

**RESOLUTION NO. 49-24**

**RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MORRO BAY, CALIFORNIA,  
APPROVING NEW JOB CLASSIFICATIONS AND  
NEW AND AMENDED JOB DESCRIPTIONS**

**WHEREAS**, the Council desires to approve new “Recreation Specialist” job classification, set compensation range for the classification, and adopt job description for the classification; and

**WHEREAS**, the City and Service Employees International Union Local 620 (SEIU Local 620) met and conferred regarding the addition of the above-referenced classification to the City’s Miscellaneous Employees Unit and regarding compensation and job description for this classification; and

**WHEREAS**, the Council desires to approve new “Assistant to the City Manager/Public Relations Manager” job classification, set compensation range for the classification, and adopt job description for the unrepresented Management classification.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Morro Bay does hereby attest:

1. The represented full-time classification of “Recreation Specialist” is hereby created. The classification will be included within the City’s Miscellaneous Employees Unit, which is represented by the Service Employees International Union, Local 620 (SEIU Local 620). The job description for this new classification, attached hereto, is hereby adopted. The initial hourly compensation for the Recreation Specialist classification shall be as follows:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
25.76	27.05	28.39	29.82	31.31

2. The unrepresented full-time classification of “Assistant to the City Manager/Public Relations Manager” is hereby created. The classification will be included within the City’s Unrepresented Management Employee Group. The job description for this new classification, attached hereto, is hereby adopted. The initial annual compensation for the Assistant to the City Manager/Public Relations Manager classification shall be as follows:

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
95,451	100,214	105,227	110,490	116,022

3. This resolution shall be effective as of the date of its adoption

//

//

//

//

//

//

//

**PASSED AND ADOPTED** by the City Council of the City of Morro Bay at a regular meeting thereof held on the 25<sup>th</sup> day of June 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

RECUSED:

\_\_\_\_\_  
CARLA WIXOM, Mayor

ATTEST:

\_\_\_\_\_  
DANA SWANSON, City Clerk



## **RECREATION SPECIALIST - AQUATICS**

### **DEFINITION**

Under the supervision of the Recreation Supervisor, the Recreation Specialist is directly responsible for the City's aquatics program located on the Morro Bay High School campus.

The position coordinates and oversees the daily operation of the aquatics program. Incumbents will plan, organize, and coordinate a full complement of aquatics and recreation programs, activities, and special events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes, and coordinates the operations of the aquatics and recreation programs.
- Ensures aquatics programs follow local, state, and federal regulations and requirements; monitors changes in laws, regulations, or technology that may affect programs.
- Monitors and inspects recreation facilities for safety and security.
- Schedules facility operations and maintenance with the SLCUSD District and coordinates preparation and use of facilities for programs.
- Provides staff with all necessary safety equipment and training with a focus on risk management.
- Coordinates the recruitment, training, and work of part-time staff and volunteers, and is responsible for staffing schedules.
- Participates in the development, implementation, and maintenance of program goals and objectives.
- Coordinates and reviews all program paperwork, including injury report forms, timecards, and supply requests; maintains accurate records and files.
- Oversees program events and activities, including swim lessons, and ensures staff ratios.
- Prepares, updates, and maintains reports, correspondence, and staff manuals.
- Maintains accurate and current certification records for all lifeguard staff.

- Serves as emergency substitute of program(s) including the capacity of a lifeguard as needed including proper response to life-threatening emergencies and administration of first aid and emergency care.
- Establishes and maintains effective relationships with user groups, staff, and administration.
- Instructs Red Cross courses, including Lifeguard Training, CPR, and Emergency Response.

## **QUALIFICATIONS:**

### Knowledge of:

- Principles and techniques of organizing and implementing a variety of aquatics and recreation programs and activities.
- Principles and practices of employee leadership, including work planning, assignment, and feedback.
- Safety precautions and procedures as required for aquatics and recreation programs.
- Modern office practices, methods, and computer equipment and applications related to work.
- Lifeguard safety policies, water hazards, lifesaving techniques, and first aid.
- Safe aquatic facility operations, including facility policies and procedures, and facility rules and regulations.
- Aquatic instruction, first aid, water safety, and rescue/lifeguarding techniques.
- Organization and administration of swimming lesson programs.
- Record-keeping methods and procedures.

### Ability to:

- Properly schedule and promote programs, activities, and staff.
- Maintain accurate records and prepare related reports.
- Coordinate and monitor the work of others.
- Effectively and tactfully communicate in both oral and written form.
- Work with diverse populations and maintain an inclusive environment.

### Education & Experience:

- Graduation from High School.

- Two (2) years of progressively responsible experience in aquatics programming including twelve (12) months of experience providing direction to staff.
- Must obtain an AB 1207 (Child Abuse Mandated Reporter) certificate within the first month of hire.
- American Red Cross Lifeguard Training Certificate or equivalent upon hire.
- American Red Cross First Aid for Public Safety Personnel (Title 22) or equivalent upon hire.
- American Red Cross Lifeguard Instructor Certificate, preferred, but must be obtained within 6-months of hire date.
- Nationally recognized swim instruction certification or license is desired.
- Possession of a valid California driver license and satisfactory driving record.

### **TOOLS & EQUIPMENT USED**

Personal computer including word processing, spreadsheet, and presentation software; mainframe computer system; 10-key calculator; telephone; copy machine; fax machine; iPad; smartphone.

### **PHYSICAL DEMANDS**

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



## **RECREATION SPECIALIST – YOUTH SERVICES**

### **DEFINITION**

Under the supervision of the Recreation Supervisor, the Recreation Specialist is directly responsible for the City's before and after-school childcare program located on the Del Mar Elementary school campus.

The position coordinates and oversees the daily operation of the before and after-school childcare program, out-of-school camps, and Summer camp. Incumbents will plan, organize, and coordinate youth services and recreation programs, activities, and special events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plans, organizes, and coordinates age and developmentally appropriate program content.
- Ability to manage up to 50 children using part-time staff and positive guidance techniques.
- Works collaboratively with school administrators, staff, and outside agencies.
- Maintains all center-related paperwork, billing, and payments.
- Implements appropriate guidance techniques and philosophies for staff and participants.
- Coordinates the recruitment, training, and work of part-time staff and volunteers, and is responsible for staffing schedules.
- Participates in the development, implementation, and maintenance of program goals and objectives.
- Monitors and inspects program site for safety and security; coordinates facility needs with school district personnel.
- Performs related duties similar to the above in scope and function as required.

### **QUALIFICATIONS:**

Knowledge of:

- Early Childhood Education principles.

- Leadership, organization, and planning methods
- Principles and techniques of organizing and implementing a variety of youth services and recreational activities.
- Principles and practices of employee leadership, including work planning, assignment, and feedback.
- Safety precautions and procedures required for youth services programs.
- Child development, positive guidance, and curriculum development.
- Modern office practices, methods, and computer equipment and applications related to work.

Ability to:

- Coordinate all activities occurring in the childcare program during program hours including staff, children, family, and school partner interactions.
- Facilitate staff training.
- Coordinate staff schedules and shift changes on an ongoing basis and monitor the work of part-time staff.
- Engage large groups of children in enriching activities while ensuring safety for all participants.
- Maintain accurate records and prepare related reports.
- Effectively and tactfully communicate in both oral and written form.
- Work with diverse populations and maintain an inclusive environment.

Education & Experience:

- Graduation from High School.
- Twelve (12) semester units in the specific area of Early Childhood Education (Child Growth and Development, Child, Family, and Community, Child Health, Safety, and Nutrition, and Activities for Children), and three (3) units of in Childcare Administration.
- Two (2) years of progressively responsible experience in a licensed childcare program including twelve (12) months of experience providing direction to staff in a childcare program.
- Must obtain an AB 1207 (Child Abuse Mandated Reporter) certificate within the first month of hire.
- Certification in American Red Cross 1<sup>st</sup> Aid/CPR (can be completed within six (6) months of employment).

- Possession of a valid California driver license and satisfactory driving record.

### **TOOLS & EQUIPMENT USED**

Personal computer including word processing, spreadsheet, and presentation software; mainframe computer system; 10-key calculator; telephone; copy machine; fax machine; iPad; smartphone.

### **PHYSICAL DEMANDS**

The physical 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 disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties

does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



## **ASSISTANT TO THE CITY MANAGER/ PUBLIC RELATIONS MANAGER**

### **DEFINITION**

Reporting to the City Manager, the Assistant to the City Manager at Morro Bay engages in diverse responsibilities within the City Manager's office. This role initially will focus on enhancing community public outreach and communication efforts. It involves strategic analysis, research, effective communication, project oversight, and emphasizing collaboration within departments and within the community. The ideal candidate demonstrates excellent teamwork qualities alongside exceptional interpersonal and communication skills, has a strong background in social media and analytics, and can strategically and thoughtfully navigate crisis communications. This is an exempt full-time position and within the unrepresented management classification. The position is expected to attend evening meetings and occasionally work on weekends and holidays when necessary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Under limited supervision, this position provides various strategic support to the City Manager.
- Communication: Drafts written correspondence for the City Manager and City Council, coordinating the dissemination of public information through various channels, including the City's website and social media accounts, press releases, media outlets, and newsletters. Acts as the City's Public Information Officer when assigned. In an emergency, this position is expected to help disseminate and coordinate vital information to ensure public safety.
- Community Engagement and outreach: Guided by established City priorities, plans, organizes, and implements public outreach initiatives, effectively utilizing social media and web-based tools to enhance citywide communication and engagement. This position focuses on increasing public awareness of City programs, explaining City processes and how tax dollars are spent.
- Issue Resolution: Responds to public inquiries and resolves complaints as assigned and on behalf of the City Manager and City Council, fostering positive community relations.

- Legislative Monitoring: This position supports the City Manager in tracking state and federal legislation pertinent to Morro Bay's interests.
- External Representation: Effectively represents the City Manager in meetings with neighboring cities, community agencies, and governmental bodies to build partnerships with businesses, organizations, and regional stakeholders. Provides quality reports to the City Manager, the Executive Team, or the boards/committees.
- Manages sensitive or confidential issues, answers questions where judgment and knowledge of City policies and regulations are necessary, and acts to support Council collective goals and objectives.
- Strategic Planning: Manages the citywide goal-setting process and assists in the management. Develops and reviews City's communication plan, manages interdepartmental coordination as needed, independently leads complex research, and develops recommendations related to a variety of operational issues with citywide impacts.
- Project Management: Carries out special projects of the City Manager, spearheads complex project studies when assigned, conducts comprehensive analysis, and prepares reports for the City Manager. Effectively manages a wide range of assigned projects from start to finish with minimal supervision while ensuring appropriate check-ins to report on progress.
- Serves as a liaison for the Executive Team by providing management direction, expediting workflow City wide, and facilitating the achievement of departmental programs when assigned.
- Policy Development: Contributes to formulating, recommending, and administering policies and procedures aligned with organizational goals.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### Knowledge of:

- Public Administration: An understanding of public administration principles, practices, and procedures. This includes knowledge of organizational structures, budgeting processes, and public policy formulation and implementation.
- Government Operations: Familiarity with local government agencies' basic organization and functions, including knowledge of municipal

services, regulatory frameworks, and the roles and responsibilities of different departments within the city government.

- **Legislative Processes:** A solid grasp of local, state, and federal legislative processes. This includes understanding how laws are enacted, amended, and enforced and the role of elected officials, legislative bodies, and administrative agencies in the policymaking process.
- **Policy Analysis:** Proficiency in conducting legislative policy analysis. This involves researching, evaluating, and recommending policy options to address emerging issues, achieving organizational goals, and aligning with community needs and priorities.
- **Community Engagement:** This includes knowledge of strategies for outreach, public participation, and stakeholder engagement to foster transparency, trust, and collaboration between the city government and its residents.
- **Legal and Regulatory Compliance:** Awareness of relevant laws, ordinances, regulations, and legal requirements affecting municipal operations. This includes knowledge of municipal codes, land use regulations, environmental laws, ethics rules, and public records laws.
- **Communication Skills:** Strong written and verbal communication skills are essential for effective communication with diverse stakeholders, including elected officials, City staff, community members, and external partners. This includes preparing clear and concise reports, presentations, and correspondence.
- **Technology and Data Management:** Proficiency in using technology tools and systems for data analysis, project management, communication, and information dissemination is important. This includes familiarity with software applications, databases, social media platforms, and digital communication tools.
- **Leadership and Management:** Knowledge of leadership principles, management techniques, and organizational development is beneficial. This includes understanding how to motivate teams, foster collaboration, delegate tasks, manage conflicts, and promote a positive work culture within the City Manager's office and across departments.

Ability to:

- **Analytical Skills:** Proficient in problem analysis and solution proposal, with the ability to negotiate and collaborate effectively.

- Communication: Strong written and oral communication skills, including the ability to craft complex reports and engage effectively through social media platforms.
- Leadership: Demonstrates effective leadership, management, and strategic planning abilities.
- Interpersonal Skills: Capable of establishing and maintaining productive working relationships, both internally and externally.
- Adaptability: Exhibits initiative, independent judgment, and the capacity to prioritize tasks, meet deadlines, and streamline processes.
- Establish and maintain effective relationships with the City officials, employees, other governmental and community organizations, and the public.
- Demonstrate a high level of proficiency in various software applications, including spreadsheets, databases, and presentation software.

#### Education & Experience:

- Bachelor's degree in Public Administration, Public Policy, Business Administration, or related fields with major course work in Public Relations, Communications, or Journalism, coupled with four years of progressively responsible community-based experience; OR
- Master's degree with two years of relevant experience. Prior experience in city government is advantageous.
- Applicants with any equivalent combination of education and experience will be considered.
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

#### **TOOLS & EQUIPMENT USED**

Personal computer including word processing, spreadsheet, and presentation software; mainframe computer system; 10-key calculator; telephone; copy machine; fax machine; iPad; smartphone.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and

over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must be able to lift, carry, push, and pull materials and objects necessary to perform job functions. focus.

### **WORK ENVIRONMENT**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. This position is expected to attend evening meetings and occasionally work on weekends and holidays when necessary.

### **SELECTION GUIDELINES**

Formal application, rating of education and experience, oral interview, and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.