CITY OF OCEANSIDE

REVISED: JANUARY 2006
JOB CODE: ENGRS03
UNIT: OCEA

ENGINEERING STAFF ASSISTANT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, to perform a variety of paraprofessional duties in support of assigned Engineering programs and functions including administrative duties related to assigned areas of responsibilities; to calculate assessments for parcels of real property within the City's landscape maintenance districts, lighting district, and other special and improvement districts; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the journey level class within the Engineering Staff Assistant series. Employees within this class perform a full range of paraprofessional duties in support of assigned Engineering programs and functions including calculating assessments for lots and parcels of real property within the City's landscape maintenance, lighting, and other special and improvement districts. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Engineering Staff Assistant in that the latter performs the more difficult and responsible types of duties assigned to classes within this series including those requiring the incumbent to possess strong analytical and problem solving skills to resolve critical and sensitive problems.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Calculates assessments for lots and parcels of real property within the City's landscape maintenance districts, City-wide lighting districts, and other special and improvement districts; verifies land use designations; coordinates with consultants and private businesses in initiating the spreading and reapportionment of assessment levies; transmits assessment data to the County Tax Assessor to ensure the levy and collection of such assessment funds; participates in the administration of special and improvement districts; diligently pursue property owners who are delinquent in the payment of special taxes; accesses delinquent reports and tracks payment plans; advises property owners and businesses of their delinquent status and assist in various methods of payments; works with outside agencies in the foreclosure process if property owners continue to be delinquent; participates in the preparation of the landscape maintenance and lighting districts budgets; prepares staff reports, resolutions, and Engineer's Report necessary to renew each district and levy assessment; evaluates financial condition of landscape and lighting districts; coordinates with consultants to identify cost saving alternatives; presents findings to City officials, staff and property owners; reviews and processes petitions from developers and property owners for the abandonment of City rights-of-way and quitclaims of

easements; reviews and processes petitions from property owners for the conversion of public streets to private ownership; analyzes data submitted by developers for annexation of additional property into existing districts and formation of new assessment districts; coordinates with other departments in the preparation of cost estimates; prepares maps and charts for presentation to various groups; evaluates bids from outside contract firms for annual weed-rubbish abatement program; serves as liaison for the Underground Utilities and Drainage Sub-Committee; researches and recommends projects; prepares staff reports and resolutions including those related to abandonment of City property, foreclosure of assessment liens against delinquent properties, acquisition of property, and the renewal of the landscape maintenance districts, lighting district, and special districts; coordinates with the City Attorney in the preparation of agreements; answers inquiries and provides assistance to the public and developers in interpreting pertinent laws, codes, policies, and ordinances pertaining to area of assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

- Modern office procedures, methods and equipment including computers and their application to engineering administration and data management.
- Principles and procedures of record keeping.
- Principles of business letter writing and basic report preparation.
- Basic principles of accounting.
- Mathematic principles including those related to the calculation of assessments.
- Land use designations.
- Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

- Prepare clear and concise written and oral reports including staff reports and resolutions.
- Read, interpret, and write legal property descriptions.
- Perform accurate mathematical computations with speed and accuracy.
- Analyze data and compute costs.
- Interpret, explain, and apply applicable policies, procedures, requirements, rules, and regulations.
- Maintain and update accurate records and files.
- Work independently and efficiently to carry out assignments.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience: Two years of responsible clerical, administrative, and/or technical experience in a municipal engineering department.

Training: Equivalent to the completion of the twelfth grade.

License or Certificate: Possession of an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret specifications and drawings.