license with a good driving record.
- First Aid and CPR certification preferred.

Skills and Competencies

- Strong leadership and decision-making abilities with the capacity to manage staff and resources effectively.
- Excellent communication skills, both verbal and written, with the ability to engage with the public, staff, and city officials.
- Knowledge of law enforcement practices, criminal law, and community policing principles.
- Ability to handle sensitive and confidential information with discretion.
- Strong problem-solving skills and the ability to adapt to changing public safety needs.
- Ability to maintain composure and make sound decisions under pressure.
- Proficiency in law enforcement technology, including record management systems, communication tools, and reporting software.

Work Environment

The Police Chief works primarily in an office setting but may be required to visit police facilities, crime scenes, and attend public meetings or community events. The role may

involve occasional evening or weekend work, especially during emergencies or public meetings.

Key Relationships

- Reports to the City Manager.
- Supervises all police department staff, including officers and administrative personnel.
- Collaborates with other city departments, including Public Works.
- Works with other law enforcement agencies at the local, regional, and state levels.
- Engages with community leaders, residents, and neighborhood organizations to address public safety issues.

Conclusion

The Police Chief plays a crucial role in ensuring the safety and well-being of the community. Through effective leadership, strategic planning, and community engagement, the Police Chief helps build trust and foster positive relationships between the police department and residents. By leading efforts to reduce crime and promote public safety, the Police Chief ensures that the community remains a safe, welcoming place for all.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: **LIEUTENANT**

Department: Administration

Reports To: Police Chief

Position Overview

The Police Lieutenant is a mid-level management position responsible for overseeing and directing the daily operations of a police division or specialized unit within the police department. The Lieutenant plays a key leadership role in implementing department policies, managing personnel, and ensuring that law enforcement activities are carried out effectively and efficiently. This position requires a high level of responsibility, decision-making, and leadership to maintain public safety, supervise officers, and manage complex criminal investigations.

Key Responsibilities

1. Supervision and Leadership

- Supervise and manage the activities of Sergeants, Corporals, and police officers within their assigned division or unit.
- Provide guidance, mentorship, and professional development opportunities for officers and supervisory staff.
- Oversee the daily operations of the division, ensuring officers are properly deployed, following procedures, and performing their duties effectively.
- Conduct performance evaluations, provide feedback, and address any performance or disciplinary issues.

2. Operational Oversight and Incident Management

- Coordinate and oversee law enforcement operations, ensuring that all activities are in line with department policies and legal standards.
- Respond to major incidents, emergencies, or critical situations, providing leadership and direction to officers and coordinating resources as needed.
- Manage complex or high-profile investigations, ensuring appropriate investigative techniques and resources are utilized.
- Monitor crime trends and ensure effective strategies are in place to address emerging public safety concerns.

3. Policy Implementation and Compliance

- Ensure compliance with department policies, procedures, and legal standards, making adjustments or recommendations for improvements where necessary.

- Interpret and implement department rules and regulations, ensuring that staff adhere to established protocols and procedures.
- Conduct audits, reviews, and inspections to ensure all activities are in compliance with legal, ethical, and department standards.

4. Training and Development

- Develop, implement, and coordinate ongoing training programs for officers to ensure they are prepared to handle various law enforcement tasks.
- Assist with recruitment and hiring processes, helping to select qualified candidates for police officer roles.
- Lead or coordinate specialized training programs, focusing on areas such as advanced criminal investigations, leadership, and community relations.
- Keep officers up to date on new laws, regulations, and law enforcement best practices.

5. Administrative Duties

- Review and approve reports, arrest records, incident documentation, and other administrative materials submitted by officers under their supervision.
- Prepare and submit reports on departmental activities, crime statistics, and performance evaluations.
- Oversee budgetary and resource management for their division, ensuring that equipment, supplies, and staffing needs are met.
- Assist with scheduling, time management, and shift assignments to ensure proper coverage and efficient operations.

6. Community Relations and Outreach

- Foster positive relationships with the community through engagement, communication, and outreach programs.
- Address community concerns and work to resolve conflicts, collaborating with community leaders, business owners, and residents.
- Represent the department at public meetings, events, or forums, enhancing the department's relationship with the public.
- Lead community policing efforts, encouraging officers to engage with the community and build trust.

7. Coordination with Other Agencies

- Collaborate with other law enforcement agencies, emergency responders, and city departments to ensure coordinated efforts in public safety and emergency response.

- Participate in multi-agency task forces or joint operations to address larger public safety issues, such as organized crime, narcotics, or gang activity.
- Act as a liaison between the police department and external organizations, including local government, non-profit agencies, and advocacy groups.

8. Risk Management and Incident Review

- Ensure that officers follow proper safety protocols and risk management practices, minimizing potential harm to officers, suspects, and the public.
- Review use-of-force incidents, complaints, or internal investigations, ensuring accountability and transparency within the department.
- Address any public safety issues or complaints promptly, investigating incidents and taking corrective action where needed.

Qualifications

Education and Experience

- High school diploma or equivalent (Bachelor's degree in criminal justice, law enforcement, or a related field preferred).
- Minimum of 5-7 years of experience in law enforcement, with a proven track record of leadership, performance, and success.
- Previous supervisory experience in law enforcement or a related role is highly preferred.
- Completion of a law enforcement academy or equivalent training program is required.
- Advanced training in management, leadership, or criminal investigations is a plus.

Skills and Competencies

- Strong leadership, supervisory, and decision-making skills, with the ability to manage multiple priorities and tasks.
- Excellent communication skills, both written and verbal, to interact effectively with officers, other law enforcement agencies, and the public.
- High level of analytical and problem-solving skills to assess complex situations and develop effective strategies.
- Knowledge of law enforcement best practices, policies, and legal standards, with the ability to enforce departmental rules and regulations.
- Ability to work well under pressure, making quick and informed decisions in high-stress situations.
- Proficiency in law enforcement technology, computer systems, and software used in reporting, investigations, and communication.

Licenses and Certifications

- Valid state law enforcement certification.

- Certification as a police officer, firearms certification, and other specialized law enforcement certifications.
- CPR/First Aid certification may be required.
- Leadership or supervisory training certifications are preferred.

Work Environment

The Police Lieutenant typically works in an office environment but spends significant time overseeing field operations and responding to incidents. This role may require working in challenging environments, including crime scenes or emergency situations. The Lieutenant must be available to respond to critical incidents at any time, which may involve irregular hours, weekends, and holidays. The position involves physical and mental challenges, requiring the Lieutenant to manage both personnel and complex situations effectively.

Key Relationships

- **Reports to:** Police Chief
- **Works Closely With:** Police Sergeants, Corporals, Officers, Detectives, and Supervisory Staff.
- **Interacts With:** Community members, city officials, local businesses, other law enforcement agencies, and external stakeholders.

Conclusion

The Police Lieutenant is a crucial leadership position within the police department, overseeing officers, coordinating operations, and ensuring the effective delivery of public safety services. This role demands a combination of strong leadership, decision-making skills, and law enforcement expertise. The Police Lieutenant helps ensure the department's success in maintaining public safety, managing personnel, and responding to complex criminal investigations and incidents. By providing guidance and oversight, the Lieutenant plays a key role in shaping the department's effectiveness and fostering positive relationships within the community.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: POLICE SERGEANT

Department: Police

Reports To: Lieutenant

Position Overview

The Police Sergeant is a supervisory position responsible for overseeing and coordinating the daily operations of police officers within a designated shift or unit. This role involves providing leadership, guidance, and support to officers, ensuring they perform their duties in compliance with departmental policies, local laws, and ethical standards. The Sergeant also plays a key role in ensuring public safety, responding to complex incidents, conducting investigations, and promoting the professional development of subordinate officers. Duties include that of Patrol Corporals and Patrol Officers.

Key Responsibilities

1. Supervision and Leadership

- Supervise and manage the activities of police officers, ensuring they carry out their duties effectively, professionally, and in accordance with departmental policies.
- Provide leadership and direction to officers during shifts, ensuring proper deployment and coverage of patrols, investigations, and other law enforcement tasks.
- Offer guidance, mentorship, and support to officers, addressing performance issues, providing training, and fostering professional development.
- Monitor officer performance and ensure adherence to policies, procedures, and protocols. Provide feedback through evaluations, counseling, and corrective actions as needed.

2. Operational Oversight and Incident Management

- Oversee day-to-day police operations, including routine patrols, emergency responses, traffic enforcement, investigations, and community engagement.
- Respond to and manage critical incidents, including arrests, accidents, public disturbances, and emergency calls, providing direction to officers and other first responders.
- Serve as the senior officer at crime scenes or during significant events, coordinating resources, conducting briefings, and ensuring investigations are handled properly.

- Ensure that officers follow proper procedures for reporting, documentation, and evidence handling.
- Responsible for notifying the chain of command in critical incidents.

3. **Training and Development**

- Lead or coordinate ongoing training programs for officers, ensuring they remain up to date on laws, departmental procedures, and best practices.
- Provide guidance on handling complex or sensitive situations, such as investigations, suspect interactions, or high-risk calls.
- Assist with the recruitment, hiring, and onboarding of new officers, offering mentorship and training to help them integrate into the department.

4. **Administrative Duties**

- Complete and review daily activity logs, reports, and documentation submitted by officers, ensuring accuracy and completeness.
- Prepare reports on department activities, including crime trends, operational effectiveness, and officer performance.
- Ensure that departmental records, including reports, evidence, and case files, are maintained in compliance with legal and procedural standards.
- Assist with scheduling, overtime management, and time-off requests for officers under their supervision.
- Review and prepare patrol paperwork on a daily basis to then be reviewed by the patrol Lieutenant.

5. **Community Engagement and Public Relations**

- Foster positive relationships with the community by engaging with citizens, local businesses, and community groups to promote public safety and trust.
- Handle complaints and concerns from the public, providing resolution when possible or escalating issues to higher-level officers.
- Participate in community outreach programs, events, and crime prevention initiatives.

6. **Collaboration with Other Agencies**

- Work with other law enforcement agencies, city departments, and external partners on joint operations, investigations, and public safety initiatives.
- Collaborate with detectives, crime analysts, and other units to develop effective crime reduction strategies.
- Coordinate with emergency medical, fire, and rescue personnel during incidents requiring their support.

7. **Ensure Compliance and Accountability**

- Enforce departmental policies and procedures, ensuring all officers under their supervision comply with laws, rules, and regulations.
- Conduct internal investigations and reviews of incidents involving use of force, complaints, or officer conduct, ensuring accountability and transparency.
- Ensure that officers maintain high ethical standards and professionalism while on duty.

Qualifications

Education and Experience

- High school diploma or equivalent.
- At least 5 years of experience in law enforcement, with a proven track record of performance and leadership.
- Completion of a law enforcement academy or equivalent training program.
- Experience in a supervisory or leadership role within law enforcement preferred.

Skills and Competencies

- Strong leadership and management skills, with the ability to motivate and guide officers effectively.
- In-depth knowledge of local, state, and federal laws, criminal procedures, and law enforcement best practices.
- Excellent communication skills, both written and verbal, to interact with officers, the public, and other agencies.
- Strong decision-making abilities, especially in high-pressure or crisis situations.
- Ability to handle sensitive and confidential information with discretion and integrity.
- Skilled in conflict resolution, problem-solving, and de-escalation techniques.
- Ability to assess situations quickly and take appropriate actions to maintain safety and order.
- Knowledge of current law enforcement technologies, equipment, and software systems.

Licenses and Certifications

- Valid state law enforcement certification.
- Certification as a police officer, with specialized certifications or training in leadership or supervisory roles.
- CPR/First Aid certification may be required.

Work Environment

Police Sergeants typically work in a police station or law enforcement facility, but much of their time is spent on patrol or managing officers in the field. This role may involve working irregular hours, including nights, weekends, and holidays, depending on the shift schedule. The job may require responding to high-risk or dangerous situations, managing critical incidents, and working under stressful or emergency conditions.

Key Relationships

- **Reports to:** Patrol Lieutenant
- **Works Closely With:** Other Sergeants, Police Officers, Detectives, and Supervisory Staff.
- **Interacts With:** Community members, local businesses, city officials, emergency responders, and other law enforcement agencies.

Conclusion

The Police Sergeant plays a crucial role in maintaining the safety and security of the community by providing leadership, oversight, and support to police officers. With a strong focus on operational efficiency, training, and community engagement, the Sergeant ensures that the department delivers high-quality law enforcement services. The position requires a combination of leadership skills, law enforcement expertise, and the ability to handle complex and high-stress situations. By upholding departmental standards, guiding officers, and promoting public safety, the Police Sergeant helps create a safer environment for the community.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: **DETECTIVE**

Department: Police

Reports To: Lieutenant

Position Overview

The Police Detective is a specialized law enforcement officer responsible for investigating crimes, gathering evidence, conducting interviews, and building cases to solve criminal offenses. Detectives work on a variety of criminal cases, including homicides, robberies, assaults, fraud, narcotics, and other serious crimes. This role requires advanced investigative skills, critical thinking, attention to detail, and the ability to work independently or as part of a team to solve crimes and bring offenders to justice.

Key Responsibilities

1. Crime Investigation

- Investigate various criminal cases, including property crimes, violent crimes, fraud, narcotics, and other serious offenses.
- Respond to crime scenes, assess situations, secure evidence, and ensure that the investigation begins promptly.
- Collect and preserve evidence, such as physical items, digital data, photographs, and witness statements, in accordance with legal procedures.
- Conduct thorough and detailed interviews with victims, witnesses, suspects, and other involved parties to gather information and identify leads.

2. Case Management

- Manage assigned cases from the initial investigation through resolution, ensuring that all investigative steps are properly documented and followed.
- Review case files, evidence, and witness testimony to develop leads, identify suspects, and build strong cases for prosecution.
- Prepare arrest warrants, search warrants, and subpoenas, ensuring they are accurate and legally sound.
- Follow up on leads, review forensic reports, and coordinate with forensic units or experts to analyze evidence, such as DNA, fingerprints, or ballistics.

3. Collaboration and Coordination

- Work closely with patrol officers, other detectives, and specialized units to gather information and solve cases.

- Collaborate with other law enforcement agencies (local, state, or federal) to share intelligence, resources, and expertise in solving crimes.
- Coordinate with prosecutors to ensure that investigations meet legal standards and are prepared for prosecution in court.
- Attend and participate in case review meetings, sharing insights and developing strategies to solve ongoing investigations.

4. **Reporting and Documentation**

- Maintain thorough and accurate documentation of all investigations, evidence, witness statements, and case progress.
- Write detailed reports summarizing the investigation, evidence gathered, and investigative steps taken, ensuring the reports are clear and admissible in court.
- Maintain organized case files, ensuring that all evidence is properly cataloged and securely stored for future reference or legal proceedings.
- Prepare and submit progress reports to supervisors or commanding officers, keeping them informed about case developments.

5. **Court and Legal Procedures**

- Testify in court as needed, presenting evidence and detailing the investigation to support the prosecution's case.
- Prepare case files and exhibits for trial, ensuring all documentation is complete, accurate, and legally admissible.
- Work with prosecutors to ensure the smooth handling of cases, providing any required information or clarification during legal proceedings.
- Maintain knowledge of criminal law, including changes in legal procedures or case law, to ensure that investigations comply with current standards.

6. **Community Interaction and Outreach**

- Engage with the community, informants, and potential witnesses to gather intelligence or information that may assist with ongoing investigations.
- Attend community meetings or events to build relationships, inform the public about crime trends, and gather information that may help solve local crimes.
- Maintain a professional presence within the community, fostering trust and cooperation with residents, businesses, and organizations.

7. **Specialized Investigations**

- Depending on the department's structure, work on specialized units such as narcotics, vice, gang crimes, juvenile crimes, or cybercrimes, handling specific types of criminal investigations.

- Stay updated on the latest crime trends, investigative technologies, and law enforcement techniques to enhance the effectiveness of investigations.

8. **Professional Development**

- Continuously develop investigative skills through training, courses, and certifications in areas like forensic science, criminal law, or specialized investigative techniques.
- Stay informed about advancements in investigative tools and techniques, including digital forensics, surveillance technologies, and crime analysis tools.
- Participate in law enforcement conferences, seminars, and workshops to maintain high professional standards and learn about emerging crime trends.

Qualifications

Education and Experience

- High school diploma or equivalent (Bachelor's degree in criminal justice, law enforcement, or a related field preferred).
- At least 3-5 years of experience as a law enforcement officer, with demonstrated success in investigations.
- Completion of a law enforcement academy or equivalent training program.
- Specialized training in criminal investigations, forensic science, or other relevant areas is highly desirable.
- Experience in handling complex or sensitive cases, such as homicides, sexual assaults, or major fraud cases, is a plus.

Skills and Competencies

- Strong investigative skills, including the ability to gather and analyze evidence, conduct interviews, and develop case strategies.
- Excellent problem-solving skills, with the ability to think critically and creatively when solving complex cases.
- Strong communication skills, both written and verbal, to document findings, write reports, and interact effectively with witnesses, victims, and suspects.
- Attention to detail, ensuring that all aspects of the investigation are thoroughly documented and that evidence is handled appropriately.
- Knowledge of criminal law, legal procedures, and constitutional rights.
- Ability to work independently, prioritize tasks, and manage multiple investigations simultaneously.
- Proficient in the use of law enforcement technology, including computer databases, investigative software, and digital forensics tools.

Licenses and Certifications

- Valid state law enforcement certification.
- Certification as a police officer, firearms certification, and other specialized law enforcement certifications.
- Certification in criminal investigations, digital forensics, or other specialized investigative fields is a plus.
- CPR/First Aid certification may be required.

Work Environment

Police Detectives work in a variety of environments, including offices, crime scenes, and during field investigations. This position may require working irregular hours, including nights, weekends, and on-call duties, especially in cases requiring urgent attention or when responding to major incidents. Detectives may be exposed to hazardous situations, distressing crime scenes, and high-pressure environments. The job demands physical, emotional, and mental resilience.

Key Relationships

- **Reports to:** Lieutenant.
- **Works Closely With:** Other Detectives, Patrol Officers, and Prosecutors.
- **Interacts With:** Community members, victims, witnesses, suspects, defense attorneys, and other law enforcement agencies.

Conclusion

The Police Detective plays a critical role in the law enforcement community, using advanced investigative techniques to solve crimes and bring offenders to justice. By managing criminal investigations, collaborating with other law enforcement agencies, and ensuring cases are well-documented and prepared for prosecution, the Police Detective contributes to the safety and security of the community. This position requires a high level of skill, dedication, and professionalism in handling sensitive and complex cases.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: **CORPORAL**

Department: Police

Reports To: Sergeant

Position Overview

The Police Corporal is a frontline supervisory role within the police department, responsible for assisting in the supervision of police officers during shifts and ensuring effective law enforcement services are delivered to the community. Corporals typically serve as first-line supervisors and lead officers in the field, offering guidance, overseeing daily patrols, and ensuring operational efficiency. The Police Corporal may also be involved in training, reporting, and responding to emergency incidents. Duties include that of patrol officers as well.

Key Responsibilities

1. Field Supervision and Leadership

- Oversee and guide police officers during their shifts, ensuring adherence to departmental policies, procedures, and safety protocols.
- Provide on-the-job training, mentoring, and support to officers, helping them resolve challenges, improve skills, and handle complex situations.
- Act as a lead officer during patrols, directing the team on specific tasks, assignments, or high-priority activities.
- Monitor officer performance and ensure high standards of conduct, discipline, and professionalism.
- Always leading by example.

2. Patrol and Law Enforcement

- Actively patrol assigned areas to deter crime, respond to incidents, enforce laws, and maintain public order.
- Respond to emergency calls and incidents, taking charge when necessary, providing support to officers, and ensuring proper procedures are followed.
- Enforce traffic laws, conduct traffic stops, and investigate accidents and violations.
- Investigate crimes, including theft, assault, vandalism, and other incidents, gathering evidence, interviewing witnesses, and writing reports.

3. Incident Management

- Lead the response to critical incidents, such as major accidents, violent crimes, or public disturbances, ensuring that appropriate resources are deployed.
- Make quick decisions in high-stress situations, ensuring the safety of officers, civilians, and suspects.
- Ensure that scenes are secured, evidence is preserved, and investigations are conducted according to established protocols.
- Coordinate with other officers, detectives, and external agencies in complex investigations or joint operations.

4. Reporting and Documentation

- Review and approve incident reports, arrests, and citations written by officers, ensuring they are accurate, complete, and filed according to department standards.
- Prepare detailed reports on shift activities, incidents, crime trends, and any operational issues that arise.
- Maintain proper documentation of evidence and assist with case preparation for court.
- Notify the chain of command on critical incidents.

5. Training and Development

- Provide continuous training to patrol officers on law enforcement techniques, departmental policies, and safety protocols.
- Conduct in-field training for new officers or probationary officers, assisting with their professional development and integration into the department.
- Stay up-to-date on laws, best practices, and new technologies related to law enforcement, and share knowledge with the team.

6. Community Policing and Engagement

- Build positive relationships with the community by engaging with citizens, business owners, and local organizations to enhance public safety and trust.
- Address concerns or complaints from the public, de-escalating conflicts and working toward resolution.
- Represent the police department at community meetings, events, or outreach programs to strengthen the relationship between law enforcement and the community.

7. Operational Efficiency and Problem Solving

- Assist in the coordination of patrols and deployment of resources to ensure adequate coverage in the community.

- Identify and address emerging issues or trends in crime and public safety, recommending strategies or improvements to department leadership.
- Participate in or lead special assignments, such as crime prevention initiatives, traffic enforcement programs, or special event support.

8. Administrative Support

- Assist the Police Sergeant in overseeing shift schedules, time-off requests, and personnel management.
- Ensure that departmental equipment, vehicles, and uniforms are properly maintained and in good working condition.
- Assist in preparing reports, statistical data, and operational reviews for the department.

Qualifications

Education and Experience

- High school diploma or equivalent
- At least 1-3 years of experience as a police officer, with demonstrated leadership ability and consistent performance.
- Previous supervisory experience or advanced training may be beneficial.

Skills and Competencies

- Strong leadership, supervisory, and communication skills.
- In-depth knowledge of local, state, and federal laws, criminal procedures, and police protocols.
- Excellent problem-solving and decision-making abilities, particularly in high-stress or emergency situations.
- Ability to handle sensitive, confidential, and potentially dangerous situations with professionalism.
- Proficient in the use of law enforcement technology, including report writing software, databases, and communication equipment.
- Strong interpersonal skills, including the ability to engage with the community and collaborate with colleagues.

Licenses and Certifications

- Valid state law enforcement certification.
- Certification as a police officer, firearms certification, and other specialized law enforcement certifications.
- CPR/First Aid certification may be required.

Work Environment

Police Corporals work in a variety of environments, including on patrol, at crime scenes, and in a police station or department facility. The role involves interacting with the public and responding to emergencies, often under stressful conditions. Police Corporals may work irregular hours, including nights, weekends, and holidays, and may be required to respond to critical incidents at any time. The position may involve physical demands, such as lifting, running, and working in various weather conditions.

Key Relationships

- **Reports to:** Police Sergeant
- **Works Closely With:** Other Corporals, Police Officers, Detectives, and Supervisory Staff.
- **Interacts With:** Community members, local businesses, city officials, emergency responders, and other law enforcement agencies.

Conclusion

The Police Corporal plays an essential role in ensuring effective law enforcement within the community. As a lead officer, the Corporal provides guidance, supervision, and mentorship to fellow officers, responding to emergencies, investigating crimes, and overseeing day-to-day operations. With strong leadership skills, an understanding of law enforcement best practices, and a commitment to public service, the Police Corporal contributes to the safety and well-being of the community while helping to shape the next generation of law enforcement professionals.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: POLICE OFFICER

Department: Police

Reports To: Sergeant

Position Overview

The Police Officer is responsible for maintaining law and order within the community, enforcing laws and ordinances, preventing and investigating crimes, and ensuring public safety. This role involves patrolling designated areas, responding to emergencies, conducting traffic stops, writing reports, and collaborating with other law enforcement agencies. The Police Officer is committed to upholding the law, protecting citizens, and serving the community with professionalism, integrity, and respect.

Key Responsibilities

1. Law Enforcement and Public Safety

- Enforce local, state, and federal laws, as well as municipal codes and ordinances.
- Patrol assigned areas in a patrol car, on foot, or by other means, observing for suspicious activity, and preventing criminal behavior.
- Respond to emergency calls, including accidents, criminal activity, disturbances, and other public safety concerns.
- Investigate crimes, accidents, and incidents by collecting evidence, interviewing witnesses, and preparing reports.

2. Crime Prevention and Community Engagement

- Actively engage with community members to build trust and promote positive relationships between the police department and the public.
- Participate in crime prevention programs and initiatives aimed at reducing crime in the community.
- Provide safety education and information to the public on various topics, such as personal safety, crime prevention, and community resources.

3. Traffic Enforcement

- Enforce traffic laws, including issuing citations for speeding, reckless driving, DUI, and other traffic violations.
- Conduct traffic stops, ensuring the safety of all parties involved, and addressing violations through citations, warnings, or arrests.

- Investigate traffic accidents, assist with scene management, and prepare reports on accidents and related events.

4. Investigations and Reporting

- Investigate criminal activities, including theft, assault, domestic violence, and narcotics offenses, gathering evidence, and conducting interviews.
- Prepare and submit detailed, accurate reports of incidents, investigations, and arrests for use in legal proceedings.
- Testify in court or other legal proceedings regarding cases and investigations.

5. Arrests and Detainment

- Arrest individuals suspected of criminal activity in accordance with law enforcement protocols and constitutional rights.
- Conduct searches, secure evidence, and transport detainees to appropriate facilities when necessary.
- Ensure that suspects are treated with dignity and respect, while upholding legal procedures.

6. Collaboration with Other Agencies

- Work in partnership with local, state, and federal agencies when needed for investigations, joint operations, or task forces.
- Coordinate with emergency medical, fire, and rescue personnel during incidents that require their support.

7. Administrative Duties

- Maintain accurate and up-to-date records, logs, and case files.
- Complete reports and paperwork associated with arrests, investigations, traffic violations, and other law enforcement activities.
- Maintain equipment, vehicles, and uniforms in proper working order.

8. Adherence to Policies and Training

- Follow all department policies, procedures, and protocols.
- Stay current on laws, regulations, and department practices through continuous training and professional development.
- Participate in ongoing physical fitness programs to maintain the physical demands of the job.

Qualifications

Education and Experience

- High school diploma or equivalent (Bachelor's degree in criminal justice, law enforcement, or a related field preferred).
- Successful completion of a police academy or law enforcement training program is required.
- Experience in law enforcement or military service may be beneficial but not always required.

Skills and Competencies

- Strong problem-solving and critical thinking skills, with the ability to make quick, sound decisions in stressful situations.
- Excellent communication and interpersonal skills to interact with the public and other law enforcement professionals effectively.
- Ability to maintain physical fitness to meet the physical demands of law enforcement duties.
- Knowledge of local, state, and federal laws, criminal codes, and law enforcement protocols.
- Ability to handle sensitive, confidential, and sometimes dangerous situations with professionalism.
- Ability to work independently or as part of a team in a fast-paced environment.

Licenses and Certifications

- Valid driver's license and clean driving record.
- Certification by the state's law enforcement agency or equivalent certifying body.
- First aid and CPR certification, as required.
- Firearms certification and other specialized certifications, as required by the department.

Work Environment

Police Officers typically work in a variety of environments, including on patrol in the community, in a police vehicle, at crime scenes, and in a police station. The role involves working in all weather conditions, during evenings, weekends, and holidays, depending on the shift schedule. Officers are required to respond to emergency situations at all hours of the day and night, and they may encounter hazardous or dangerous situations while performing their duties.

Key Relationships

- **Reports to:** Police Sergeant.

- **Works Closely With:** Other Police Officers, Detectives, Supervisors, and Law Enforcement Agencies.
- **Interacts With:** Community members, victims, suspects, witnesses, and city officials.

Conclusion

The Police Officer plays a crucial role in ensuring the safety and well-being of the community by enforcing laws, preventing crime, responding to emergencies, and engaging with the public. This role requires a commitment to public service, a strong sense of ethics, and the ability to work under pressure in high-stress situations. By performing these duties with professionalism and integrity, the Police Officer helps maintain peace, safety, and order in the community.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: ADMINISTRATIVE ASSISTANT – POLICE DEPARTMENT

Department: Police

Reports To: Police Chief

Position Overview

The Administrative Assistant in the Police Department provides essential administrative support to the department’s personnel, ensuring the smooth operation of daily office tasks. This role involves managing clerical functions, maintaining records, coordinating schedules, handling communication, and supporting police officers and other staff with various administrative needs. The Administrative Assistant plays a critical role in facilitating communication within the department and between the department and the public.

Key Responsibilities

1. Clerical and Administrative Support

- Provide general office support, including answering phones, scheduling meetings, and managing the department’s email and correspondence.
- Prepare, organize, and maintain various administrative records, including reports, logs, and forms related to department activities.
- Handle and prioritize incoming and outgoing mail and messages, ensuring timely distribution.
- Draft, proofread, and type various documents, including memos, reports, letters, and presentations.
- Maintain filing systems, both electronic and physical, to ensure easy retrieval of records and documents.
- Coordinate the ordering of office supplies, equipment, and other necessary materials for department operations.

2. Public Interaction and Customer Service

- Serve as the first point of contact for the public, visitors, and department personnel, providing information and answering inquiries about police services, procedures, and regulations.
- Assist with scheduling appointments and meetings for department leadership and staff.
- Provide assistance to victims, witnesses, and community members by helping them complete forms, file reports, and understand the department’s procedures.

- Manage walk-in and phone traffic, directing inquiries to appropriate personnel or departments as needed.

3. Records and Data Management / Open Records

- Maintain and update confidential records, including police reports, criminal records, citations, arrest logs, etc.
- Assist with the management of case files, including indexing, filing, and ensuring that documentation is complete and accurate.
- Input and update data into department databases, ensuring information is accurate, current, and securely maintained.
- Prepare and submit routine reports or data summaries as requested by supervisors or other department personnel.
- Open Records point of contact for police department / sort and fill requests in conjunction with open records laws and policy.
- Prepare and copy videos for cases.

4. Scheduling and Coordination

- Schedule meetings, appointments, and interviews for department staff, including police officers, detectives, and the police chief.
- Coordinate the scheduling of community outreach programs, and other department events.
- Assist in organizing internal and external meetings, ensuring all logistical aspects are addressed, including room bookings, equipment, and catering.

5. Financial Support and Budget Assistance

- Assist with budgeting tasks, and preparing financial reports.
- Coordinate purchasing processes for office supplies and equipment, ensuring cost-effective and timely procurement.
- Help with preparing and maintaining documentation for grant applications, financial reports, and other funding-related matters, such as SAMS registration, DUNS number etc.

6. Support for Departmental Projects

- Assist with the preparation and organization of special projects and department initiatives, including organizing events, developing promotional materials, and maintaining project timelines.
- Help track progress and status of ongoing department projects, ensuring deadlines are met.
- Collaborate with other department staff and agencies to provide support for project execution.

7. Confidentiality and Security

- Handle confidential and sensitive information with discretion and professionalism, ensuring compliance with privacy laws and departmental confidentiality policies.
- Secure and protect department records and data, ensuring that they are only accessible to authorized personnel.

8. Technology and Equipment Management

- Operate and maintain office equipment, including computers, copiers, fax machines, and multi-line phone systems.
- Assist with the management of the department's electronic files and records, ensuring that documents are properly organized and easily accessible.
- Ensure that necessary software and tools for record-keeping, communication, and other administrative tasks are up-to-date and functioning properly.

Qualifications

Education and Experience

- High school diploma or equivalent
- At least 2-3 years of administrative support experience, preferably in a law enforcement or public sector setting.
- Previous experience in customer service, records management, or office administration is preferred.
- Familiarity with police department operations and law enforcement terminology is a plus.

Skills and Competencies

- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Excellent written and verbal communication skills to effectively interact with staff, the public, and external agencies.
- Proficient in office software programs, including Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and data entry into specialized law enforcement systems.
- Ability to handle sensitive and confidential information with discretion and professionalism.
- Strong attention to detail and accuracy, especially when dealing with records, reports, and data entry.
- Ability to work independently, take initiative, and handle problems with minimal supervision.

- Excellent customer service skills, with the ability to interact with the public in a professional and courteous manner.
- Knowledge of law enforcement terminology and procedures is desirable.

Licenses and Certifications

- Not typically required but may vary depending on the department (e.g., CPR/First Aid certification, background check, or fingerprinting).

Work Environment

The Administrative Assistant works in an office setting within the police department, which may include exposure to sensitive or confidential information. The work environment is typically fast-paced, especially during high-call periods or times of heavy administrative workload. The role may require occasional overtime or on-call availability, depending on department needs. The position may also involve interaction with law enforcement officers, the public, and other external agencies.

Key Relationships

- **Reports to:** Police Chief
- **Works Closely With:** Police officers, detectives, other administrative staff, and external agencies or organizations.
- **Interacts With:** Community members, victims, witnesses, suspects, legal professionals, and other law enforcement personnel.

Conclusion

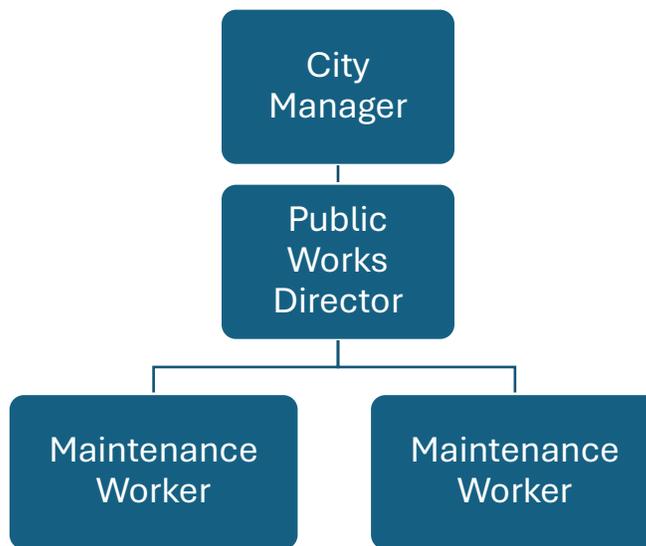
The Administrative Assistant in the Police Department plays a critical role in ensuring the smooth functioning of the department's administrative operations. By managing clerical duties, maintaining records, assisting with scheduling, and providing excellent customer service, the Administrative Assistant helps to support law enforcement efforts and maintain the department's overall efficiency. This position requires a high level of professionalism, organizational skills, and the ability to work in a dynamic, fast-paced environment.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.



PUBLIC WORKS

Public Works Department



OVERVIEW

The Public Works Department is responsible for the planning, development, maintenance, and operation of the city’s infrastructure, including streets, drainage systems, parks, and public buildings. The department ensures that these vital services are maintained to provide safe, functional, and aesthetically pleasing environments for the community. By overseeing construction projects, conducting regular maintenance, and managing repairs, Public Works plays a key role in supporting the city’s quality of life and long-term growth.

CORE FUNCTIONS AND RESPONSIBILITIES

1. Streets and Transportation Infrastructure

- Maintain and repair city streets, roadways, sidewalks, curbs, and gutters to ensure safe and efficient transportation for residents and visitors.

- Oversee the planning and construction of new streets and roadway improvements, ensuring compliance with city codes and safety standards.
- Coordinate traffic control, signage, and street lighting to improve safety and traffic flow.
- Manage street sweeping, pothole repairs, and roadway resurfacing programs.

2. Drainage and Stormwater Management

- Design, construct, and maintain stormwater drainage systems, including ditches, culverts, and storm drains, to prevent flooding and manage runoff.
- Inspect and clean drainage channels and structures to ensure proper functionality during rain events.
- Plan and implement flood prevention and mitigation strategies in collaboration with regional, state, and federal agencies.
- Ensure compliance with environmental regulations related to stormwater runoff, including permits and best practices for water quality management.

3. Park Maintenance and Development

- Maintain and improve public parks, green spaces, recreational facilities, and trails to ensure they are clean, safe, and accessible for the community.
- Oversee landscape management, including turf care, planting, irrigation, and tree maintenance.
- Coordinate the development of new park projects and recreational facilities, working with community groups to address needs and priorities.
- Organize seasonal programs, activities, and events to engage residents and promote active lifestyles.

4. Building Maintenance and Facilities Management

- Provide routine maintenance and repairs for public buildings, including city hall, community centers, libraries, and other municipal facilities.
- Oversee HVAC, electrical, plumbing, and structural maintenance to ensure that buildings are functional and safe for employees and the public.
- Coordinate facility upgrades, renovations, and improvements in alignment with the city's needs and budgetary constraints.
- Implement energy-efficient practices and sustainability initiatives in city facilities to reduce costs and environmental impact.

KEY GOALS AND OBJECTIVES

- Ensure the city's infrastructure (streets, drainage, parks, and buildings) is maintained in a safe, efficient, and cost-effective manner.

- Enhance the quality of life for residents through well-maintained public spaces, transportation systems, and facilities.
- Provide prompt and effective response to maintenance and repair needs to minimize disruption to services.
- Foster sustainable practices in public works projects to reduce environmental impact and improve resource efficiency.

SERVICES PROVIDED

- Street and roadway maintenance, including pothole repairs, resurfacing, and traffic control.
- Drainage system inspection, cleaning, and repair to prevent flooding and manage stormwater.
- Park maintenance, landscaping, and facility management for recreational spaces.
- Building maintenance and repair for city-owned facilities, ensuring their safe and functional operation.
- Planning and execution of capital improvement projects related to infrastructure and facilities.

DEPARTMENT STRUCTURE

The Public Works Department is led by the Public Works Director, who oversees a team dedicated to specific functional areas (e.g., streets, drainage, parks, and buildings). The department includes maintenance workers, and collaboration with administrative support staff and third-party engineers. The department reports to the City Manager and works closely with other city departments to coordinate services and projects.

CONCLUSION

The Public Works Department plays a critical role in maintaining and improving the essential infrastructure that supports daily life in the city. Through effective management of streets, drainage, parks, and public buildings, the Public Works Department helps create safe, attractive, and sustainable communities that enhance the overall well-being of residents.

Job Title: PUBLIC WORKS DIRECTOR

Department: Public Works

Reports To: City Manager

Position Overview

The Public Works Director is responsible for overseeing the planning, development, operation, and maintenance of the city's public infrastructure, including streets, drainage systems, parks, and public buildings. This position ensures that all public works projects and services are delivered efficiently, safely, and in compliance with legal and regulatory standards. The Public Works Director manages a team of professionals and staff, coordinates with other departments, and works closely with the City Manager and City Council to support the community's infrastructure needs.

Key Responsibilities

1. Leadership and Management

- Provide leadership, direction, and oversight to all divisions within the Public Works Department, including streets, drainage, parks, and facilities.
- Supervise, mentor, and evaluate department staff, ensuring that they are properly trained, motivated, and performing to departmental standards.
- Develop and implement department goals, objectives, and policies to ensure alignment with the city's overall strategic vision and mission.

2. Infrastructure Planning and Development

- Oversee the planning, design, and construction of capital improvement projects related to streets, drainage, parks, and public buildings.
- Coordinate with engineers, contractors, and other city departments to ensure the timely and cost-effective completion of infrastructure projects.
- Evaluate and prioritize infrastructure needs based on budget constraints, city priorities, and public input. This includes the development and regular updating of a 4-year transportation improvement plan in coordination with City leadership.

3. Budget and Financial Management

- Prepare and manage the Public Works Department's annual budget, ensuring efficient allocation of resources to meet operational and project needs.
- Monitor expenditures, track project costs, and provide financial reports to the City Manager and City Council.

- Seek funding opportunities for public works projects, including grants and partnerships, and ensure compliance with financial regulations.

4. Operations and Maintenance Oversight

- Oversee the maintenance and repair of the city's streets, stormwater drainage systems, parks, and municipal buildings to ensure they are safe, functional, and aesthetically pleasing.
- Implement preventive maintenance programs to extend the life of public infrastructure and reduce repair costs.
- Ensure that services such as street sweeping, pothole repairs, and landscaping are completed on time and meet the city's quality standards.

5. Compliance and Safety

- Ensure that all public works activities/accountabilities comply with local, state, and federal regulations, including environmental laws, safety standards, and building codes.
- Develop and enforce departmental safety policies to protect employees, contractors, and the public.
- Stay current on industry best practices, new technologies, and changes in regulatory requirements to keep the department in compliance and improve operations.

6. Community and Stakeholder Engagement

- Act as the primary point of contact for public works-related issues within the community.
- Respond to inquiries, concerns, and complaints from residents, businesses, and other stakeholders, ensuring timely resolution.
- Coordinate public meetings, outreach efforts, and public information campaigns to keep residents informed about public works projects and initiatives.
- Actively engage in monthly meetings including but not limited to: Comal County City Official's luncheon, Comal Independent School District luncheon, San Antonio chapter American Public Works Association monthly meeting, select Chamber of Commerce breakfasts/luncheons, and other meetings as assigned and applicable.

7. Interdepartmental Collaboration

- Collaborate with other city departments, such as Planning, Engineering, and Finance, to ensure that public works projects are aligned with city goals and resources.

- Work closely with the City Manager and City Council to provide updates, recommendations, and reports on public works activities.
- Coordinate with outside agencies and organizations for the implementation of large-scale infrastructure projects or regional initiatives.

Qualifications

Education and Experience

- Bachelor's degree in Civil Engineering, Public Administration, Environmental Engineering, or a related field (Master's degree preferred).
- Minimum of 5-7 years of progressively responsible experience in public works, engineering, or municipal infrastructure management, with at least 3 years in a leadership role.
- Experience in budgeting, project management, and supervision of staff is highly preferred.

Licenses and Certifications

- Professional Engineer (PE) license is desirable but not required.
- Valid driver's license.
- Certification in Project Management or Public Works Administration (e.g., from the American Public Works Association) is a plus.

Skills and Competencies

- Strong knowledge of public works principles, practices, and technologies related to streets, drainage, parks, and facilities.
- Excellent leadership, team management, and interpersonal skills.
- Proficient in budgeting, financial management, and cost control.
- Ability to develop, implement, and evaluate long-term plans for infrastructure and public services.
- Strong communication skills, both written and verbal, to interact with the public, staff, and elected officials.
- Problem-solving skills and the ability to manage multiple complex projects simultaneously.
- Familiarity with applicable laws, regulations, and safety standards in public works.

Work Environment

The Public Works Director works in an office environment but is also required to regularly visit job sites and field locations to monitor projects and infrastructure conditions. The

position may require occasional evening or weekend work for public meetings, to oversee emergency work, or work alongside staff as necessary.

Key Relationships

- Reports to the City Manager.
- Supervises Public Works staff, including engineers, field workers, and maintenance personnel.
- Collaborates with other department heads, the City Council, contractors, and community organizations.
- Interacts with residents and businesses regarding public works issues and concerns.

Conclusion

The Public Works Director ensures that essential city infrastructure is maintained and improved to enhance the safety, functionality, and livability of the community. By leading the department in the responsible management of streets, drainage, parks, and public buildings, the Public Works Director helps foster a well-maintained, resilient, and sustainable city environment for current and future generations.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Job Title: MAINTENANCE WORKER

Department: Public Works

Reports To: Public Works Director

Position Overview

The Public Works Maintenance Worker is responsible for performing a variety of manual and skilled labor tasks related to the maintenance and repair of city infrastructure, including streets, drainage systems, parks, and public buildings. This position plays a vital role in ensuring that public facilities and infrastructure are maintained in a safe and functional condition for the community. The worker will operate equipment, handle repairs, and perform routine maintenance tasks as part of a team in the Public Works Department.

Key Responsibilities

1. Streets and Roadway Maintenance

- Assist in the repair and maintenance of city streets, including patching potholes, resurfacing, repairing curbs and gutters, and sweeping.
- Operate street maintenance equipment such as graders, loaders, and patching machines to perform maintenance work.
- Ensure the safe and efficient operation of street signs, traffic signals, and street lighting.

2. Drainage and Stormwater Management

- Clean, maintain, and repair storm drains, ditches, culverts, and other drainage infrastructure to ensure proper flow and prevent flooding.
- Assist with the inspection and maintenance of the city's drainage systems, ensuring compliance with local, state, and federal regulations.

3. Park and Grounds Maintenance

- Maintain city parks, recreational facilities, and green spaces, including mowing lawns, trimming trees, and landscaping.
- Assist in the repair and maintenance of park facilities, playgrounds, and other public spaces to ensure they are safe and accessible for residents.
- Set up and tear down equipment for special events held in public parks and recreational areas.

4. Public Building and Facility Maintenance

- Perform routine maintenance and repairs in city-owned buildings, including plumbing, electrical, and HVAC systems.
- Assist with the cleaning, upkeep, and security of public buildings to ensure they are in good working condition.
- Help with minor construction and renovation projects in public buildings.

5. Equipment Operation and Maintenance

- Operate and maintain public works vehicles and equipment, including trucks, lawn mowers, backhoes, and other machinery.
- Perform routine inspections, preventive maintenance, and repairs on equipment to ensure proper functioning and safety.
- Assist with the operation of specialized equipment such as pavement rollers, asphalt mixers, and pressure washers.

6. General Maintenance and Repairs

- Perform a variety of manual labor tasks, including lifting, digging, and hauling materials for construction and maintenance projects.
- Assist in the construction and installation of infrastructure, including sidewalks, roads, and drainage systems.
- Respond to emergency maintenance requests, including storm cleanup, traffic accidents, and other urgent public works issues.

7. Safety and Compliance

- Follow safety protocols and guidelines while working with hazardous materials, equipment, and tools.
- Maintain awareness of traffic control procedures and work zone safety to protect the public and work crew.
- Ensure compliance with city, state, and federal regulations regarding maintenance and public safety.

Qualifications

Education and Experience

- High school diploma or GED required.
- Previous experience in public works maintenance or construction is preferred, but not required.
- Experience operating heavy equipment or performing skilled labor tasks is a plus.

Licenses and Certifications

- Valid driver's license required; commercial driver's license (CDL) preferred. (There is nothing we have done yet that would require CDL. The two needs would involve operating a water truck or hauling an exceptionally large piece of equipment).
- Certification in equipment operation or maintenance may be required for specific tasks.
- First Aid and CPR certification preferred.

Skills and Competencies

- Basic knowledge of maintenance techniques, construction processes, and public works operations.
- Ability to operate and maintain a variety of tools and equipment.
- Strong physical stamina and the ability to perform manual labor in various weather conditions.
- Ability to work independently and as part of a team.
- Basic math and measurement skills for handling materials and performing construction tasks.
- Good communication skills and the ability to follow written and oral instructions.
- Judgement towards safe operations and security of City supplied equipment
- Flexibility, positive attitude, and strong work ethic.

Work Environment

The Public Works Maintenance Worker typically works outdoors in various weather conditions, performing tasks such as lifting, digging, and operating equipment. This position requires physical stamina and the ability to work in a variety of settings, including public streets, parks, and construction zones. Some evening, weekend, and on-call work may be required, especially for emergency maintenance needs.

Key Relationships

- Reports to the Public Works Director.
- Works closely with other City staff, including maintenance workers, third-party engineers, and city planners.
- May interact with residents and businesses regarding maintenance issues and concerns.

Conclusion

The Public Works Maintenance Worker plays an essential role in maintaining the infrastructure that ensures public safety and enhances the quality of life for the community.

By performing critical tasks such as road repairs, stormwater management, and park maintenance, this position directly contributes to the community's well-being and helps create a safer, more accessible environment for residents and visitors. Position requires good character and will be many times in the public eye, with a will to maintain and honor the public's trust.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.
