



AFSCME Union

(American Federation of State, County and Municipal Employees)

Job Classifications, Grades, Pay Scale and Job Descriptions

Job Classification	Grade	Minimum	Mid-Point	Maximum
911 Supervisor	118	\$ 36,708.42	\$ 43,708.06	\$ 57,706.35
Account Clerk III	114	\$ 30,199.79	\$ 35,958.66	\$ 47,475.40
Accountant II	120	\$ 40,470.59	\$ 48,187.97	\$ 63,621.73
Administrative Assistant	112	\$ 27,391.83	\$ 32,615.53	\$ 43,061.92
Central Services Coordinator	116	\$ 33,294.69	\$ 39,644.15	\$ 52,342.07
Chief Building Inspector	124	\$ 49,191.65	\$ 58,572.25	\$ 77,332.45
Civil Engineer I	124	\$ 49,191.65	\$ 58,572.25	\$ 77,332.45
Civil Engineer II	126	\$ 54,234.82	\$ 64,576.46	\$ 85,258.73
Computer Operator	113	\$ 28,761.65	\$ 34,246.48	\$ 45,215.14
Downtown Coordinator	114	\$ 30,199.79	\$ 35,958.66	\$ 47,475.40
Electrical Engineer I	124	\$ 49,191.65	\$ 58,572.25	\$ 77,332.45
Field Service Rep III	117	\$ 34,959.43	\$ 41,626.20	\$ 54,958.74
Fire Chief's Assistant	117	\$ 34,959.43	\$ 41,626.20	\$ 54,958.74
GIS Technician	113	\$ 28,761.65	\$ 34,246.48	\$ 45,215.14
LAN Analyst	120	\$ 40,470.59	\$ 48,187.97	\$ 63,621.73
Librarian I	119	\$ 38,542.82	\$ 45,892.79	\$ 60,591.73
Librarian II	121	\$ 42,494.00	\$ 50,597.01	\$ 66,802.04
Permitting & Licensing Supervisor	114	\$ 30,199.79	\$ 35,958.66	\$ 47,475.40
Planner I	117	\$ 34,959.43	\$ 41,626.20	\$ 54,958.74
Planner II	118	\$ 36,708.42	\$ 43,708.06	\$ 57,706.35
Police Resource Manager	125	\$ 51,561.18	\$ 61,500.53	\$ 81,198.23
Public Affairs & Emergency Management Coordinator	116	\$ 33,294.69	\$ 39,644.15	\$ 52,342.07
Records Unit Supervisor	118	\$ 36,708.42	\$ 43,708.06	\$ 57,706.35
Recreation Program Specialist	117	\$ 34,959.43	\$ 41,626.20	\$ 54,958.74
Residential Assessment Technician	112	\$ 27,391.83	\$ 32,615.53	\$ 43,061.92
Senior Programmer Analyst	123	\$ 46,849.41	\$ 55,783.27	\$ 73,649.99
Sports Coordinator	117	\$ 34,959.43	\$ 41,626.20	\$ 54,958.74
Victim Services Coordinator	118	\$ 36,708.42	\$ 43,708.06	\$ 57,706.35

City of Dover
Position Description
Title: 911 Supervisor
FLSA: Exempt

GENERAL DESCRIPTION:

The essential function of the position within the organization is to supervise Communications Operators. The position is responsible for communication, staff training, operational behaviors, technical skill, and administrative compliance. This includes all aspects of radio, telephone, and data transmissions, compliance with State mandates, records and logs, and preparing illustrative reports of same.

The position is responsible for defining goals, counseling or coaching employees, reporting up the chain of command and providing answers to job-related questions. There is responsibility required for the job-related actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients or others in the general public. The position requires work in a moderately fluid environment, with guidelines and rules, but frequent variations from the routine.

The acronym **PODSCORB** can be used to illustrate the overarching responsibilities for this mission critical position:

Planning refers to *Defining* things that need to be done and forecasting needs.

Organizing means *Providing* clear lines of authority and responsibility.

Directing relates to *Making* decisions and giving directions.

Staffing requires *Recruiting*, training, assigning, and retention.

Coordinating refers to *Ensuring* unity of action between shifts.

Reporting means *Keeping* administration informed, and

Budgeting is about *Fiscal* planning.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

- Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Performs quality control and monitoring of emergency and non-emergency telephone calls and dispatches to ensure compliance with departmental policy and procedures, and federal, state, and local mandates.
- Performs the duties of a Communications Operator as required.
- Ensures ongoing staff database certifications and reviews NCIC and DELJIS transactions; manages warrants such as nolle prosequere or expired.
- Serves as TAC coordinator for DELJIS and engages all system audits.
- Sets up and maintains record system; processes daily paperwork including reports, memos, requisitions, and personnel information.

- Ensures optimal functioning of equipment for area of responsibility; schedules periodic maintenance checks.
- Performs administrative tasks such as submitting goals and budget, maintaining and updating training manual, ensuring currency of staff's additional certifications, or preparing tapes for court subpoenas.
- Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.
- Attends or conducts staff meetings to exchange information.
- Attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handling or using machines, tools, or equipment requiring little or no prior experience such as copiers, calculators or similar small items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for preventing considerable losses through the management of a minor department.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or computing discounts and interest rates.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reading technical instructions, procedure manuals, and charts to solve practical problems, such as routine office equipment operating instructions, and methods and procedures for investigations, and in drawing and layout work; composing routine reports and specialized reports, forms, and business letters, with proper format; speaking compound sentences using normal grammar and word form.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is very serious – affects entire department and the general public or loss of life and/or damage could occur.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

- Requires High School diploma or GED and other formal training. Formal training or education includes courses or other education that is equivalent to satisfactory completion of one year of college education plus considerable specialized advanced training in 911 communications.
- Public Safety-oriented Management, Supervision or Leadership training or education is preferred.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires DELJIS certification.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of three years of service in a 911 system.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Sedentary work that involves sitting most of the time but may involve walking or standing for brief periods of time; requires little or no dexterity.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

This position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Updated: 02/23/2009; 05/07/2020

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: ACCOUNTING CLERK III

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide accounting support for the area of responsibility. The position is responsible for supervising subordinate personnel and/or accounting tasks of responsibility. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises assigned personnel, including training, assigning and evaluating work, and counseling.

Verifies/runs cash drawers; posts daily work; balances credit cards; prepares bank deposits; orders money and balances vault.

Manages bank accounts; initiates banking transactions for City funds.

Analyzes and researches accounts of responsibility as required.

Prepares payroll, including entering and editing employee hours, calculating pay, printing and distributing checks, and transferring direct deposit; prepares W-2's and 1099's.

Reconciles benefits/deductions, general ledger, and bank accounts.

Assists with organization of general ledger input and closing; coordinates year-end audit with independent auditors.

Sets up and maintains records/files for area of responsibility; makes changes as required.

Performs office tasks such as data entry, telephoning, filing, faxing, and photocopying.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility.

Attends or conducts staff and other professional meetings to exchange information.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

ACCOUNTING CLERK III

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to assistants.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers utilizing custom or commercial financial or accounting software.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management or handling of very large amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

ACCOUNTING CLERK III

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or equivalent of two years of college or specialized vocational training in accounting or bookkeeping.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of accounting or bookkeeping experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

CITY OF DOVER

POSITION DESCRIPTION

TITLE: ACCOUNTANT II

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform accounting functions in accordance with generally accepted accounting principles for the City of Dover. The position assists in conducting internal control testing to ensure existing processes and procedures are efficient and effective in safeguarding the City of Dover's assets and lead to the production of accurate financial information. The position will produce timely performance measurement trends to analyze program goals.

Performs professional accounting work; examines, analyzes, and verifies fiscal records and reports; assists in the preparation of financial reports and provides advice and information on accounting practices and procedures; may provide work direction to other employees; performs related and other work as required all within the context of the City's Mission, Vision.

Knowledge of accepted principles and interrelationships of accounting, auditing, and fiscal management; of accounting systems and data processing interrelationships; of modern office methods, procedures, and equipment; and of spreadsheet software. Ability to effectively apply accounting and auditing techniques and procedures in the work performed; to prepare clear, complete, concise reports; to communicate effectively orally and in writing; and to establish and maintain cooperative relationships with those contacted in the course of work. Works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

This level is responsible for performing a full range of essential accounting functions:

Performs professional accounting work in accordance with a prescribed accounting system and generally accepted principles of accounting.

Conduct special internal control studies and develop or recommend minor changes in methods and procedures. As part of the internal control study, conduct regular reviews to ensure the correct charging and accounting of disbursements and credits.

Conduct comprehensive analysis of accounting processes/activities to ensure departmental compliance with City policies. Participate in the formulation of recommendations of new and revised policies and procedures.

Monitor expenditures to ensure compliance with budgetary recommendations as part of the internal control function.

Review financial transactions and codes for conformance to standard procedures and accounts.

Participate in ensuring fiscal conformance of grant budgets, purchases, draw down of funds and grant reporting to federal & state program rules and regulations.

Conduct audits of various petty cash funds, and the evaluation of cash handling procedures to ensure compliance with accepted accounting practices.

Participate in conducting training sessions for the City of Dover staff members on financial processes, and other related fiscal and accounting procedures.

Accountant II

Participate in the preparation of performance measurement analyses to track program trends to ensure programs are meeting their mission.

Participate in the research to determine proper benchmarks to be tracked and analyzed in conjunction with the Performance Measurement Analyses.

Analyze & reconcile general ledger accounts as assigned, journals, and/or financial statements.

Assist in the preparation, analysis, and review of reimbursements, expenditures, fund condition, or other proprietary and budgetary accounts.

Provide assistance with the various payroll and accounts payable activities normally performed by other accounting personnel.

Assist in the preparation of the annual report and year end audit as requested.

May provide work direction to other staff members.

Promote the City's Mission to make Dover a city of the highest quality by providing responsive, cost-effective, and innovative government services; understands and subscribes to the Vision and Mission Statement adopted by the City.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department, and/or handling of very large amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytical geometry; and or statistics; applying mathematical operations to frequency distribution, reliability and validity, analysis of variance and correlation techniques.

COMMUNICATION REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact – affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires Associate's degree in Accounting or related field or experience requirements as below.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Four years of experience in –

- Accounting which includes recording, verifying and reporting financial information using Generally Accepted Accounting Principles (GAAP)
- Financial Analysis which includes compiling, analyzing and interpreting financial data to ensure effective and efficient accounting of funds or to make projections for financial planning.
- Interpreting laws, rules, regulations, standards, policies, and procedures.
- Using an automated information system to enter, update, modify, delete, retrieve/inquire and report on data.
- Knowledge of creating financial reports which includes combining and presenting financial data from multiple sources in an organized format.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time; exerting up to 20 pounds of force on a regular basis; requires moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

Works in environmentally controlled area such as an office.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITY ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Updated 11/28/07

CITY OF DOVER
POSITION DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide administrative, organizational, and clerical support. The position is responsible for tasks of responsibility for the assigned department. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Prepares and types correspondence, memoranda, documents, bids, reports, spreadsheets, e-mails, work orders, claims, permits, or other materials observing strict confidentiality; takes and transcribes dictation; performs research as required.

Supervises assigned personnel, including training, assigning and evaluating work, and counseling.

May verify cash drawer, post daily work, balance credit cards and prepare bank deposits.

Performs accounting tasks such as receivables, preparing bank deposits, journal entries, billing, audit and collection, processing invoices, purchase orders, handling petty cash, or month end closing.

Serves as receptionist, screening telephone calls and visitors; provides routine and sensitive information, routes persons to appropriate department/personnel, or takes messages.

Processes incoming departmental mail, opening and routing mail as appropriate; prepares mailings.

Schedules and maintains calendar of appointments for assigned personnel; makes travel arrangements.

Compiles information/data and assists in preparation of departmental budget; reconciles expenses.

Organizes and maintains files and records; destroys records as appropriate; performs data entry of specific departmental information.

Serves as back up for computer operator; assists with selection and purchasing of computer hardware and software, and maintains database of City computer equipment, where appropriate.

Prepares and submits payroll information; responds to personnel and policy and procedure information requests; processes applicant paperwork and assists with new employee orientation.

Maintains inventory of supplies for area of responsibility; requisitions supplies and/or office equipment.

Assists with organization of department- or City-sponsored functions.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility; makes copies and distributes to appropriate personnel/departments.

Attends staff and other professional meetings to exchange information and/or to take minutes; transcribes minutes and distributes to appropriate personnel; prepares meeting agendas as required.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software programs such as word processing, spreadsheets, or custom applications, scanners, or telephone systems.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of supplies and equipment of high value or moderate amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer operation and business administration.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of secretarial experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, and considerable dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

City of Dover
Position Description
Title: Central Services Coordinator
FLSA: Non-Exempt

GENERAL DESCRIPTION:

The essential function of the position within the organization is to assist with the purchasing of supplies, vehicles, and equipment. The position is responsible for staff supervision, planning, training, purchasing, record keeping, and reporting. The position is also responsible for actions of others, requiring almost constant decision affecting coworkers, crime victims, patients, customers, clients or others in the general public; work in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Analyzes and researches departmental supply and equipment needs; contacts vendors and places orders; receives and processes supply and equipment orders.

Plans and organizes activities for area of responsibility; fills in for absent employees, to assist with completion of departmental tasks or projects as needed.

City of Dover
Position Description
Title: Central Services Coordinator
FLSA: Non-Exempt

Performs coordinating work for such events as vehicle fleet additions and deletions, vehicle fleet repair/maintenance, DMV safety inspections and registration, or emergency equipment installation.

Sets up and maintains record system; processes daily paperwork including purchasing data, reports, memos, and personnel information.

Performs clerical tasks such as data entry, typing correspondence, faxing, telephoning, and photocopying.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Organizes and maintains supply office, fitness room/exercise equipment, and supply closets and storage areas.

Attends or conducts staff, vendor, and other professional meetings to exchange information.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

City of Dover
Position Description
Title: Central Services Coordinator
FLSA: Non-Exempt

Persuading or influencing others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handling or using machines, tools, or equipment requiring little or no prior experience such as shovels, picks, mops, brooms, copiers, calculators, kitchen equipment or similar small items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment, or for providing routine legal counsel.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety or health of others and/or for occasional enforcement of the standards or public health and safety.

City of Dover
Position Description
Title: Central Services Coordinator
FLSA: Non-Exempt

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Using basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or computing discounts and interest rates.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressures.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is very serious - affects entire organization and the general public or loss of life and/or damage could occur and probability is very likely.

City of Dover
Position Description
Title: Central Services Coordinator
FLSA: Non-Exempt

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires High School, GED, or specialized vocational training.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of three months.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.

City of Dover
Position Description
Title: Central Services Coordinator
FLSA: Non-Exempt

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

Works in environmentally controlled situation such as office.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Updated 2-23-09

City of Dover
Position Description
Title: Chief Building Inspector
FLSA: Exempt

GENERAL DESCRIPTION:

The essential function of the position within the organization is to perform and oversee inspections for code compliance. The position is responsible for supervising staff, planning, training, performing inspections, reviewing plans, code compliance, permits, licenses, and reporting. Decision-making is a significant part of the job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policy and practices.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Performs review of commercial and residential building plans to ensure compliance with applicable codes and ordinances.

Performs field inspections on buildings and such systems as fire protection, plumbing, and HVAC for code/ordinance compliance.

Performs periodic review of permits and licenses to ensure currency of same.

Reviews sprinkler system and fire protection plans; performs testing of fire systems; conducts fire investigations.

City of Dover
Position Description
Title: Chief Building Inspector
FLSA: Exempt

Interacts with the general public, architects, and engineers to provide code-related information regarding such matters as zoning, licensing, fire protection, or building construction, and to assist with resolution of issues/complaints.

Sets up and maintains record system; processes daily paperwork including follow-up and other reports, memos, and personnel information; prepares correspondence as required.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Stays abreast of changes in codes and ordinances affecting area of responsibility and educates staff in same.

Oversees and assists with maintenance of equipment of responsibility.

Attends or conducts meetings with staff, architects, engineers, the general public, and other professionals to exchange information; attends technical or professional classes, seminars, or conferences to improve technical or professional skills.

Works with staff of the Department of Planning & Inspections including City of Dover's Office of the Marshal.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

City of Dover
Position Description
Title: Chief Building Inspector
FLSA: Exempt

Coordinating or determining time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handling or using machines, tools, or equipment requiring little or no prior experience such as shovels, picks, mops, brooms, copiers, calculators, kitchen equipment or similar small items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving wide-spread economies and/or prevent losses through the management of a department that has an organization-wide impact or significant impact on the general population, or the supervision of a staff of attorneys.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

City of Dover
Position Description
Title: Chief Building Inspector
FLSA: Exempt

Requires considerable responsibility for safety or health of others and/or for continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Using basic algebra involving variables and formulas and/or basic geometry involving plan and solid figures, circumferences, areas, and volumes and/or computing discounts and interest rates.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

City of Dover
Position Description
Title: Chief Building Inspector
FLSA: Exempt

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is moderately serious - affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires Associates degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Driver's License and job-specific certification

Requires BOCA or ICC certification as a Building Inspector and Building Plans Examiner or the ability to obtain certification within six months.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

City of Dover
Position Description
Title: Chief Building Inspector
FLSA: Exempt

Requires a minimum of three years.

Knowledge and experience in fire codes and fire cause & origin investigation is desirable.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving very close tolerances or limits accuracy.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

Vibration; or Fumes and/or noxious odors

Definition: Works in situation of exposure to a shaking object or surface such as operating a compressed air rick drilling machine; or works indoors in areas where fumes and noxious odors are generated such as painting booth, animal shelter, or engine repair facility or outdoors in such areas as landfills or refuse disposal facility.

City of Dover
Position Description
Title: Chief Building Inspector
FLSA: Exempt

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Updated 2-23-09

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: CIVIL ENGINEER

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform engineering work in the design and construction of public works and utilities projects. The position is responsible for assigned projects, policy, ordinance and regulation compliance, and reporting activities and events to senior management. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads and participates in engineering activities involving studies, investigations, and surveys related to public works construction, improvements, and maintenance.

Provides technical and engineering support services relative to assigned area of responsibility, such as preparing drawings of engineering projects or making changes in existing drawings.

Assists with monitoring and inspecting of public works contractors to ensure adherence to specifications, plans, and accepted engineering practices.

Assists with monitoring and inspecting of private developers in such installation as roads, curbs, sidewalks, drainage, water mains, or sewer lines.

Maintains records of field surveys, drawings, and prints; prepares routine and special reports for the area of responsibility.

Collects and inputs data for engineering computer modes; reviews technical specifications; reviews and provides guidance for large-scale engineering studies.

Answers questions and provides information to the public and City staff; investigates complaints for the area of responsibility and recommends corrective action as necessary to resolve complaints.

Attends staff and other professional meetings to exchange information; attends technical or professional classes, seminars, or conferences to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

CIVIL ENGINEER I (EIT)

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and complex drafting or GIS software, software used for programming custom applications, or the application of other complex software or systems.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of large-scale construction projects.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact—affects entire organization and the general public; probability of loss of life and/or damage is very likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires bachelor's degree in civil engineering, architecture, or a closely related field.

CIVIL ENGINEER I (EIT)

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License and Engineer-in-training/Engineering Intern Certificate.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires six to twelve months of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, fumes or noxious odors, moving mechanical parts, heights, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: CIVIL ENGINEER II

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform engineering work in the design and construction of utilities projects. The position is responsible for assigned projects, policy, ordinance and regulation compliance, planning; engineering design and review; customer service; and reporting activities and events to senior management. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads and participates in engineering activities involving studies, investigations, and surveys related to utilities construction, improvements, and maintenance.

Provides technical and engineering support services relative to assigned area of responsibility, such as preparing drawings of engineering projects or making changes in existing drawings.

Assists with monitoring and inspecting of utility contractors to ensure adherence to specifications, plans, and accepted engineering practices.

Assists with monitoring and inspecting of private developers in utility and storm sewer installation.

Assists with plan reviews including subdivision and site plans.

Maintains records of field surveys, drawings, and prints; prepares routine and special reports for the area of responsibility.

Collects and inputs data for engineering computer models; reviews technical specifications; reviews and provides guidance for large-scale engineering studies.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Evaluates, plans, designs, and reviews improvements for water production and distribution system; sanitary sewer collections, transmissions and lift stations; storm water management; and other public utilities-related projects in compliance with applicable codes, ordinances, regulations, and laws.

Answers questions and provides information to the public and City staff; investigates complaints for the area of responsibility and recommends corrective action as necessary to resolve complaints.

Attends staff and other professional meetings to exchange information; attends technical or professional classes, seminars, or conferences to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

CIVIL ENGINEER II (EIT)

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and complex drafting or GIS software, software used for programming custom applications, or the application of other complex software or systems.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of large-scale construction projects.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

CIVIL ENGINEER II (EIT)

Makes decisions with very serious impact—affects entire organization and impacts other activities/organizations and the general public; probability of loss of life and/or damage is very likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires bachelor's degree in civil engineering.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License and Engineer-in-training/Engineering Intern Certificate.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, intense noise levels, fumes or noxious odors, disease/pathogens, traffic, and toxic or caustic chemicals.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, sense of taste, sense of smell, color perception, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: COMPUTER OPERATOR

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform responsible work in operating and monitoring data processing equipment. The position is responsible for monitoring computer jobs, resolving problems, preparing reports, scheduling operations, performing back up, software upgrades, and assisting computer users. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Monitors activity of reports, bills, special assessments, payroll, taxes, and other jobs in the computer system for abnormalities.

Monitors configured printers and assists users with printing problems; assists with resolution of other computer-related issues, questions, and problems as required.

Maintains security at both hardware and software levels.

Schedules/conducts upgrades to software; coordinates with Programmer Analyst in scheduling/conducting any major vendor version changes.

Performs back up of all critical records and information in accordance with operating procedures; maintains back up systems and equipment.

Prints and distributes computer output to appropriate departments.

Checks/changes dates in computer system in preparation for running of monthly reports.

Maintains inventory of forms, computer paper, and related supplies.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

COMPUTER OPERATOR

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, and software programs such as word processing, spreadsheets, or custom applications.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the handling of high value equipment.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and the equivalent of one year of college or specialized vocational training in computer science.

COMPUTER OPERATOR

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating machines, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/7/04 Non-exempt to exempt (KDH)

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: Downtown Coordinator

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to create, develop, conduct, execute and manage programs and projects that meet the objectives, as determined by the Board of Directors, of the Dover Main Street Organization, Inc. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Manage administrative aspects of the program by preparing and filing reports such as manager's monthly program report. Prepares board and committee meeting materials and disseminate packets to board and committee members.

Coordinate activities of Downtown Dover Partnership committees, ensuring communication is established on daily basis with the chairs of the Partnership committees and board members.

Assist with implementation and execution of committees work plans such as; administrate the Facade Grant Program, and the Banner Project.

Administrate the Vacancy Building Project, assist with the Greater Dover Committee Market Analysis, work with property owners on building improvements, ongoing retention and recruitment of businesses, update leakage study and demographic materials, resources development (loan programs, incentive) for business owners & referrals, provide bi-annual loan workshops, coordinate loan referrals to Innovative Bank & US Small Business Administration.

Coordinate quarterly loan meetings and training sessions, also coordinates referrals to Small Business Development Center.

Serves as liaison between downtown businesses and prospective businesses and city departments. Act as a "case manager" for people desiring to open businesses, renovate building, etc. in the downtown area. Organize ongoing recruitment/training of volunteers & committee members.

Assist in development of Program Brochure, press releases, development of Strategic Planning & board training (Long/Short Range Planning).

Coordinate the creation/dissemination of Quarterly E-Newsletter, assist in updating and revising website.

Assist in the implementation and execution of the following Special Events: Festival of Lights/Tree Light Ceremony, Great Pumpkin Festival at Dover, Holiday Events (Open House, Saturday Downtown, etc.), and St. Patrick's Day Parade. Retail events to be developed with merchants, creation of Business Directory, creation of Retail/Restaurant Guide, development of other marketing materials

Provide ongoing communication, advice and guidance through monthly visitations, assist with Grand Opening of new business, provide information on Safety & Police issues of the downtown, and assist in coordinating Merchant's Meetings.

DOWNTOWN COORDINATOR

Manage Intra-Agency Collaboration by attending meetings with the following groups: (Identifying and maintaining contact with other key downtown/neighborhood organizations). Maintain a data system to track the progress of the local program including; economic investment (reinvestment figures); building inventories; photographic documentation & archives, job creation and business retention; sales tax data; and volunteer participation.

Perform other duties as may be assigned from time to time by the Board of Director and/or the President.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Complies, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guideline and rules with constant problem solving; requires continuous, close attention for accurate results and occasional exposure to unusual pressure.

DOWNTOWN COORDINATOR

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree in Marketing or related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, (exerting up to 20 pounds of force on a regular basis) (requires moderate dexterity in operating machinery, tools, or office equipment).

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

None: Works in environmentally controlled area such as an office.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: ELECTRICAL ENGINEER I

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to perform electrical engineering and technical work. The position is responsible for planning and designing electrical projects; investigating and developing corrective action to electrical disturbances; developing, monitoring and ensuring compliance with Reliability First/FERC reliability requirements; leads staff on specific projects and periodically reporting activities and events to supervisors. The position works under minimal supervision, independently developing work methods and sequences and reporting major activities through periodic meetings. Responsible for actions of others requiring development of procedures and constant decisions affecting other workers, customers, or others in the general public; work in a very fluid environment with guidelines but significant variation.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Prepares drawings, diagrams, tracings, and schematics for the electric transmission, substation, and distribution system. Provides technical and engineering support services for transmission and distribution line designs and substation designs and modifications.

Prepares drawings of electrical work to be performed, or of changes to be made in existing electrical system, including protection and control/monitoring for substations, as well as all components of the transmission, or distribution system.

Will serve as lead and will guide staff on projects as determined by management.

Sets up, maintains, and responsible for the records related to field surveys, drawings, and prints.

The Federal Energy Regulatory Commission (FERC) created a reporting requirement to ensure the reliability of the bulk electric system, this position assists in monitoring and complying with the requirements of this program through whatever channels FERC mandates.

Provides technical expertise in the development of standards for the electric network, such as circuit breakers, PT/CT's, electrical transmission/distribution equipment, and similar components/materials, Calculates proper conductor type and size, transformer size, and proper application of equipment; specifies relay settings, fuse sizes, and reclosers for proper coordination.

Investigates problems relating to electrical, communication and control equipment and recommends solutions.

Gathers and maintains data/information for the area of responsibility and proactively initiates and completes the development of routine and/or special studies resulting in comprehensive reports or action plans.

Answers questions and provides information to the public and City staff; investigates customer concerns and initiates/recommends corrective actions as necessary.

Attends or conducts staff meetings; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

ELECTRICAL ENGINEER I

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Leads others by determining work procedures, assigning duties, maintaining harmonious relations and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as electrical or construction equipment.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsible for achieving major economies or preventing major lossess.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for safety or health of others and/or for continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses advanced calculus working with limits, continuity, real number systems, or mean value theorems; modern algebra, including advanced operational methods; or statistical inference and econometrics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; composes complex reports and manuals; speaks formally to groups outside the organization as well as employees.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

ELECTRICAL ENGINEER I

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires bachelor's degree in electrical engineering.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires Driver's License and Fundamental of Engineering certification within two (2) years of employment.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

None

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat or cold, wet/humid conditions, bright or dim lights, dust/pollen, electrical shock, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: FIELD SERVICE REPRESENTATIVE III

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to supervise operations of the Metering Section of Administrative Services. The position is responsible for supervising assigned personnel, scheduling, training, billing, data entry, customer service, and reporting. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Organizes and schedules activities for area of responsibility, including meter reading routes, work orders, and electricity and water connects/disconnects.

Provides support for billing process by ensuring all scheduled meters are read, reviewing and making corrections on readings, and reviewing irregularities relating to meters.

Performs data entry to create work orders, add/change customer information, initiate/finalize accounts, or check meter readings.

Provides customer service by performing audits, resolving billing problems/complaints, responding to customer inquiries, combining locations, and making meter reading adjustments.

Reviews reports such as monthly scheduling, multipliers, open work orders, monthly budget, rate classes, rate changes, or zero consumption.

Drives to work sites to monitor staff and ensure compliance with departmental policy and procedures. When individual is on-call, they are permitted to use a general-purpose vehicle for commuting purposes.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Attends or conducts staff and other professional meetings to exchange information; attends technical or professional classes or seminars to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Copies, transcribes, enters, or posts data or information.

FIELD SERVICE REPRESENTATIVE III

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; instructs and assigns duties to other departmental personnel.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software programs such as word processing, or City vehicles.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value or moderate amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

FIELD SERVICE REPRESENTATIVE III

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school degree or GED, and the equivalent of one year of college or specialized vocational training in business management or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking some of the time, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating machines or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/8/04 general purpose vehicle for commuting KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: FIRE CHIEF'S ASSISTANT

FLSA:

GENERAL DESCRIPTION:

The essential function of the position within the organization is to provide administrative, organization, and clerical support, assist with the purchase of supplies, plan/oversee procurement, and supervise Fire Dispatchers. This position is responsible for tasks assigned by the department under general supervision independently developing work methods and sequences. This position is responsible for staff supervision, scheduling, training, data transmission, quality assurance, mandate compliance, and preparing reports. This position will also be responsible for bidding, awarding, and purchasing of equipment as well as service agreements. Requires almost constant decisions affecting coworkers, customers, clients or others in the general public; work in a moderately fluid environment with guidelines and rules, but frequent variations from the routine.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Prepares and types correspondence, memoranda, documents, bids, reports, spreadsheets, e-mails, work orders, claims, or other materials observing strict confidentiality; takes and transcribes dictation; performs research as required.

Supervises staff, including selecting or recommending selecting, training, assigning and evaluating work, counseling, disciplining, and recommending termination.

Performs accounting task such as receivables, preparing bank deposits, journal entries, billing, audit and collection, processing invoices, purchase orders, handling petty cash, or month end closing.

Serve as a receptionist, screening telephone calls and visitors; provide routine and sensitive information, routes persons to appropriate department/personnel, or takes messages.

Processes incoming department mail

Schedules and maintains calendar of appointments for assigned personnel

Compiles information/data and assist in preparation of departmental budget; reconciles expenses.

Organizes and maintains files and records; performs data entry of specific departmental information.

Prepares and submits payroll information, responds to personnel and policy and procedure information request.

Assist with organization of department sponsored functions.

Performs quality control and monitoring of emergency and non-emergency telephone calls and dispatches to ensure compliance with departmental policy and procedures.

Prepares and submits bids for department, materials, supplies, and equipment.

FIRE CHIEF'S ASSISTANT

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handling or using machines, tools, or equipment requiring brief instruction or experience computers for data entry, fax, complex copiers, phone systems, and other similar equipment, services office machines including such actions as adding paper and changing toner.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Using addition and subtraction, multiplication and division, and/or calculating ratios, rates and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals, manuals, and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations, and presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Perform supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

FIRE CHIEF'S ASSISTANT

Impact of decisions is moderately serious – affects work unit and may affect other units or citizens or loss of life could occur but probability is low.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

None

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of five years.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of electronic office equipment within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

None

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

CITY OF DOVER
POSITION DESCRIPTION

TITLE: GIS TECHNICIAN

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position is to provide technical support in the development, implementation, operation and maintenance of the City's Geographic Information Systems (GIS) programs; apply knowledge of GIS to a variety of projects which include creation, maintenance, and Quality Assurance/Quality Control (QA/QC) of geographic datasets; implement database attribution and digitization; and assist in the preparation of final map products for the City. Duties include reading and interpreting source documents, and entering required data into the GIS. The position works with managers, engineers, planners, and field staff to verify the accuracy of source documents and create and maintain the GIS database. The position works under the general supervision of senior staff, independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Performs technical duties in the development, implementation, operation and maintenance of the City's GIS; compiles, stores, inventories, and analyzes data.

Creates maps; updates and maintains city data layers according to City policies and procedures along with data collection and field verification.

Prepares exhibits and assists those responsible for presentations to Commissions and to Council; prepares technical reports and materials for use in presentations.

Interprets engineering plans, plat maps, and legal descriptions for GIS database development efforts.

Conducts global positioning system (GPS) data collection for GIS database development efforts.

Creates and maintains GIS database metadata to support enterprise GIS efforts for the City.

Edits, creates, and maintains graphic and tabular geographic information datasets.

Assists in the maintenance and organization of the GIS data layers.

Ensures the integrity, quality and accuracy of a variety of GIS information and data.

Operates a variety of GIS input and output devices including scanners, printers, plotters, and GPS units.

Stays abreast of new and emerging trends and changing technologies in the field of GIS; reads pertinent industry publications; attends meetings and training as required.

Performs related duties and responsibilities as required.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Provides assistance to people to achieve task completion; may instruct or assign duties to coworkers.

GIS TECHNICIAN

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies or small amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for the safety and health of others and/or for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, plane and solid, rectangular coordinates, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires associate's degree or equivalent course work at a technical or vocational school, in GIS, or a closely related field with emphasis in GIS, or equivalent combination of training, education and experience.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid State of Delaware Driver's License.

GIS TECHNICIAN

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of geographic information system technical support experience; experience with local government is desirable.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time (exerting up to 20 pounds of force on a regular basis); requires moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: LAN ANALYST

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to support the City's computer network. The position is responsible for PC hardware and software, networking hardware, servers, related equipment of responsibility, and user support. The position is responsible for actions of others, requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients, or other in the general public; work in a very fluid environment with guidelines but significant variation.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Sets up and configures PC's and software; troubleshoots and performs repairs on hardware and software as required; plans for system improvements.

Configures, programs, and maintains computer network equipment including but not limited to, switches, routers, firewalls, PC's, servers, telephone voice-mail system, printers, and wireless networks. Configures and maintains network infrastructure including but not limited to repairing network cables.

Develops data backup and recovery plan and restores damaged or deleted data as needed; performs daily backup of data of responsibility and administers virus protection software to prevent loss of data.

Plans, installs, and trains users on PC software and hardware upgrades; performs scheduling tasks/calendar.

Checks status of network and backup; evaluates network performance; performs network/domain maintenance such as moves, add-ons, changes, or permissions; maintains reliable backup data. Establishes and maintains network security both internal and external.

Creates database queries to retrieve and present data in organized and meaningful reports to meet criteria provided by City personnel.

Researches, recommends, and bids computer related equipment and software; recommends policy changes regarding computer usage and procedures.

Provides training and support to computer users; develops procedural manuals as directed.

Documents network changes/maintenance; gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Attends staff and other professional meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

Must be able to obtain security clearance for entrance into the Dover Police Department.

LAN ANALYST

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinating or determining time, place, or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handling or using machines, tools, or equipment requiring moderate instruction and experience such as large shop equipment and machines, firefighting apparatus, protective equipment, gang mowers, tractors, vehicles, police vehicles or light trucks firearms, computers, peripherals, medical or dental equipment, software programs such as word processing, spreadsheets, or custom applications, switchboard or may repair power tools and light equipment and office machines.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsible for achieving major economies or preventing major losses through the management of a large department, or through interpreting policy as legal counsel.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility and provides minimum opportunity for exercise of care of effect safety of others in performing duties of the position.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Using mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reading journals, manuals, and professional publications; speaking informally to groups of co-workers, staff in other organizational agencies, the general public, people in other organizations, and presenting training; composing original reports, training and other written materials, using proper language, punctuation, grammar, and style.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules, with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

LAN ANALYST

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is moderately serious-affects most units in organization, and may affect citizens or loss of life and/or damage could occur and probability is likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires Associate's degree, vocational technical degree or specialized training that is equivalent to satisfactory completion of two years of college education.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Light to medium work that involves walking or standing virtually of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to bright/dim light; dust and pollen.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and sense of smell.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/7/04 non-exempt to exempt and additional changes (KDH)

LAN ANALYST

08/02/07 security clearance (KDH)
02/23/09 MAG Report

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: LIBRARIAN I

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage assigned library operations and provide customer service. The position is responsible for supervising assigned personnel, and/or library projects and tasks for the area of responsibility. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Provides customer service to patrons, including answering questions at the Reference Desk, locating library materials, performing research, and checking materials in and out.

Performs collection development and maintenance; catalogs library materials, supervising receipt of materials, editing applicable records, and printing labels.

Supervises assigned personnel and/or volunteers, including training, assigning and evaluating work, and counseling.

Develops, plans, and organizes library programs; participates in and oversees program production.

Performs accounting tasks, including processing invoices and monitoring ledgers and expenses.

Writes grant applications for library programs.

Assists with completion of routine library tasks such as shelf reading, sorting and filing of library materials, and paging.

Provides computer guidance/assistance to patrons and library personnel; performs computer troubleshooting as needed.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Attends or conducts staff and other professional meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

LIBRARIAN I

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software programs such as word processing, micro fiche readers, or copiers.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of materials of high value or moderate amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes special reports; speaks informally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public.

LIBRARIAN I

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires ALA accredited Master of Library Science Degree.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of library experience, or equivalent combination of training and experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

LIBRARIAN I

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: LIBRARIAN II

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage the library. The position is responsible for staff supervision, planning, training, policy, procedures, collection development, customer service, and reporting. The position is responsible for actions of others requiring development of procedures and constant decisions affecting subordinate workers, crime victims, patients, customers, clients, or others in the general public; work in a very fluid environment with guidelines but significant variation.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; assists with project completion as needed.

Provides customer service to patrons through readers advisory, reference, and circulation functions.

Develops plans, promotes, and participates in programs and events for the department of responsibility.

Oversees and participates in collection development, reviewing, updating, and weeding out reference and other collections.

Assists with development and implementation of policy and procedures for area of responsibility; interprets same for staff as needed.

Supervises volunteers, including recruiting, scheduling, training, and assisting with task completion.

Oversees, reviews, and approves expenditures for area of responsibility; provides fiscal data for preparation of the annual budget.

Writes and administers library program grants.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Attends or conducts staff and other professional meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinating or determining time, place, or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

LIBRARIAN II

PEOPLE RESPONSIBILITY: *People refer to individuals who have contact with or are influenced by the position.*

Supervising or leading others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handling or using machines, tools, or equipment requiring little or no prior experience such as shovels, picks, mops, brooms, copier, calculators, kitchen equipment or similar small items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money, supervising the purchasing of high value materials, supplies and equipment, or for providing routine legal counsel.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction, multiplication, and division, and/or calculating ratios, rates and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional literature and technical manuals; speaks to groups of employees, other public and private groups; writes manuals and complex reports.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is very serious-affects entire organization and the general public or loss of life and/or damage could occur and probability is very likely.

LIBRARIAN II

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refer to job specific training and education required for entry into the position.*

Requires ALA accredited Master of Library Science Degree.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refer to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of three years of library experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of fingers, hands or limbs or repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refer to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and color perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

02/23/09 MAG REPORT

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: PERMITTING AND LICENSING SUPERVISOR

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to oversee customer service operations for the area of responsibility. The position is responsible for supervising staff, customer service, implementing code requirements, tracking departmental revenues, and developing and implementing procedures to ensure quality customer service and accuracy of permitting and licensing operation. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination; approves leave requests.

Prepares schedule of activities for area of responsibility such as license and permit renewal and follow-up; analyzes and reviews procedures to ensure that they comply with code requirements and meet the needs of the City.

Serves as the licensing officer, overseeing the business license operation, developing guidance for the staff and business community, and interpreting the provisions of the business license code requirements as needed.

Interacts with other departmental supervisors to resolve problems/complaints.

Gathers and maintains information/data to support periodic and special reports for the area of responsibility.

Attends or conducts staff and other professional meetings to exchange information.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Gathering, organizing, analyzing, examining, or evaluating data or information and may prescribe action based on such data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Giving information, guidance, or assistance to people which directly facilitates task accomplishment; may give instructions or assignments to helpers or assistants.

PERMITTING AND LICENSING SUPERVISOR

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, fax machines, copiers, or telephone systems.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Has responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division; handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical instructions, procedures manuals, and charts to solve practical problems such as assembly instruction for tools, routine office equipment operating instructions, and methods and procedures and procedures for investigations, and in drawing and layout work; composing routine reports and specialized reports, forms and business letters, with proper format; speaking compound sentences using normal grammar and word form.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is moderately serious – affects unit and may affect other units or citizens or loss of life and/or damage could occur but probability is low.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma, GED and formal training, special courses or self-education that is equivalent to satisfactory completion of one year of college education or specialized advanced training.

PERMITTING AND LICENSING SUPERVISOR

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum of three years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking,

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: PLANNER I

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to research, analyze, and summarize data to support the Planning office and to perform plan review for development plans. The position is responsible for providing technical assistance, negotiations, preparing reports, and reviewing permits. The position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Provides technical assistance to City customers for planning and zoning compliance.

Works with developers to facilitate resolution of planning-related issues/problems.

Performs technical reviews of site development plans for compliance with City ordinances, policy, and sound planning principles. Develops reports for the Planning Commission and other appointed boards and commissions.

Gathers and analyzes data/information to support periodic and special reports for the area of responsibility.

Authors text for ordinance text amendments, annexations, and special research projects.

Reviews building and sign permits for compliance; makes determination on whether to approve or disapprove permits.

Handles constituent inquiries and complaints.

Provides technical expertise on computer software applications to co-workers.

Provides technical assistance to a variety of City programs, analyzing and assessing data and preparing reports.

Attends staff and other professional meetings to exchange information.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

PLANNER I

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Leads or handles machines, tools, equipment or work aids involving moderate latitude for judgment regarding attainment of standards or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economic and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications, composes complex reports and manuals, speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

PLANNER I

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires a bachelors degree or preferred education or training equivalent to a master's degree in planning, public administration, architecture, geography, engineering or related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Valid Delaware Driver's License.

Certification by the American Institute of Certified Planners is preferred.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of planning experience. Experience with Geographic Information Systems required.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, (exerting up to 20 pounds or force on a regular basis) requires moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, and traffic. Works in environmentally controlled area such as an office.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

4/27/06 GIS added KDH
2008 Career Ladder
9/9/19 Education updated KMD

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: PLANNER II

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to research, analyze, and summarize data to support the Planning staff and to perform plan review for development plan. The position is responsible for providing technical assistance, negotiations, preparing reports, and reviewing permits. The position works under general supervision independently developing work methods and sequences and works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Provides technical assistance to City customers for planning and zoning compliance.

Works with developers to facilitate resolution of planning-relating issues/problems.

Performs technical reviews of site development plans for compliance with City ordinances, policy, and sound planning principles. Develops legal notices, reports, maps, etc. for the Planning Commission and other appointed boards and commissions.

Gathers and analyzes data/information to support periodic and special reports for the area of responsibility.

Research and author text for ordinance text amendments, annexations, and special research projects.

Reviews building and sign permits and Business Licenses for compliance; makes determination on whether to approve permits and licenses.

Handles constituent inquiries and complaints.

Inspects physical sights for certificate of occupancy.

Provides technical expertise on computer software applications to co-workers.

Provides technical assistance to a variety of City programs, analyzing and assessing data and preparing reports.

Attends staff and other professional meetings to exchange information including presentations to such groups.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PLANNER II

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division, handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports and manuals; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact - affects most units in organization, and may affect citizens; probability of loss of life and/or damage are likely.

PLANNER II

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a master's in planning, public administration, landscape architecture, geography or related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires certification by the American Institute of Certified Planners and valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of planning experience. Experience with Geographic Information Systems required.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, (exerting up to 20 pounds of force on a regular basis), (requires some moderate dexterity in operating machinery, tools, or office equipment).

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen and traffic during site visits to project locations.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: POLICE RESOURCES MANAGER

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide financial management for departmental budgets and grants, which includes the planning and budgeting, coordinating, evaluating, controlling and financial transactions input.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Responsible for the administration and oversight of the police department's annual budget

Responsible for the administration and oversight of the department's numerous grants.

- SALLE (State Aid to Local Law Enforcement) - about \$25,000 per year. Used for various program improvement expenditures and unbudgeted training. The guidelines have just been re-written and need to be reviewed. Completes and submits all reports and forms required for this grant.
- EIDE (Emergency Interdiction Drug Enforcement) - About \$50,000 a year. Used for foot patrols downtown, drug enforcement overtime, drug enforcement equipment. The key is that all expenses must be directly related to drug enforcement. Completes and submits all reports required for the administration of this grant.
- CJC (Criminal Justice Council) - Applied for on an annual basis as determined by the council according to funds availability. Currently the department has several grants for this one source. The Police Administrator completes and submits quarterly reports in conjunction with the guidelines established by this grant source.
- BJA Bullet Proof Vest Program – Applies to this program periodically by completing and submitting all required documentation, which enables the City to be reimbursed funding for vests.
- LLEBG (Local Law Enforcement Block Grant) - Usually about \$25,000 a year. The Administrator is responsible to submitting all required documentation and reports which are quarterly reports.

Solicits, coordinates, researches and analyzes the department's budget inputs to ascertain which items are able to be incorporated into the departmental budget requests to the city.

Organizes and maintains files and financial records which are required for the various grants.

Directly supervises the Special Services Supervisor and assumes some of his duties in his absence to ensure the daily operation of the unit continues to function properly.

Assumes the duties and responsibilities of the Evidence Technician when required.

Attends staff meetings and other meetings as required.

Responsible for the oversight of purchasing department wide and for the daily expenditures

DATA RESPONSIBILITY: *Data refers to information, knowledge and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Performs analysis to determine the most economical means available to resolve the department's financial issues.

Routinely analyzes current expenses to determine the availability of department funds for new programs and projects.

Maintains current up to date records documenting grant related expenditures.

Reconciles the department financial records with the financial records maintained by the city finance department.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Direct supervision over one employee, Special Services Supervisor

Indirect supervision of three other employees

Indirect supervision of other departmental employees involved in grant writing, administration duties, and extra duty billings.

Responsibility of coordinating the department's financial matters with the city finance department

Direct contact with other members of the department concerning financial matters

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Proficient with computers and software dealing with financial matters

Creates and maintains various spread sheets which deal with tracking financial matters and budgets

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Responsible for the administration and oversight of the department's budget and many grants and extra duty billings

Responsible for oversight of department's property accountability function performed by subordinates

Through analyses, determines availability of funds (grant or budget) for the purchase of equipment including technology and vehicles etc.

Responsible for the oversight of purchasing department wide and for the daily expenditures

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Responsible for the oversight and supervision of the Special Services Supervisor who is tasked with the responsibility of maintaining the police vehicle fleet

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses mathematical equations on a daily basis. Is proficient in algebra, fractions, percentages, weighted averages, ratios, proportions, measurements, etc. to perform financial analyses.

COMMUNICATION REQUIREMENTS: *Communications involves the ability to read, write and speak.*

Proficient in oral and written communications within the department and with other departments citywide

COMPLEXITY OF WORK: *complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Required to perform analyses and reviews on specific aspects of the department's budget periodically

Required to keep financial records current and up to date

Required to determine feasibility studies regarding budgetary items when directed

Required to multi task assignments between financial matters and subordinate issues regularly.

IMPACT OF DECISIONS: *Impact decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Impact of decisions is high do to the importance of the position overseeing the department's financial matters. Involved directly and indirectly in the purchase and or procurement of equipment for the department.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Financial Management background with a minimum of 5 years previous experience

LICENSES, CERTIFICATION, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

None required

EXPERIENCE REQUIREMENTS:

Financial Management background with a minimum of 5 years previous experience

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: Physical demands refers to the requirements for physical exertion and coordination of limb and body movement

Requires light work involving standing or walking some of the time, exerting up to 20 pounds of force on a regular basis, and moderate dexterity in operating machinery, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: Public Affairs and Emergency Management Coordinator

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to serve primarily as the public and media relations coordinator for the purpose of creating positive communications with the media and citizens. This position is to serve as the City's liaison on emergency management/preparedness issues, coordinate training programs and emergency operations drills, assist departments with the emergency and mitigation plans, manage grants, and administer the submittal process for Federal and State reimbursement claims for the City's cost during emergency operations. The Emergency Management Coordinator works under general supervision independently developing work methods and sequences and reports to the City Manager. Work is evaluated on the basis of results achieved. This position works under general supervision independently developing work methods and sequences.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position.*

Primary point of contact with citizens and other departments to provide information/assistance and resolve issues and complaints and operates Customer Relations Tracking Software.

Prepares newsletters, city calendars, media correspondences or news releases and other public communications.

Website quality control monitoring. Monitors the City's website as appropriate and submits suggested improvements to all departments.

Special events quality control monitoring and support. Supports city events by providing with appropriate assistance and guidance to department heads for events such as Old Dover Days, African American Festival, 55 Expo and etc.

Gathers and maintains information/data to prepare periodic and special reports for the area of responsibility. Responsible for administrative and clerical support of position.

Provides public relations training for appropriate city personnel.

Attends staff, committee, civil and other professional meetings to create a positive image of the City of Dover.

Provides staff support to the Public Services Manager, the City Manager's office and other city departments to coordinate actual or potential emergency preparedness/management or response efforts;

Serves as the City's liaison on emergency preparedness/management issues within the United States Federal Emergency Management Agency, the Delaware Emergency Management Agency, Kent County Department of Emergency Management and other local municipalities;

Coordinates training programs and emergency operations drills to prepare city department staff to respond quickly and effectively to emergencies;

Advises departments on their emergency plans and coordinates interdepartmental activities;

Public Affairs and Emergency Management Coordinator

Applies for, coordinates and administers federal and state grants;

Represents the City on various internal and external task forces and committees;

Directs and supervises the Emergency Preparedness volunteer program;

Review state and federal proposed legislation and provide recommendations;

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies and equipment of high value or moderate amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Public Affairs and Emergency Management Coordinator

Makes presentations to professional groups. Requires the ability and skills to develop and effectively present training initiatives associated with emergency preparedness to all levels of employees within the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with serious impact – affects most units in organization, and may affect citizens; probability of loss of life and/or damage is likely.

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Professional certification, an associate's degree or equivalent relating to communication, marketing and/or public relations.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience. Preferably in state or local government.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

Public Affairs and Emergency Management Coordinator

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

5/2012 KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: RECORDS UNIT SUPERVISOR

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to manage operations of the Records Unit. The position is responsible for supervising staff, planning, training, departmental records, policy, procedures, and reporting. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Oversees collection, input, and storage of police documents in compliance with applicable laws, regulations, procedures, and guidelines.

Reviews and analyzes reports for area of responsibility; tracks reported information for submission to Records Unit and reports discrepancies.

Gathers and maintains data/information for Department and prepares and distributes routine and special reports.

Responds to requests for information, including citizen requests for reports, subpoenas for documents related to a complaint, or grid runs for crime statistics.

Assists with development and implementation of policies and procedures for area of responsibility; interprets same for staff as required.

Performs expunging and pardoning of records upon receipt of memo from SBI.

Prepares and submits appropriate documents for microfilming; coordinates review of filmed documents for errors; prepares and submits appropriate documents to state for destruction.

Performs clerical tasks such as data entry, typing correspondence, filing, preparing payroll information, faxing, telephoning, or photocopying.

Attends or conducts staff and other professional meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

RECORDS UNIT SUPERVISOR

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compiles, examines, or evaluates data or information and possibly recommends action based on results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, and software programs such as word processing or custom applications.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management or handling of very large amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

RECORDS UNIT SUPERVISOR

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED, and one year of college or vocational school education in computer operation, business administration, or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires DELJIS certification.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and moderate dexterity in operating machines or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to violence.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

7/8/04 non-exempt to exempt KDH

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: RECREATION PROGRAM SPECIALIST

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to assist with the development and implementation of recreational programs. The position is responsible for supervising assigned personnel, program and event planning, training, policy, procedures, and reporting. The position develops and implements programs within organizational policies; reports major activities to executive level administration through conferences and reports.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Assists with development, organization, promotion, and implementation of recreational programs and special events.

Coordinates events and programs; secures/schedules and sets up/prepares facilities or fields; orders and prepares required supplies, materials, and equipment.

Recruits, trains, and supervises volunteers to assist with programs and events.

Performs routine office tasks such as typing letters or brochures, filing, faxing, telephoning, and photocopying.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Attends or conducts staff and other professional meetings to exchange information; attends in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view.

RECREATION PROGRAM SPECIALIST

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, and software programs such as word processing or spreadsheets.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value or moderate amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses practical application of fractions, percentages, ratios and proportions, measurements, or logarithms; may use algebraic solutions of equations and equalities, deductive geometry, and/or descriptive statistics.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree in business administration, recreation, public relations, or a closely related field.

RECREATION PROGRAM SPECIALIST

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and up to 50 pounds of force on an occasional basis; requires moderate dexterity in operating machinery, tools, and office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

CITY OF DOVER
POSITION DESCRIPTION

TITLE: RESIDENTIAL ASSESSMENT TECHNICIAN

FLSA: Non-Exempt

GENERAL DESCRIPTION:

The essential function of the position within the organization is to assist with operations for the Dover Assessor's Office. The position is responsible for assisting in the assessment of real property for taxation purposes in accordance with established methods; by maintaining complex assessment records involving clerical skills; and by performing related residential field work as required. The position works under the general independent supervision of the Assistant City Assessor. Must have the ability to perform data collection accurately and efficiently; to learn State Assessment Laws. Basic understanding of Assessment Laws; Appraisal Standards and the ability to establish and maintain effective working relationships with property owners, city officials, co-workers and the general public.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required*

Performs a variety of inspection and real estate data collection work, maintains records and provides assessment information over the counter or by telephone.

Conduct inspections, surveys and evaluations of building pennits, certificates of occupancies and taxpayer complaints.

Assist with equalization studies; fusurance Appraisals and other Real Estate related activities.

DATA RESPONSIBILITY: *Data rfers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSmILITY: *People refers to individuals who have contact with or are influenced by the position.*

Attends to the needs or requests of people and exchanges information with them.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management of a small division, handling supplies of high value or moderate amounts of money consistent with the operation of a small division.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures, may compute discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak*

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact -affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS; *Education requirements refers to job specific training and education required for entry into the position.*

Requires high school diploma or GED.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires three months of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work involving standing or walking some of the time, (exerting up to 20 pounds of force on a regular basis) (requires moderate dexterity in operating machinery, tools, or office equipment).

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

Extreme heat or cold; wet or humid conditions; bright or dim lights; dust or pollen; intense noise levels; fumes or noxious odors; traffic; animals/wildlife.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SENIOR COMPUTER PROGRAMMER ANALYST

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to serve as lead worker in performing systems analysis and design and creating complex computer applications. The position is responsible for programs of responsibility, preparing reports, and user training and support. The position works independently, reporting major activities through periodic meetings. Decision-making is a significant part of job, affecting a large segment of the organization and the general public; works in a dynamic environment, responsible to assist in developing policy and practices.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Leads and performs systems analysis and design of computer applications to maximize efficiency of software utilization.

Codes and tests computer applications to provide solutions to business needs.

Performs system and user documentation to educate users in proper software usage.

Troubleshoots in-house and third-party software applications to allow reliable software operation.

Plans and implements computer software changes and upgrades to keep systems current and ensure continuity.

Serves as liaison with third-party software vendor to resolve problems and increase efficiency of software usage.

Performs and oversees in-house formal and one-on-one training/instruction to educate users on computer-related concepts.

Continues self-study of technical manuals and periodicals to stay current with technology and emerging trends.

Provides security administration to control access to computer applications; serves as mentor and consultant to operator and other programmers to analyze problems and suggest solutions.

Prepares routine and special reports as required; maintains logs, records, and personnel information for the area of responsibility.

Attends or conducts staff meetings to exchange information; attends technical or professional seminars or conferences to improve technical or professional skills.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

SENIOR PROGRAMMER ANALYST

Coordinating or determines time, place, or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuading or influencing others in favor of a service, course of action, or point of view; or course of action; may enforce laws, rules, regulations, or ordinances.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Supervising the activities of those operating or repairing complex machinery or equipment that requires extended training and experience; may involve development, installation and testing. Span of control and scope of operations is extensive involving a large number of facilities.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving major economies and/or preventing major losses through the management of a moderate sized department, authorizing expenditures of large amounts of money or supervising the purchasing of high value materials, supplies and equipment, or for providing routine legal counsel.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility and provides minimum opportunity for exercise of care to effect safety of others in performing duties of the position.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Using mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plane and solid, and rectangular coordinates; mathematical classifications or schemes.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reading professional literature and technical manuals; speaking to groups of employees, other public and private groups; writing manuals and complex reports.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

SENIOR PROGRAMMER ANALYST

Impact of decisions is extremely serious-affects entire organization and impacts other activities/organizations and the general public or loss of life and/or damage could occur and is highly likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires Bachelor's degree or education and training equivalent to four years of college education in business, liberal arts, or any field other than engineering or the hard sciences..

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires a minimum eight years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to bright/dim light; dusts and pollen.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, and texture perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

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**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: SPORTS COORDINATOR

FLSA: Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to plan, organize, and oversee City sports programs and events. The position is responsible for supervising personnel, planning, training, sports programs and events, administrative duties, publicity, and reporting. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises seasonal and part-time personnel, including selecting, training, scheduling, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Plans, organizes, schedules, and oversees recreational sports programs and events such as ball leagues, clinics, camps, and special events.

Oversees and participates in preparation of recreational facilities and ball field maintenance.

Coordinates programs of responsibility with other City recreational programs.

Recruits, trains, and supervises volunteers to assist with programs and events.

Assists with development of and implements policy, procedures, rules, and regulations for the area of responsibility.

Performs office tasks such as setting up and maintaining records and files, typing schedules, memos, and correspondence, telephoning, faxing, and photocopying.

Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.

Orders office supplies and materials for sports leagues and classes; oversees preventive maintenance of equipment of responsibility.

Attends or conducts staff and other professional meetings to exchange information.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Computes or performs arithmetic operations.

SPORTS COORDINATOR

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Persuades or influences others in favor of a service, course of action, or point of view; instructs and assigns duties to other departmental personnel.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, software programs such as word processing, or equipment for field maintenance and repair.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of equipment and supplies of high value or moderate amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others and/or continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens; probability of loss of life and/or damage are likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

SPORTS COORDINATOR

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree in Business Administration, Recreation, Public Relations, or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires light to medium work involving standing or walking most of the time, exerting up to 20 pounds of force on a regular basis, and up to 50 pounds of force on an occasional basis, requires moderate dexterity in operating machinery, tools, and office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, and dust or pollen.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking, color perception, and depth perception.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**CITY OF DOVER
POSITION DESCRIPTION**

TITLE: VICTIM SERVICES COORDINATOR

FLSA: Non-Exempt

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate services for crime victims. The position is responsible for staff supervision, planning, crisis intervention, victim services, training, counseling, and reporting. The position works independently, reporting major activities through periodic meetings.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.

Provides crisis intervention and emergency services to crime victims, including counseling and referral to other volunteer and agency program services as needed.

Provides training classes for law enforcement personnel; educates the general public on victim issues; drafts/reviews legislation regarding crime victims.

Provides safety training for victims and transportation and accompaniment to court.

Sets up and maintains record system for area of responsibility; processes daily paperwork including client information, reports, memos, and personnel information.

Makes home visits to crime victims; provides support/updates via telephone; assists victims with completion of necessary paperwork.

Gathers and maintains data/information to support periodic and special reports documenting activities for area of responsibility.

Attends or conducts staff and other professional meetings to exchange information; attends and/or organizes and manages professional classes, seminars, or conferences.

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Collects, classifies, and formats data or information.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

VICTIM SERVICES COORDINATOR

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Handles machines, tools, equipment, or work aids involving some latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, fax, or telephone system.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the first-line supervision of the provision of continuous enforcement of the laws and standards of public health and safety.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads professional publications; composes complex reports; speaks formally to groups outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with very serious impact - affects entire organization and the general public; probability of loss of life and/or damage is very likely.

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a bachelor's degree in psychology, counseling, law, or a closely related field.

VICTIM SERVICES COORDINATOR

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires valid Delaware Driver's License.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires two years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 10 pounds of force on a regular basis, and some dexterity in operating machines, tools, or office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to extreme heat/cold, wet or humid conditions, bright/dim lights, dust or pollen, violence, disease/pathogens, and traffic.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The City of Dover is an Equal Opportunity Employer. ADA requires the City to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.