

City of Brisbane

Staff Report

To: City Council via City Manager

From: Senior Human Resources Analyst

Subject: Approval of Resolutions in order to Add New Classification to Class Specification Manual and Amend Related Memorandum of Understanding

Date: Meeting of January 5, 2009

Recommendation:

- 1) Adopt Resolution No. 2009-02, adding the classifications of Director of Marina and Aquatic Services to the Class Specification Manual.
- 2) Adopt Resolution No. 2009-03, amending Resolution 2006-41, the Memorandum of Understanding between the City of Brisbane and the Executive Management Employees Group, adding the classification of Director of Marina and Aquatic Services

City Council Goals

- 1) To provide for effective and efficient delivery of City services
- 13) To provide for a workplace that encourages growth of individual employees and a quality work environment.

Background and Discussion:

In late January 2009, council will be working on the Open Space and Recreation Master Plan. In preparation for this, the Parks and Recreation Director will be dedicating more time and effort to the Baylands staff team. In order to allow the Parks and Recreation Director to be able to take on this project, it was determined necessary to reassign the aquatics program and community pool responsibilities to another director.

Staff has created the Director of Marina and Aquatic Services to accomplish this. Assigning the aquatics program with the marina will allow the current Parks and Recreation Director more time to effectively work on the Open Space and Recreation Master Plan. The current Marina Services Director has experience supervising similar positions to our aquatics staff, which will allow for a smoother transition and better oversight of the marina and aquatics programs together.

Staff is recommending approving resolutions 2009-02 and 2009-03 so that the department can proceed with reclassifying the Marina Services Director to the Director of Marina and Aquatic Services position.


Fiscal Impact:

Staff is recommending a 7% salary increase for the Director of Marina and Aquatics Services to reflect the new responsibilities. Below is a comparison of the recommended salary range for Director of Marina and Aquatic Services and the existing Marina Services Director.

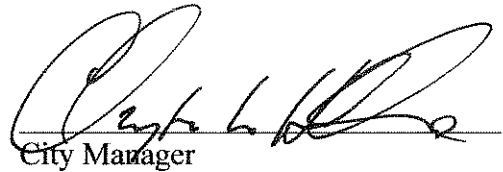
<u>Job Title</u>		<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Director of Marina and Aquatic Services	Monthly	7,471.56	7,845.14	8,237.40	8,649.27	9,081.73
	Bi-Weekly	3,448.41	3,620.83	3,801.88	3,991.97	4,191.57
	Hourly	43.11	45.26	47.52	49.90	52.39
Marina Services Director	Monthly	6,982.77	7,331.91	7,698.51	8,083.44	8,487.61
	Bi-Weekly	3,222.82	3,383.96	3,553.16	3,730.82	3,917.36
	Hourly	40.29	42.30	44.41	46.64	48.97

Attachments:

Resolutions 2009-02 and 2009-03



Senior Human Resources Analyst



City Manager

RESOLUTION 2009-02

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRISBANE AMENDING RESOLUTION
2001-11 TO INCLUDE THE CLASSIFICATION OF
DIRECTOR OF MARINA AND AQUATIC SERVICES
IN THE CLASS SPECIFICATION MANUAL**

WHEREAS, on February 13, 2001, the City Council approved Resolution 2001-11 establishing the Classification and Pay Plan and approving the class descriptions included in Exhibit "A" of said resolution for development of the Class Specification Manual; and

WHEREAS, the City Manager has established the need for the new classification of Director of Marina and Aquatic Services; and

WHEREAS, the class description for Director of Marina and Aquatic Services was developed in cooperation with and has been approved by the City Manager; and

WHEREAS, this newly developed class description for the Director of Marina and Aquatic Services meets the requirements established Rule 6.02b of the City of Brisbane Personnel Rules and Regulations for the Class Specification Manual.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the class description for the classification of Director of Marina and Aquatic Services in Exhibit "A" is approved for inclusion in the Class Specification Manual.

A. SEPI RICHARDSON
Mayor

I hereby certify that the foregoing Resolution No. 2009-20 was duly and regularly adopted at a regular meeting of the Brisbane City Council on January 5, 2009, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPECIACCI
City Clerk

**RESOLUTION 2009-02
EXHIBIT "A"**

CITY OF BRISBANE

DIRECTOR OF MARINA AND AQUATIC SERVICES

Definition

Under administrative direction of the City Manager, the Director of Marina and Aquatic Services plans, organizes, provides administrative direction and oversight to and participates in all City Marina and Community Pool functions and activities, which includes the rental of docking space and the maintenance and operation of all marina and pool facilities; plans, develops and promotes new programs; develops marketing and usage plans for the Marina, Community Pool and associated facilities; responds to emergencies and protects boats and related property in such emergency situations; provides expert professional assistance to City management staff in area of expertise; fosters cooperative working relationships with governmental agencies and various public and private groups; and performs related work as required.

Class Characteristics

The Director of Marina and Aquatic Services oversees, directs and participates in all activities of the City's Marina, including developing proposals for expansion of services and marketing of existing services as well as participating in day-to-day operations and maintenance functions. Responsibilities include coordinating the activities of the department with those of other City departments that relate to Marina and Community Pool activities. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives for the office and for furthering City goals and objectives within general policy guidelines.

Examples of Duties (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Marina and Community Pool; prepares and administers the department's budget.
- Plans, organizes, administers, reviews and evaluates the work of professional, technical, office support services and maintenance staff directly and through subordinate levels of supervision.
- Provides for the selection, training, and work evaluation of staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Determines community aquatics and related program needs; develops programs to meet such needs; develops cooperative use of Community Pool facilities with the school district and other organizations for community use.

- Oversees the rental of slips to the public; provides information to tenants and ensures that all policies and procedures are explained and understood; directs the billing, receipt, deposit and accounting of all monies received.
- Responds to requests for service from tenants and potential customers; ensures that facilities and equipment are maintained in a safe, clean and orderly condition; addresses security, navigational, noise, trash and other issues, as required.
- Develops and implements a preventive maintenance program for Marina and Community Pool facilities in concert with other City parks and recreation maintenance activities; administers construction and maintenance contracts and confirms payment for work performed.
- Enforces all Marina rules and regulations; uses the assistance of City police and maintenance staff as required; confers with the City Attorney as required.
- Coordinates the activities of the department with those of other City departments and other public and private organizations; acts as liaison with yacht clubs and other groups who may use Marina facilities.
- Researches improvements for services and facilities; develops, recommends and implements a Marina and Community Pool marketing program; coordinates and hosts special events.
- Represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies and local public and private organizations.
- Performs minor maintenance and repair to facilities; responds to emergency and/or weather situations as required; protects boats and other property, as necessary.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances, and other written materials.
- Directs the maintenance of and maintains accurate records and files.
- Monitors changes in laws, regulations and technology that may affect operations; recommends and implements policy and procedural changes, as required.

Qualifications

Knowledge of:

- Laws, regulations and rules related to the operation of marinas and aquatic facilities, including navigational rules and regulations.
- Practices, procedures, equipment and supplies related to the construction, repair and maintenance of marina and aquatic facilities.
- Principles, practices and procedures related to the development and implementation of a comprehensive aquatic program for youth, teens, adults and seniors.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Techniques for developing and marketing marina and aquatic facilities.
- Basic principles of budget development, administration and accountability, and contract administration.
- Standard office practices and procedures, including the operation of standard office equipment.

- Computer applications related to the work.
- Techniques for effectively representing the City in contracts with governmental agencies, community groups and various business, professional and governmental organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Techniques for making effective public presentations.

Skill in:

- Planning, organizing, administering, coordinating, reviewing and evaluating the functions and activities of the City's Marina and Community Pool.
- Administering programs and the work of staff directly and through a subordinate level of supervision.
- Developing, recommending and implementing an effective preventive maintenance and repair program for Marina and Community Pool facilities.
- Developing, recommending and implementing a marketing program to maximize Marina and Community Pool rentals and facility usage.
- Scheduling, assigning, supervising, reviewing and evaluating the work of staff.
- Selecting, training, motivating and evaluating the work staff.
- Providing for the training and professional development of staff.
- Developing, recommending and implementing goals, objectives, policies, procedures, work standards and internal controls for the Marina and Community Pool.
- Interpreting, applying and explaining laws, codes, regulations and ordinances.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Performing minor maintenance and repair of Marina and Community Pool facilities, including responding to emergency situations.
- Using tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Making effective public presentations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education and Experience:

Possession of an Associate of Arts degree and four years of experience in directing the operations and maintenance of a public or private marina. Additional experience as outlined above in performing marina operations and/or maintenance work may be substituted for the education on a year-for-year basis. Possession of a Bachelor's degree is desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record. Must possess or obtain first aid and CPR certificates prior to completion of probation.

Working Conditions:

Must be willing to pass a background investigation and to be fingerprinted for submission to the California Department of Justice. Must be willing to respond to off-hours emergencies and to work weekends and holidays upon occasion.

Physical Demands:

Must possess mobility to work in a standard office setting, use standard office equipment, including a computer and to inspect Marina and Community Pool facilities and surroundings; strength and stamina to perform minor maintenance and repair to Marina and Community Pool facilities and equipment and to respond to emergency situations; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must be able to operate a small powerboat and to swim 25 yards unassisted.

RESOLUTION 2009-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING RESOLUTION 2006-41, THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF BRISBANE AND THE EXECUTIVE MANAGEMENT EMPLOYEES GROUP, BY ADDING THE CLASSIFICATION OF DIRECTOR OF MARINA AND AQUATIC SERVICES

WHEREAS, on July 17, 2006, the City Council approved Resolution 2006-41 concerning the Memorandum of Understanding between the City of Brisbane and the Executive Management Employees Group; and

WHEREAS, since the adoption of Resolution 2006-41, the City Manager has established the need for the classification of Director of Marina and Aquatic Services on a regular, fulltime basis; and

WHEREAS, the City Council has previously adopted Resolution 2009-02 approving the class description for Director of Marina and Aquatic Services and including said class description in the Class Specification Manual as required by Rule 6.02b of the City of Brisbane Personnel Rules and Regulations; and

WHEREAS, the City Manager has previously approved the class description and has now determined that this classification, when filled on a regular, fulltime basis, shares a community of interest with those employees in the Executive Management Employee Group; and

WHEREAS, the Administrative Services Director, on behalf of the City Manager, has met with the representative of the Executive Management Employees Group and discussed this amendment to the Executive Management Employees Group Memorandum of Understanding; and

WHEREAS, Article 2, Recognition, of the Memorandum of Understanding with the Executive Management Employees Group is amended to include the classification of Director of Marina and Aquatic Services; and

WHEREAS, the pay scales, Exhibit A, to the Memorandum of Understanding with the Executive Management Employees Group are amended to include the following salary range for the classification of Director of Marina and Aquatic Services:

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
Monthly	7,471.56	7,845.14	8,237.40	8,649.27	9,081.73
Bi-weekly	3,448.41	3,620.83	3,801.88	3,991.97	4,191.57
Hourly	43.11	45.26	47.52	49.90	52.39

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Brisbane that the Memorandum of Understanding between the City of Brisbane and the Executive Management Employees Group as adopted by Resolution 2006-41 be amended to include the recognition of and pay scale for the classification of Director of Marina and Aquatic Services

A. SEPI RICHARDSON
Mayor

I hereby certify that the foregoing Resolution 2009-03 was duly and regularly adopted at a regular meeting of the Brisbane City Council on January 5, 2009, by the following vote:

AYES:
NOES:
ABSENT:

SHERI MARIE SPEDIACCI
City Clerk