

**Agency Report of:
New Positions**

A Public Document

**California
Form 804**


1. Agency Name (Also include, Division, Department, or Region (if applicable)) City of Sonoma		<input type="checkbox"/> Amendment Date of Original Filing: <u>07/11/2024</u> <small>(month, day, year)</small>
Agency Contact Rebekah Barr, MMC, City Clerk		
Phone Number 707-933-2216	Email rbarr@sonomacity.org	

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR	Disclosure Requirement	Assuming/Start Date (Optional)
Cemeteries Manager (Job Description Attached)	A			Start <u>7/16/2024</u> <small>m / d / yr</small>
Chief Building Official (Job Description Attached)	A			Start <u>7/16/2024</u> <small>m / d / yr</small>
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3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.

 _____ Signature	Rebekah Barr, MMC _____ Name	City Clerk _____ Title	<u>7/11/2024</u> _____ (month, day, year)
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Comment: (Use this space or an attachment for any additional information.)

Confirmed addition of new positions to the City's Conflic of Interest Code with City Attorney on July 11, 2024.

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City of Sonoma Cemeteries Manager

Position Overview

The Cemeteries Manager is responsible for the management, administration, and technical oversight of the day-to-day operations of the City's three cemeteries (Mountain Cemetery, Valley Cemetery, and Veterans' Cemetery); to provide analysis of municipal policies including procedures, finance, budget, and services: to complete marketing materials, manage burial operations, and coordinate with outsourced partners.

This is a professional level position expected to direct, lead and coordinate resources to ensure all aspects of cemetery operations are maintained at a high standard including grounds maintenance, records management and compliance, historic preservation best practices, promotion and stewardship of volunteer and fund-raising programs, and excellence in customer service. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. This highly responsible position serves as liaison between the City Manager's Office and other departments and reports directly to the City Manager.

Essential Functions

- Manage all aspects of the City Cemeteries operations, programs and services, provide budget analysis and preparation, research best practices; prepare and present reports; cultivate a culture of outstanding customer service and community stewardship of valuable City-owned resources.
- Assist families with cemetery arrangements at the time of need; respond to requests for information and complaints from the public and determine appropriate resolutions.
- Approve site of burial, opening of gravesites, burial of remains, cremations, disinterments and other related tasks.
- Ensure compliance with all City, County, State and Federal laws.
- Coordinate and oversee City staff and outside contractors to ensure Cemeteries grounds and facilities are well maintained.
- Attend City Council meetings and work sessions; research, respond to and prepare correspondence; represent and support the City Manager with City Council, employee and citizen group discussions, and meetings; perform follow up and communicate with City management on issues.
- Implement programs developed and initiated by the City Council; coordinate and participate in the development of programs to address citizen needs and citizen engagement promote awareness and visibility of the cemeteries in the community.
- Develop key relationships with external stakeholders, including volunteers and interested community groups; coordinate volunteer efforts on-site to ensure all projects are performed in a safe and constructive manner.
- Coordinate with City departments to review administrative functions; develop and implement efficient long-term record keeping procedures; conduct performance audits, review organization systems and financial procedures including payment collection, recordation and issuance of customer receipts.

- Manage the Capital Improvement Projects for cemeteries: coordinate with appropriate staff to determine a replacement schedule for all necessary equipment required for efficient operations; identify future inventory requirements and develop capital improvement projections to support the need.
- Identify inventory requirements and manage development of necessary inventory projects.
- Prepare the division budget, make budget recommendations relative to Cemeteries operations; analyze budget recommendations prepared by other staff; oversee staff research of past expenditures; and project future expenditures.
- Monitor day to day activities and consistently review expenditures to ensure adherence to the approved budget; prepare grant proposals; monitor active grants to ensure compliance with all requirements and maintain appropriate records.
- Supervise, evaluate, train, and set performance standards for staff and partners.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Serve as an integral team player, which involves flexibility, cooperation, and communication.
- Perform other duties as assigned.

Required Knowledge, Skills & Abilities

Knowledge of:

- Principles and practices of public administration, organizational structure, and development.
- Methods and techniques of advanced statistical and fiscal analysis.
- Principles and practices of excellent customer service.
- Effective report writing and research techniques.
- Principles and practices of advanced project management and workflow analysis.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Principles and practices of supervision, training, and personnel management.
- Techniques and principles of effective interpersonal communication.
- Principles and practices of safety management.
- Pertinent local, state, and federal laws, codes, and ordinances.
- Relevant software programs.

Ability to:

- Organize, plan, schedule and implement operations; conduct analytical and administrative projects related to cemetery operations.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; research, identify, remember and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, work at desk for long periods of time; intermittently bend and twist to reach office equipment surrounding desk; perform simple grasping and fine manipulation; use

telephone and write or use a keyboard to communicate through written means; lift or carry weight of 10 pounds or less.

- Interpret and apply administrative and departmental policies, laws and complex rules and procedures accurately and adopt appropriate, effective courses of action.
- Perform a wide variety of analytical duties with minimal supervision and analyze or diagnose difficult and complex situations and appropriate resolutions.
- Effectively administer assigned programmatic responsibilities; prepare complex reports; prepare and administer a program budget; evaluate and develop, procedures and policies.
- Demonstrate political acumen; deal positively with confrontation and controversial issues; facilitate community participatory decision making to resolution.
- Gain cooperation through discussion and persuasion.
- Supervise, train, and evaluate personnel.
- Exercise initiative and independent, astute judgment in sensitive situations; interview, investigate, problem solve and negotiate.
- Manage complex projects; supervise management studies; manage contracts; develop and track budgets; make public presentations; and, manage meetings effectively.
- Provide high quality, economical services to the Sonoma community, placing emphasis on responsive customer service.
- Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Communicate clearly and concisely, both orally and in writing.
- Preserve confidentiality of sensitive material routinely encountered as part of work assignments.
- Use sound judgement in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.

Experience & Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

- Three (3) years industry experience in the applicable discipline with progressively increased responsibilities
- Two (2) years of experience in project management and/or public administration.
- Budgeting and expense control experience strongly preferred.

Training

- A bachelor's degree from an accredited college or university with major course work in Business Administration or a related field.

License and Certification

- Possession of, or ability to obtain, a valid California Driver's License.

Work Environment

The position is in both internal and external environments. Exposure to varying temperatures and weather elements can apply. The noise level ranges from quiet to moderate. This is a safety sensitive position.

Physical Demands

While performing the duties of this job, the employee is regularly required to work standing up, walk, use hands and fingers to operate tools and equipment, and speak and listen, both over the phone and in person to customers and fellow employees, to perform the above listed duties. The employee frequently is required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to work in a seated position, climb or balance and taste or smell. The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 75 pounds, and occasionally lift and/or move 75-100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee will be required to operate company vehicles and must hold a valid driver's license.

Exhibit B

Cemeteries Manager Salary

Range Effective May 1, 2024

Cemeteries Manager – Salary Steps					
	Step A	Step B	Step C	Step D	Step E
Monthly	9,094	9,549	10,026	10,527	11,054
Annual	109,127	114,583	120,312	126,328	132,644

CHIEF BUILDING OFFICIAL

DEFINITION

The Chief Building Official plans, organizes, supervises, directs, performs, and coordinates activities of the Building Division within the Community Development Department including complex level work related to building division administration, building inspection, plan review and code enforcement of building standards. The Chief Building Official is the City's designated authority charged with administration and enforcement of local, State and Federal codes for buildings and structures within the City. The Chief Building Official is also the designated floodplain administrator, charged with administration and enforcement of the City's Floodplain management regulations.

The Chief Building Official is responsible for supervising the City's Building Inspector(s), Plans Examiner(s) and other technical and administrative staff as assigned and provides the administration, enforcement, and interpretations of the California Building Standards Code.

DISTINGUISHING CHARACTERISTICS

The Chief Building Official is distinguished from the Building Inspector I and II, and Plans Examiner positions in that the latter are journey level class and perform general building inspection, plans examination and code enforcement duties for residential and nonresidential structures. The Chief Building Official is the supervisory/management level individual responsible for the administration, management, and fulfillment of all Building Division services. In addition, the Chief Building Official will perform difficult and complex plan reviews, inspections, and construction code enforcement activities and will further augment those services to meet service level standards of the Building Division. The Chief Building Official uses professional judgment to make sound decisions based on a broad level of knowledge of code requirements and City policies and procedures and is the final staff authority for approving alternative materials and interpreting and enforcing the CA Building Standards Code. This class is responsible for first line supervision, works more independently, and exercises a greater degree of discretion and authority in execution of duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction and supervision from the Community Development Director.

Exercises direct supervision over the Building Inspector and Plans Examiner positions.

Exercises general supervision over technical and administrative support staff assigned to the Building Division.

ESSENTIAL DUTIES, SKILLS, AND DEMANDS OF THE POSITION

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties: Duties typically include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize, coordinate, perform and direct Building Division activities including complex professional-level work related to building inspection services, plan review, permit issuance and code enforcement.

Act as the state and local statutory authority and responsibility as Building Official for all matters pertaining to permitting, review of building plans, inspection, abatement, administration and enforcement of various building codes.

Serve as the City's technical expert in the interpretation of building and safety codes.

Provide effective management and leadership for the Building Division in a manner that actively demonstrates a commitment to the City's core values, principles of continuous improvement, the City's safety programs and policy, characterized by an openness to innovative approaches.

Direct, oversee and participate in the development of the Building Division work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods and procedures.

Oversee the maintenance, modifications and periodic updating of the City's electronic permitting system and the Building Division web site, including, but not limited to, forms, informational handouts, procedures, resources, reports, and related items accessible to and useable by the public.

Prepare the Building Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.

Recommend the appointment of personnel; provide and coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the Building Division.

Provide the lead role in coordinating the review and inspection of development projects with other divisions and departments, and with developers, owners, and design professionals, to include communication, negotiation, problem resolution and seeking technically acceptable options to ensure a successful project outcome.

Actively promote the City's focus on effective and respectful communications to build better work relationships at all levels in the organization by emphasizing the concepts of self-awareness, emotional intelligence, productive conflict and conflict resolution, and prompt resolution of relational issues or miscommunication.

Prepare and present staff reports and other necessary correspondence; ensure preparation of high-quality, well-written, and logical City Council communications and correspondence with the public; provide well-considered, engaging, and responsive presentations to the City Council, as needed, during meetings.

Support development and deliver the implementation of meaningful key performance indicators at the City and department level to measure performance relative to goals and drive organizational improvement over time.

Advise the City Council on appropriate changes to ordinances to meet local conditions and on legislative matters of importance to the community well-being; prepare ordinances for amendments and adoption of the State Building Standards Code.

Responsible for the mitigation and abatement of substandard or unsafe buildings or structures.

Serve as the City's designated Floodplain Administrator; responsible for administering and enforcing the City's Floodplain Management ordinance(s).

Responsible for administering and performing damage safety assessments following an emergency or disaster.

Administer the building permit appeals process; serve as the ex-officio member of the building Board of Appeals.

Administer and maintain Building Division records maintenance in accordance with the City's records retention schedule and state law.

Investigate the cause, origin, and circumstances of any fire, explosion, construction defect, structural damage or other hazardous condition pertaining to building construction; issue all necessary notices or orders to ensure compliance with the applicable codes.

Review, research and evaluate alternative construction materials, alternative designs and alternative methods of construction; approve or deny alternatives based on tests and/or findings of fact.

Evaluate, justify and implement Building Division fee schedules and methodologies.

Evaluate and justify staffing levels; assemble building statistics and reports; provide technical advice and make definitive decisions related to building code matters.

Assist the Community Development Director and other staff with technical expertise on a variety of development, capital improvement, code enforcement and related projects as needed, including preparation of reports, studies, and correspondence.

Supervise, assign, balance, coordinate building inspection, plan check and code enforcement workload and staff resources to meet service level standards; perform and supervise field inspections and plan reviews of all types of buildings and phases of construction.

Review construction applications for adequate design and compliance with State codes and local ordinances; prepare written plan review correction letters, trouble shoot code/permit issues; assign project valuation, calculate fees and issue permits; maintain records related to building permits, building inspection and plan review.

Explain and interpret applicable codes and ordinances for contractors, design professionals, property owners and the public; handle and respond to difficult and sensitive inquiries or community complaints.

Represent the Building Division to outside agencies and organizations; participate in outside community groups and committees; provide technical assistance as necessary.

Attend and participate in professional group meetings and code hearings; maintain awareness of new trends and developments in the field of building inspection; incorporate new developments as appropriate.

Research and prepare technical and administrative reports; prepare written correspondence.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Foster a working environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties and special projects as assigned by the Community Development Director.

Skills and Abilities:

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve building inspection activities; sit at desk for long periods of time; and stand at the counter to answer questions of the public.

Follow safe and proper work practices and inspection techniques to examine construction workmanship and materials; visit construction sites and conduct building code inspections; conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements; apply technical knowledge and follow proper plan review and inspection techniques to examine and analyze appropriate workmanship, materials and methods of construction.

Read, analyze, and interpret complex building plans, specifications and building codes; detect deviations from plans, regulations, and standard construction practices; research code issues; enforce building codes and construction standards; determine whether construction systems conform to requirements.

On an ongoing and continuous basis, complete a minimum of 45 hours of continuing education for every three-year period, with at least eight hours regarding disability access requirements.

Provide technical assistance and make arithmetical computations rapidly and accurately.

Apply rules, codes and policies regarding zoning, environmental matters, and other regulations to field situations; enforce all necessary regulations with firmness and tact.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Establish and maintain effective working relationships with those contacted during work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Effectively communicate in English language, clearly and concisely, both verbally and in writing.

Oversee, direct, and coordinate the work of lower-level staff; supervise, train and evaluate personnel.

Work with professional architects, engineers, builders, and the general public.

Formulate and apply uniform policies and standards for the Building Division; formulate, interpret and explain specific building codes, ordinances and administrative orders.

Research regulations, procedures and/or technical materials relating to building codes and enforcement.

Represent the City before other agencies and groups on Building Division matters.

Make effective presentations before large and small groups of people.

Coordinate services with other City departments and with outside organizations, and agencies.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

Interpret and apply federal, state, and local policies, laws, and regulations.

Physical Demands and Work Environment:

Work in a standard office setting and outdoor field environment with some travel from site to site.

Intermittently, walk, stand, kneel, climb, crouch, reach, twist, and bend in the field; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work extended hours including evenings and weekends; stand or sit for prolonged periods of time; perform simple and power grasping, pushing, pulling, and fine manipulation; use repetitive hand movement and fine coordination including using a computer keyboard to regularly write or communicate, and occasionally lift or carry weight of 50 pounds or less. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. The noise level in the office work environment is usually moderate.

Work in outdoor weather conditions; occasionally work near moving mechanical parts subject to vibration, overhead hazards and in high, precarious places; occasionally be exposed to wet and/or humid conditions, smoke, fumes or airborne particles, extreme cold, extreme heat, and areas where there is a risk of electrical shock; or where the noise level in the work environment may be loud.

MINIMUM QUALIFICATIONS

Knowledge of:

Building related codes, State statutes, and ordinances enforced by the Building Division including the adopted California Building Standards Code and related codes, ordinances, and regulations.

Principles and techniques of plan review and inspections for structural, electrical, plumbing, mechanical, energy, green building, grading, erosion control, drainage and flood plain management, and site requirements.

Principles of effective supervision, training, and performance evaluations; principles and techniques of system development and program planning; operating principles, methods, practices and limitation of computers, telecommunications hard and software systems and related equipment and principles and techniques of construction project management.

Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.

Research methods and sources of information related to building code enforcement.

Accepted safety standards and methods of building construction for all types of building construction.

Principles and practices of leadership, motivation, supervision, training, team building, personnel management, and conflict resolution.

Modern office procedures and computer equipment.

Principles and practices of organizational analysis and management.

Budgeting procedures and techniques.

Experience, Training and Education

Any combination of experience, training and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in building construction trades, building inspection or plan checking, including at least two years of supervisory responsibility, and including at least two years of working for a building department/division of a governmental agency.

Training:

Specialized training in building department administration, code enforcement, supervision, building inspection, plan review, disabled access standards, computer programs, project management or other training pertinent to the position.

Education:

A college degree (associate's, bachelor, masters, doctorate) from an accredited college with major course work in construction management, construction inspection, code administration, building safety, architecture, engineering, or a related field is desirable.

Licenses and Certificates

Possession of a valid California driver's license is required.

Possession of one or more International Code Conference (ICC) certificate(s) in an Inspector, Plans Examiner or Building Official category or registration as a Licensed Architect or Registered Electrical, Mechanical, or Civil Engineer by the State of California is required.

Possession of an International Code Conference (ICC) certificate as a Building Official is required within one (1) year of appointment.

Possession of, or acquisition of a Certified Safety Assessment Program Evaluator or Coordinator designation from the State of California Office of Emergency Services is required within one (1) year of appointment.

Possession of a Certified Access Specialist program (CASp) certification from the State of California is highly desirable. Acquisition of CASp certification is required within three (3) years of appointment, unless otherwise postponed or waived by the Community Development Director.