

CITY OF ALBUQUERQUE

REQUEST FOR BID

THE CITY OF ALBUQUERQUE, PURCHASING OFFICE IS REQUESTING OFFERS FOR THE FOLLOWING SERVICES:

REQUEST NUMBER: RFB2007-141-JR
TITLE: TEMPORARY WORKER SERVICES
OPENING DATE: JUNE 6, 2007 (1:30 PM)

FOR ADDITIONAL INFORMATION CONTACT:

JOE RAE, SENIOR BUYER, (505) 768-3344
CITY OF ALBUQUERQUE PURCHASING OFFICE
ALBUQUERQUE/BERNALILLO COUNTY GOVERNMENT CENTER
POST OFFICE BOX 1293
ONE CIVIC PLAZA
ALBUQUERQUE, NEW MEXICO 87103

THE CITY CLERK OF THE CITY OF ALBUQUERQUE WILL RECEIVE SEALED OFFERS FOR THE SERVICES DESCRIBED IN THIS REQUEST AT:

OFFICE OF THE CITY CLERK
CITY OF ALBUQUERQUE
POST OFFICE BOX 1293
ONE CIVIC PLAZA
ALBUQUERQUE, NEW MEXICO 87103

HAND CARRIED OFFERS WILL BE RECEIVED AT THE OFFICE OF THE CITY CLERK, ALBUQUERQUE/BERNALILLO COUNTY GOVERNMENT BUILDING, 11TH FLOOR, 1 CIVIC PLAZA, ALBUQUERQUE, NM.

OFFERS WILL BE RECEIVED UNTIL 1:30 PM JUNE 6, 2007

NOTE: USE OF THE MAIL SERVICE IS AT YOUR OWN RISK FOR PROPER DELIVERY.

OFFERS WILL BE OPENED PROMPTLY AT 1:30 PM AT:

ALBUQUERQUE/BERNALILLO COUNTY GOVERNMENT CENTER
7TH FLOOR CONFERENCE ROOM
ONE CIVIC PLAZA
ALBUQUERQUE, NEW MEXICO

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GENERAL INFORMATION AND REQUIREMENTS
REQUEST NUMBER: RFB2007-141-JR

ALL OFFERORS ARE RESPONSIBLE FOR READING AND UNDERSTANDING ALL INFORMATION CONTAINED IN THIS REQUEST. OFFERORS ARE RESPONSIBLE FOR CHECKING TO ASSURE THAT NO PAGES ARE MISSING. PLEASE CHECK THIS PACKAGE UPON RECEIPT. IF ANY PAGES ARE MISSING PLEASE CONTACT THE BUYER NAMED ON THE COVER PAGE.

THE FOLLOWING INFORMATION AND FORMS ARE REQUIREMENTS FOR A CONTRACT. PLEASE PROVIDE WITH BID.

- _____ OFFEROR COMPLIANCE FORM
COMPLETE ALL APPLICABLE INFORMATION, INCLUDING YOUR FEDERAL TAX IDENTIFICATION NUMBER, AND RETURN IT WITH YOUR OFFER.
- _____ PRICING DETAIL FORM(S)
COMPLETE ALL PRICING DETAIL; INCLUDING UNIT, EXTENDED AND GROUP PRICES **(THIS IS VERY IMPORTANT)**.
- _____ OFFEROR COMMENTS FORM
IF APPLICABLE, COMPLETE, SIGN AND RETURN WITH YOUR OFFER.
- _____ EXCLUSION OF LOCAL OR STATE PREFERENCE
DUE TO THE FUNDING SOURCE(S) OF THIS PROCUREMENT, LOCAL OR STATE PREFERENCE WILL NOT BE CONSIDERED FOR THIS REQUEST.
- _____ DBE COMPLIANCE STATEMENT, IF APPLICABLE, SIGNED WITH COMPLETE INFORMATION AS REQUIRED. "FEDERAL FUND USE".
- _____ CERTIFICATION REGARDING DEBARMENT, "FEDERAL FUND USE" REQUIREMENT.
- _____ LOBBYING CERTIFICATION, "FEDERAL FUND USE" REQUIREMENT.

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OFFEROR COMPLIANCE FORM

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FOR FURTHER INFORMATION
CALL JOE RAEL
AT (505) 768-3344

DELIVERY DATE: _____
(PLEASE SPECIFY)

FOB POINT: VARIOUS

REQUISITION

ALBUQUERQUE, NM

BID BOND AMOUNT: \$0.00

PERFORMANCE BOND AMOUNT: \$0.00

BID BOND PERCENT: 0%

PERFORMANCE BOND: 0%

IF APPLICABLE, BID AND PERFORMANCE BOND INFORMATION CAN BE FOUND IN THE SUPPLEMENTAL TERMS AND CONDITIONS.

DISCOUNT: PLEASE INDICATE YOUR FIRM'S DISCOUNT FOR PROMPT PAYMENT:
(THE MINIMUM ACCEPTABLE PERIOD IS 20 CALENDAR DAYS)

20 CALENDAR DAYS: _____%

30 CALENDAR DAYS: _____%

OTHER: ____ CALENDAR DAYS: _____%

A 5% LOCAL PREFERENCE IS NOT AVAILABLE FOR THIS BID.

A STATE RESIDENT PREFERENCE IS NOT AVAILABLE FOR THIS BID.

COMPLIANCE AGREEMENT

I, THE UNDERSIGNED, HAVE READ AND EXAMINED THE GENERAL TERMS, CONDITIONS, ANY SUPPLEMENTAL TERMS AND CONDITIONS, AND THE SPECIFICATIONS OF THIS REQUEST AND AGREE TO COMPLY WITH ALL OF THEM.

SIGNATURE: _____ DATE: ____/____/____

NAME: _____ TITLE: _____
(PRINT OR TYPE)

COMPANY NAME: _____ EIN: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ - _____ FAX: (____) _____ - _____

DIRECT DEPOSIT PAYMENT TRANSFERS ARE STRONGLY ENCOURAGED.
TO ACCESS FORMS VISIT WWW.CABQ.GOV/ONLINESVCS/VENDORS/VENDORACH.HTML.
E-MAIL ADDRESS _____.

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
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IN ACCORDANCE WITH THE ENCLOSED SPECIFICATIONS, TERMS AND CONDITIONS, FURNISH THE CITY WITH THE FOLLOWING:

TEMPORARY WORKER SERVICES IN THE CATEGORIES INDICATED BELOW ON AN AS NEEDED BASIS. THE HOURS LISTED FOR ALL BID ITEMS ARE TWO YEAR ESTIMATES. THE LOWER ESTIMATED HOURS (8 OR BELOW) ARE FOR JOB SPECIFICATIONS THAT ARE NOT TYPICALLY USED ON A PARTICULAR CONTRACT BUT CAN BE SHOULD THE NEED ARISE. THE HOURLY RATE (UNIT PRICE) FOR ALL BID ITEMS MUST INCLUDE ALL APPLICABLE TAXES AND ALL OTHER COSTS ASSOCIATED WITH PROVIDING THIS SERVICE TO THE CITY.

CONSTRUCTION CLASSIFICATIONS DUTIES ARE STRICTLY PROHIBITED ON THIS CONTRACT AS STATED IN THE "STATE OF NEW MEXICO ARTICLE 13A, EMPLOYEE LEASING". ANY JOB SPECIFICATIONS THAT MAY CONTAIN CARPENTRY, PLUMBING OR CONSTRUCTION SHOULD AUTOMATICALLY BE DISREGARDED AS AN ELEMENT OF THE JOB DESCRIPTION FOR THE PURPOSES OF THIS CONTRACT.

THE JOB DESCRIPTIONS BELOW ARE REPRESENTATIVE OF THE DUTIES AND EXPERIENCE REQUIRED OF A PARTICULAR TITLE AND GRADE. AS THERE MAY BE MANY VARIATIONS WITHIN CURRENT CITY JOB SPECIFICATIONS THAT VARY FROM DEPARTMENT TO DEPARTMENT, SOME POSITIONS LISTED ARE GENERAL DESCRIPTIONS AND OTHERS ARE VERY SPECIFIC BUT THE EMPHASIS UNLESS NOTED, SHOULD BE ON THE LEVEL OF EXPERTISE, EXPERIENCE, AND KNOWLEDGE NEEDED TO SUCCESSFULLY PERFORM AT THAT LEVEL.

PLEASE NOTE: THERE ARE FIVE GROUPS ADDRESSED WITHIN THE SCOPE OF THIS PROCUREMENT. MULTIPLE AWARDS MAY RESULT FOR ONE OR MORE GROUPS, DEPENDENT UPON "ALL OR NONE" LOW RESPONSIVE BID WITHIN A GROUP.

1	1	5,500.00 HR ESTIMATED	ACCOUNTANT I CITY JOB CODE: 7A01AA CITY JOB GRADE: M13	_____	_____
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1	2	5,300.00 HR ESTIMATED	ACCOUNTANT II CITY JOB CODE: 7A02AA CITY JOB GRADE: M14	_____	_____
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 PRICING DETAIL FORM
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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	3	1,800.00 HR ESTIMATED	ANIMAL HEALTH TECHNICIAN CITY JOB CODE: 3B02AM CITY JOB GRADE: B28	_____	_____
1	4	2,100.00 HR ESTIMATED	ASSOCIATE PROJECT COORDINATOR CITY JOB CODE: 7X02AA CITY JOB GRADE: M13	_____	_____
1	5	4,000.00 HR ESTIMATED	BUILDING INSPECTOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
1	6	8.00 HR ESTIMATED	COMMUNICATION CENTER SPECIALIST CITY JOB CODE: CF00AA CITY JOB GRADE: C28	_____	_____
1	7	300.00 HR ESTIMATED	CONSTRUCTION INSPECTOR III CITY JOB CODE: 6G03AA CITY JOB GRADE: M13	_____	_____
1	8	700.00 HR ESTIMATED	COUNCIL POLICY ANALYST CITY JOB CODE: 7N11CA CITY JOB GRADE: M18	_____	_____
1	9	275.00 HR ESTIMATED	DATABASE ADMINISTRATOR II CITY JOB CODE: 7H201A CITY JOB GRADE: I10	_____	_____
1	10	1,500.00 HR ESTIMATED	ENGINEER CITY JOB CODE: 8K00PA CITY JOB GRADE: E16	_____	_____
1	11	1,950.00 HR ESTIMATED	ENGINEERING ASSISTANT CITY JOB CODE: 5K00AA CITY JOB GRADE: M14	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	12	1.00 HR ESTIMATED	ENGINEERING ASSOCIATE CITY JOB CODE: 7K00AA CITY JOB GRADE: M15	_____	_____
1	13	1.00 HR ESTIMATED	ENGINEERING TECHNICIAN CITY JOB CODE: 5K04AA CITY JOB GRADE: M12	_____	_____
1	14	1,800.00 HR ESTIMATED	EXECUTIVE ASSISTANT CITY JOB CODE: 7N00EA CITY JOB GRADE: E14	_____	_____
1	15	1.00 HR ESTIMATED	EH INTERN INSTRUCTOR/COORDINATOR CITY JOB GRADE: N/A CITY JOB CODE: N/A	_____	_____
1	16	1,200.00 HR ESTIMATED	FISCAL MANAGER CITY JOB CODE: 8L00SA CITY JOB GRADE: E18	_____	_____
1	17	400.00 HR ESTIMATED	FISCAL OFFICER CITY JOB CODE: 7L00AA CITY JOB GRADE: M16	_____	_____
1	18	900.00 HR ESTIMATED	FORENSIC SCIENTIST, BIOLOGY (DNA) CITY JOB CODE: 6W08AA CITY JOB GRADE: M16	_____	_____
1	19	100.00 HR ESTIMATED	GIS SPECIALIST CITY JOB CODE: 7H00AA CITY JOB GRADE: M13	_____	_____
1	20	5,000.00 HR ESTIMATED	GRAPHICS COORDINATOR CITY JOB CODE: 6E02AA CITY JOB GRADE: M14	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	21	1,000.00 HR ESTIMATED	INFORMATION SYSTEMS SPECIALIST CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
1	22	12,000.00 HR ESTIMATED	INFORMATION SYSTEMS TECHNICIAN CITY JOB CODE: 7H12AA CITY JOB GRADE: I7	_____	_____
1	23	1,000.00 HR ESTIMATED	INFORMATION TECHNOLOGY SPECIALIST CITY JOB GRADE: N/A CITY JOB CODE: N/A	_____	_____
1	24	200.00 HR ESTIMATED	LEGAL SECRETARY CITY JOB CODE: 5U00AA CITY JOB GRADE: E12	_____	_____
1	25	500.00 HR ESTIMATED	MARKETING MANAGER CITY JOB CODE: 7F05AA CITY JOB GRADE: M16	_____	_____
1	26	400.00 HR ESTIMATED	MARKETING SPECIALIST CITY JOB CODE: 6F01AA CITY JOB GRADE: M14	_____	_____
1	27	800.00 HR ESTIMATED	MECHANIC I CITY JOB CODE: 1V07AA CITY JOB GRADE: B28	_____	_____
1	28	1,700.00 HR ESTIMATED	OPERATION MAINTENANCE SUPERINTENDENT CITY JOB CODE: 8V012SA CITY JOB CODE: E16	_____	_____
1	29	1,900.00 HR ESTIMATED	PARK INSPECTOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	30	8.00 HR ESTIMATED	PERSONNEL OFFICER CITY JOB CODE: 7R05CA CITY JOB GRADE: E15	_____	_____
1	31	6,000.00 HR ESTIMATED	PRINCIPAL PLANNER CITY JOB CODE: 7X07AA CITY JOB GRADE: M17	_____	_____
1	32	1.00 HR ESTIMATED	PRODUCTION CONTROL ADMINISTRATOR CITY JOB GRADE: 7H25AA CITY JOB CODE: 7H25AA	_____	_____
1	33	400.00 HR ESTIMATED	PROGRAM DATA ANALYST CITY JOB CODE: 7N60AA CITY JOB GRADE: M14	_____	_____
1	34	28,000.00 HR ESTIMATED	PROGRAM SPECIALIST CITY JOB CODE: 7510AA CITY JOB GRADE: M14	_____	_____
1	35	5,500.00 HR ESTIMATED	PROGRAMMER ANALYST CITY JOB CODE: 7H07AA CITY JOB GRADE: I7	_____	_____
1	36	3,200.00 HR ESTIMATED	PROJECT COORDINATOR CITY JOB CODE: 7X44AA CITY JOB GRADE: M15	_____	_____
1	37	8.00 HR ESTIMATED	PROPERTY AND EVIDENCE TECHNICIAN CITY JOB CODE: 5N80AG CITY JOB GRADE: M12	_____	_____
1	38	500.00 HR ESTIMATED	PUBLIC INFORMATION OFFICER CITY JOB CODE: 7F03AA CITY JOB GRADE: M15	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
1	39	300.00 HR ESTIMATED	RADIO SYSTEMS SPECIALIST CITY JOB CODE: 3J07AA CITY JOB GRADE: B34	_____	_____
1	40	7,000.00 HR ESTIMATED	RECREATION ASSISTANT CITY JOB CODE: CP00AA CITY JOB GRADE: C23	_____	_____
1	41	800.00 HR ESTIMATED	RESEARCH ANALYST CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
1	42	100.00 HR ESTIMATED	SENIOR ENGINEER CITY JOB CODE: 8K01PA CITY JOB GRADE: E17	_____	_____
1	43	1.00 HR ESTIMATED	SYSTEM ANALYST II CITY JOB CODE: 7H11IA CITY JOB GRADE: I9	_____	_____
1	44	2,000.00 HR ESTIMATED	SYSTEMS PROGRAMMER I CITY JOB CODE: 7H33AA CITY JOB GRADE: I8	_____	_____
1	45	700.00 HR ESTIMATED	TECHNICAL PRODUCTION SPECIALIST CITY JOB CODE: 6J03AA CITY JOB GRADE: M12	_____	_____
1	46	23,000.00 HR ESTIMATED	THEATER LIGHT ENGINEER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
1	47	8,700.00 HR ESTIMATED	VETERINARY TECHNICIAN I CITY JOB CODE: 6B00QM CITY JOB GRADE: M12	_____	_____
GROUP 1 ITEM #1 - 47 WILL BE AWARDED AS "ALL OR NONE" FOR THE GROUP					

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE

GROUP TOTAL PRICE =====					
2	48	4,000.00 HR ESTIMATED	ACCOUNTING ASSISTANT CITY JOB CODE: CA05AA CITY JOB GRADE: C28	_____	_____

2	49	16,000.00 HR ESTIMATED	ADMINISTRATIVE SERVICES OFFICER CITY JOB CODE: 7N04AAA CITY JOB GRADE: M14	_____	_____

2	50	13,000.00 HR ESTIMATED	ADMINISTRATIVE SUPERVISOR CITY JOB CODE: 4N00AA CITY JOB GRADE: M13	_____	_____

2	51	6,200.00 HR ESTIMATED	AGENT I, CALL CENTER CITY JOB CODE: UNC CITY JOB GRADE: UNCM18	_____	_____

2	52	400.00 HR ESTIMATED	BOARD MEETING ASSISTANT CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

2	53	500.00 HR ESTIMATED	CALL CENTER SUPERVISOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

2	54	8.00 HR ESTIMATED	CASHIER II CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
2	55	14,000.00 HR ESTIMATED	CASHIER III CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
2	56	8.00 HR ESTIMATED	EDUCATION ASSISTANT CITY JOB CODE: 7105AA CITY JOB GRADE: M14	_____	_____
2	57	4,500.00 HR ESTIMATED	EMERGENCY COMMUNICATIONS OPERATOR CITY JOB CODE: CF03AM CITY JOB GRADE: C33	_____	_____
2	58	150.00 HR ESTIMATED	INVENTORY SYSTEMS SPECIALIST CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
2	59	100.00 HR ESTIMATED	PARK ATTENDANT CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
2	60	3,000.00 HR ESTIMATED	PLANNER CITY JOB CODE: 7X05AA CITY JOB GRADE: M15	_____	_____
2	61	500.00 HR ESTIMATED	RECEPTIONIST CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
2	62	140,000.00 HR ESTIMATED	SENIOR ADMINISTRATIVE ASSISTANT CITY JOB CODE: 7N01AA CITY JOB GRADE: M13	_____	_____
2	63	500.00 HR ESTIMATED	STOCK CLERK CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

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2	64	200.00 HR ESTIMATED	WEB WRITER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
GROUP 2 ITEMS #48 - 64 WILL BE AWARDED AS "ALL OR NONE" FOR THE GROUP.					

					GROUP TOTAL PRICE =====

3	65	200.00 HR ESTIMATED	CATALOGUER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

3	66	12,000.00 HR ESTIMATED	DEAD ANIMAL COLLECTION ASSISTANT I CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

3	67	1.00 HR ESTIMATED	FIELD COLLECTOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

3	68	46,000.00 HR ESTIMATED	GARDENER I CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

3	69	1,700.00 HR ESTIMATED	GARDENER II CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE

3	70	90,000.00 HR ESTIMATED	GENERAL SERVICE WORKER CITY JOB CODE: 1V06AA CITY JOB GRADE: B19 THIS CITY POSITION HAS BEEN MODIFIED FOR THE PURPOSE OF THIS CONTRACT. ALL REFERENCES TO LIGHT CONSTRUCTION DUTIES, CARPENTRY, AND HEAVY ROAD CONSTRUCTION HAVE BEEN DELETED TO COMPLY WITH "STATE OF NEW MEXICO, ARTICLE 13 A, EMPLOYEE LEASING."	_____	_____

3	71	28,500.00 HR ESTIMATED	HOUSING GENERAL SERVICES WORKER CITY JOB CODE: N/A CITY JOB GRADE: N/A THIS POSITION HAS BEEN MODIFIED FOR THE PURPOSE OF THIS CONTRACT. THE ATTACHED JOB DESCRIPTION IS REPRESENTATIVE OF THE DUTIES AND LEVEL OF SKILLS AND EXPERIENCE REQUIRED OF THIS TITLE AND GRADE.	_____	_____

3	72	3,700.00 HR ESTIMATED	LEAD CART COORDINATOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

3	73	13,000.00 HR ESTIMATED	LEAD GARDENER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

3	74	13,300.00 HR ESTIMATED	LEAD GENERAL SERVICE WORKER CITY JOB CODE: 2V11AA CITY JOB GRADE: B23 THIS CITY POSITION HAS BEEN MODIFIED FOR THE PURPOSE OF THIS CONTRACT. ALL REFERENCES TO LIGHT CONSTRUCTION DUTIES, CARPENTRY, AND HEAVY ROAD CONSTRUCTION HAVE BEEN DELETED TO COMPLY WITH "STATE OF NEW MEXICO, ARTICLE 13 A, EMPLOYEE LEASING."	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
3	75	53,000.00 HR ESTIMATED	LIBRARY SHELFER CITY JOB CODE: UD90AA CITY JOB GRADE: NONE	_____	_____
3	76	2,100.00 HR ESTIMATED	PARK MAINTENANCE CREW SUPERVISOR CITY JOB GRADE: 4V13AA CITY JOB GRADE: 4V13AA	_____	_____
3	77	12,000.00 HR ESTIMATED	PARKING ATTENDANT CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
3	78	28,000.00 HR ESTIMATED	RECYCLE ASSISTANT CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
3	79	15,000.00 HR ESTIMATED	RESIDENT PARK ATTENDANT (RPA) CITY JOB CODE: RPA PROGRAM CITY JOB GRADE: UNCLASSIFIED TEMPORARY	_____	_____
3	80	30,000.00 HR ESTIMATED	SOLID WASTE CART COORDINATOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
3	81	13,200.00 HR ESTIMATED	TRUCK DRIVER CITY JOB CODE: 2V21AJ CITY JOB GRADE: B23	_____	_____
3	82	1.00 HR ESTIMATED	VAULT PULLER CITY JOB CODE: 1800A CITY JOB GRADE: B15	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE

3	83	8,000.00 HR ESTIMATED	WAREHOUSE WORKER CITY JOB CODE: 2003AA CITY JOB GRADE: B26	_____	_____
GROUP 3 ITEMS #65 -83 WILL BE AWARDED AS "ALL OR NONE" FOR THE GROUP.					

GROUP TOTAL PRICE =====					

4	84	3,500.00 HR ESTIMATED	COMMERCIAL DRIVERS ASSISTANT CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

4	85	1.00 HR ESTIMATED	COOK ASSISTANT CITY JOB CODE: 1M00AA CITY JOB GRADE: B20	_____	_____

4	86	8,000.00 HR ESTIMATED	KITCHEN AIDE CITY JOB CODE: 1M01AC CITY JOB GRADE: B13	_____	_____

4	87	1.00 HR ESTIMATED	MEAL SITE WORKER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

4	88	70,000.00 HR ESTIMATED	MECHANICS HELPER CITY JOB CODE: 1V08AA CITY JOB GRADE: B22	_____	_____

4	89	100.00 HR ESTIMATED	PROCESSOR TRAINER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

4	90	15,000.00 HR ESTIMATED	TIRE REPAIRER CITY JOB CODE: 2V16AA CITY JOB GRADE: B25	_____	_____
GROUP 4 ITEMS #84 -90 WILL BE AWARDED AS "ALL OR NONE" FOR THE GROUP.					

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE

GROUP TOTAL PRICE =====					
5	91	350.00 HR ESTIMATED	ACTOR III CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

5	92	17,200.00 HR ESTIMATED	ANIMAL HANDLER CITY JOB CODE: 1B01AM CITY JOB GRADE: B23	_____	_____

5	93	20,000.00 HR ESTIMATED	AQUARIUM TECHNICIAN CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

5	94	400.00 HR ESTIMATED	COLLECTION PROJECT COORDINATOR CITY JOB CODE: 7X44AA CITY JOB GRADE: M15	_____	_____

5	95	30,000.00 HR ESTIMATED	EVENTS ASSISTANT CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

5	96	45,000.00 HR ESTIMATED	EVENTS CREW MEMBER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

5	97	4,500.00 HR ESTIMATED	EXHIBIT DESIGN COORDINATOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
5	98	20.00 HR ESTIMATED	LIBRARY ASSOCIATE/SUBSTITUTE LIBRARIAN I CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
5	99	8.00 HR ESTIMATED	LIBRARY ASSOCIATE/SUBSTITUTE LIBRARIAN II CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
5	100	5,500.00 HR ESTIMATED	LIBRARY ASSOCIATE/SUBSTITUTE LIBRARIAN III CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
5	101	9,500.00 HR ESTIMATED	LIBRARY ASSOCIATE/SUBSTITUTE LIBRARIAN IV CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
5	102	8,000.00 HR ESTIMATED	LIBRARY ASSOCIATE/SUBSTITUTE LIBRARIAN V CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
5	103	100.00 HR ESTIMATED	MUSEUM PREPARATOR CITY JOB CODE: 6E01AA CITY JOB GRADE: M11 THIS POSITION HAS BEEN MODIFIED FOR THE PURPOSE OF THIS CONTRACT. THE ATTACHED JOB DESCRIPTION IS A REPRESENTATION OF THE DUTIES AND LEVEL OF SKILL AND EXPERIENCE REQUIRED OF THIS TITLE AND GRADE.	_____	_____
5	104	1,700.00 HR ESTIMATED	MUSEUM TOUR COORDINATOR CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

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GROUP NO.	ITEM NO.	QUANTITY/UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE
5	105	18,500.00 HR ESTIMATED	SENIOR ZOOKEEPER CITY JOB CODE: 3B00AA CITY JOB CODE: B29	_____	_____
5	106	8,500.00 HR ESTIMATED	SHOOTING RANGE SAFETY OFFICER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
5	107	2,400.00 HR ESTIMATED	VOLUNTEER PROGRAM COORDINATOR CITY JOB CODE: 7N13AA CITY JOB GRADE: M14	_____	_____
5	108	3,200.00 HR ESTIMATED	WRANGLER CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____
5	109	200.00 HR ESTIMATED	ZOOKEEPER II CITY JOB CODE: 1B00A CITY JOB GRADE: B20	_____	_____
5	110	3,300.00 HR ESTIMATED	PC SUPPORT SPECIALIST CITY JOB CODE: N/A CITY JOB GRADE: N/A	_____	_____

GROUP 5 ITEMS #91-110 WILL BE
AWARDED AS "ALL OR NONE" FOR THE GROUP.

GROUP TOTAL PRICE =====

IN THE EVENT THAT ADDITIONAL JOB TITLES ARE REQUIRED ON
THIS CONTRACT, THE CITY WILL NEGOTIATE THE HOURLY RATE
WITH THE AWARDED VENDOR(S). FOR THE PURPOSES OF
DESIGNATING A MAXIMUM AMOUNT FOR NEGOTIATING SUCH
RATES, INDICATE THE PERCENTAGE OF MARKUP OVER
CONTRACTOR'S COST.

____% GROUP 1, CITY PROVIDES REFERRALS

____% GROUP 1, NO REFERRALS PROVIDED

____% GROUP 2, CITY PROVIDES REFERRALS

____% GROUP 2, NO REFERRALS PROVIDED

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PRICING DETAIL FORM
REQUEST NUMBER: RFB2007-141-JR

___% GROUP 3, CITY PROVIDES REFERRALS

___% GROUP 3, NO REFERRALS PROVIDED

___% GROUP 4, CITY PROVIDES REFERRALS

___% GROUP 4, NO REFERRALS PROVIDED

___% GROUP 5, CITY PROVIDES REFERRALS

___% GROUP 5, NO REFERRALS PROVIDED

A CERTIFICATE OF INSURANCE WILL BE REQUIRED OF THE AWARDED VENDOR(S).

AS PER CITY POLICY AND PROCEDURES, AWARDED VENDOR(S) MAY FILL JOB REQUESTS ONLY AFTER RECEIVING PROPER WRITTEN AUTHORIZATION, OR CURRENT CITY APPROVED MODIFICATION TO THIS REQUIREMENT.

PROSPECTIVE BIDDERS ARE TO FILL OUT THE ATTACHED SPREADSHEET (APPENDIX I). THE CITY WILL USE THE INFORMATION PROVIDED AS PART OF THE TABULATION AND AWARD PROCESS. THE DIFFERENCE BETWEEN THE AMOUNT PAID TO THE EMPLOYEE AND THE BILL RATE WILL BE ADDED TO THE HOURLY BILL RATE AMOUNT RECORDED BY THE BIDDER IN THE "UNIT PRICE" FIELD ON THE PRICING DETAIL FORMS. THIS TOTAL WILL BE THE BASIS OF AWARDING THE LOWEST RESPONSIVE BIDDER.

PROSPECTIVE BIDDERS ARE NOT TO ARTIFICIALLY INFLATE THE EMPLOYEE PAY RATE BY ADDING NON-VOLUNTARY FEES. RATE OF PAY MUST REFLECT ACTUAL GROSS EARNINGS BY THE EMPLOYEE.

*****LAST ITEM REQUESTED*****

APPENDIX I

SUPPLEMENTAL HOURLY RATE VS. BILL RATE WORKSHEET INSTRUCTIONS

RFB2007-141-JR TEMPORARY WORKER SERVICES

The worksheet as follows is required in order for the City to evaluate the bids. As indicated, award of lowest bid will be determined on the lowest sum of the City Bill Rate plus the differential in the Employee Pay Rate and the City Bill Rate. The Excel file used to create the worksheet is also attached to the Purchasing Division Website (<http://www.cabq.gov/vendor/solicitations.html>) along side the bid PDF file for your use if so desired.

The following are instructions in the use of the worksheet manually or electronically. Submit the completed worksheet in hard copy with your bid.

- 1) For each line item, enter the EMPLOYEE HOURLY PAY RATE. This is the hourly rate amount your company pays the employee for filling that position.
- 2) For each line item, enter the VENDOR BILL RATE TO THE CITY. This is the hourly rate your company will bill the City for filling that position. Note: This is the amount you will enter on the unit price column of the "Pricing Detail Form" for the related bid item found on pages 4 through 18 of this bid.

If you are using the Excel form electronically, the rest of the form will be computed automatically and there is no need for additional data entry on this form. If you are filling the form out manually, continue through the following steps.

- 3) For each line item, enter the DIFFERENCE BETWEEN PAY RATE AND BILL RATE by subtracting the amount from the line entry in the EMPLOYEE HOURLY PAY RATE column from the line entry in the VENDOR BILL RATE TO THE CITY column.
- 4) For each line item, enter the AMOUNT TO BE EVALUATED FOR BID by adding the amount from the DIFFERENCE BETWEEN PAY RATE AND BILL RATE column from the line entry in the VENDOR BILL RATE TO THE CITY column.

Be sure to complete steps for all items within the group. Failure to bid all items in a group may cause group bid to be considered non-responsive.

If you have any questions regarding this form or process, contact Senior Buyer Joe Rael @ 505-768-3344 or by email; jrael@cabq.gov.

SUPPLEMENTAL HOURLY RATE VS. BILL RATE WORKSHEET - GROUP 1

ITEM#	GROUP:	POSITION TITLE:	EMPLOYEE HOURLY PAY RATE:	VENDOR BILL RATE TO THE CITY:	DIFFERENCE BETWEEN PAY RATE AND BILL RATE:	AMOUNT TO BE EVALUATED FOR BID:
1	1	ACCOUNTANT 1				
2	1	ACCOUNTANT 2				
3	1	ANIMAL HEALTH TECHNICIAN				
4	1	ASSOCIATE PROJECT COORDINATOR				
5	1	BUILDING INSPECTOR				
6	1	COMMUNICATION CENTER SPECIALIST				
7	1	CONSTRUCTION INSPECTOR 3				
8	1	COUNCIL POLICY ANALYST				
9	1	DATABASE ADMINISTRATOR 2				
10	1	ENGINEER				
11	1	ENGINEERING ASSISTANT				
12	1	ENGINEERING ASSOCIATE				
13	1	ENGINEERING TECHNICIAN				
14	1	EXECUTIVE ASSISTANT				
15	1	EH INTERN INSTRUCTOR/COORDINATOR				
16	1	FISCAL MANAGER				
17	1	FISCAL OFFICER				
18	1	FORENSIC SCIENTIST, BIOLOGY DNA				
19	1	GIS SPECIALIST				
20	1	GRAPHICS COORDINATOR				
21	1	INFORMATION SYSTEMS SPECIALIST				
22	1	INFORMATION SYSTEMS TECH.				
23	1	INFORMATION TECHNOLOGY SPECIALIST				
24	1	LEGAL SECRETARY				
25	1	MARKETING MANAGER				
26	1	MARKETING SPECIALIST				
27	1	MECHANIC 1				
28	1	OPERATION MAINT. SUPERINTENDENT				
29	1	PARK INSPECTOR				

SUPPLEMENTAL HOURLY RATE VS. BILL RATE WORKSHEET - GROUP 1

ITEM#	GROUP:	POSITION TITLE:	EMPLOYEE HOURLY PAY RATE:	VENDOR BILL RATE TO THE CITY:	DIFFERENCE BETWEEN PAY RATE AND BILL RATE:	AMOUNT TO BE EVALUATED FOR BID:
30	1	PERSONNEL OFFICER				
31	1	PRINCIPAL PLANNER				
32	1	PRODUCTION CONTROL ADMINISTRATOR				
33	1	PROGRAM DATA ANALYST				
34	1	PROGRAM SPECIALIST				
35	1	PROGRAMMER ANALYST				
36	1	PROJECT COORDINATOR				
37	1	PROPERTY AND EVIDENCE TECHNICIAN				
38	1	PUBLIC INFORMATION OFFICER				
39	1	RADIO SYSTEM SPECIALIST				
40	1	RECREATION ASSISTANT				
41	1	RESEARCH ANALYST				
42	1	SENIOR ENGINEER				
43	1	SYSTEM ANALYST 2				
44	1	SYSTEMS PROGRAMMER 1				
45	1	TECHNICAL PRODUCTION SPECIALIST				
46	1	THEATER LIGHT ENGINEER				
47	1	VETERINARY TECHNICIAN				

*** Note: You must bid all items within the group or group bid may be considered non-responsive.**

SUPPLEMENTAL HOURLY RATE VS. BILL RATE WORKSHEET - GROUP 2

ITEM#	GROUP:	POSITION TITLE:	EMPLOYEE HOURLY PAY RATE:	VENDOR BILL RATE TO THE CITY:	DIFFERENCE BETWEEN PAY RATE AND BILL RATE:	AMOUNT TO BE EVALUATED FOR BID:
48	2	ACCOUNTING ASSISTANT				
49	2	ADMINISTRATIVE SERVICES OFFICER				
50	2	ADMINISTRATIVE SUPERVISOR				
51	2	AGENT 1, CALL CENTER				
52	2	BOARD MEETING ASSISTANT				
53	2	CALL CENTER SUPERVISOR				
54	2	CASHIER 2				
55	2	CASHIER 3				
56	2	EDUCATION ASSISTANT				
57	2	EMERGENCY COMM. OPERATOR				
58	2	INVENTORY SYSTEMS SPECIALIST				
59	2	PARK ATTENDANT				
60	2	PLANNER				
61	2	RECEPTIONIST				
62	2	SENIOR ADMINISTRATIVE ASSISTANT				
63	2	STOCK CLERK				
64	2	WEB WRITER				

*** Note: You must bid all items within the group or group bid may be considered non-responsive.**

SUPPLEMENTAL HOURLY RATE VS. BILL RATE WORKSHEET - GROUP 3

ITEM#	GROUP:	POSITION TITLE:	EMPLOYEE HOURLY PAY RATE:	VENDOR BILL RATE TO THE CITY:	DIFFERENCE BETWEEN PAY RATE AND BILL RATE:	AMOUNT TO BE EVALUATED FOR BID:
65	3	CATALOGUER				
66	3	DEAD ANIMAL COLLECTION ASSISTANT				
67	3	FIELD COLLECTOR				
68	3	GARDNER 1				
69	3	GARDNER 2				
70	3	GENERAL SERVICE WORKER				
71	3	HOUSING GENERAL SERVICE WORKER				
72	3	LEAD CART COORDINATOR				
73	3	LEAD GARDENER				
74	3	LEAD GENERAL SERVICE WORKER				
75	3	LIBRARY SHELVER				
76	3	PARK MAINTENANCE CREW SUPERVISOR				
77	3	PARKING ATTENDANT				
78	3	RECYCLE ASSISTANT				
79	3	RESIDENT PARK ATTENDANT				
80	3	SOLID WASTE CART COORDINATOR				
81	3	TRUCK DRIVER				
82	3	VAULT PULLER				
83	3	WAREHOUSE WORKER				

*** Note: You must bid all items within the group or group bid may be considered non-responsive.**

SUPPLEMENTAL HOURLY RATE VS. BILL RATE WORKSHEET - GROUP 4

ITEM#	GROUP:	POSITION TITLE:	EMPLOYEE HOURLY PAY RATE:	VENDOR BILL RATE TO THE CITY:	DIFFERENCE BETWEEN PAY RATE AND BILL RATE:	AMOUNT TO BE EVALUATED FOR BID:
84	4	COMMERCIAL DRIVER'S ASSISTANT				
85	4	COOK ASSISTANT				
86	4	KITCHEN AIDE				
87	4	MEAL SITE WORKER				
88	4	MECHANICS HELPER				
89	4	PROCESSOR TRAINER				
90	4	TIRE REPAIRER				

*** Note: You must bid all items within the group or group bid may be considered non-responsive.**

SUPPLEMENTAL HOURLY RATE VS. BILL RATE WORKSHEET - GROUP 5

ITEM#	GROUP:	POSITION TITLE:	EMPLOYEE HOURLY PAY RATE:	VENDOR BILL RATE TO THE CITY:	DIFFERENCE BETWEEN PAY RATE AND BILL RATE:	AMOUNT TO BE EVALUATED FOR BID:
91	5	ACTOR 3				
92	5	ANIMAL HANDLER				
93	5	AQUARIUM TECH				
94	5	COLLECTION PROJECT COORDINATOR				
95	5	EVENTS ASSISTANT				
96	5	EVENTS CREW MEMBER				
97	5	EXHIBIT DESIGN COORDINATOR				
98	5	LIBRARIAN 1				
99	5	LIBRARIAN 2				
100	5	LIBRARIAN 3				
101	5	LIBRARIAN 4				
102	5	LIBRARIAN 5				
103	5	MUSEUM PREPARATOR				
104	5	MUSEUM TOUR COORDINATOR				
105	5	SENIOR ZOOKEEPER				
106	5	SHOOTING RANGE SAFETY OFFICER				
107	5	VOLUNTEER PROGRAM COORDINATOR				
108	5	WRANGLER				
109	5	ZOOKEEPER 2				
110	5	PC SUPPORT SPECIALIST				

*** Note: You must bid all items within the group or group bid may be considered non-responsive.**

TEMPORARY PERSONNEL SERVICES

SPECIFICATIONS FOR FURNISHING TEMPORARY PERSONNEL

GENERAL: These bid conditions are intended to establish performance requirements for the employment of temporary staff personnel.

- 1. Position Requirements:** Job descriptions for each of the bid items are included as part of this bid document. In some cases, the City has multiple job descriptions for the same job title. In those cases, the job description attached to the bid document is representative of the level of skill and experience required to do the job.
- 2. Fidelity Bond:** Each employee shall be bonded up to \$100,000.00.
- 3. Garnishments:** It shall be the vendor's responsibility to process all garnishment claims while the employee is performing services for the City of Albuquerque.
- 4. Taxes:** It shall be the responsibility of the vendor to pay for all taxes pertaining to employees and pay the employer's share of taxes required by State and Federal laws.
- 5. Unemployment Claims:** It shall be the responsibility of the vendor to pay for all unemployment claims while the vendor's employees are contractually employed by the City.
- 6. Health Insurance:** All benefits extended to contract employees such as health insurance, life insurance, etc. shall be paid for by the vendor.
- 7. Sick Leave/Vacation Pay:** All benefits with regard to sick leave, vacation, emergency leave, etc., shall be paid for by the vendor.
- 8. Holidays:** Holidays given to full-time City employees will not constitute services rendered by the vendor for that particular holiday. It will be the vendor's responsibility to pay for all holidays earned by the vendor's employees. The city will not pay the vendor for holidays unless specifically provided for herein.
- 9. Full-time Employment:** The City is not, under any circumstances, obligated to employ the vendor's employee on a full-time basis. The intent of this contract is to provide temporary employment only. It is not the intent of the City of Albuquerque to utilize this document as a recruitment service. Contractual arrangements between the vendor and the vendor's employees do not pertain to this contract. All other contracts related to temporary employment by the vendor and employees are superseded by this contract.

- 10. Continuity of Service:** It shall be the vendor's responsibility to insure continuity. Should an employee be absent for a specific contract period, it shall be the vendor's responsibility, at no additional cost to the City, to replace that employee.
- 11. Affirmative Action:** The vendor agrees to adhere to the principles set forth in Executive Order Numbers 11246, 11375, and 11598, and to undertake specifically: to maintain employment opportunity for minority group persons and women: to take affirmative steps to hire and promote women and minority group persons at all job levels and in all aspects of employment: to provide the City, upon request, with a breakdown of this labor force by ethnic group, sex, and job category; and to discuss with the City their policies and practices related to affirmative action programs.
- 12. Changes:** The City may make changes within the general scope of this order by giving notice to the vendor and subsequently confirming such changes in writing. No changes by the vendor shall be recognized without written approval by the City. Increases in Social Security rates, State Gross Receipts Tax, or Federal, State or City Minimum Wage may be passed on to the City upon submission of a justified revised wage schedule for positions affected.
- 13. Bid Requirements:** Included in determining responsive offers from responsible offers, the following will be considered:
 - A. Cost:** Bid awards shall be determined, by group, on an "All-or-None" basis. Estimated quantities are stated for evaluation purposes. Hourly rates are to remain fixed through the term of the contract unless authorized under the provisions of Paragraph 12 entitled "Changes". Variable wage rates within each job category are not acceptable. Only the wage rates listed in vendors' bid will be applicable. Only the wage rates listed in vendors' bid will be applicable for the term of the contract. Hourly rates bid are to include all applicable taxes. The difference between the hourly bill rate and the amount paid to the employee will also be added as a means of determining award. (See spreadsheet.)
 - B. Letters of Recommendation:** Potential contractors shall submit, with their bid or upon demand by the Purchasing Office, a minimum of three (3) favorable letters of recommendation from agencies, private or public. These letters must include the minimum and maximum number of workers provided to each agency, and the type of services provided.
 - C. Potential contractors must have been in business in the Albuquerque Metropolitan area for the past three (3) years.**

- 14. Adherence to Job Codes:** Successful vendor shall maintain an accurate log reflecting user Department's requirement and position code utilized to fulfill the requirement. This file shall be subject to random audit by the City of Albuquerque. Requirements for job classifications not contained in the original bid document shall be granted only after securing approval of the Personnel Department. Requests to establish additional classifications will be accepted if current City Code(s) and Grade(s) exist as identified by the City Job Code Index for City positions. The City Purchasing office or its designee will negotiate the applicable rate for any job classifications added to the contract. Job classifications (construction related) governed by the State of New Mexico ARTICLE 13A EMPLOYEE LEASING will not be added to this contract. Job classifications included in this contract shall not be utilized to place individuals in jobs with construction related duties that would fall into the construction classes covered by ARTICLE 13A.
- 15. Certificates of Insurance:** A Certificate of Insurance for the following categories must be submitted by the awarded vendor.
 - A. Workers' Compensation/Employer Liability**
 - B. Bodily Injury Liability**
 - C. Comprehensive Auto Liability**
- 16. The contractor shall provide the user Department with accurate and concise billings, including the purchase order item number, job title, dates of service, and purchase order number.**
- 17. The contractor will test all prospective employees prior to placement. Acceptable standards for individuals placed shall meet or exceed Requirements for the categories of personnel listed. Testing shall be comparable to City requirements.**
- 18. The contractor will provide a qualified employee to the requesting City agency within 24 hours after receipt of request or a later date if so specified.**
- 19. The City may reject or terminate any employee placed, without giving cause or notice, and the contractor will provide a replacement employee within 24 hours after notification of termination if so requested. Should the second (replacement) employee also be unsatisfactory, the City reserves the right to obtain services from another source.**
- 20. No placement fee will be charged for employees hired into full-time City positions provided employee and has been employed a minimum of thirty (30) calendar days through the contractor.**
- 21. The contractor shall refer employees only to job classifications approved within the contract.**
- 22. The contractor shall adhere to all City policies, existing and future,**

pertaining to the use of temporary workers.

23. The contractor shall not refer a single worker to a higher classification Position within a Department during an assignment where a break in that assignment has not occurred without prior approval from the City Purchasing Office or its designee.
24. The contractor shall submit monthly reports to the City Purchasing Office or its designee, which include name of employee, purchase order item number, position title, classification number, length of referral, hourly rate, requesting Department and costs incurred to date by the position.
25. The contractor will maintain a year-to-date log reflecting "Hours Worked" By purchase order item number. This information will be periodically requested by the City.
26. Minimum Wage Requirements: Successful contractors must comply with the Fair Labor Standards Act (FLSA) of 1938, as amended, and U.S. Department of Labor Regulations Part 516 pertaining to employee record keeping requirements
27. The City reserves the right to place City temporary employees into temporary vacancies before requesting temporary personnel from contracted vendor(s).
28. Failure of the successful vendor(s) to provide quality applicants or, to Adhere to reporting or other requirements of this Bid's terms and conditions
29. Requests for temporary employees by City Departments will be in accordance with procedures established by the City. The contractor, upon award, will be briefed by the Purchasing Office or its designee as to current procedures.
30. Attached City job descriptions and/or classifications will be used for reference and management of this contract as interpreted by the City. Job descriptions included here are representative of the level of skill and experience required. Modifications to remove construction, plumbing, and other restricted duties are noted throughout this procurement.
31. Each offeror must agree that if awarded a contract as a result of this RFB, that it will not provide to the City for a work assignment any person who is registered as a sex offender in any jurisdiction, if that person might have the opportunity to be alone with a child or any at-risk person in the performance of that assignment. The contractor will be required to do a Megan's Law search of all U.S. jurisdictions.
32. It is the City's policy to allow temporary workers to remain working for the City for no more than a continuous two year period. Under the contract resulting from this RFB, the contractor will not be allowed to assign a worker to any City position who has worked for the City continuously for

two years unless there is a 90 day break in service for that worker during which time he or she has not worked for the City in any capacity. The contractor will be responsible for identifying such workers before placing them in City assignments and removing any workers from assignments once they reach the two year limit. The contractor will be required to provide reports to the City which give the start date for all temporary workers assigned and which identify those workers who have been removed from an assignment due to this restriction. Additional reporting may be required.

33. Confidentiality: A. The city may, from time to time, disclose to the contractor proprietary or confidential information relating to its business and affairs, for example, personal information related to the City's customs and clients. All such information is referred to herein as "Confidential Information". The contractor agrees not to disclose the City's Confidential Information other than in the performance of its agreement with the City. The contractor will use at least the same degree of care to avoid disclosure of Confidential Information as it uses with respect to its own Confidential Information. The City may seek injunctive relief to enforce its rights under this section.

B. Confidential information will be clearly designated in writing as proprietary or confidential. Confidential information does not include information: (a) generally available or know to the public; (b) previously known to the recipient; (c) independently developed by the recipient outside the scope of this agreement with the City; (d) lawfully disclosed by a third party; or (e) disclosed during testimony before any judicial or quasi-judicial court or tribunal.

34. Award of Contract.

- A. Award will be by group. There are five groups and all items in the group must be bid or group bid will be considered non-responsive. Please provide group total where indicated on pricing detail page. Each group could result in multiple vendors. Up to three responsive vendors may be awarded for each group.
- B. In order to better control for the quality of employee with relation to the rate the City is paying (bill rate), the bid will be evaluated as follows: Using the attached worksheet, enter the bill rate to the City, the rate of payment to the employee, and the marginal difference between the two rates. The marginal difference will be added to the bill rate for evaluation purposes only. The bidder whose sum of bill rate plus the marginal difference that is lowest will be considered the lowest bid, and thereon.

On the pricing detail form, pages 4 through 18, enter the bill rate to the City only. This will be the cost to the City and the bill rate on the awarded contract(s).



City of Albuquerque

Job Description

Position Title:	Accountant I		
Status:	Approved		
Position Code	Grade	Date	Category
7A01AA	M13	Dec 2006	Accounting/Finance/Budget/Audit

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Provide entry-level professional accounting support, including posting data to various ledgers, registers, journals and logs; to analyze and review financial transactions in preparation of the City's Comprehensive Annual Financial Report; to perform financial analysis for various programs within the city; and to perform a variety of accounting functions relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher-level supervisory or management staff.

May exercise technical and functional lead over clerical staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform entry-level accounting activities in compliance with applicable standards and specifications; post data to general ledgers, registers, journals and logs; prepare journal vouchers.
2. Participate in the preparation of the City's Comprehensive Annual Financial Report; prepare and combine financial statements and schedules for assigned funds.
3. Maintain a variety of accounts and general ledgers; prepare monthly fiscal reports and special reports relating to the progress of assigned funds.
4. Prepare financial reports for various City departments; prepare statistical financial reports; enter updated information into the database and maintain accurate financial records; prepare financial reports from data files.
5. Maintain, reconcile and audit a variety of ledgers, reports, and account records; examine and correct accounting transactions to ensure accuracy; tabulate financial and statistical data.
6. Respond to and resolve questions raised by outside independent auditors during the City's financial records audit.
7. Provide technical assistance and training to City staff in matters related to financial accounting and

budgeting.

8. Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
9. Serve as liaison for City departments; attend and participate in a variety of group meetings and seminars.
10. Receive, sort and prepare checks for verification; distribute to appropriate department for approval; void checks with confirmed errors.
11. Perform all duties related to reimbursement for employee travel; verify and sign for airline tickets; release itinerary to travel liaison.

SUPPLEMENTAL FUNCTIONS:

1. Recommend changes in policies and procedures for more uniform recording of information.
2. Maintain office inventory and order supplies as needed.
3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis. Exception: The six (6) required credit hours in accounting are not interchangeable.

Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or a related field, to include six (6) credit hours in accounting, plus two (2) years of accounting experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic principles and practices of fiscal record-keeping and reporting
Basic principles and techniques of accounting
Advanced principles of business mathematics
Basic governmental accounting principles
Modern office methods, procedures and computer equipment
Basic methods and techniques of research and analysis
Principles and procedures of financial record-keeping and reporting
Methods and techniques of cash handling

Skill and Ability to:

Maintain a variety of financial records and files
Accurately tabulate, record, and balance assigned transactions
Operate a variety of computerized equipment including various software and mainframe programs
Learn the operations, activities and services of a fixed-asset program
Understand and follow oral and written instructions
Prepare clear and concise financial reports

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain mental capacity which allows for effective interaction and communication with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

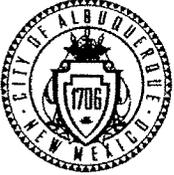
WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time

 City of Albuquerque Job Description	Position Title: Accountant II Status: Approved Position Grade: M14 Date: Dec 2006 Category: Accounting/Finance/Budget/Audit
	Code: 7A02AA

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

Provide professional level accounting support for the City's general ledger, payroll and other financial systems; analyze and review financial transactions for the preparation of the City's Comprehensive Annual Financial Report; perform complex financial analysis for various programs within the city; and perform a variety of accounting functions relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher-level supervisory or management staff.

Exercise supervision over lower-level accounting staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform professional accounting activities in compliance with applicable standards and specifications including reconciliation of general ledger, payroll, or other financial records, financial reporting and record keeping; review and analyze various records and reports; respond to inquiries or complaints.
2. Participate in the preparation of the Comprehensive Annual Financial Report; prepare and combine appropriate financial statements and schedules including balance sheets, statements of revenue and expenditures.
3. Report and resolve all questions and issues raised by the outside independent auditor during the annual audit of the Comprehensive Financial Report.
4. Post data to various ledgers, registers, journals and logs according to established accounting techniques and procedures; prepare journal vouchers that affect cash, expenses and general ledgers.
5. Maintain a variety of accounts and general ledgers; prepare monthly fiscal reports and special reports relating to the progress of assigned funds.
6. Prepare financial reports for various City departments; prepare statistical financial reports; enter updated information into the data base and maintain accurate financial records; prepare financial reports from data files.

7. Maintain, reconcile and audit a variety of ledgers, reports, and account records; examine and correct accounting transactions to ensure accuracy; tabulate financial and statistical data.
8. Prepare financial status reports for all operating fund programs and assigned grants; display budget expenditures, balance, projections and relevant financial information.
9. Research, analyze, identify and monitor problems related to general ledger, accounts payable, payroll, fixed asset, or other financial functions.
10. Supervise the work of an assigned unit or division; provide technical assistance and training to City staff in matters related to financial accounting and budgeting.
11. Monitor and balance various accounts verifying availability of funds and classification of expenditures; research and analyze transactions to resolve problems.
12. Provide fiscal monitoring and technical assistance to subcontracted agencies to ensure compliance with contract and regulatory requirements.
13. Serve as liaison for City departments; attend and participate in a variety of group meetings and seminars.
14. Receive, sort and prepare checks for verification; distribute to appropriate department for approval; void checks with confirmed errors.
15. Perform all duties related to reimbursement for employee travel; verify and sign for airline tickets; release itinerary to travel liaison.

SUPPLEMENTAL FUNCTIONS:

1. Recommend changes in policies and procedures for more uniform recording of information.
2. Maintain office inventory and order supplies as needed.
3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in accounting, finance, business administration or a related field to include nine (9) credit hours in accounting, plus three (3) years of professional accounting experience to include one (1) year direct supervisory or technical lead experience in an administrative capacity. The nine (9) credit hours in accounting are not interchangeable.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Advanced principles and practices of fiscal record-keeping and reporting
Advanced principles and techniques of accounting

Advanced principles of business mathematics
Principles and practices of governmental accounting
Generally accepted accounting principles
Basic principles of contract compliance monitoring
Modern office methods, procedures and computer equipment
Principles and procedures of financial record-keeping and reporting
Principles and procedures related to budgetary preparation, controls and development
Methods and techniques of financial analysis
Principles and procedures related to fixed-asset management
Methods and techniques of research, analysis and report preparation
Principles of supervision, training and performance evaluation
Principles of payroll processing, accounting, and regulatory reporting

Skill and Ability to:

Maintain a variety of financial records and files
Accurately tabulate, record, and balance assigned transactions
Monitor and analyze budget expenditures
Operate a variety of computerized equipment including various software and mainframe programs
Independently perform the full range of professional accounting functions
Work independently in the absence of supervision
Understand and follow oral and written instructions
Prepare administrative and financial reports
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows for effective interaction and communication with others
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods.

 City of Albuquerque Job Description	Position Title: Animal Health Technician		
	Status: Approved		
	Position Code	Grade	Date
	3B02AM	B28	Aug 2005
			Category
			Environmental Health

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To assist in providing humane veterinary and husbandry services to a variety of animals within Animal Services; to apply knowledge of humane animal care, handling, behavior, husbandry and veterinary hospital practices; to perform, or assist in the performance of, euthanasia procedures and to perform a variety of tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from Veterinarian and secondary supervision from higher supervisory staff.

May exercise supervision over Animal Handlers as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Assist Veterinarian in the medical examination, treatment, surgery, emergency care and post-mortem examination of animals; prepare instruments for surgery; prepare and catalog post-mortem specimens; prepare animals for surgery by shaving, scrubbing and disinfecting surgical site; prepare anesthetics, vaccines and antibiotics; ensure animals are handled and restrained humanely during all procedures.
2. Perform laboratory tests, such as hematology, parasitology and urinalysis, or prepare specimens for laboratory analysis.
3. Maintain animal related records and inventory of veterinary supplies, drugs and equipment; organize and prepare equipment for use and order appropriate supplies from approved sources, utilizing approved methods.
4. Monitor, record and report the health and well-being of assigned animals; provide daily care for animals assigned to clinic and quarantine including feeding and cleaning.
5. Administer medications as directed by the veterinarian.

6. Follow accepted procedures for processing animals into and out of the Clinic.
7. Assist in the identification of sick, injured or diseased animals; take precautions to prevent the spread of disease to other animals or humans; recommend veterinary care; administer first aid, medications or other treatment.
8. Perform, or assist in the performance of, humane animal euthanasia procedures; assist in selection of or concurrence with euthanasia decisions; verify designated animals to be euthanized; ensure safe and humane handling of animals during procedure.
9. Clean clinic and laboratory equipment; clean, disinfect and sterilize surgical supplies and equipment.
10. Interact with the public regarding treatment protocols and answer questions.
11. Work with volunteers and assist in the development and implementation of a foster program.
12. Coordinate with Kennel Supervisor and Animal Handlers for the scheduling of surgery and medical examination of animals.
13. Perform the more technical and complex tasks of the work unit including the maintenance and security of Class II and III controlled substances.
14. Participate in the education and training of Animal Care staff, volunteers and the public in animal health and shelter related issues.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of humane animal handling and veterinary technology.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education may be substituted for experience on a year for year basis.

High school diploma or GED and completion of training from an American Veterinary Medical Association accredited program, plus one (1) year of Veterinary Technician experience.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Veterinary Technician certificate (1-year program)

Ability to obtain Euthanasia certification from an approved course within six (6) months from date of hire

Possession of, or ability to obtain, a valid New Mexico Driver's License and a City of Albuquerque Operator's Permit (COP)

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Humane and basic animal health, animal behavior, breed identification, basic obedience, house training

and related issues pertaining to animals

Medical, physical and behavioral care of domestic animals, livestock, wildlife and exotic animals

Animal physiology and anatomy (especially dogs and cats)

Methods and techniques used in the security and control of Class II and III controlled substances

Occupational hazards and standard kennel safety practices

Modern office procedures, methods and equipment, including computers

Pertinent Federal, State and local codes, laws and regulations

Skill and Ability to:

Recognize symptoms and health problems of animals

Communicate clearly and concisely, both orally and in writing

Effectively deal with a variety of stress conditions (animal and human)

Communicate effectively

Perform physical activities and maneuvers necessary to accomplish assigned tasks and to control or immobilize animals

Perform basic veterinary procedures

Assist in humanely restraining animals for various procedures

Understand and follow oral and written instructions

Work independently in the absence of supervision

Compassionately interact with animals in ways to minimize their stress

Operate computer programs and perform related tasks. Learn and operate facility-computerized programs, (i.e. Chameleon, etc.)

Follow technical procedures performing humane euthanasia of animals by approved methods without supervision

Establish and maintain effective working relationships with those contacted in the course of work

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities

WORKING CONDITIONS:

Environmental:

Animal shelter environment; exposure to a variety of domestic and wild animals, animal body fluids, waste and infectious materials; outdoor and or inclement weather conditions; may be exposed to hostile or abusive members of the public; exposure to noise. Must be able to work weekends, nights and holidays

Physical:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting; bending, stooping, kneeling, crawling; sitting or standing for prolonged periods; walking; operating motorized equipment



City of Albuquerque

Position Specification

Position Title: Associate Project Coordinator

Status: Approved

Position Code	Grade	Date	Category
7X02AA	M13	Dec 2001	Construction/Capital Improvements Program

Position Description:

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

To provide technical and professional assistance to the Project Coordinator in overseeing assigned projects; and to provide information and assistance to the community, City officials and the public regarding construction, landscape or architectural projects.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform technical and professional project work on assigned construction, landscape or architectural projects; research, collect and analyze data; prepare staff and special reports; prepare a variety of documents and correspondence on assigned activities.
2. Participate in the decision making process for projects and committees; coordinate activities with other departments and agencies as needed.
3. Review, analyze and comment on proposals; develop and produce publications for internal and community use.
4. Prepare work programs and schedules for projects; ensure timely completion of projects according to schedule.
5. Meet with civic, business and governmental groups to explain policies, plans and procedures related to assigned projects.
6. Oversee site preparation, project acceptance forms and other required documents and correspondence.
7. Review plans, specifications, contracts and proposals to ensure compliance with authorized project scope.

8. Participate in budget development for assigned projects.
9. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the assigned project field.

Marginal Functions:

1. Serve as liaison for assigned project area with other City departments.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Basic principles of construction and architectural design.
Basic operations, services and activities of capital implementation programs.
Basic principles and practices of planning.
Basic procedures, methods and techniques of budget preparation and control.
Principles of business letter writing and basic report preparation.
Planning issues, policies, procedures and applications.
Pertinent Federal, State, and local laws, codes and safety regulations.

Ability to:

Coordinate and direct assigned construction, landscape or architectural projects.
Elicit community and organizational support for assigned projects.
Analyze and compile technical and statistical information.
Read and interpret construction documents.
Prepare and present clear and concise technical reports.
Allocate limited resources in a cost effective manner.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including the general public.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

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

Experience:

One (1) year of project implementation experience.

Training:

Bachelor's degree with major course work in architecture, landscape architecture, design and drafting or a related field.

License or Certificate

Possession of, or ability to obtain, valid New Mexico driver's license and a City Operator's permit.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

Building Inspector

Responsibilities are to:

- Provide technical rehabilitation services from initial inspection to project completion.
- Conduct field inspections of substandard properties
- Prepare property condition reports
- Work write-up specification and floor plans for rehabilitation of structures
- Prepare cost estimates for the work to be done
- Review construction proposals from contractors and monitor construction work on a regular basis.
- **NO HANDS ON THIS POSITION IS TO MONITOR CONSTRUCTION EFFORTS ONLY.**
- Experience:
 - Minimum of 10 years actual construction experience as a construction business owner and supervisor with primary emphasis in residential framing, remodeling and additions
 - Extensive experience in running subcontractors and framing crews and in working on projects as a lead carpenter and framing subcontractor
 - Experience in reading blue prints and drawing plans



City of Albuquerque

Job Description

Position Title: Communication Center Specialist			
Status: Approved			
Position Code	Grade	Date	Category
CF00AA	C28	Nov 2006	Transit/Transportation/Streets

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To ensure the delivery of services of assigned department or division through radio communication; to operate equipment necessary for communication; and to dispatch services as needed and appropriate for the operation of assigned department or division.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Receive all incoming calls through various forms of communications equipment including a two-way radio, switchboard, TDD (Telephone Device for the Deaf) telephone system and a multi-channel dispatch console; transmit and record all radio communications.
2. Respond to requests and relay emergency and non-emergency calls to appropriate personnel for service; assign and schedule pickup and deliveries.
3. Monitor program compliance with laws, rules and regulations related to provision of communications and related services; follow guidelines as set by the FCC (Federal Communications Commission).
4. Maintain daily logs and records of all calls received and personnel dispatched; maintain computerized records of pertinent information as assigned by department.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
6. Maintain an operating communications line with law enforcement and emergency agencies including fire, ambulance and aquatic rescue.
7. Follow established emergency procedures as assigned by department or division; obtain information and advise from supervisors, police rescue personnel or other emergency services; relay pertinent information to supervisors or emergency personnel.

8. Supervise the use, care and operation of communications equipment of assigned department or division; inform appropriate personnel for maintenance assistance.

9. Operate various forms of communication equipment; record and access information accurately to and from computer as needed.

SUPPLEMENTAL FUNCTIONS:

1. Ensure adherence to safe work practices and procedures.

2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED plus three (3) years general office experience to include one (1) year radio dispatching and/or two-way radio operation experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic operations, services and activities of a communications dispatch program

Federal Communications Commission (FCC) established rules and regulations

English usage, spelling, grammar and punctuation

Operate various forms of communications equipment

Modern office procedures, methods and equipment including computers

Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Operate various forms of communications equipment

Respond to emergency situations quickly and calmly and in accordance with department policies and procedures

Evaluate and prioritize assignments, work on multiple assignments simultaneously under pressure

Maintain records, files and logs

Interpret and explain City policies and procedures

Type at a speed necessary for successful job performance

Respond to requests and inquiries from the general public

Understand and follow oral and written instructions

Communicate clearly and concisely, both orally and in writing

Operate office equipment including computers and supporting word processing and spreadsheet applications

Establish and maintain effective working relationships with those contacted in the course of work

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods

 City of Albuquerque Job Description	Position Title: Construction Inspector III		
	Status:	Approved	
Position Code	Grade	Date	Category
6G03AA	M13	Oct 2006	Construction/Capital Improvement Program

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To inspect the work of contractors on a variety of construction relative to assigned area of responsibility including, but not limited to, traffic control, streets, sidewalks, curbs/gutters, driveway pads, water, wastewater, sewer and storm drainage projects; to ensure compliance with plans, specifications, contracts and ordinances; and to maintain records and prepare reports on projects inspected.

DISTINGUISHING CHARACTERISTICS:

Construction Inspector III

This is the advanced journey level class in the Construction Inspector series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing functional and technical lead over lower level inspection staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Construction Inspector III

Receives direction from higher level supervisory or management staff.

Exercise functional and technical lead over lower level inspection staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

Construction Inspector III

1. May ensure enforcement of the sidewalk ordinance through certified notification; ensure excavation work meets specification requirements through laboratory and field documentation.
2. Conduct final and warranty inspections and submit corrections, remedies or deficiencies to the project Engineer.
3. Inspect a variety of construction projects relative to assigned area of responsibility; perform plan checking functions; ensure compliance with applicable rules and regulations; interpret City approved plans.
4. Inspect and monitor new installation of all types of construction for compliance with specifications; inspect all materials brought to construction sites.
5. Provide accurate documentation of all construction inspection work completed including; a daily log; source books that verify the quantities of work performed daily; documentation for change orders; justifications for changes to construction contracts; environmental permit records and the structure packages including the project testing frequency reports; work order close-out documents and reimbursement requests.
6. Coordinate construction activities with other agencies; act as a liaison between contractor and project manager on construction inspection issues.
7. Respond to requests and complaints from citizens regarding construction projects.
8. Perform various tests at construction sites including but not limited to asphalt, concrete, soil and water for compliance with applicable specifications; coordinate all testing with City and private labs as needed.
9. Verify traffic control placement for correctness and safety; coordinate with barricade inspectors as needed.
10. Inspect the work of contractors and builders to insure contract compliance with pre-approved drainage specifications and plans, regulations and ordinances for arroyos, pavement, concrete work, water, sewer, waste water, drainage, buildings and other structures; issue violation notices, or citations as required.
11. Investigate complaints received from the general public and various businesses; determine corrective action to be taken within established regulations and ordinances.
12. Report field changes that may require design changes; review material test reports.

SUPPLEMENTAL FUNCTIONS:

Construction Inspector III

1. Attend meetings, seminars and training programs.
2. Perform related duties and responsibilities as required.
3. Comply with local, state and federal safety program requirements.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Construction Inspector III

Associate's degree in building and construction trades, engineering or a related field, plus four (4) years of construction inspection experience to include one (1) year direct supervisory or technical lead experience in an administrative capacity.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of a valid New Mexico Driver's License.

Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

Depending on position, may require New Mexico Water Quality Collection System III Certification.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Construction Inspector III

Principles of supervision, training and performance evaluation

Modern construction principles, practices and terminology

Soil compaction and density testing

Methods and techniques of traffic control

Operational characteristics of City storm drainage systems

Methods and techniques of storm drainage inspection

Basic mathematical principles

Occupational hazards and standard safety practices

Fundamental engineering and physics principles

Principles and techniques of materials testing

Pertinent Federal, State and local laws, codes and regulations

In addition to the qualifications for Construction Inspector I:

Operational characteristics, services and activities of a construction inspection program

Soils and properties used in the support of pavements

Skill and Ability to:

Construction Inspector III

Enforce applicable regulations with firmness and tact
Supervise, direct and coordinate the work of lower level staff
Select, supervise, train and evaluate staff
Prepare clear and concise reports
Make appropriate corrections in construction zones
Read and interpret technical drawings and specifications
Know pertinent Federal, State and local laws, codes and regulations
Inspect storm drainage systems for compliance with applicable drainage ordinances and regulations
Perform field surveys on commercial and residential sites
Respond to requests and inquiries from the general public
Maintain records and prepare basic reports
Understand and follow oral and written instructions
Work independently in the absence of supervision
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
In addition to the qualifications for Construction Inspector I:
Perform complex mathematical computations quickly and accurately
Read and interpret complex drawings and specifications
Apply technical knowledge and follow proper inspection techniques

WORKING CONDITIONS:

Environmental:

Office and construction site environment; travel from site to site; exposure to computer screens, heat, cold, inclement weather conditions; work around heavy construction equipment

Physical:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized equipment and vehicles



Job Title: Council Policy Analyst

Job Code: 7N11CA Job Grade: M18

Job Description and Duties:

- **Provide professional staff assistance and analysis to the City Council and individual Counselors regarding policy and budgetary issues.**
- **Research, analyze, and develop budget and policy proposals for citywide issues.**
- **Determine operational feasibility and accuracy of various programs brought to the Council.**
- **Provide highly responsible and complex administrative support to the Associate Director of the City Council.**

 City of Albuquerque Job Description	Position Title: Database Administrator II		
	Status: Approved		
	Position Code	Grade	Date
	7H20IA	I10	Nov 2006
			Category
			Information Services/Graphics/Geographic Information Systems

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To create database structures that consolidate the conceptual, logical and physical models of data stored by the City; to improve the quality, accuracy and integrity of information and data resources; to develop and maintain an enterprise-level, inter-departmental data model consisting of a subject data model and a conceptual entity relationship model; implement policies and standards for data modeling, conceptual database design, as well as data naming and meta data documentation standards; install, maintain, monitor and tune database management systems to ensure optimal performance; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

Database Administrator II

This is the full journey level class in the Database Administrator series. Employees perform the most difficult and responsible types of duties assigned to classes within this series. Employees at this level may assume major project management responsibilities. They are required to be fully trained in all procedures related to the assigned area of responsibility

May serve as project lead.

Database Administrator II

Receive general direction from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

Database Administrator II

1. Develop and modify database models based on logical models, designs and requirements; document and communicate changes.
2. Participate in systems analysis, design and implementation; advise and consult with application programmers during systems analysis.
3. Develop City-wide standards and preferred methodologies for use of the City's database management system environment and associate application development.
4. Install and maintain software for standard database management systems and data administration support; establish procedures for database operation, control and recovery.

5. Monitor database performance and fine tune for optimal performance; respond to system problems that may affect the database.
6. Develop and maintain an inter-departmental enterprise-level data model in a central repository.
7. Coordinate, review, and approve all logical and physical data models.
8. Transform or assist in the transformation of logical data models to physical database designs.

SUPPLEMENTAL FUNCTIONS:

Database Administrator II

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Database Administrator II

Master's degree from an accredited college or university with major course work in information systems, computer science or a related field, plus five (5) years of database administration or computer programming experience

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Database Administrator II

- Advanced principles and practices of database administration
- Principles and practices of project management
- Methods and techniques of applications development and common development languages
- Principles and practices of software installation
- Methods and techniques of data modeling and conceptual database design
- Operational characteristics of applicable database management system, information systems and mainframe environments
- Advanced methods and techniques of database design and administration
- Principles of project management
- Develop and modify database models based on City needs.
- Perform various database administration functions.
- Develop standards and methodologies for use of the City's database management system.
- Develop and maintain data and entity relationship models.
- Evaluate, implement, maintain and train others in the use of data modeling tools.
- Participate in systems analysis, design and implementation.
- Monitor and troubleshoot database performance.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Assume major project management responsibilities assigned.

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

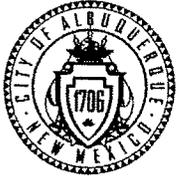


Job Title: Environmental Health Intern Instructor/Coordinator

Job code: N/A

Job Description and Duties:

- **Provide coordination and protect the public health through active programs directed and reducing insect populations.**
- **Perform specialized training activities for new environmental health staff, including but not limited to insect identification and taxonomy in a laboratory and field setting.**

 City of Albuquerque Job Description	Position Title: Engineer			Category
	Status: Approved			
	Position Code	Grade	Date	
	8K00PA	E16	Nov 2006	Engineering/Architectural/Survey

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform a variety of professional engineering duties in support of assigned area of responsibility including either project management of assigned Capital Implementation Programs or construction plans review; to ensure compliance with applicable rules and regulations; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level supervisory or management staff

May exercise supervision over technical staff and/or assigned consulting staff

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Manage, direct and review engineering projects and activities within an engineering division within the assigned department.
2. Perform a variety of professional engineering duties in support of assigned area of responsibility including either project management of assigned Capital Implementation Programs or construction plans review.
3. Maintain CIP projects schedules and report the status of construction projects to higher-level supervisory staff.
4. Review storm drainage plans and reports for CIP construction; ensure compliance with applicable rules, regulations and ordinances; receive and investigate drainage complaints; conduct investigations to determine source of drainage problem and provide solutions.
5. Develop, implement and oversee the progress of various engineering projects including construction, transportation, utility, drainage and traffic engineering. Investigate and resolve construction complaints.
6. Coordinate construction projects with consultants to determined drainage design and solutions to various construction problems.

7. Research and review plats, easements, covenants, reports and plans for private and public drainage projects or assigned projects.
8. Provide support for needed infrastructure improvements for underdeveloped properties through the Special Assessment District.
9. Receive and respond to complaints or inquiries from the public regarding proposed current or completed special Assessment Districts.
10. Prepare a variety of technical, analytical and administrative reports within the assigned area of responsibility.
11. Serve as staff on a variety of boards commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
13. Respond to and resolve difficult and sensitive citizen inquires and complaints.
14. Supervise the work of assigned consulting staff.
15. Oversee and evaluate the operation and maintenance of a computerized traffic signal system; evaluate signal timing for various intersections.
16. Monitor and test various pump flows at well sites; evaluate water level trends; ensure compliance with established water level guidelines.
17. Maintain all traffic signal system computers; monitor installation and operation of new software; trouble shoot system problems.
18. Ensure a safe work environment exists within all construction.
19. Inspect, approve and/or correct work zone barricades for traffic control and pedestrian activities; coordinate the placement of signs around construction sites.
20. Perform various research and data collection duties within assigned area; prepare analytical and statistical reports anon operations and activities.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field in engineering.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree in civil engineering or a related field, plus five (5) years of professional engineering experience.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of a valid New Mexico Driver's License

Possession of, or ability to obtain, a City Operator's Permit (COP) within 6 months from date of hire.

Possession of, or ability to obtain, a Professional Engineer license issued by the state of New Mexico within one (1) year from date of hire.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles and practices of professional engineering

Principles and practices of construction

Methods and techniques of contract negotiation

Methods and techniques used to review and approve various engineering plans and specifications

Principles of business letter writing and analytical report preparation

Pertinent Federal, State and local codes, laws and regulations

Regulations, codes, ordinances and best practices in the field of traffic engineering

Regulations, codes, ordinances and best practices in the field of engineering

Skill and Ability to:

Perform a variety of professional engineering duties in support of assigned area of responsibility

Oversee assigned project construction activities

Review a variety of engineering plans and specifications for compliance with applicable codes and regulations

Determine solutions to assigned construction project problems

Prepare a variety of clear and concise analytical reports

Utilize computer programs and software relevant to assigned area

Respond to requests and inquiries from the general public

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

WORKING CONDITIONS:

Environmental:

Field and office environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; work around heavy construction equipment

Physical:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles

 City of Albuquerque Job Description	Position Title: Engineering Assistant		
	Status: Approved		
	Position Code	Grade	Date
	5K00AA	M14	Oct 2006
	Category: Engineering/Architectural/Survey		

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform a variety of professional engineering duties in support of assigned area of responsibility including either project management of assigned Capital Implementation Programs or construction plans review; to ensure compliance with applicable rules and regulations; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level supervisory or management staff.

May exercise supervision over technical staff and/or assigned consulting staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Manage, direct and review engineering projects and activities within an engineering division of the Public Works department.
2. Perform a variety of professional engineering duties in support of assigned area of responsibility including either project management of assigned Capital Implementation Programs or construction plans review.
3. Maintain CIP projects schedules and report the status of construction projects to higher-level supervisory staff.
4. Review storm drainage plans and reports for CIP construction; ensure compliance with applicable rules, regulations and ordinances. Receive and investigate drainage complaints; conduct investigations to determine source of drainage problem and provide solutions.
5. Develop, implement and oversee the progress of various engineering projects including construction, transportation, utility, drainage and traffic engineering. Investigate and resolve construction complaints.
6. Coordinate construction projects with consultants to determined drainage design and solutions to various construction problems.

7. Research and review plats, easements, covenants, reports and plans for private and public drainage projects.
8. Provide needed infrastructure improvements for underdeveloped properties through the Special Assessment District.
9. Receive and respond to complaints or inquiries from the public regarding proposed current or completed special Assessment Districts.
10. Prepare a variety of technical, analytical and administrative reports within the assigned area of responsibility.
11. Serve as staff on a variety of boards commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
13. Respond to and resolve difficult and sensitive citizen inquires and complaints.
14. Supervise the work of assigned consulting staff.
15. Oversee and evaluate the operation and maintenance of a computerized traffic signal system; evaluate signal timing for various intersections.
16. Monitor and test various pump flows at well sites; evaluate water level trends; ensure compliance with established water level guidelines.
17. Maintain all traffic signal system computers; monitor installation and operation of new software; trouble shoot system problems.
18. Ensure a safe work environment exists within all construction.
19. Inspect, approve and/or correct work zone barricades for traffic control and pedestrian activities; coordinate the placement of signs around construction sites.
20. Perform various research and data collection duties within assigned area; prepare analytical and statistical reports anon operations and activities.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in Civil Engineering or related field. Two (2) years of professional engineering experience desirable

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of, or ability to obtain, an appropriate, valid New Mexico driver's license

Possession of EIT (Engineer in Training) certificate

Possession of, or ability to obtain, a City Operator's Permit (COP) within 6 months from date of hire

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles and practices of construction
Principles of business letter writing and analytical report preparation
Pertinent Federal, State and local codes, laws and regulations

Skill and Ability to:

Oversee assigned project construction activities.
Review a variety of engineering plans and specifications for compliance with applicable codes and regulations.
Determine solutions to assigned construction project problems.
Prepare a variety of clear and concise analytical reports.
Utilize computer programs and software relevant to assigned area
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

WORKING CONDITIONS:

Environmental:

Field and office environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; work around heavy construction equipment

Physical:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles

 City of Albuquerque Job Description	Position Title: Engineering Associate Status: Approved Position Grade Date Category Code 7K00AA M15 Dec 2005 Engineering/Architectural/Survey

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform a variety of professional engineering duties in support of assigned area of responsibility including either project management of assigned Capital Implementation Programs or construction plans review; to ensure compliance with applicable rules and regulations; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level supervisory or management staff

May exercise supervision over technical staff and/or assigned consulting staff

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Manage, direct and review engineering projects and activities within an engineering division of the Public Works department.
2. Perform a variety of professional engineering duties in support of assigned area of responsibility including either project management of assigned Capital Implementation Programs or construction plans review.
3. Maintain CIP projects schedules and report the status of construction projects to higher-level supervisory staff.
4. Review storm drainage plans and reports for CIP construction; ensure compliance with applicable rules, regulations and ordinances. Receive and investigate drainage complaints; conduct investigations to determine source of drainage problem and provide solutions.
5. Develop, implement and oversee the progress of various engineering projects including construction, transportation, utility, drainage and traffic engineering. Investigate and resolve construction complaints.
6. Coordinate construction projects with consultants to determined drainage design and solutions to various construction problems.

7. Research and review plats, easements, covenants, reports and plans for private and public drainage projects.
8. Provide needed infrastructure improvements for underdeveloped properties through the Special Assessment District.
9. Receive and respond to complaints or inquiries from the public regarding proposed current or completed special Assessment Districts.
10. Prepare a variety of technical, analytical and administrative reports within the assigned area of responsibility.
11. Serve as staff on a variety of boards commissions and committees; prepare and present staff reports and other necessary correspondence.
12. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
13. Respond to and resolve difficult and sensitive citizen inquires and complaints.
14. Supervise the work of assigned consulting staff.
15. Oversee and evaluate the operation and maintenance of a computerized traffic signal system; evaluate signal timing for various intersections.
16. Monitor and test various pump flows at well sites; evaluate water level trends; ensure compliance with established water level guidelines.
17. Maintain all traffic signal system computers; monitor installation and operation of new software; trouble shoot system problems.
18. Ensure a safe work environment exists within all construction.
19. Inspect, approve and/or correct work zone barricades for traffic control and pedestrian activities; coordinate the placement of signs around construction sites.
20. Perform various research and data collection duties within assigned area; prepare analytical and statistical reports anon operations and activities.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in Civil Engineering or related field, plus two (2) years of professional engineering experience:

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of or ability, to obtain, a valid New Mexico drivers license

Possession of or ability, to obtain, a City Operators Permit within 6 months from date of hire

Possession of EIT (Engineer in Training) certificate

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles and practices of construction
Methods and techniques of contract negotiation
Principles of business letter writing and analytical report preparation
Pertinent Federal, State and local codes, laws and regulations

Skill and Ability to:

Oversee assigned project construction activities
Review a variety of engineering plans and specifications for compliance with applicable codes and regulations
Determine solutions to assigned construction project problems
Prepare a variety of clear and concise analytical reports and clearly written business letters
Utilize computer programs and software relevant to assigned area
Respond to requests and inquiries from the general public in a friendly courteous manner
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities

WORKING CONDITIONS:

Environmental:

Field and office environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; work around heavy construction equipment

Physical:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles

8. Investigate customer complaints and inquiries.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of engineering.
2. Provide technical assistance to engineering staff as required.
3. Lead, plan, train and review the work of staff responsible for performing a variety of technical engineering duties.
4. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in engineering, GIS/CADD technology or a related field, plus three (3) years of technical engineering and inspection experience to include one (1) year technical lead or supervisory experience in an administrative capacity.

ADDITIONAL REQUIREMENTS: (Licenses, Certifications, etc.):

Possession of, or ability to obtain, a New Mexico driver's license and a city operator's permit (COP). Possession of, or ability to obtain, an appropriate, valid Water Utility Operator Level IV certificate issued by the State of New Mexico within one (1) year of employment.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic principles and practices of street classification and conditions
Methods and techniques used in engineering inspection work
Principles and procedures of AGIS system
Principles and procedures of data collection
Principles of technical report preparation
Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Perform a variety of engineering technician duties in support of an assigned area
Conduct a variety of technical field inspections
Collect and analyze technical data and recommend corrective actions
Operate well and pump diagnostic equipment
Participate in conducting various engineering studies
Prepare a variety of clear and concise technical reports
Respond to requests and inquiries from the general public
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception of the degree necessary for degree
necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases; may work on slippery or uneven surfaces or in confined spaces; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; operating motorized vehicles

 City of Albuquerque Job Description	Position Title: Executive Assistant		
	Status: Approved		
Position Code	Grade	Date	Category
7N00EA	E14	Dec 2006	All Departments

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Perform a variety of highly responsible, confidential and complex secretarial and administrative duties for a department director; to coordinate and participate in office support functions in support of the department's goals and objectives; and to provide information and assistance to the public regarding departmental policies and procedures.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from a department director.

May exercise direct supervision over administrative staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform complex administrative, secretarial and clerical duties in support of assigned department director; recommend improvements in work flow, procedures and use of equipment and forms.
2. Maintain a calendar of activities, meetings and various events for assigned director; schedule meetings and coordinate activities with other City divisions and departments, the public and outside agencies; make travel arrangements as required.
3. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems and precedents relating to assigned responsibilities.
4. Coordinate the preparation of various reports, memoranda and correspondence of a technical or confidential nature.
5. Oversee and review the work of administrative staff; provide training as necessary; provide information on office procedures; respond to and resolve inquiries.
6. Oversee and coordinate activities related to the development and administration of the department annual budget; monitor expenditures; implement adjustments.
7. Serve as liaison for the assigned director with other City departments, divisions and outside agencies;

negotiate and resolve sensitive and controversial issues.

8. Review, research and summarize a variety of fiscal, statistical and administrative information including department payroll; prepare related reports and correspondence.

9. Attend meetings and serve as recording secretary as assigned; distribute information to appropriate staff as necessary.

SUPPLEMENTAL FUNCTIONS:

1. Maintain inventory of office supplies; obtain estimates for ordering purposes; order supplies as needed.

2. May initiate department personnel actions including position releases, hiring, resignations and terminations; develop hiring guidelines; advise hiring supervisors on successful hiring procedures.

3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in Business or related field, plus five (5) years experience in office administration including one (1) year of direct supervisory or technical lead in an administrative capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Modern office procedures, methods and equipment including computers
Electronic spreadsheet and word processing software
Principles of business letter writing and basic report preparation
Principles and practices of municipal budget preparation
Principles of supervision, training and performance evaluation
Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Independently perform the most difficult secretarial and administrative support services
Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative
Independently prepare a variety of reports and correspondence
Operate office equipment including computers and supporting word processing and spreadsheet applications
Select, supervise, train and evaluate staff
Work independently in the absence of supervision
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception needed for making observations,

communicating with others, reading, writing and operating assigned equipment

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

 City of Albuquerque Job Description	Position Title: Fiscal Manager		
	Status:	Approved	
Position Grade Code	Date	Category	
8L00SA E18	Nov 2006	Accounting/Finance/Budget/Audit	

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To plan, direct, manage and oversee activities and operations within an assigned department or division related to finance and accounting management, or budget and grant administration; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to assigned supervisory or management staff.

SUPERVISION RECEIVED AND EXERCISED:

Receive administrative direction from assigned supervisory or management staff.

Exercise direct supervision of management and lower level staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Assume full management responsibility for division services and activities related to finance and accounting management, including revenue estimating, cash flow management, financial reporting, legislation administration, and contract and grant preparation; recommend and administer policies and procedures.
2. Manage the development and implementation of division goals, objectives, policies and priorities for each assigned service area.
3. Establish, within departmental policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level staff, the assigned division's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
5. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
6. Oversee a variety of financial activities including the preparation of reports, reconciliation of

various ledgers and management of all cash control functions.

7. Perform accounting functions including preparation or review of journal vouchers, accruals, expense transactions and reconciliations.
8. Analyze and interpret financial reports of department expenditures; determine trends and prepare projections; advise higher level staff on using financial data for decision making.
9. Monitor Federal and State grant and general fund monies; request reimbursement of funds from participating fund agencies.
10. Monitor and audit professional and technical contracts; initiate renewals including terms with vendors, purchase orders and payment procedures.
11. Select, train, motivate and evaluate division personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the division budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
13. Explain, justify and defend division programs, policies and activities; negotiate and resolve sensitive and controversial issues.
14. Represent the assigned division to other divisions, departments, elected officials and outside agencies; coordinate assigned activities with those of other divisions, departments and outside agencies and organizations.
15. Provide staff assistance to assigned supervisory or management staff; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of fiscal management.
2. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in accounting, business administration or related field, plus seven (7) years fiscal management experience to include four (4) years direct supervisory experience in a management and/or administrative capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations, services and activities of a municipal financial management program
Principles and practices of accounting and auditing
Methods and techniques of accounting, statistics and financial analysis
Methods and techniques of budget forecasting
Principles and practices of municipal budget preparation and administration
Modern office procedures, methods and equipment including computers
Principles and practices of program development and administration
Principles of supervision, training and performance evaluation
Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Provide financial analysis for an assigned department
Implement financial management for the City
Perform complex accounting and financial functions
Monitor Federal and State grant and general fund monies
Plan, organize, direct and coordinate the work of lower level staff
Select, supervise, train and evaluate staff
Delegate authority and responsibility
Analyze various accounting transactions
Analyze and assess programs, policies and operational needs and make appropriate adjustments
Develop and administer division goals, objectives and procedures
Prepare administrative and financial reports
Prepare and administer large and complex budgets
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
Interpret and apply Federal, State and local policies, laws and regulations
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods.

 City of Albuquerque Job Description	Position Title: Fiscal Officer Status: Approved Position Code: 7L00AA Grade: M16 Date: Dec 2006 Category: Accounting/Finance/Budget/Audit

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

Provide and coordinate fiscal support and analysis functions to an assigned department; to oversee the assigned department's purchasing functions; to coordinate operations related to finance, accounting management, budget and grant administration; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level management or supervisory staff.

Exercise direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Provide and coordinate fiscal support and analysis to an assigned department; assist in planning, developing and coordinating fiscal year budgets; prepare forecasts for assigned operating budgets; monitor and analyze expenditures.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing fiscal analysis services; implement policies and procedures.
3. Prepare financial status reports for all operating fund programs; display budget expenditures, balances, projections and relevant financial information.
4. Prepare various financial statements; analyze and identify problems related to the financial activities of the assigned department; perform short and long-term financial planning.
5. Oversee the assigned department's purchasing functions; audit and authorize payments to vendors; audit change orders and determine and authorize funding for same.
6. Research and approve all purchase order adjustments; revise orders according to contract obligations; research invoices for problems in billing.
7. Calculate funding for supplemental agreements; determine source of funds and authorize increase to

encumbrance; authorize additional services to outside consultants; determine additional funding sources.

8. Initiate, research and authorize reimbursement to the City from State and Federal agencies; maintain files for auditing purposes.
9. Design and monitor cost accounting systems and procedures; coordinate with information systems staff on various system problems, enhancements or upgrades.
10. Oversee assigned department accounts receivable procedures; analyze and audit accounts receivable forms.
11. Prepare accounts receivable billing in compliance with contracts, amortization schedules and other regulations; maintain accounts receivable logs, files and records.
12. Plan, direct, coordinate and review the work plan for finance staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
13. Plan, direct and manage long and short-term financial planning and daily financial activities including bond sales and meetings with underwriters.
14. Perform rate analysis review; analyze rates and charges; determine revenue requirement; adjust rates and charges as necessary.
15. Select, train, motivate and evaluate finance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
16. Serve as the liaison for financial activities with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.

SUPPLEMENTAL FUNCTIONS:

1. Provide back up support to staff as required.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field, plus five (5) years of fiscal management experience to include two (2) years direct supervisory experience in a management and/or administration capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles and practices of financial analysis and budget forecasting
Principles and practices of purchasing
Principles and practices of accounting
Principles and practices of accounting including GASB, FASB and GAAP

Operational characteristics of computerized accounting systems
Basic procedures, methods and techniques of bud-get preparation and control
Principles and procedures of financial record keeping and reporting
Methods and techniques used to analyze and interpret financial data
Modern office procedures, methods and equipment including computers
Principles of supervision, training and performance evaluation
Pertinent Federal, State and local codes, laws and regulations

Skill and Ability to:

Provide financial support and analysis to an assigned department
Research, analyze and identify problems related to the financial activities of an assigned department
Perform various accounting functions
Oversee the assigned departments purchasing functions
Design and monitor computerized financial systems
Oversee and analyze various accounting transactions
Prepare clear and concise financial reports
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment, exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time.

 City of Albuquerque Job Description	Position Title: Forensic Scientist - Biology/DNA		
	Status: Approved		
	Position Code	Grade	Date
	6W08AA	M16	Sep 2005
			Category
			Police

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To examine, identify, analyze, evaluate and preserve evidence in the investigations of crimes and to perform a variety of other technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from the Senior Forensic Scientist.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform physical, chemical, biological, microscopic and/or instrumental examinations of materials suspected to be evidence of crimes; collect, prepare and document a variety of forensic evidence and body samples/tissues for assigned criminal cases; prepare reagents/chemicals as necessary.
2. Coordinate and provide technical support to investigators and attorneys concerning evidentiary materials analyzed in criminal investigations.
3. Maintain custody and confidentiality of a variety of criminal evidence and cases.
4. Develop and provide training sessions to investigators, scientists, and others concerning forensic evidence handling techniques and procedures and other assigned topics.
5. Maintain and repair a variety of laboratory equipment and instruments; assist in the procurement of equipment and supplies for assigned work unit; maintain laboratory as necessary.
5. Evaluate and recommend laboratory policies and procedures as they relate to assigned work unit; edit and maintain quality assurance manual for assigned unit.
6. Prepare and present a variety of written and oral reports; review reports of other scientists for accuracy; provide expert testimony in court as required.
7. Ensure adherence to safe work practices and procedures.

SUPPLEMENTAL FUNCTIONS:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree, from an accredited college or university, with major course work in biological, chemical or forensic science or a related field including credit hours for courses in genetics, biochemistry, molecular biology (i.e., molecular genetics, recombinant DNA technology), and statistics, plus five (5) years scientific laboratory experience. A graduate degree and forensic experience are highly desirable.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations, services, procedures, and activities of a forensic biology laboratory
Crime scene investigations
Methods and techniques of forensic evidence collection and evaluation
Operational characteristics of forensic instruments, equipment, and tools
Advanced molecular biology, genetics, biochemistry, and statistics principles
Occupational hazards and standard safety practices
Pertinent Federal, State and local codes, laws and regulations

Skill and Ability to:

Perform forensic biological evidence collection, identification, and analysis
Organize and present evidence used in criminal processing
Operate a variety of forensic equipment and instruments in a safe and effective manner
Work independently in the absence of supervision
Prepare written and oral reports
Understand and follow oral and written instructions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment

WORKING CONDITIONS:

Environmental:

Biology laboratory and crime scene environment; exposure to unpleasant odors, contagious diseases, irritant chemicals, computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, standing, and walking for prolonged periods; travel to crime scenes.

 City of Albuquerque Job Description	Position Title: GIS Specialist Status: Approved	
	Position Code: 7H00AA Grade: M13 Date: May 2006	Category: Information Services/Graphics/Geographic Information Systems

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Design and implement assigned GIS projects supporting the generation of customized maps and geographic analysis reports; maintain and update geographic data in the City's Geographic Information System (GIS); and provide geographic information to City departments, outside agencies and the public.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory or management staff.

Exercise technical and functional supervision over technical GIS staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Design and develop computer programs using ARC/INFO software to analyze, model and display geographic data in the form of reports and customized maps.
2. Provide technical support to City departments and other clients requesting GIS products; meet with end user to determine needs and product format; design, implement and monitor program to ensure client needs are met.
3. Participate in the design and development of new database layers of geographic information; perform database maintenance on zoning, land use and base map geographic layers.
4. Provide geographic information to the City Council, other City departments, outside organizations and the public; respond to telephone inquiries for geographic information.
5. Oversee and manage the City-wide Address Atlas project; participate in the maintenance of the City computer base map.
6. Perform map digitizing and record data from as-built drawings, plats and property descriptions.
7. Prepare and update utility, water, storm sewer and sanitary sewer maps.
8. Collect plats from county office and research any changes to City surroundings that affect official

maps; take appropriate action to include information in maps.

9. Develop special symbols, legends and logos for use as indicators on maps; update new land marks to include in maps.

10. Respond to public inquiries in a courteous manner; provide information within assigned area; provide directions as needed.

11. Direct the work of technical GIS staff; provide training to GIS and other City department staff on the GIS program; participate in GIS Outreach Program to facilitate knowledge of GIS products, programs and systems.

12. Attend staff meetings as required; coordinate work schedules to ensure projects are completed in a timely manner.

13. Maintain awareness of applicable revisions to GIS software; learn new revisions and apply information to GIS tasks and projects.

SUPPLEMENTAL FUNCTIONS:

1. Develop and prepare statistical and analytical geographic reports.

2. Supply graphic information to various agencies and the general public.

3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree from an accredited college or university with major course work in information systems, geography, planning, cartography or a related field plus four (4) years of GIS, cartography, urban geography or related experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles and practices of geographic information systems including hardware and software applications

Computerized information systems and programming techniques

Basic principles and practices of cartography

Methods and techniques of drafting

Principles of records management as pertaining to maps, plats and legal survey documents

Mathematical principles including trigonometry and geometry

Modern office procedures, methods and equipment including computers

Skill and Ability to:

Develop computer programs and procedures using ARC/INFO software

Read and interpret technical documents including plats, deeds and bounds descriptions

Train or instruct end users in the use of GIS computer equipment and software

Maintain GIS computer systems and data bases

Perform map reproduction activities according to established techniques

Understand and follow oral and written instructions

Respond to requests and inquiries from City departments, outside organizations and the public

Work independently in the absence of supervision

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time

 <p>City of Albuquerque Position Specification</p>	Position Title: Graphics Coordinator Status: Approved			
	Position Code 6E02AA	Grade M14	Date Aug 2001	Category Information Services/Graphics/Geographic Information Systems

Position Description:

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

To plan, develop, implement and oversee graphic production activities; to implement program goals and objectives; and to perform a variety of professional and technical tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Oversee and coordinate graphic production activities including performing technical graphics research and development of graphics formats
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing graphic development services; implement policies and procedures.
3. Monitor program performance; recommend and implement modifications to systems and procedures.
4. Serve as a liaison for department with other City departments, divisions and outside agencies; negotiate and resolve graphics related issues.
5. Identify and develop alternative graphic production techniques for achieving established goals; to assist in providing quality graphic materials, services and activities.
6. Make presentations to individuals or groups; develop graphic materials for public presentations and training sessions.
7. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain work activity records; maintain and file graphics related reports; prepare statistical reports as required.

Marginal Functions:

1. Maintain awareness of new developments in the field of graphic production; incorporate new developments as appropriate into programs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of graphic production.
Principles and practices of program development and implementation.
Recent developments, current literature and information related to graphical development.
Modern office equipment including computers and applicable software.
Printing and duplicating methods.
Type fonts; type styles; type-setting techniques, transfer type and a variety of other techniques relative to graphics development.

Ability to:

Coordinate and direct graphics production activities.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Recommend and implement goals and objectives for providing graphical services.
Elicit organizational support for graphics related services.
Allocate limited resources in a cost effective manner.
Respond to requests and inquiries from the department personnel.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including the general public.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

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

Experience:

Three (3) years of increasingly responsible graphical or commercial art experience including one (1) year of administrative responsibility.

Training:

Bachelor's degree from an accredited college or university with major course work in graphic design, commercial or fine arts or a related field

WORKING CONDITIONS

Environmental Conditions:

Office environment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing and sitting for prolonged periods of time.

 City of Albuquerque Job Description	Position Title: GIS/Information Systems Specialist			
	Status: Approved			
	Position Code	Grade	Date	Category
	7H58SA	E15	Aug 2006	Information Services/Graphics/Geographic Information Systems

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To train assigned employees in Geographic Information Systems (GIS) Technology including upgrading existing hardware and/or software, converting data files from one computer platform to another and supporting the installation, restoration and reconfiguration of applicable GIS software programs; to provide technical support for a variety of desk top computer equipment including hardware, software and peripheral printers and related equipment; to upgrade existing hardware and software; to correct reported hardware and/or software problems; and to perform a variety of technical tasks relative to assigned area.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from higher level supervisory or management staff.

Exercises functional and technical supervision over lower level technical staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Lead, plan, train and review the work of staff responsible for providing responsible technical support for a variety of Geographic Information Systems (GIS) desk top computer equipment including hardware, software and peripheral printers and related equipment.
2. Plan, direct and participate in diagnosing and recommending corrective actions to remedy GIS desktop application and software and/or hardware problems; perform scheduled maintenance on all desktop computer systems.
3. Participate in the planning, implementation and installation of new GIS desktop computer units and/or peripherals.
4. Train assigned employees in their areas of work including upgrading existing hardware and/or software, converting data files from one computer platform to another and supporting the installation, restoration and reconfiguration of applicable software programs.
5. Receive and analyze requests for GIS desktop computer services; coordinate with staff members to fulfill installation or set up requests.

6. Maintain and revise standards pertaining to the installation of desktop computer units, applications and peripheral equipment.
7. Provide end users with a wide variety of reports and data to enhance their ability to react effectively to their needs.
8. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
9. Recommend GIS desktop configurations and acquire price quote for server equipment.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of GIS and/or information systems.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in geographic information systems (GIS), planning or a related field, plus four (4) years of Geographic Information Systems (GIS) and/or information systems analysis experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles of lead supervision and training
Methods and techniques of providing user assistance
Principles and practices of GIS and information systems
Principles and practices of software troubleshooting
Principles and practices of GIS/Information systems programming
Operational characteristics of various computer platforms and operating systems
Methods and techniques used in the installation, troubleshooting and maintenance of information systems

Skill and Ability to:

Lead, organize and review the work of staff
Independently perform the most difficult systems analysis duties
Interpret, explain and enforce department policies and procedures
Install, test and configure hardware and software applications and programs
Design, implement and maintain information systems and supporting hardware and software applications
Recommend appropriate technology to meet client needs
Troubleshoot various software problems
Work independently in the absence of supervision
Understand and follow oral and written instructions

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.



City of Albuquerque

Position Specification

Position Title: Information Systems Technician

Position Code: 7H12AA

Grade: 17

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

To assist in providing technical support for a variety of hardware, software and peripheral equipment to upgrade existing hardware and software; to correct reported hardware and/or software problems; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from lead, higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT--*Essential and other important responsibilities and duties may include, but are not limited to; the following:*

Essential Functions:

1. Provide technical support for a variety of computer equipment including hardware, software and related equipment.
2. Diagnose and recommend corrective actions to remedy software and/or hardware problems.
3. Participate in the planning, implementation and installation of new systems based upon City and user needs.
4. Receive and analyze requests for services; coordinate with staff members to fill requests.
5. Provide end users and ISD management with a wide variety of reports and data to enhance their ability to react effectively to their needs.
6. Upgrade existing hardware and/or software; convert data files from one computer platform to another; support the restoration and reconfiguration of systems.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.
2. Maintain system security for the City's mainframe system.
3. Maintain system documentation.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Characteristics of various computer programs, networks, software packages and programming languages.

Methods and techniques of providing user assistance.

Operational characteristics of various computer platforms and operating systems.

Principles and practices of computer science and information systems.

Principles and practices of software troubleshooting.

Advanced methods and techniques used in the installation, testing, troubleshooting and maintenance of information systems.

Ability to:

Recommend appropriate technology to meet City and client needs.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Perform systems analysis duties.

Design, implement and maintain information systems and supporting hardware and software applications.

Experience and Training Guidelines

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

Experience:

Five (5) years of increasingly responsible information systems experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information systems, computer science, or related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Extensive use of computer keyboard and a computer display.



Job Title: Information Technology Specialist

Job Code: N/A

Job Description and Duties:

- **Provide highly specialized technical support for strategic City information technology projects.**
- **Provide technical support for IT architecture, middleware, applications, databases, interfaces, and networks.**
- **Perform operating system analysis duties in the design, selection, implementation, testing, maintenance and support of City information technology assets.**
- **Perform a variety of project management tasks relative to City information technology projects.**



City of Albuquerque
**Job
 Description**

Position Title:	Legal Secretary		
Status:	Approved		
Position Code	Grade	Date	Category
5U00AA	E12	Mar 2007	Legal/Council Services/Property

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform a variety of responsible legal secretarial duties in support of an assigned attorney and/or paralegal including preparing and reviewing legal documents and drafting City ordinances and resolutions; to perform the more difficult and complex clerical duties within the assigned work unit; and to provide secretarial and administrative support to an assigned division head.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from an assigned division head.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Transcribe, review, revise and draft a variety of legal documents including agreements, correspondence, legal papers, notices, contracts, briefs, complaints, summonses, pleadings and resolutions according to a required legal format.
2. Create and maintain litigation and other case files; label and index pleadings and related correspondence; locate and retrieve legal authorities and cases from the law library and other case files; maintain confidentiality of work performed; ensure documents are filed in a timely manner.
3. Arrange for service of summonses, subpoenas and other court documents; request fee checks, acquisition and settlement checks.
4. Arrange, schedule and confirm appointments, meetings, court settings, pleading response dates and deposition settings with court reporters; notify parties involved.
5. Assist attorneys and paralegals in preparing and compiling trial notebooks and documents required for hearings; compile appropriate pleadings and legal documents; assemble data and prepare reports.
6. Respond to inquiries regarding software system problems and complaints; coordinate with appropriate department for system updates.
7. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.

SUPPLEMENTAL FUNCTIONS:

1. Participate in special projects as required.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

(Exception: The Legal Secretary experience is not interchangeable).

Associate's degree in business administration or a related field, plus three (3) years secretarial experience to include two (2) years as a Legal Secretary.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Legal terminology and the forms and documents used in legal clerical work
Legal procedures and practices involved in composing, processing and filing a variety of legal documents
Standard legal references and their content
Applicable court deadline dates
Business letter writing and basic report preparation
Principles and procedures of record keeping and reporting
English usage, spelling, grammar and punctuation
Modern office procedures, methods and computer equipment

Skill and Ability to:

Review and prioritize incoming projects to effectively meet deadlines
Perform responsible legal secretarial work involving the use of independent judgment and personal initiative
Independently prepare standard legal documents and correspondence
Work independently in the absence of supervision
Operate and use modern office equipment including a computer
Type at a speed necessary for successful job performance
Maintain confidentiality regarding matters of a legal nature
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities

WORKING CONDITIONS:

Environmental:

Office environment.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; light lifting or carrying.



City of Albuquerque

Job Description

Position Title: Marketing Manager			
Status: Approved			
Position Code	Grade	Date	Category
7F05AA	M16	Nov 2006	General Management

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To oversee and coordinate marketing activities for an assigned department to include marketing research, promotion and customer services; to implement program goals and objectives; and to perform a variety of professional tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from higher level supervisory or management staff

Exercises direct supervision over lower level staff

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Oversee and coordinate marketing activities including research, advertising, promotion, special projects and customer services.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing marketing services; implement policies and procedures.
3. Monitor program performance; recommend and implement modifications to systems and procedures.
4. Initiate, administer and manage contracts related to advertising and/or marketing activities; coordinate contract development and signatory activities; verify contract specifications for clients.
5. Direct, coordinate and review work plan for assigned area; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.
6. Select, train and evaluate lower level staff; meet with staff to identify and resolve problems and correct deficiencies.
7. Solicit endorsements in support of assigned department programs; identify and contact representatives of local and regional organizations to promote utilization of facilities and services.
8. Promote and coordinate specific marketing activities; prepare facility marketing materials including

news releases, flyers, schedules of events, pamphlets, window displays, signs and brochures.

9. Organize, schedule and implement assigned department activities and other related programs.

10. Oversee and participate in the design and implementation of innovative promotional marketing campaigns.

11. Promote an active customer service orientation through effective use of internal and external communications.

12. Develop and implement an annual marketing plan including upcoming activities and evaluations of the previous year's marketing activities.

13. Develop and coordinate market research projects to assist in the accomplishment of overall goals of the department.

14. Maintain records and develop reports concerning new or on-going programs and program effectiveness; maintain and file marketing reports; prepare statistical reports as required.

15. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.

SUPPLEMENTAL FUNCTIONS:

1. Monitor program compliance with laws, rules and regulations related to provision of marketing, advertising and related services.

2. Maintain awareness of new developments in the field of marketing; incorporate new developments as appropriate into programs.

3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in marketing, communications, business administration, psychology, sociology or a related field, plus five (5) years of marketing experience to include two (2) years direct supervisory experience in a management and/or administrative capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic operations, services and activities of a marketing program

Marketing theories, principles and practices and their application to assigned department programs

Basic procedures, methods and techniques of budget preparation and control

Recent developments, current literature and information related to marketing and advertising

Modern office equipment including computers

Applicable computer software applications

Pertinent Federal, State and local laws, codes and safety regulations

Skill and Ability to:

Coordinate and direct marketing programs for assigned department
Recommend and implement goals and objectives for providing marketing services
Elicit community and organizational support for assigned department programs
Plan, develop and administer advertising programs
Initiate, administer and manage contracts
Use computer programs as required by assigned area
Research, analyze and evaluate new and existing marketing methods and techniques
Establish schedules and methods for providing marketing services
Prepare and administer assigned program budgets
Allocate limited resources in a cost effective manner
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work including the general public
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment, exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or setting for prolonged periods of time

 City of Albuquerque Job Description	Position Title: Marketing Specialist		
	Status: Approved		
	Position Code	Grade	Date
	6F01AA	M14	Dec 2006
			Category
			General Management

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Participate in the coordination of marketing activities for an assigned cultural event, program or community service; to implement program goals and objectives; and to perform a variety of administrative tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Participate in the coordination of marketing activities for an assigned cultural event, program or community service including advertising and publicity programs.
2. Monitor program performance; recommend and implement modifications to systems and procedures; develop new marketing strategies to attract conventions, visitors and local patrons.
3. Serve as liaison for assigned marketing activities during and after events; provide weekend services for special events and conventions; maintain public relations.
4. Develop ticketing plans for various sponsored events; make all revenue deposits in City approved format and maintain all permanent records of revenue.
5. Negotiate contracts with agents, artists or organizations; monitor contractual obligations, fund allocations and expenditures.
6. Develop and produce a variety of marketing techniques to promote employment, training and educational projects.
7. Research and create marketing materials necessary for assigned promotional activities; design, edit, illustrate and photograph marketing materials.
8. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for assigned activities; maintain and file event reports; prepare statistical

reports as required.

9. Design, edit, layout, typeset, illustrate and photograph various publications, letters and reports for assigned functions.

10. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.

SUPPLEMENTAL FUNCTIONS:

1. Monitor program compliance with laws, rules and regulations related to provision of community and related services.

2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in marketing, communications, business, psychology, sociology or related field, plus three (3) years of marketing experience.

ADDITIONAL REQUIREMENTS: (Licenses, Certifications, etc.):

Possession of a valid New Mexico Driver's License.

Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Marketing theories, principles and practices and their application to assigned area of responsibility
Principles and practices of economics
Principles of contract negotiation and compliance
Methods and techniques of developing marketing strategies and ticketing plans
Modern office equipment including computers
Methods and techniques of editing, illustration and design
Pertinent Federal, State and local laws, codes and safety regulations

Skill and Ability to:

Coordinate assigned program marketing activities
Recommend and implement goals and objectives for providing marketing services
Design and edit various publications
Research and create appropriate marketing materials
Negotiate contracts and ensure compliance
Develop ticketing plans for various sponsored events
Interpret and explain City policies and procedures
Allocate limited resources in a cost effective manner
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work

including the general public

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

 City of Albuquerque Job Description	Position Title: Mechanic I		
	Status: Approved		
	Position Code	Grade	Date
	1V07AA	B28	Sep 2006
			Category
			Equipment/Fleet Operation & Repair

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Perform maintenance and repair services on City vehicles and equipment; and to maintain and repair gasoline and diesel powered automotive, transit, heavy and light construction and other power-driven equipment.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from assigned higher level supervisory staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform maintenance and repair duties involving repairs to gasoline and diesel powered automotive, transit, heavy and light construction, and other power-driven equipment.
2. Inspect, diagnose and locate mechanical difficulties on City automobiles, transit buses and vans, trucks, and a variety of gasoline and diesel powered maintenance and construction equipment.
3. Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
4. Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears and chain drives.
5. Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
6. Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
7. Repair and replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.

8. Weld, fabricate and assemble parts and equipment for City automotive and heavy equipment; fabricate and modify tools as needed.
9. Perform safety inspections on all City vehicles and ensure repair has been completed before vehicle is released from garage.
10. Maintain accurate records and logs of equipment repairs completed.
11. May drive commercial class vehicles in the public right of way during delivery, pickup and road test.
12. May be required to deliver and pick-ups City automobiles, buses and heavy equipment from outside repair vendors.
13. Perform emergency road calls of disabled vehicles, diagnose operational problems and perform repairs and needed.
14. May perform maintenance and repair work and adjustments such as front end alignments, spring replacement, drums, brakes and tire service to gasoline and diesel powered automotive and heavy equipment.
15. May maintain inventory of tires, tubes and wheels; ensure adequate stock levels and security of inventory; enter new tires into computer inventory program; write quotes and order tires.
16. May conduct periodic inspection of tires; identify and report tires in need of recapping or replacement; maintain accurate records and logs of repairs completed.
17. Oversee the work of tire repair support staff; perform safety inspections on City Vehicles and ensure repair has been completed.

SUPPLEMENTAL FUNCTIONS:

1. Clean shop and properly dispose of discarded mechanical parts and materials.
2. Respond to field emergencies as needed.
3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED plus two (2) years technical training in automotive maintenance and mechanical repair, and one (1) year experience in minor and major automotive maintenance and mechanical repair of a variety of vehicles and equipment.

ADDITIONAL REQUIREMENTS: (*Licenses, Certifications, etc.*):

Possession of a valid New Mexico Driver's License.

Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

Some positions within this Classification may be required to possess and maintain a Commercial Driver's License (CDL) of the appropriate class.

The following licenses and/or certificates may be required: AC recovery, CNG fuel and brake repair.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Tools, equipment and procedures used in the overhaul, repair and adjustment of gas and diesel powered engines, repair and adjustment of brake systems and heavy tires
Basic procedures of preventive maintenance related to automotive, heavy and light construction equipment
Safe work practices
Modern office equipment

Skill and Ability to:

Learn operational characteristics of hydraulic systems
Learn methods, materials, equipment and tools used in routine welding and fabrication work
Learn operation and care of internal combustion engines and hydraulic equipment
Learn state laws regulating emission controls, brakes, and lamps
Perform routine equipment mechanic work including the diagnosing, trouble-shooting and repair of equipment
Use a variety of equipment maintenance tools and equipment
Maintain a variety of shop and repair records
Operate as variety of tire repair equipment in a safe and effective manner
Understand and follow oral and written instructions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain mental capacity which allows for effective interaction and communication with others
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Shop and field environment; exposure to dust, grease, noise and fumes; computer screens, may work in confined spaces; exposure to inclement weather.

Physical:

Essential and marginal functions require maintaining physical condition necessary for standing, bending or crouching for prolonged periods of time; moderate to heavy lifting; and operating motorized equipment and vehicles.

 City of Albuquerque Job Description	Position Title: Operations/Maintenance Superintendent			
	Status: Approved			
	Position Code	Grade	Date	Category
	8V01SA	E16	Dec 2006	Water/Wastewater

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To direct, manage, supervise and coordinate either water, wastewater, streets, or storm drainage operations and maintenance activities including water distribution or operation and/or maintenance of wastewater treatment and sludge disposal facilities or the maintenance of streets and storm drainage facilities; to coordinate assigned activities with other divisions and outside agencies; and to provide highly responsible and complex administrative support to assigned management staff.

SUPERVISION RECEIVED AND EXERCISED:

Receives administrative direction from assigned management staff.

Exercises direct supervision over supervisory, professional, technical and clerical staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Assume management responsibility for assigned water, wastewater, streets or storm drainage operations and maintenance activities including water distribution or operation and/or maintenance of wastewater treatment and sludge disposal facilities or the maintenance of streets and storm drainage facilities.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned maintenance and operations staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. May conduct field inspections and oversee tests of water distribution and production equipment, monitor the installation and repair of control valves and meters, or oversee the maintenance of streets and storm drainage facilities.

6. May oversee the installation, maintenance and repair of water distribution lines, meters, hydrants, pumps, motors, treatment equipment and appurtenances, streets and storm drainage facilities; assign men and equipment to field crews; inspect completed work.
7. May supervise water and wastewater plant operations; monitor system performance; implement corrective actions to rectify system problems.
8. May oversee the construction and maintenance of the City's wastewater collection system including line cleaning operations.
9. Investigate City resident complaints regarding facilities, system problems, or maintenance of streets and storm drainage; recommend and initiate corrective work.
10. May work with operations and maintenance engineers to develop modified operations procedures; meet with design consultants to review future plant expansions, modifications and renovations.
11. May monitor the construction of new wastewater collection and treatment facilities; conduct inspections of new facilities and installations.
12. Confer with vendors regarding the acquisition of new equipment; obtain operational characteristics and cost estimates.
13. Select, train, motivate and evaluate maintenance and operations personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
14. Oversee and participate in the development and administration of the assigned budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
15. Serve as the liaison for assigned maintenance and operations area with other City departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public works maintenance.

SUPPLEMENTAL FUNCTIONS:

1. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Wastewater Cogeneration – Bachelor's degree in Electrical Engineering with a Power option or Mechanical Engineering and three (3) years experience in plant operations and maintenance, technical supervision and/or engineering including two (2) years direct supervisory experience. Electric power plant and boiler plant experience preferred or five (5) years experience with electrical generating and/or power plant systems in a technical operations and maintenance position.

Plant Operations – Bachelors degree in Environmental Engineering, Electrical Engineering, Mechanical

Engineering, Sanitary Technology or related field plus five (5) years of wastewater operation and maintenance experience including two (2) years direct supervisory experience or Associate Degree in Water Technology plus seven (7) years direct supervisory experience.

Plant Maintenance – Bachelors degree in Engineering, Electrical Engineering, Mechanical Engineering or related field plus (5) years of Wastewater operation and Maintenance experience including two (2) years direct supervisory experience.

Line Maintenance – Nine (9) years of increasingly responsible wastewater collection or water operations maintenance experience including two (2) years of direct supervisory experience.

Water Utilities - Bachelor's degree in Water Technology, Engineering or a related field plus five (5) years of water operations and maintenance experience including two (2) years direct supervisory experience in a management and/or administrative capacity.

Storm Drainage Maintenance - Bachelor's degree in Construction Management, or related field, plus five (5) years of operations and maintenance experience including two (2) years direct supervisory in a management and/or administrative capacity.

Street Maintenance - Bachelor's degree in Construction Management or a related field, plus five (5) years of operations and maintenance experience including two (2) years direct supervisory experience in a management and/or administrative capacity.

ADDITIONAL REQUIREMENTS: (*Licenses, Certifications, etc.*):

Possession of a valid New Mexico Driver's License.

Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

Wastewater Cogeneration – Possession of, or ability to obtain, Opacity Certification from Environmental Health, Air Quality Division.

Plant Operations – Possession of, or ability to obtain, a valid State of New Mexico Wastewater Certificate, Level IV Plant

Plant Maintenance – (1) Possession of, or ability to obtain, a valid State of New Mexico Wastewater Certificate, Level III (2) Possession of, or ability to obtain a valid State of New Mexico Journeyman Electricians License within one (1) year from date of hire.

Line Maintenance – Possession of, or ability to obtain, a valid New Mexico State Collection Level II Certification

Water Utilities - (1) Possession of or ability to obtain a valid State of New Mexico Water Operator's (2) Certificate, Level IV within six (6) months from date of hire.

Storm Drainage/Street Maintenance - Certification not required.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operational characteristics, services and activities of assigned public works maintenance program

Operational characteristics, services and activities of large water systems

Methods and techniques of water distribution and wastewater collection system maintenance and repair

Principles and practices of engineering

Methods and techniques of construction plan review

Principles and practices of water distribution and wastewater collection system construction

Water production, treatment and distribution systems and equipment

Water distribution, production, storage, booster pumps and treatment facilities

Principles and practices of street maintenance and storm drainage facilities

Principles and practices of program development and administration

Principles and practices of municipal budget preparation and administration

Principles of supervision, training and performance evaluation

Pertinent Federal, State and local laws, codes and regulations
Intermediate computer skills

Skill and Ability to:

Oversee and participate in either water or wastewater operations and maintenance activities
Oversee, direct and coordinate the work of lower-level staff
Select, supervise, train and evaluate staff
Oversee the construction and maintenance of the City's wastewater collection system
Effectively supervise large field operations crews in assigned area
Respond to requests and inquiries from the general public
Participate in the development and administration of division goals, objectives and procedures
Prepare and administer large and complex budgets
Prepare clear and concise administrative and financial reports
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
Interpret and apply Federal, State and local policies, laws and regulations
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities

WORKING CONDITIONS:

Environmental:

Office environment; water or wastewater plant and field environment; work around heavy equipment; exposure to noise, dust, grease, smoke, fumes, gases; work in or with water.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; sitting, standing or walking for prolonged periods; and operating motorized vehicles.

Position: Park Inspector

- **Responsibilities are to monitor and program computerized irrigation systems and general park conditions throughout the City.**
- **Individual must perform quality control functions for city parks, which includes trash issues, watering, and mowing schedules and identify water conservation opportunities and/or violations.**

 City of Albuquerque Job Description	Position Title: Personnel Officer		
	Status:	Approved	
	Position Grade	Date	Category
	Code	7R05CA E15 Nov 2006	General Management

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To oversee and coordinate personnel activities within an assigned department including recruitment, payroll, grievance procedures, labor relations, employee evaluations, equal employment opportunity, affirmative action procedures and employee assistance programs; to implement program goals and objectives; and to perform a variety of administrative and professional tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory or management staff.

May exercise technical and functional supervision over professional and lower level staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Oversee and coordinate personnel activities for an assigned department including recruitment, payroll, grievance procedures, labor relations, employee evaluations, equal employment opportunity and employee assistance programs.
2. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing personnel services; implement policies and procedures.
3. Monitor program performance; recommend and implement modifications to systems and procedures.
4. Coordinate recruitment, evaluation and selection procedures for internal and external applicants; facilitate job posting for internal personnel.
5. Oversee the review of department payroll activities with assigned staff; recommend changes to payroll policies and procedures; coordinate wage and salary administration activities with payroll staff.
6. Investigate employee misconduct incidents; assist in personnel grievance hearings; provide documentation and reports pertaining to all grievances; represent assigned department at

grievance hearings.

7. Coordinate employee evaluation procedures within assigned department; develop and monitor tracking and reporting systems.
8. Ensure department compliance with applicable EEOC laws and regulations; respond to EEOC charges and investigate complaints.
9. Provide counseling and direction to employees experiencing difficulty in job duties and responsibilities; provide training as necessary.
10. Monitor various personnel actions originating within the department including transfers, new hires, terminations and salary changes; ensure compliance with applicable policies and procedures.
11. Serve as liaison for the department with collective bargaining representatives and the Employee Relations Department; negotiate and resolve sensitive issues.
12. Prepare and present arguments in formal grievance hearings related to violations of employee contracts or applicable ordinances.
13. Maintain confidential personnel records according to established rules and regulations; develop reports concerning new or ongoing programs and program effectiveness.
14. Advise department of applicable rules, regulations and contract provisions to assist in solving employee problems.
15. Assist in updating salary forecast reports and verifying personnel expenditures for budget preparation.
16. Develop personnel reports as requested including performing analysis and making recommendations.

SUPPLEMENTAL FUNCTIONS:

1. Maintain awareness of new developments in the field of personnel administration; incorporate new developments as appropriate into programs.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in human resources, public administration, business administration or a related field, plus four (4) years of professional human resources experience to include two (2) years of direct supervisory experience in a management and/or administrative capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic operations, services and activities of personnel administration program
Principles and practices of labor relations
Procedures of grievance hearings
Principles and practices of collective bargaining contracts, merit system ordinance and labor management ordinance
Principles and practices of personnel program development and implementation
Basic procedures, methods and techniques of budget preparation and control
Principles and practices of recruitment, payroll administration, employee grievance procedures and various other personnel services
Modern office procedures, methods and equipment including computers
Pertinent Federal, State and local laws, codes and regulations
Pertinent Federal, State and local laws, codes and regulations pertaining to employment laws and fair labor practices
Principles and practices of labor relations including employee grievance, theories and techniques and collective bargaining

Skill and Ability to:

Coordinate and direct assigned personnel programs including recruitment, payroll, grievance procedures, labor relations, employee evaluations, equal employment opportunity and employee assistance programs
Recommend and implement goals and objectives for providing personnel services
Interpret and explain assigned department personnel policies and procedures
Review department payroll activities and recommend appropriate changes
Assist in personnel grievance hearings
Prepare and present arguments for grievances
Provide counseling and direction to employees
Maintain confidential personnel records according to established rules and regulations
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment

WORKING CONDITIONS:

Environmental:

Office environment

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time



City of Albuquerque

Position Specification

Position Title: Principal Planner

Position Code: 7X07AA

Grade: M17

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

To direct, coordinate, participate in and review professional planning activities and operations for highly complex and high impact planning projects within the Planning Department or specialized planning programs within other City divisions; to coordinate assigned activities with other divisions, outside agencies and the general public; and to provide highly responsible and complex staff assistance to assigned higher level management staff.

DISTINGUISHING CHARACTERISTICS

This is the working supervisory level within the Planner series. Positions at this level are responsible for supervising an assigned work unit responsible for conducting highly complex planning projects. Employees at this level are distinguished from the Senior Planner in that the latter assumes responsibility for leading the work of assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned higher-level management staff.

May exercise direct supervision over professional, technical or clerical staff.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Direct, coordinate, participate in and review the work plan for assigned planning projects; assigns work activities; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
2. Develop project work programs and supervise major planning projects; create and manage project teams.

3. Conduct special research on a variety of planning related issues; gather data for evaluating proposed planning projects; analyze data and recommend alternative development scenarios.
4. Write, negotiate and manage requests for proposals and consultant contracts; review proposed programs from other agencies; recommend modifications.
5. Assist in selecting, training, motivating and evaluating assigned project personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Participate in the development of the City's long term planning goals and objectives as they relate to assigned projects; prepare planning recommendations for assigned projects to meet these goals and objectives.

Essential Functions:

7. Review major land and infrastructure development plans by outside agencies and recommend any necessary redesign for compliance with the City's long term planning goals and objectives.
8. Provide staff assistance and technical counsel to higher level management staff; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
9. Coordinate planning activities with those of other divisions and outside agencies and organizations.
10. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
11. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive planning program in assigned area.
Modern and complex principles and practices of planning in assigned area.
Methods and techniques of research and analysis.
Modern office methods, practices, procedures and equipment, including computers necessary for graphic presentation, mapping and database management.
Principles of municipal budget preparation and control.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Initiate and implement highly complex planning theories and concepts.
Understand site design, terrain constraints, circulation, land use compatibility, utilities and other urban services for major development proposals.
Supervise, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City planning policies and procedures.
Prepare clear and concise reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

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

Experience:

Four years of responsible planning experience including one year of planning project management experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in urban/regional planning or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time.

Position Title: Production Control Administrator

**City Job Grade: 7H25AA
7H26AAI8
City Job Grade: I8 or I9**

This is a MODIFIED CITY JOB SPECIFICATION for the purpose of this contract:

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

To control, monitor and run the application software for City production systems; to monitor the quality of services provided to the users of these systems; and to manage security for assets associated with these systems.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- 1. Assist in the development of computer application deployment standards, policies and procedures.**
- 2. Execute changes to software programs, procedures, control statements and libraries in the promotion of accepted application systems.**
- 3. Support the application system change control process.**
- 4. Ensure production application system processes are appropriately scheduled.**
- 5. Isolate and resolve production application system problems on a 24-hour basis including weekends.**
- 6. Develop, implement and enforce security policies related to**

computer application system assets.

7. Tune, document or otherwise enhance production processes.

8. Provide back-up support and on-call functions for the configuration management area.

Marginal Functions:

1. Evaluate, recommend, implement and maintain software tools that enhance quality assurance and production control processes.

2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.

3. Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in information systems, computer science or a related field, plus two (2) years of production control or computer programming experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and techniques used in the installation, troubleshooting, upgrading and problem resolution of information systems.

Principles and techniques of quality assurance, production control and security related to computer information systems.

Ability to:

Execute changes to software programs, procedures, control statements and libraries.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Provide quality assurance, production control and security functions for computer information systems.

Evaluate, recommend, implement and maintain software tools that enhance quality assurance and production control processes.

Manage the application system change control process and resolve production system processing problems.

EDUCATION AND EXPERIENCE REQUIREMENTS

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in information systems, computer science or a related field, plus five (5) years of production control or computer programming experience.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and advanced techniques used in the installation, troubleshooting, upgrading and problem resolution of complex information systems.
Principles and advanced techniques of quality assurance, production control and security related to computer information systems.
Operational characteristics of information systems and mainframe environments.

Ability to:

Provide and oversee quality assurance, production control and security functions.
Perform highly advanced quality assurance and production control functions.
Work independently in the absence of supervision.
Perform project management or lead functions.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

 City of Albuquerque Job Description	Position Title: Program Data Analyst		
	Status:	Approved	
	Position Code	Grade	Date
	7N60AA	M14	Apr 2006
			Category
			Administrative Services

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To research, compile, analyze and evaluate data and prepare reports for an assigned area using automated systems and tools; to perform a variety of administrative and basic end-user technical tasks relative to assigned area of responsibility; and to develop and maintain basic end-user data base systems to track and report program data.

DISTINGUISHING CHARACTERISTICS:

Program Data Analyst

This is the entry-level class in the Program Data Analyst series. This class is distinguished from the Data Analyst II by the performance of the more routine tasks and duties assigned to positions within the series, including data and informational coordination and analysis.

SUPERVISION RECEIVED AND EXERCISED:

Program Data Analyst

Receive direction from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

Program Data Analyst

Program Data Analyst

1. Develop practical procedures necessary for the collection and management of program data; analyze the validity of program data and ensure the accuracy and completeness of the data maintained in the program's automated systems.
2. Respond to information requests from management and various information users; provide end users with a wide variety of reports and data to enhance their ability to respond effectively to their needs; and provide accurate and relevant information in a timely and professional manner.
3. Communicate information to management for effective evaluation of program operations. Prepare and submit reports, maps, and statistical summaries on financial, operation, and data analysis topics.

7. Maintain data files in basic automated tools designed for end-user use, assuring that the information input to the system is as accurate as possible; extract and analyze data for assigned projects; generate detailed and statistical reports using end-user tools for management and staff review and to meet governmental reporting requirements.

5. Perform basic technical tasks in support of the maintenance and use of the area's automated systems. Create basic systems to track and report program data.

6. Act as a liaison between assigned area staff and the Information Systems Division for technical services and problem resolution. Receive and analyze requests for desktop computer services for assigned area and coordinate with staff members to fulfill installation or set up requests.

7. Participate and assist in the development and implementation of automation projects.

8. Assist with administrative support and customer service as needed.

SUPPLEMENTAL FUNCTIONS:

Program Data Analyst

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of automated data systems.

2. Perform Division related activities and duties to contribute to program goals and objectives as required.

3. Perform related duties and responsibilities as required.

4. May assist with administrative support and department/Division related customer service activities and duties as needed.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Program Data Analyst

Associate's degree with major coursework in business, information systems or a related field, plus five (5) years experience in data collection and maintenance, research, analysis and report preparation to include one (1) year personal computer operation and end-user application systems development and maintenance experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Program Data Analyst

Principles and practices of data collection, management, and analysis

Methods of research, data analysis, and report preparation

Principles and practices of program development

Basic methods and techniques of providing user assistance

Basic characteristics of personal computers

Basic principles and practices of end-user software troubleshooting

Statistical analysis techniques and methodologies

Principles of data research

Principles and practices of end-user information systems

Principles and practices of end-user software troubleshooting

Program Data Analyst

Perform routine data analysis duties

Use personal computers and standard office software packages and internet applications

Troubleshoot various basic personal computer and end-user software problems

Learn operational characteristics of personal computers and operating systems

Learn methods and techniques used in the installation, troubleshooting, and maintenance of end-user data systems

Learn to implement and maintain end-user data systems and supporting hardware and software applications

Understand and follow oral and written instructions

Communicate clearly and concisely, both orally and in writing

Research, analyze, and evaluate programs, policies, and procedures

Prepare a variety of administrative and/or financial reports

Establish and maintain effective working relationships with those contacted in the course of work

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods.



City of Albuquerque

Position Specification Modified

Position Title: Program Specialist

Position Code: 7510AA

Grade: M14

This position has been modified from a draft of a City position specification. For the purposes of this contract, it is to be utilized as a representation of the duties and experience required of a particular title and grade. It generalized narrative can easily be adapted for various department's use.

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

To supervise, assign, review and participate in the work of staff responsible for providing targeted services that may include administrative, community and social services for specialized programs, contract administration or grant development, public education or target/focus programs within a department; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level can be distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over lower level Program staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level supervisory or management staff.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for providing a variety of services that may include assigned programs, contract administration or grant development, public education, program development, specialized services or area-specific programs.
2. Establish schedules and methods for providing program services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Participate in the performance of the more technical and complex tasks of the work unit including contract administration and negotiation.

Essential Functions:

6. May participate in the coordination of the development of contracts and agreements between providers and the assigned section of responsibility; participate in the development of contracts in accordance with and enforce adherence to City, State and Federal requirements.
7. Enhance collaboration and coordination among internal and external groups and organizations.
8. Participate in the design and development activities.
9. Participate in the selection of assigned program staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
10. Participate and provide input in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
11. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Access and participate in projects as required.
2. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the specialized fields as that relate to this assignment and pertinent programs.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of assigned program.
Principles and practices of specialized program or services.
Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Oversee a wide variety of service or other focused programs.
Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Assist in the administration and negotiation of complex contracts and grants.
Provide training programs.
Develop programs and attract participation.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Design, raise funds for and implement programs attractive to the targeted groups.

Ability to:

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Experience and Training Guidelines

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

Experience:

Three years of program-planning experience including one year of administrative or lead supervisory responsibility.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, business administration, child development, family studies, education administration, social services, human services or a related field as specified by the user.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; travel from site to site; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; operating a motorized vehicle or equipment.



City of Albuquerque

Job Description

Position Title: Programmer Analyst

Status: Approved

Position Grade Date

Category

Code

Apr 2006

Information

7H071A I7

**Services/Graphics/Geographic
Information Systems**

Position Description:

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

To perform a variety of systems analysis and programming duties in the development, implementation and support of information systems; and to analyze user information system needs and provide recommendations.

SUPERVISION RECEIVED AND EXERCISED

Programmer Analyst

Receive general direction from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform a variety of systems analysis duties in the development, implementation and support of information systems.
2. Prepare presentations for information systems projects to a variety of internal and external committees.
3. Create user guides and manuals for system users; assist in training users as needed.
4. Design, program and test application systems using City standard application development tools and procedures; participate in citywide projects as a team member.
5. Coordinate with vendors the purchase of information systems equipment and software.
6. Analyze user information system needs; document the functionality and requirements; recommend solutions and appropriate technology to meet client needs.
7. Coordinate with the customer the installation of new system, maintenance and upgrade of existing systems and user training.

8. Respond to service requests and problem calls in a timely and courteous manner.
9. Install and test vendor software applications and programs.
10. May require 24 x 7 on call availability.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Programmer Analyst

Knowledge of:

Principles and practices of computer science and information systems.
Principles and practices of applications programming.
Principles and practices of software troubleshooting.
Operational characteristics of a variety of computer platforms, networks, software applications and operating systems.
Methods and techniques used in the installation, trouble shooting and maintenance of information systems.

Ability to:

Design, develop, troubleshoot and maintain information systems and supporting hardware and software applications.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines

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

Experience:

Two (2) years of increasingly responsible information systems analysis and programming experience.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in information systems, computer science or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens. May be required to visit off site client offices.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.

 <p>City of Albuquerque Position Specification</p>	Position Title: Project Coordinator Status: Approved		
	Position Code 7X44AA	Grade M15	Date Oct 2002

Position Description:

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

To oversee and coordinate assigned construction, landscape or architectural project activities including the planning, designing and developing of major projects; to implement program goals and objectives; and to perform a variety of administrative, professional and technical tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive general direction from higher level supervisory or management staff.

May exercise technical and functional supervision over professional, technical, clerical and contract staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Oversee and coordinate assigned project activities including the design, planning, scheduling, monitoring and management of all aspects of assigned projects.
2. Participate in developing technical data needed to plan major capital improvements including facilities, parks, structures, systems and procedures; perform supporting research and analysis; complete costs analyses and, as warranted, develop alternate design methods.
3. Act as project manager for various projects; perform site and construction inspections as required; serve on technical advisory teams for projects managed by other departments.
4. Organize, schedule, and coordinate infrastructure project activities and other related programs.
5. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing project coordination services; implement policies and procedures.

6. Monitor program performance; recommend and implement modifications to systems and procedures.
7. Review assigned projects to ensure compliance with authorized scope, budgets and feasibility of construction.
8. Schedule all aspects of project design and review; plan, design and evaluate alternative approaches to achieving project goals and objectives.
9. Meet with civic, business and governmental groups to explain policies, plans and procedures related to assigned projects.
10. Conduct technical and public meetings; serve as liaison to citizen advisory committees; hold meetings with other agencies and departments as needed.
11. Oversee designs developed by other staff members.
12. Participate in the selection of consultants for various projects.
13. Review project financial materials; recommend procedures for billing and paying.
14. Serve on technical advisory teams for projects managed by other departments or agencies.
15. Review and coordinate comments for current planning issues by other departments or agencies.
16. Participate in the preparation and administration of assigned budget; submit budget recommendations; monitor expenditures.
17. Prepare various reports on the status of projects and programs.

Marginal Functions:

1. Monitor program compliance with laws, rules and regulations related to provision of assigned projects and related services.
2. Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in engineering, landscape architecture, architectural design, business administration or a related field plus four (4) years of project management implementation planning or related experience, including two (2) years direct supervisory experience in a management and/or administrative capacity.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services and activities of a capital improvement program. Principles of construction, and/or landscape, engineering, design and development, as applicable to assigned area of responsibility.

Principles of architectural design and development, as applicable to assigned area of responsibility.
Methods and techniques used in engineering construction projects, as applicable to assigned area of responsibility.
Methods and techniques of landscape architecture, and/or architectural design as applicable to assigned area of responsibility.
Planning issues, policies, procedures, processes and applications.
Basic procedures, methods and techniques of budget preparation and control.
Modern office equipment including computers.
Pertinent Federal, State, and local laws, codes and safety regulations.

Ability to:

Coordinate and direct construction, landscape or architectural projects and programs.
Recommend and implement goals and objectives for providing project coordination.
Interpret and explain City policies and procedures.
Prepare and administer project program budgets.
Allocate limited resources in a cost effective manner.
Read and interpret construction documents.
Prepare and present clear and concise technical reports.
Make independent judgements involving interpreting contracts, purchases and construction documents.
Research diverse technical material and summarize data.
Conduct public and technical meetings.
Direct and evaluate the work of lower level staff.
Operate office equipment including computers and supporting word processing and spreadsheet applications.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including the general public.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

WORKING CONDITIONS

Environmental Conditions:

Office and field environment; may travel from site to site; exposure to computer screens, inclement weather conditions; work or inspect in confined spaces; work closely with others.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; light lifting or carrying; operating of motorized equipment and vehicles.

 City of Albuquerque Job Description	Position Title: Police Property and Evidence Technician		
	Status:	Approved	
	Position Code	Grade	Date
	5N80AG	M12	Feb 2006
			Category
			Police

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To coordinate, receive, store, and safeguard property and evidence items and maintain chain of command; review and analyze court orders to determine destruction, release or storage of property and evidence; respond to various requests for viewing and copying of evidence; and to provide administrative support to the Albuquerque Police Department.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from higher-level supervisory staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Receive, store, safeguard and gather property and evidence of various categories to include paraphernalia, narcotics, currency, biohazard and genetic material, weaponry, graphic material, jewelry and audio/visual tapes; ensure incoming items are property labeled by assigned officer and maintain the chain of custody of evidence.
2. Coordinate, separate and inventory property and evidence using computerized and manual processes; ensure items are labeled, entered into the database and storage in the appropriate locations based on storage requirements and types of evidence.
3. Perform daily audits of property and evidence; to include the verification and reconciliation of intake bins, labeling, inventory, destruction, narcotics and biohazard and genetic material storage.
4. Perform weekly audits of property and evidence; reconcile currency and prepare bank deposits.
5. Act as a liaison and coordinate the destruction, auction and disposal of authorized property and evidence with various agencies and release to the general public as ordered by the judicial branch and/or Albuquerque Police Department guidelines.
6. Respond to requests for viewing and copying of evidence; participate in scheduled appointments with attorneys, judges, officers and the general public; present and safeguard evidence.
7. Review and analyze court orders from various judicial agencies; identify essential information for the

destruction, release or storage of property and evidence; improper destruction or release of evidence could lead to loss of legal case.

8. Maintain communications with forensics laboratory staff; ensure proper and evidence is reviewed by laboratory before release, destruction or storage of evidence.
9. Maintain accurate records and logs of all evidence; classify evidence in appropriate categories and operate standard office equipment; maintain integrity of evidence by ensuring security within restricted area; tracking of evidence through laboratory and judicial proceedings.
10. Follow and adhere to policies and procedures including Federal and State statues regarding the storage and destruction of property and evidence.

SUPPLEMENTAL FUNCTIONS:

1. Twenty-four (24) hour call on a rotating basis; travel to and from crime scenes transporting property and evidence with or without a police escort.
2. May testify in court proceeding regarding the chain of custody of evidence, job duties and the function of the property and evidence room.
3. Attend and participate in group meetings; stay abreast of new trends, innovations and technology law in the field of property and evidence management.
4. Perform other related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in business administration, property and evidence, inventory control or a related field, plus three (3) years of warehousing and/or property and evidence handling experience.

ADDITIONAL REQUIREMENTS: (Licenses, Certifications, etc.):

- Possession of, a valid New Mexico Driver's License.
- Possession of, or ability to obtain, a valid City Operator's Permit within six (6) months.
- Possession of, or ability to obtain, a valid National Crime Information Center (NCIC) Certification.
- Possession of, or ability to obtain, Property and Evidence Specialist Certification is desirable.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

- Operational characteristics, services and activities of a property and evidence program
- Modern and complex principles and practices of property and evidence handling and recording
- Principles and practices of property acquisition, storage and release
- Court procedures regarding evidence
- Court order documentation and execution
- Principles and procedures of record keeping
- Principles of business letter writing and basic report preparation
- Pertinent Federal, State, and local laws, codes and regulations

 City of Albuquerque Job Description	Position Title: Public Information Officer		
	Status:	Approved	
Position Code	Grade	Date	Category
7F03AA	M15	Jun 2005	General Management

Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY:

To develop, coordinate and deliver public information programs for an assigned department; to serve as the department spokesperson for the media and general public for the dissemination of information; and to perform a variety of duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from assigned managerial staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Develop, coordinate and deliver public information programs for an assigned department.
2. Serve as the spokesperson for the assigned department; respond to the media, community groups and the general public regarding emergencies and other activities.
3. Prepare printed, taped, filmed and oral presentations of department plans, activities and programs; disseminate information to the media and general public through service announcements, press releases or public speaking engagements.
4. Assist in the preparation of the assigned department's annual report and other public information documents.
5. Develop and maintain files of department programs, procedures, activities and operations; reference files as needed to respond to public inquiries.

SUPPLEMENTAL FUNCTIONS:

1. Assist managerial staff in media response and public communication activities.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university with major course work in communications, public relations or related field, plus four (4) years of professional public information or public relations experience.

ADDITIONAL REQUIREMENTS: (*Licenses, Certifications, etc.*):

May require a valid New Mexico driver's license and possession of or ability to obtain a City Operator's Permit

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles and practices of public information
Operational procedures of television, radio and print news media
Principles and procedures of public speaking
Principles and procedures of record keeping
Principles of business letter writing and basic report preparation
Pertinent Federal, State and local codes, laws and regulations

Skill and Ability to:

Develop, coordinate and deliver public information programs for an assigned department
Serve as the spokesperson for the assigned department
Speak in front of large crowds and on camera
Respond to requests and inquiries from the general public and the media on a 24-hour basis
Prepare and maintain a variety of printed material for public information purposes
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment
Maintain physical condition appropriate to the performance of assigned duties and responsibilities

WORKING CONDITIONS:

Environmental:

Field environment; travel from site to site; exposure to potentially hostile environments

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time



City of Albuquerque
**Temporary
Worker
Position
Specification
Modified**

Position Title: Radio Systems Specialist

Position Code: 3J07AA

Grade: B34

This position has been modified from an approved City position specification. For the purposes of this contract, it is to be utilized as a representation of the duties and experience required of a particular title and grade.

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

To provide technical support in the implementation, installation, maintenance and repair of two way radio communications and associated electronic equipment; to order parts and materials for work performed; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from the Radio Systems Supervisor.

May exercise project lead over lower level technical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Install conventional and trunked two way radio communications systems such as radio base stations, mobile radios and remote systems and consoles in city wide locations including airport and police vehicles and public works site locations; write work orders; prepare installation diagrams as needed.
2. Perform diagnostic testing on equipment to be repaired using electronic equipment; troubleshoot problem; determine repairs to be performed; make recommendations to supervisor if repair is not cost effective or cost efficient.
3. Implement work orders for all repairs performed; ensure paperwork is completed in satisfactory manner.

4. Order parts and materials for repairs performed; ensure proper authorizations are obtained and paperwork is completed in a satisfactory manner.

Marginal Functions:

1. Assist in annual inventory review process; determine stock levels; label stock items; recommend items to be discarded or returned to supplier.
2. Provide assistance to vendors in the installation of systems as assigned.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operational characteristics of a variety of two way radio communication equipment including pagers, Portable and mobile radios, radio base stations, and remote control systems and consoles.
Methods and techniques used in the installation, maintenance and repair of telecommunication systems and equipment.
Theories of electronics.
Methods and techniques of preparing installation drawings for two way radio communications equipment.
Operational characteristics of telecommunication repair and maintenance equipment and tools.

Ability to:

Diagnose and troubleshoot two way radio communication equipment and make recommendations on feasibility of repair.
Read and prepare installation drawings for two way radio communications equipment.
Operate a variety of maintenance and repair equipment in a safe and effective manner.
Ensure compliance with accepted safety procedures and practices.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Experience and Training Guidelines

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

Experience:

Two (2) years of increasingly responsible experience in two-way radio system repair and maintenance.

Training:

Associate's degree and two (2) year technical certificate with specialized training in electronics theory or a related field.

License or Certificate

Possession of, or ability to obtain, a valid New Mexico driver's license and a City operator's permit.

WORKING CONDITIONS

Environmental Conditions:

Office environment; travel from site to site; exposure to electrical energy.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for light lifting; sitting, walking or standing for prolonged periods of time; operating motorized equipment.



City of Albuquerque

Position Specification

Position Title: Recreation Assistant

Position Code: CP00AA

Grade: C23

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

To facilitate the health and fitness of senior citizens; to provide a broad range of physical education and recreation activities designed to enhance the quality of life of older adults; and to maintain senior attendance and health history records.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from assigned Senior Affairs Program Coordinator.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prepare and implement fitness exercise routines for seniors; monitor senior participants and demonstrate exercises in a correct and safe manner.
2. Prepare facility for exercise classes; set up exercise mats, weights and perform safety check of facility and equipment.
3. Instruct seniors in water therapy exercises in adaptive aquatics program; procure items as needed for programs and special events.
4. Attend monthly meetings with supervisor; work directly with volunteer coordinators to manage special events and volunteers.
5. Maintain records of senior participants health histories; maintain records of senior participant attendance and volunteer hours.
6. Attend senior affairs training sessions; stay abreast of new trends and innovations in the field of senior fitness and wellness.

7. Assist in the training of new and volunteer staff; assist in directing special trips and outdoor recreation.
8. Receive, document and deposit cash received for participation in program activities.
9. Promote senior health and fitness activities; distribute marketing material including posters and flyers.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and practices of exercise physiology.
Principles and practices of health and nutrition.
Methods and techniques of recreation and fitness.
Modern office procedures, methods and equipment including computers.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Plan, prepare and implement senior fitness routines.
Coordinate and edit music and fitness routines.
Perform C.P.R. and first aid if necessary.
Operate office equipment including computers.
Prepare clear and concise reports.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

One year of recreation experience is desirable.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in recreation or a related field is desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, valid C.P.R. Certificate.

Possession of, or ability to obtain, an appropriate, valid money handling certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; exposure to noise; work closely with others; work in water.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; repeated bending, kneeling, reaching above shoulder; moderate or light lifting and carrying; operating motorized equipment and vehicles.

Research Analyst

City job Code: None

City Job Grade: None

Current Bill Rate is \$19.84

Duties include assisting the Development Review Board (DRB) members in processing and researching DRB applications. This position will assist in site development plan review functions. Responsibilities also include processing submittals in a timely manner, plat review and application form updates.

 City of Albuquerque Job Description	Position Title: Senior Engineer		
	Status:	Approved	
Position Grade Code	Date	Category	
8K01PA E17	Nov 2006	Engineering/Architectural/Survey	

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform a wide variety of professional engineering duties in support of assigned projects including water utilities, wastewater treatment plant, traffic engineering, transportation, drainage, construction and environmental engineering; and to ensure the cost-effectiveness of City engineering projects.

SUPERVISION RECEIVED AND EXERCISED:

Receive general direction from higher level engineering staff.

May exercise functional and technical supervision over lower level engineering staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform a wide variety of professional engineering duties in support of assigned Capital Improvement Projects or environmental engineering including water utilities, wastewater treatment plant, traffic engineering, drainage and construction.
2. Oversee various water utility activities; monitor wells, pump stations, treatment facilities and reservoirs; ensure compliance with established operational procedures.
3. Review and approve water facility and wastewater utility plans and designs.
4. Implement and enforce the cross-connection control ordinance; inspect premises that may be in violation of the ordinance; recommend corrective solutions.
5. Oversee all phases of wastewater collection lines, treatment plant and lift station activities including planning, design and construction.
6. Conduct inspections of and evaluate wastewater treatment plant performance; ensure compliance with applicable environmental regulations; recommend revisions to existing policies and procedures.
7. Oversee various traffic engineering activities including the review and approval of transportation improvement plans and designs.

8. Review and/or prepare design specifications and/or plans for remediation systems which improve the quality of air, ground water and soil.
9. Coordinate environmental projects; conduct pre-construction meetings; confer and coordinate project phases and schedules with contractors; negotiate and prepare analysis and statistical reports on operations and activities.
10. Determine improvements needed to resolve traffic and transportation problems; confer with developers, architects and other engineers.
11. Evaluate and approve plats, site development plans and other development proposals within assigned area of responsibility.
12. Receive and investigate traffic safety complaints and inquiries from the general public.
13. Identify right-of-way and easement needs for traffic engineering, transportation, water, wastewater or storm drainage projects; coordinate, approve and monitor right-of-way acquisitions.
14. Oversee and coordinate various drainage construction and design projects; review and approve drainage plans for compliance with drainage and flood plain ordinances.
15. Receive and investigate drainage complaints; conduct investigations to determine source of drainage problem and develop solutions.
16. Coordinate various construction projects; conduct pre-construction meetings; confer and coordinate construction phases and schedules with contractors; negotiate and prepare construction contracts, documents and cost estimates.
17. Receive, review and approve construction plans and drawings; recommend revisions to ensure compliance with appropriate codes, laws and regulations.
18. Analyze a variety of engineering designs and methods to ensure maximum quality and cost efficiency; recommend cost-effective revisions to plans as needed.
19. Review electrical, instrumental and mechanical designs for compliance with applicable codes; perform construction inspections; prepare reports on findings.
20. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
21. Attend and participate in professional group meetings; stay abreast of new engineering trends and innovations within the field of assignment.
22. Coordinate assigned activities with those of other divisions, outside agencies and organizations.

SUPPLEMENTAL FUNCTIONS:

1. May lead, plan, train and review the work of lower level technical staff.

2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree civil engineering or a related field, plus five (5) years of professional engineering experience to include two (2) years direct supervisory experience in a management and/or administrative capacity.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of a valid New Mexico Driver's License.

Possession of a Professional Engineer (PE) license issued by the State of New Mexico.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Principles and practices of professional engineering work
Operational characteristics of water pump stations, treatment facilities and reservoirs
Operational procedures of wastewater treatment plant and lift station facilities
Principles and practices of traffic engineering analysis and roadway design
Principles and practices of environmental engineering
Principles or remediation systems for contamination constituent removal in soil, ground water and/or air
Structure and design of various drainage systems
Principles and practices of construction
Principles and procedures of contract negotiation
Methods and techniques used in conducting engineering inspections
Methods and techniques used to review and approve various engineering plans and specifications
Principles of basic report preparation
Principles of safety practices
Pertinent Federal, State and local laws, codes, regulations and ordinances
Principles, practices and terminology of modern construction
City development process, design review through final acceptance of public infrastructure
Engineering design practices for roadways, storm drainage, water and sanitary sewer lines
City development review board and design review committee polices and procedures

Skill and Ability to:

Perform a wide variety of professional engineering duties in support of assigned Capital Improvement Projects
Oversee and coordinate water utility, wastewater treatment, traffic engineering, drainage and construction activities
Conduct a variety of engineering inspections and investigations to ensure compliance with applicable laws, codes, regulations and ordinances
Review and approve a variety of engineering plans, specifications and drawings
Ensure approved engineering plans are cost-effective
Respond to requests and inquiries from the general public
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals

Interpret, apply and enforce applicable Federal, State and local policies, laws and regulations
Coordinate assigned activities with those of other divisions, outside agencies and organizations
Prepare clear and concise technical reports
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Field and office environment; travel from site to site; occasional construction site environment; exposure to noise, dust, grease, smoke, fumes, gases; may work in or with water or around heavy construction equipment

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time; operating motorized vehicles

 City of Albuquerque Job Description	Position Title: Systems Analyst II		
	Status:	Approved	
Position Code	Grade	Date	Category
7H11IA I9		Oct 2006	Information Services/Graphics/Geographic Information Systems

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To provide responsible and complex assistance in facilitating the introduction and maintenance of management information services for City operations; to perform a variety of complex systems analysis duties in the design, implementation and maintenance of management information systems and supporting computer hardware and software applications; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

Systems Analyst II

This is the full journey level class in the Systems Analyst series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including very complex systems in a shared environment or duties with extensive multiple client interaction

SUPERVISION RECEIVED AND EXERCISED:

Systems Analyst II

Receives general direction from higher level supervisory or management staff.
May exercise functional and technical supervision over lower level information systems staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

Systems Analyst II

1. Serve as lead over all aspects of assigned applications development and software

- implementation projects; evaluate and assess client needs; identify and allocate resources including staff, equipment and materials; set task priorities.
2. Confer with personnel of organizational units involved to analyze current operational procedures, identify problems, and learn specific input and output requirements such as forms of data input, how data is to be summarized and formats for reports.
 3. Write detailed description of user needs, program functions and steps required to develop or modify computer program, and application specifications including database interfaces, user interfaces, business rules, and database relationships.
 4. Review computer system capabilities, workflow, and scheduling limitations to determine if requested program or program change is possible within existing system.
 5. Study existing information processing systems to evaluate effectiveness and develop specifications for new systems or prototype systems to improve production or workflow as required.
 6. Prepare workflow charts and diagrams to specify in detail operations to be performed by equipment and computer programs and operations to be performed by personnel in system.
 7. Conduct studies pertaining to development of new information systems to meet current and projected needs.
 8. Plan and prepare technical reports, memoranda, and instructional manuals as documentation of program development.
 9. Coordinate and conduct user training, education and problem solving sessions; counsel users regarding system functionality.
 10. Upgrade system and correct errors to maintain system after implementation. Direct and coordinate work of others to develop test install and modify programs. Troubleshoot problems to source. Assist Programmer Analysts in resolution of work problems related to flow charts, project specifications, or programming.
 11. Prepare time and cost estimates for completing projects.
 12. Develop Request for Proposals (RFP) s; negotiate and manage vendor contract for Information Technology services.
 13. Prepare and present project progress reports for department management or committee; identify problems and issues; recommend solutions.
 14. Review proposed application software for compliance with applicable quality assurance standards before acquisition or implementation.

15. Manage the relationship and expectations of user personnel and departments including the preparation of service agreements.
16. Provide strategic planning direction and technical assistance for user Information Technology Plans.
17. May require 24 x 7 on call availability.

SUPPLEMENTAL FUNCTIONS:

Systems Analyst II

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information services.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Systems Analyst II

Master's degree from an accredited college or university in information systems, computer science or a related field, plus five (5) years of software applications analysis, design, programming and implementation and project management experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Systems Analyst II

Theories and applications of computer science
Methods and techniques of application development, system design, programming, installation, trouble shooting
and maintenance of software applications
Personal computer hardware and software components
System development life cycle phases, activities and implications
Basic budgeting, contracting, purchasing practices, policies and procedures
Advanced programming techniques including integrated database management applications
Operational characteristics and capabilities of data base management systems
Principles and procedures of quality assurance and security related to computer applications

Skill and Ability to:

Systems Analyst II

Recommend, design, implement, install and maintain computer software applications
Apply a wide variety of computer programming languages
Define problems, collect data, establish facts, draw valid conclusions and prepare appropriate reports
Detect, isolate and resolve information system problems
Analyze and assess the technological needs of City departments
Provide application development project management services
Manage customer relations and expectations
Utilize automated project management tools
Implement review quality assurance and security procedures for applications services
Effectively present information and /or respond to inquires/complaints from city management, regulatory agencies or the public
Perform highly advanced programming duties
Perform application design function for complex systems
Work independently in the absence of supervision
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows for effective interaction and communication with others
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens. May be required to visit off site client offices.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard



City of Albuquerque

Job Description

Position Title: Systems Programmer I

Status: Approved

Position Grade Date

Code

7H09IA 18 Nov 2006

Category

Information
Services/Graphics/Geographic
Information Systems

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To provide technical assistance and support for strategic, inter-departmental City computer operating systems and related system software and hardware components; to perform a variety of complex systems analysis duties in the installation, testing, maintenance and support of central computer hardware and system software; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS:

Systems Programmer I

This is the journey level class within the Systems Programmer series. 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.

SUPERVISION RECEIVED AND EXERCISED:

Systems Programmer I

Receive general direction from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

Systems Programmer I

1. Provide technical assistance and support for strategic City computer systems/servers and related system software and hardware components.
2. Perform a variety of complex systems analysis and programming duties in the design, development, implementation and maintenance of information systems and supporting computer hardware and software.
3. Evaluate, install, test, and implement new central hardware, operating systems or systems software packages; install new versions, releases or maintenance levels of existing operating systems and related components.
4. Detect, isolate and resolve computer system problems utilizing vendor coordination and support as needed and implement appropriate bypasses or other resolutions.
5. Participate in system administration activities including setting up and monitoring backup processes, adding new users, modifying user/group profiles, monitoring and tuning system/server resources.

Systems Programmer I

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information systems.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Systems Programmer I

Bachelor's degree from an accredited college or university with major course work in information systems, computer science or related field, plus five (5) years experience in systems programming or system administration.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Systems Programmer I

Methods and techniques used in the installation, administration, monitoring, upgrading and problem resolution of central computer systems/servers
Principles and practices of system software installation and support
Operational characteristics of operating systems and related components

Skill and Ability to:

Systems Programmer I

Install, troubleshoot and upgrade central computing systems/servers.
Evaluate, test, implement and support operating systems major system components.
Develop standards and methodologies for the administration of City central computer systems/servers.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Advanced principles and practices of system software installation and support.
Principles and practices of project management.
Principles of project lead and training.

WORKING CONDITIONS:

Environmental:

Office and computer room environment; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard



City of Albuquerque

**Position
Specification
Noted**

Position Title: Technical Production Specialist

Position Code: 6J03AA

Grade: M12

***This position must receive union scale**

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

To provide technical assistance behind the stage during theater performances; to maintain, repair and regulate the technical equipment necessary for operation of the theater; and to advise in the technical design of and use of the theater's electrical equipment.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Technical Production Manager.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist in the monitoring and supervision of on stage activities including theatrical lighting, scenery, special effects and audio equipment necessary for theater performances.
2. Maintain, repair and regulate all theater equipment necessary for the operation of on stage activities and performances including ticket equipment, security and fire systems, lighting and sound systems and hoisting equipment.
3. Advise and assist artists, art groups and other user groups on technical design and the use of technical equipment.
4. Maintain all technical equipment used for the theater's technical operations; utilize equipment in a safe and effective manner; ensure adherence to safe work practices and procedures.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

6. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Modern principles and procedures of technical operations and maintenance.
Equipment and tools used in the area of theater production.
Methods and techniques of lighting and sound presentation and scenery construction.
Occupational hazards and standard safety practices.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Assist in the technical maintenance of theater equipment.

Ability to:

Operate equipment essential in the performance of job duties.
Perform manual labor.
Maintain knowledge of current practices and procedures of technical production.
Interpret written instructions including blue prints and light plots.
Interpret and apply Federal, State and local policies, procedures, laws and regulations.
Respond to requests and inquiries from the general public.
Establish and maintain effective working relationships with those contacted in the course of work.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful

Experience and Training Guidelines

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

Experience:

One year of experience in technical production.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in technical production or a related field.

WORKING CONDITIONS

Environmental Conditions:

Theater environment; exposure to electrical energy, noise and dust; work at heights on scaffolding and ladders.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for moderate or light lifting; bending and climbing with both legs and arms; walking, standing or sitting for prolonged periods of time.

POSITION: THEATER LIGHT ENGINEER

CITY JOB CODE: NONE

CITY JOB GRADE: NONE

JOB DUTIES: To handle lighting adjustments, which includes, hanging and focusing instruments for various shows in the theater. Must also program lighting cues and run light board for productions and other miscellaneous duties as assigned.

 City of Albuquerque Job Description	Position Title: Veterinarian Technician I		
	Status:	Approved	
	Position Grade	Date	Category
	Code		
	6B00QM	M12 Sep 2005	BioPark/Museum/Cultural Services/Library

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To assist in providing veterinary services to a variety of animals within the City zoo; to apply knowledge of animal care, handling, husbandry and veterinary hospital practices; and to perform a variety of tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level veterinary staff.

May perform as project lead for lower level staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Assist veterinarian in providing veterinary services in animal treatment and a variety of medical procedures including anesthesia, patient management, treatments, specimen collection, surgical assistance, etc.
2. Conduct laboratory tests including hematology, chemistry, cytology, water quality, fecal examinations and bacteriology; maintain laboratory results and medical history files on all animals; prepare and submit reports as requested.
3. Maintain inventory order and stock of veterinary supplies, drugs and laboratory equipment; organize and prepare equipment for use.
4. Assist in immobilizing animals for hands on examinations; monitor the anesthetizing of animals for extensive procedures.
5. Assist as needed in emergency situations on the delivery of critical care to zoo animals.
6. Care for animals housed at the zoo's veterinary facility.
7. Perform record keeping and data entry as required.
8. Record observations and follow up with treatment as needed.

SUPPLEMENTAL FUNCTIONS:

1. Perform related duties and responsibilities as required.
2. Attend meetings and keep abreast of new trends and innovations in assigned areas of responsibilities.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in veterinary science or a related field plus three (3) year of veterinary technician experience.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of a valid registered veterinarian technician license preferred.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic methods and techniques of veterinary procedures
Basic principles of anatomy, physiology and behavior of a large variety of animal species
Basic principles and procedures of safe animal handling and restraint techniques
Occupational hazards and standard safety practices
Principles of laboratory testing

Skill and Ability to:

Assist in providing veterinary services to zoo animals
Conduct various laboratory tests
Learn to recognize symptoms and health problems of animals
Understand and follow oral and written instructions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment

WORKING CONDITIONS:

Environmental:

Animal environment; exposure to a variety of domestic and wild animals; animal body fluids; inclement weather conditions

Physical:

Essential functions may require maintaining physical condition necessary for sitting, standing, walking or moderate lifting for prolonged periods of time



City of Albuquerque

Job Description

Position Title: Accounting Assistant			
Status: Approved			
Position Code	Grade	Date	Category
CA05AA	C28	Apr 2005	Operating Departments

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform a variety of routine basic bookkeeping and accounting duties including reconciling of various data, accepting payments over the counter and through the mail, financial record keeping, performing cashing services, processing payments and preparing bank deposits; to perform various payroll processing duties and to respond to customer complaints and inquiries.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher level administrative staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Receive, sort and enter payment information into computer system; verify dollar amounts, vendor names and addresses; prepare bank deposit.
2. Perform customer service counter duties including collecting cash, processing payments and responding to complaints and inquiries.
3. Maintain inventory of purchased supplies and inventory distribution transactions.
4. Receive and verify time cards; enter information into the computer.
5. Process various department payrolls; reconcile payroll records, ledgers and various data; maintain sick leave, vacation and compensation.
6. Perform a variety of duties including financial spreadsheets, word processing and verification of data input; maintain files and records retention as required.
7. Assist in posting data to various ledgers, registers, journals, spreadsheets, databases and logs according to established accounting techniques and procedures.
8. Maintain and compute adjustments for assigned accounts; maintain contracts; insure compliance with various programs.

9. Input and retrieve a variety of fiscal and statistical information using a computer terminal; reconcile various data and insure supporting documentation is provided; analyze and troubleshoot inconsistency of data and resolve issues.
10. Reconcile monthly statements from vendors; confer with vendors regarding purchase orders, invoices and payments.
11. Coordinate various travel arrangements as necessary.
12. Answer the telephone; refer calls to appropriate division personnel.
13. Issue permits; receive and process amount due for regulation, licensing and permit fees.

SUPPLEMENTAL FUNCTIONS:

1. Prepare and process purchase orders for payment; maintain, balance and reconcile account records.
2. Transfer expenditure/revenue figures from the general ledger/journals to spreadsheets for reporting purposes.
3. Attend and participate in a variety of staff meetings.
4. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED supplemented by fifteen 15 credit hours of college-level coursework in business, general studies or related field, plus two (2) years basic bookkeeping or accounting experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic mathematical principles
Customer relations techniques
Operations, services and activities of a customer service program
Principles and procedures of financial record keeping and posting
Modern office practices, procedures and equipment including a computer
Alphabetical and numerical filing systems
Bookkeeping and accounting principles and techniques
General procedures related to accounts payable and receivable

Skill and Ability to:

Deal tactfully and courteously with the public in handling complaints
Operate a variety of office equipment including a typewriter, calculator and a computer
Perform varied clerical work
Learn to post amounts to various ledgers and prepare journal entries
Understand and follow oral and written instructions

Accurately tabulate, record, and balance assigned transactions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows for effective interaction and communication with others
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment, exposure to computer screens

Physical:

Essential and marginal functions may require sitting for prolonged periods of time; extensive use of computer keyboard



City of Albuquerque

Position Specification

Position Title: Administrative Services Officer

Position Code: 7N04AA

Grade: M14

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

To administer, monitor and maintain a variety of City programs in an assigned department or division; to assist all professional staff with routine clerical duties; and to perform a variety of duties relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including administering City programs. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory or management staff.

May provide functional or technical lead over lower level clerical.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Administer, monitor and oversee a variety of City programs in assigned area including, but not limited to, employee drug testing programs, classes and training, the City Operator's Permit Program and discrimination complaints.

2. Maintain department filing systems and records; develop, implement and modify filing systems.
3. Prepare and proofread a variety of documents including general correspondence, fliers, memoranda and reports.
4. Prepare purchase requests and logs; order and maintain inventory of office supplies, books, magazines and pamphlets.
5. Initiate requisitions, purchase orders and purchase order adjustments within assigned area of responsibility.
6. Process vendor invoices for payment; input information into the computer.
7. Collect money from the public, maintain and balance cash register.
8. Perform basic bookkeeping/accounting duties; maintain petty cash fund.
9. Prepare and maintain computerized records, rosters, lists, and logs; ensure information currency and accuracy; enter pertinent information into the computer.
10. Respond to requests from department personnel; provide information on department policies and procedures.
11. Assist in the review, preparation and processing of payroll activities.
12. Assist in the coordination and processing of personnel actions.
13. Assist in the coordination of travel arrangements.

Marginal Functions:

1. May lead lower level clerical staff.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Procedures of program administration for the assigned department.
Business letter writing and basic report preparation techniques.
Modern office procedures, methods and computer equipment.
Principles and procedures of record keeping.
Basic cash handling techniques.
Basic principles of accounting.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Administer and monitor assigned programs and activities.

Perform difficult administrative support services.
Type at a speed necessary for successful job performance.
Interpret, explain and enforce assigned department policies and procedures.

Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
Work independently in the absence of supervision.
Maintain confidential records and reports.
Operate and use modern office equipment including a computer.
Respond to requests and inquiries from the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain mental capacity, which allows for effective interaction and communication with others.

Experience and Training Guidelines

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

Experience:

Three (3) years of increasingly responsible clerical or office assistant experience.

Training:

High school diploma or GED equivalent.

Must pass City of Albuquerque typing and clerical test.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard; light lifting.

 City of Albuquerque Job Description	Position Title: Administrative Supervisor		
	Status: Approved		
	Position Code	Grade	Date
	4N00AA	M13	Sep 2005
	Category: Administrative Services		

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To supervise, assign, review and participate in the work of staff responsible for performing a variety of clerical and administrative support duties within an assigned department or division; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from higher level supervisory or management staff.

Exercise direct supervision over lower level clerical and administrative support staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for performing a variety of clerical and administrative support duties within an assigned department or division.
2. Establish schedules and methods for providing clerical and administrative support services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
6. Receive and review a variety of applications, forms and documents; ensure completeness and accuracy; approve documents as needed.

7. Create and maintain complex filing systems for personnel files, accounting reports and payroll documentation.
8. Prepare and process documents and forms needed for assigned department or division functions including personnel, accounting and payroll.
9. Operate and maintain a variety of office equipment including fax machines, copiers, computers, printers and a postage meter; order needed office supplies.
10. Serve as the liaison for assigned department or division with other City departments, divisions and outside agencies; negotiate and resolve complaints, concerns and issues.
11. Perform the more technical and complex tasks of the work unit including documentation and processing of important information.
12. Participate in the selection of division staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
13. Participate in the preparation and administration of the assigned department budget; submit budget recommendations; monitor expenditures.
14. Prepare analytical and statistical reports on operations and activities.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of business management.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in Business Technology or a two (2) year technical certificate in office administration or a related field, plus four (4) years of clerical or administrative support experience including one (1) year direct supervisory or technical lead in an administrative capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations, services and activities of the assigned department or division
Principles and practices of general clerical and administrative support work
Modern office procedures, methods and equipment including computers
Principles and procedures of record keeping
English usage, spelling, grammar and punctuation
Principles of supervision, training and performance evaluation
Modern and complex principles and practices of business management
Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Oversee the clerical and administrative support duties within an assigned area
Supervise, organize and review the work of lower level staff
Select, supervise, train and evaluate staff
Create and maintain complex filing systems
Operate office equipment including computers and supporting word processing and spreadsheet applications
Receive, review and process a variety of documents, forms and applications
Interpret and explain City policies and procedures
Prepare clear and concise reports
Respond to requests and inquiries from the general public
Communicate clearly and concisely, both orally and in writing
Operate office equipment including computers and supporting word processing and spreadsheet applications
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.



Job Title: Agent I, Call Center

Job Code: N/A

Job Description and Duties:

- **Handle non-emergency citizen calls at the City of Albuquerque's 311 Center.**
- **Provide customer service by providing information on City Services.**
- **Utilizes telephone, electronic mail, and chat services.**



Job Title: Board Meeting Assistant

Job Code: N/A

Job Description and Duties:

- **Certification or experience in audio tape monitoring.**
- **May require a Notary Public commission.**
- **Attend meetings, and maintain a calendar of meetings for various boards.**
- **Operate a variety of office equipment including copiers, facsimile machine, and PC.**
- **Must be able to operate digital recording system for hearings/meetings.**
- **Must be able to record, transcribe and type minutes.**
- **Responsible for providing assistance as requested, and coordinating a variety of special projects. Prepare and disseminate business correspondence, memoranda, documentation, presentation materials and basic report preparation using standard techniques needed. Assist with Board and City departments as needed.**



Job Title: Call Center Supervisor

Job Code: N/A

Job Description and Duties:

- **Provide coaching, counseling and quality feedback to 311 agents on a daily, weekly, and monthly basis to ensure that all key performance metric goals are met, while providing customer service.**

POSITION TITLES: CASHIER II

POSITION CODE: NONE

POSITION GRADE: NONE

1. COLLECT AND ACCOUNT FOR REVENUE.
2. PROVIDE CLERICAL ASSISTANCE AS ASSIGNED.
3. ASSIST IN MAINTAINING RECORDS OF FINANCIAL TRANSACTIONS.
4. ATTEND ORIENTATION SESSIONS NECESSARY TO BECOME CERTIFIED OR AS ASSIGNED,
5. ASSIST IN THE GENERAL MAINTENANCE AND UPKEEP OF FACILITY.
6. PERFORM OTHER DUTIES AS NECESSARY

EDUCATION AND EXPERIENCE

CASHIER II – ONE SEASON AS A CASHIER

CASHIER III- TWO SEASONS AS A CASHIER

SKILLS AND ABILITIES

KNOWLEDGE OF BASIC BUSINESS ARITHMETIC

MUST BE PERSONABLE AND WILLING TO WORK WITH THE GENERAL PUBLIC CONCERNING RELEVANT COMPLIANTS

POSITION TITLES: CASHIER III

POSITION CODE: NONE

POSITION GRADE: NONE

1. COLLECT AND ACCOUNT FOR REVENUE.
2. PROVIDE CLERICAL ASSISTANCE AS ASSIGNED.
3. ASSIST IN MAINTAINING RECORDS OF FINANCIAL TRANSACTIONS.
4. ATTEND ORIENTATION SESSIONS NECESSARY TO BECOME CERTIFIED OR AS ASSIGNED,
5. ASSIST IN THE GENERAL MAINTENANCE AND UPKEEP OF FACILITY.
6. PERFORM OTHER DUTIES AS NECESSARY

EDUCATION AND EXPERIENCE

CASHIER II – ONE SEASON AS A CASHIER

CASHIER III- TWO SEASONS AS A CASHIER

SKILLS AND ABILITIES

KNOWLEDGE OF BASIC BUSINESS ARITHMETIC

MUST BE PERSONABLE AND WILLING TO WORK WITH THE GENERAL PUBLIC CONCERNING RELEVANT COMPLIANTS

POSITION TITLE: EDUCATION ASSISTANT

POSITION CODE: NONE

GRADE: NONE

CURRENT BILL RATE IS \$9.28

JOB DESCRIPTION:

TEACHERS AND/OR EDUCATORS WHO GO IN TO THE PUBLIC SCHOOLS AND COMMUNITY CENTERS TO PRESENT PROGRAMS RELATED TO AIR POLLUTION, ALTERNATIVE TRANSPORTATION, ETC .



City of Albuquerque

Job Description

Position Title: Emergency Communications Operator			
Status: Approved			
Position Code	Grade	Date	Category
CF03AM	C33	Apr 2005	Police/Fire/Corrections/Security

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To receive, evaluate, prioritize and relay emergency and non-emergency calls to appropriate emergency service personnel; to perform various data entry duties pertaining to calls received; and to forward specific calls to appropriate agencies for further assistance.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from assigned shift supervisor.

ESSENTIAL AND MARGINAL FUNCTIONS STATEMENTS: Essential and other important responsibilities and duties may include, but are not limited to, the following:

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Receive emergency and non-emergency service calls from the public requesting a variety of services including law enforcement, ambulance or other emergency service; evaluate and determine nature, location, and priority of emergency; dispatch emergency units as necessary.
2. Operate various communications equipment including a computer-driven, multi-line telephone system, telephone service for the hearing impaired, and Computer-Aided Dispatch (CAD) computer.
3. Monitor special alarms that are connected to the communications systems; take appropriate action as needed.
4. Follow established emergency procedures as assigned by department or division; maintain communications with law enforcement and emergency agencies.
5. Read and update City maps as necessary; provide directions to the general public and emergency personnel.
6. Receive and forward non-emergency calls to proper personnel or departments.
7. Maintain written records on a variety of log forms and time cards.

8. Operate several computer programs relating to address verification; perform data entry of dispatch information.

SUPPLEMENTAL FUNCTIONS:

1. Appear in court as subpoenaed
2. Gather information for a variety of reports.
3. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED supplemented by thirty (30) credit hours of college level course work in keyboard applications, customer relations, communications, or related field, plus two (2) years multi-line phone or customer service experience; one (1) year experience in receiving and processing public service calls in a law enforcement, open space, or fire agency is desirable.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of, or ability to obtain, NCIC Certification within one (1) year from date of hire.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Rules and regulations governing the operation of an emergency communications radio transmittal and receiving system
Emergency communications procedures and rules
Procedures used in operating 9-1-1- systems
Principles and procedures of record keeping
General law enforcement codes, practices and methods
Modern office procedures, methods and computer equipment

Skill and Ability to:

Operate emergency communications systems
Work under pressure, exercise good judgment and make sound decisions in emergency situations
Effectively communicate with and elicit information from citizens in traumatic or crisis situations
Perform multiple tasks simultaneously
Type accurately at a speed necessary for successful job performance
Operate a computer terminal, teletype and other office equipment
Read a City map
Understand and follow oral and written instructions
Communicate clearly and concisely, both orally and in writing
Establish and maintain cooperative working relationships with those contacted in the course of work
Maintain records, files and logs
Interpret and explain City policies and procedures
Respond to requests and inquiries from the general public

Maintain issued departmental communications equipment and manuals

Maintain mental capacity which allows for effective interaction and communication with others

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Secure, restricted environment; exposure to computer screens; irregular work hours; rotating shifts; work in confined spaces

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods; extensive use of keyboard; light lifting

Position: Inventory System Specialist

City job code: None

City job grade: None

Current Bill Rate is \$23.04

Duties are as follows:

1. The ability to create a accurate inventory system for Park Management.
2. Create a data base inventory system that is compatible with Park Management equipment and hardware.
3. Assign and categorizing all of Park Management stock and equipment into a useable system
4. Interpret, apply and explain city computer systems
5. Work independently in the absence of supervision
6. Maintain detailed and accurate operational instruction of newly created system

PARK ATTENDANT

I General Statement of Duties

Under general supervision performs functions vital to the field operation of Open Space facilities. Such duties include the opening and closing of park facilities, staffing of entrance stations, fee collection, routine maintenance, and general visitor assistance.

II Typical Duties and Responsibilities

1. Greets and orients visitors to the facilities; informs visitors of rules and regulations; distributes Open Space literature and brochures.
2. Performs routine cash handling tasks such as collecting fees, using a cash register, making change, putting out self-pay envelopes, and selling trail guides.
3. Performs routine maintenance tasks such as cleaning restrooms, picking up and emptying trash, pulling weeds, opening and closing gates, and cleaning reservation areas.
4. Conducts routine and periodic inspections of Open Space areas to check for resource damage, vandalism, possible violations, or present status of lands, signs, or fencing.
5. Leads interpretive hikes about natural and cultural resources found on Open Space lands.
6. Fills out routine and necessary paperwork such as cash reports, matter-of reports, vandalism reports, program requests, etc.
7. Reports and assists with visitor accidents, search and rescue, and safety-related issues.
8. Coordinates or interacts with other Open Space Park Attendants on day-to-day routine procedures or other Open Space staff on visitor, maintenance, or law enforcement issues.
9. Assists with trail projects and routine trail maintenance.
10. Coordinates or interacts with federal, state, or other city agencies on operations relevant to facilities.
11. Other duties as assigned.

 <p>City of Albuquerque Job Description</p>	Position Title: Planner Status: Approved Position Grade Date Code 7X05AA M15 Oct 2006	Category Planning/Zoning/Code Enforcement

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform professional and technical planning work involving the gathering, analysis and presentation of data in written, graphic or oral reports; to organize and conduct meetings for community participation in planning and policy or economic development; and to provide highly responsible and complex staff assistance to higher level planning staff.

SUPERVISION RECEIVED AND EXERCISED:

Receive general direction from higher level planning staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Prepare and produce community level plans including research, technical analysis and report preparation; prepare and edit proposals and recommendations.
2. Conduct public meetings; organize and coordinate citizens and property owners; negotiate and moderate differences between parties.
3. Collaborate with civic, business and governmental groups to include them in the development of planning policies and procedures; may coordinate meetings and/or activities with other agencies and departments as needed.
4. Perform various research and analysis including costs and revenue studies and/or economic incentives, population projections and distribution, utility need projections, economic, housing, demand forecasts and social data.
5. Help the public develop pride in their communities; plan for the physical, economic, environmental and social future of certain communities.
6. Develop work programs and schedules for conducting planning projects or studies; complete assignments according to established schedules.
7. Make recommendations to boards, commissions and elected officials on various planning matters in progress including proposed legislation and ordinances.

8. Review proposed capital improvements or minor building projects; analyze justifications and prepare recommendations on priorities; coordinate the capital implementation program with community planning efforts.
9. May coordinate and oversee contract development including formulation, administration and compliance. Prepare and present reports on budget expenditures and status of project.
10. Provide staff assistance to the Principal Planner and Planning Manager; participate on a variety of committees; prepare and present staff reports, documents, briefs and presentation materials as appropriate and necessary.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of planning.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Bachelor's degree with major course work in planning, economic development or a related field, plus four (4) years of directly related planning experience in the area assigned or closely related field.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Modern and complex principles and practices of comprehensive and urban planning and/or economic policy and development
 Principles of negotiation and mediation
 Principles and theories of economic development and/or community based planning
 Methods and techniques of research and data analysis and its application to urban planning and/or economic development
 Operational characteristics, services and activities of a planning program
 Principles of business letter writing and basic report preparation
 Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Prepare and produce community level plans
 Perform various research and data analysis duties and apply findings to urban planning and/or economic development projects
 Organize and conduct meetings of community-based partnerships
 Interpret and explain City planning policies and procedures
 Make sound recommendations for urban and community planning and/or economic development activities
 Prepare clear and concise reports and presentations
 Deliver presentations to community and professional groups
 Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, and the general public

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time



Job Title: Receptionist

Job Code: N/A

Job Description and Duties:

- **Answer and monitor calls, and maintain a multi-telephone system for a variety of City programs in an assigned department or division.**
- **Assist professional staff with routine clerical duties.**
- **Perform various duties relative to the assigned area of responsibility.**



City of Albuquerque

Job Description

Position Title:	Senior Administrative Assistant		
Status:	Approved		
Position Code	Grade	Date	Category
7N01AA	M13	Mar 2007	Administrative Services

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform a variety of highly responsible and complex administrative support functions for a department director or an assigned division head; to oversee and direct office activities; and to act as a liaison between the City and outside agencies and the general public.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from a department director or division head.

May exercise direct supervision over lower level administrative and/or clerical staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Provide responsible and complex administrative support to an assigned department director or division head; coordinate and schedule various meetings, events and public activities; coordinate activities with other City departments, the public and outside agencies.
2. Represent the assigned department to public and private groups, organizations and other City departments; act as a liaison and provide information and assistance as appropriate.
3. Attend a variety of meetings; prepare correspondence, memoranda, documentation and presentation materials for meetings; transcribe and type minutes; disseminate information to City staff.
4. Participate and assist in the preparation of the budget; attend budget meetings; monitor expenditures and recommend budgetary adjustments.
5. Provide assistance and coordinate a variety of special projects; collaborate and negotiate with outside contractors; review work of outside contractors to ensure compliance with specifications.
6. May participate in the selection, supervise, assign and review the work of lower level staff; provide or coordinate staff training; implement discipline or corrective measures, as appropriate.
7. Analyze, monitor and review all personnel actions; advise division head on recommendations; maintain required documentation of terminations, discipline and other personnel issues.

8. Perform routine functions including receiving and verifying time cards and providing assistance in processing payroll.
9. Operate a variety of office equipment including but not limited to, a typewriter, adding machine, computer, fax and scanner.
10. Receive, screen and route incoming calls; respond to complaints and inquiries in a timely and efficient manner.
11. Review, research and summarize a variety of fiscal, statistical and administrative information; prepare related reports and correspondence.
12. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
13. Monitor and enforce program compliance with laws, rules and regulations related to provision of assigned department services.

SUPPLEMENTAL FUNCTIONS:

1. Ensure document, correspondence, studies and other related information is prepared in accordance with fiscal policy.
2. Procure division equipment and materials; prepare requests for proposals and technical specifications pertaining to assigned area of responsibility.
3. Maintain inventory of office supplies; obtain estimates for ordering purposes; order supplies as needed.
4. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in business administration or two (2) year technical certificate in office administration or related field, plus four (4) years of administrative office support experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Municipal budget preparation principles and practices
Modern office procedures, methods and equipment including a computer and applicable software programs
Business letter writing and basic report preparation
Principles of supervision, training and performance evaluation
Basic principles of accounting
English usage, spelling, grammar and punctuation
Pertinent Federal, State and local laws, codes and ordinances
Principles and procedure of modern personnel systems

Skill and Ability to:

Plan, organize and schedule office priorities

Interpret and apply City policies, procedures, laws and regulations relating to assigned activities

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities

Operate and use modern office equipment including a computer

Computer software within assigned area

Communicate clearly and concisely, both orally and in writing

Establish and maintain cooperative working relationships with those contacted in the course of work

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

WORKING CONDITIONS:

Environmental:

Office environment; exposure to computer screens.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods.



Job Title: Stock Clerk

Job Code: N/A

Job Description and Duties:

- **Inspect bookracks for damaged books at the City's 146 bus facilities.**
- **Remove unusable books and replace with books from designated storage area at each bus maintenance facility.**



Job Title: Web Writer

Job Code: N/A

Job Description and Duties:

- **Serve in an internship capacity to write content for the City of Albuquerque's websites.**
- **Perform editing, proofreading, and interviewing.**
- **Work with employees at all levels of City Government in carrying out duties.**

CATALOGER, LIBRARY

CITY JOB CODE: NONE

CITY JOB GRADE: NONE

CURRENT BILL RATE: \$17.28

JOB DESCRIPTION:

Coordinate City Electronic effort to link all of the resources of the Regional Libraries including Rio Rancho, Bernalillo and Corrales. Must be familiar with Anglo-American cataloging, Library of Congress Headings, Cataloging Principles, Etc.

DA Collection Assistant I

- **Responsibilities are to drive trucks and collection dead animals from highways, homes and City roadways.**
- **Deliver of carcasses to the appropriate sites.**
- **Must maintain the equipment and vehicles that are use in the performance of their duties.**
- **Other related duties as assigned.**

FIELD COLLECTOR

- **Valid NM driver's license**
- **High School Graduate**
- **Works independently outdoors. Reports to assigned supervisor.**
- **Will be expected to use meter key, pipe & crescent wrench & other misc. wrenches, hammer, screwdriver.**
- **Requires kneeling to remove water meters & reset them, get readings off meters.**
- **Will turn water service on & off, remove & reset size 1 through size 3 service meters.**

GARDENER I - Seasonal

City Job Code: None

City Job Grade: None

New position for the purpose of this contract and no current bill exist for this position

II. TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assist in Propagation, cultivation, and maintenance of a wide variety of plants.
2. Help implement maintenance operation schedules.
3. Assist in the assembly of special botanical events and exhibits.
4. Ability to perform heavy manual tasks.
5. Maintains turf areas including mowing, trimming, and edging.
8. Helps in general cleaning, trash pick up, and grounds maintenance.

GARDENER II - Seasonal

City Job Code: None

City Job Grade: None

New position for the purposes of this contract and no current bill rate exist

TYPICAL DUTIES AND RESPONSIBILITIES

1. Propagate, cultivate, and maintain a wide variety of plant material including rare and exotic Specimens.
2. Assist in Operation of greenhouses and lathe houses.
3. Maintain accurate field records.
4. Implement maintenance schedules.
5. Assist in the coordination and assembly of special botanical events and exhibits.
6. Ability to perform heavy manual tasks.



City of Albuquerque

**Temporary
Worker
Services
Specification
Modified**

Position Title: General Service Worker

Position Code: 1V06AA

Grade: B19

This position has been modified from a draft of a City position specification. For the purposes of this contract, it is to be utilized as a representation of the duties and experience required of a particular title and grade. All references to construction have been deleted and can not be performed as per State of New Mexico, Article 13A, "Employee Leasing".

*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

To participate in maintenance and cleaning of City buildings and facilities including janitorial and minor repair tasks; to perform set-up and take-down of and displays; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the General Service Worker series. Employees within this class perform the full range of duties as assigned. Positions 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 Lead General Service Worker in that the latter provides lead supervision and training to less experienced staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Maintenance Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Perform cleaning and routine maintenance of City facilities including general custodial tasks and yard maintenance.
2. Perform general janitorial and custodial duties; sweep, mop and buff floors; vacuum and shampoo carpets; clean windows and mirrors; clean restrooms, meeting rooms, ballrooms and exhibit halls.
3. Set-up and break down convention center meeting rooms, ballrooms, exhibit halls, classrooms and voting poll sites; provide assistance to convention center clients, visitors and staff; answer questions, give directions and assist in any way possible.
4. Clean and maintain all City parking facilities; repair broken gates on ticket machines; clean oil spills; replace light bulbs; paint directional arrows, numbers and reflector stripes; direct traffic in parking structures for special events; sweep, pick-up trash and clean parking lots prior to and after events.
5. Maintain City building and facility grounds; water plants and lawns, trim shrubs, plant trees, program irrigation system controllers and maintain interior gardens.
6. Assist public by offering directions and information at City sponsored special events; explain various programs, sign up participants, accept monies and issue receipts.
7. Maintain sports field, tennis courts and stadium grounds; mow, aerate, top dress and fertilize playing fields; prepare baseball and soccer fields for games by painting foul lines; clean tennis courts.
8. Operate forklifts; load and unload semi-trucks; operate City vehicles for clients as needed.
9. Pick-up and deliver equipment and materials.
10. Adhere to safe work practices and procedures.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Methods and techniques of general janitorial and custodial work.
Methods and techniques of park equipment repair.
Practices and procedures related to the maintenance of athletic playing fields.
Operational characteristics of building maintenance equipment, vehicles and tools.
Occupational hazards and standard safety practices.

Ability to:

Independently perform general custodial tasks.
Assist the public by offering information, directions and other help.
Operate a variety of facilities maintenance equipment, vehicles and tools in a safe and effective manner.
Work independently in the absence of supervision.

Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity, which allows for effective interaction and communication with others.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

One year of general maintenance or general custodial work experience is desirable.

Training:

Specialized training in facilities maintenance; customer service or a related field is desirable.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid City Operator Permit.

Possession of, or ability to obtain, an appropriate, valid driver's license.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor facilities maintenance and convention center environment; exposure to electrical energy, noise, dust, grease, smoke, fumes, gas and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; bending, stooping, kneeling and crawling; walking and standing for prolonged periods of time; operating motorized vehicles and equipment.

City of Albuquerque
Modified Position Specification

This job title is governed by the prevailing wage rate and requires that the bill and pay rate be adjusted as changes occur in the wage determination.

Position Title:

Housing General Service Worker

City Job Code: 1V06AA
1V06AJB1

City Job Grade: B-19

Position Description:

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

To participate in maintenance and cleaning of City buildings and facilities including janitorial and minor repair tasks; to perform set-up and take-down of displays; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey-level class within the General Service Worker series. Employees within this class perform the full range of duties as assigned. Positions 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 Lead General Service Worker in that the latter provides lead supervision and training to less-experienced staff.

SUPERVISION RECEIVED AND EXERCISED

Receive supervision from assigned Maintenance Supervisor.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform cleaning and routine maintenance of City facilities including general custodial tasks and no minor plumbing, carpentry and electrical repairs are allowed.
2. Perform general janitorial and custodial duties; sweep, mop and buff floors; vacuum and shampoo carpets; clean windows and mirrors; clean restrooms, meeting rooms, ballrooms and exhibit halls.
3. Set-up and break down convention center meeting rooms, ballrooms, exhibit halls, classrooms and voting poll sites; provide assistance to convention center clients, visitors and staff; answer questions, give directions and assist in any way possible.
4. Clean and maintain all City parking facilities; repair broken gates on ticket machines; clean oil spills; replace light bulbs; direct traffic in parking structures for special events; sweep, pick-up trash and clean parking lots prior to and after events.
5. Maintain City building and facility grounds; water plants and lawns, trim shrubs, plant trees, program irrigation system controllers and maintain interior gardens.
6. Assist in general maintenance and light construction activities both indoors and outside but no actual hands on; using rollers and brushes on only small touch up projects;
7. Assist public by offering directions and information at City sponsored special events; explain various programs, sign up participants, accept monies and issue receipts.
8. This position for the purpose of this contract may not assist in heavy road construction; build forms, pour and finish concrete for sidewalks.
9. Maintain sports field, tennis courts and stadium grounds; mow, aerate, top dress and fertilize playing fields; prepare baseball and soccer fields for games; and clean tennis courts.
10. Operate forklifts; load and unload semi-trucks; operate City vehicles for clients as needed.

11. Pick-up and deliver equipment and materials.
12. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
13. Adhere to safe work practices and procedures.

Marginal Functions:

1. Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

High school diploma or GED and some training in facilities maintenance, customer service or related field; one (1) year general maintenance, light construction/repair, or general custodial work experience desirable.

License or Certificate

Possession of, or ability to obtain, a valid New Mexico driver's license and a City Operator Permit.

Some positions within this Classification may be required to possess and maintain a Commercial Driver's License (CDL) of the appropriate class.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods and techniques of general janitorial and custodial work.
- Methods and techniques of park equipment repair and remodeling.
- Practices and procedures related to the maintenance of athletic playing fields.
- Operational characteristics of building-maintenance equipment, vehicles and tools.
- Occupational hazards and standard safety practices.

Ability to:

- Independently perform a variety of routine facilities-maintenance work including general custodial tasks.
- Assist the public by offering information, directions and other help.

Operate a variety of facilities-maintenance equipment, vehicles and tools in a safe and effective manner.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity which allows for effective interaction and communication with others.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor facilities maintenance; exposure to electrical energy, noise, dust, grease, smoke, fumes, gas and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; bending, stooping, kneeling and crawling; walking and standing for prolonged periods; and operating motorized vehicles and equipment.



Job Title: Lead Cart Coordinator

Job Grade: N/A

Job Description and Duties:

- **Takes instruction/directives from the Materials Manager and reports back to the Manager on daily activities.**
- **Leads and assigns daily work duties to three Cart Coordinators of the availability (cleaning, repairs, warranties, salvaging) of automated carts/containers.**
- **Inventory control of automated carts/containers coming in and going out.**
- **Data entry: Updating and inputting of cart information into Excel spreadsheets. Updating and inputting recycle/refuse bags information onto Excel spreadsheets.**
- **Maintains reports and files on orders and inventories of automated carts/containers and recycle/refuse bags.**
- **Auditing of retail vendors and City Agencies on recycle/refuel consignment bags. Writes account receivable forms for shortages and collects monies due from vendor shortages. Processing all paperwork and monies to the Department of Financial Management Treasury for processing. Documenting all transactions related to auditing of consignments to Division/Department.**
- **Cross-train on all procedures and operations relating to the Bag Center.**
- **Train on the point of sale window base touch screen for the sale of recycle/refuse bags.**
- **Place orders for supplies from the City warehouse.**

LEAD GARDENER – Seasonal

City Job Code: None

City Job Grade: None

New position for the purpose of this contract and no current bill exist for this position

TYPICAL DUTIES AND RESPONSIBILITIES:

1. Assign duties, monitor the work, and provide direction of assigned personnel.
2. Help on the job training of crew.
3. Propagate, cultivate, and maintain a wide variety of plant material including rare and exotic specimens.
4. Operate controlled environment structures such as greenhouses and lathe houses.
5. Maintain accurate field records.
6. Implement maintenance operation schedules.
7. Assist in the coordination and assembly of special botanical events and exhibits.
8. Ability to perform heavy manual tasks.



City of Albuquerque

Modified Position Specification

Position Title: Lead General Service Worker

Position Code: 2V11AA

Grade: B23

*** This position specification has been modified for the purposes of the Temporary Workers Services contract. This job description prohibits any construction related duties in compliance with " State of New Mexico Article 13A, Employee Leasing".**

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

To lead, oversee and participate in the more complex and difficult work of staff responsible for the routine maintenance of City buildings and grounds including janitorial; to direct the placement and removal of equipment at City events; and to perform a variety of technical tasks relative to assigned areas of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the General Service Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including lead supervision and training of lower level staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned Maintenance Supervisor.

Exercises functional and technical supervision over lower level maintenance staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS—*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for the routine custodial tasks and yard maintenance.

2. Coordinate and schedule crews to set-up City events; direct the placement and removal of all equipment at events; prepare diagrams for the set-up of events; assist customers in all needs pertaining to their event at various City locations.
3. Train assigned employees in their areas of work including janitorial methods, procedures and techniques.
4. Supervise the use, care and operation of a variety of building maintenance equipment including forklifts, buffers, and scrubbers.
5. Pick-up necessary building maintenance supplies using City light truck or van.
6. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
7. Monitor all building heating, cooling and air handling systems; identify and report any repairs that need to be performed.
8. Maintain inventory of janitorial supplies and building maintenance equipment; purchase needed supplies in accordance with city policies and procedures.
9. Ensure adherence to safe work practices and procedures.

Marginal Functions:

1. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
2. Estimate time, materials and equipment required for jobs assigned; requisition materials as required.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a building, and facility maintenance program.
Principles of lead supervision and training.
Methods and techniques of building janitorial work.
Methods and technique of event set-up and take-down.
Principles and procedures of maintenance and custodial scheduling.
Operational characteristics of building maintenance equipment and tools.
Occupational hazards and standard safety practices.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult janitorial and maintenance tasks.
Direct crews in the set-up of events.
Interpret, explain and enforce department policies and procedures.
Operate a variety of building maintenance equipment in a safe and effective manner.
Effectively schedule all facility maintenance and custodial services.
Read, interpret and follow blueprints, sketches and shop drawings.
Work independently in the absence of supervision.

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Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Maintain mental capacity, which allows for effective interaction and communication with others.

Ability to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

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

Experience:

Two years of custodial and general maintenance experience.

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in custodial work, building maintenance, event set-up and take-down or a related field is desirable.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor building maintenance environment; exposure to electrical energy, noise, dust, grease, smoke, fumes, gas and inclement weather conditions.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate to heavy lifting and carrying; bending, stooping, kneeling and crawling; walking and standing for prolonged periods of time; operating motorized vehicles and equipment.

Job Title: Library Shelves (Pages)

Job Code: UD90AA

Duties:

1. The primary job is to shelve library materials, The knowledge and skills used for reshelving library materials are alphabetizing and numerical sequence.
2. Maintenance of shelves, Shelf reading, shifting and straightening of shelves.
3. Empty book drops
4. Sort books/ materials onto carts
5. Pick up and reshelv books magazines and other library materials left around the library.
6. Retrieve, sort and pack gift materials and surplus materials and delivery boxes
7. Mend books and replace book jackets
8. Assist staff in preparing materials for children's programs, displays or circulation
9. Other tasks as assigned.

Library Shelver work is physically demanding. Shelves must be able to stand, walk, stoop, reach, kneel, climb, push heavy book trucks around and carry armloads of books. These tasks are central to the effective operation of the library. They must be performed in an accurate and timely manner so that the library's customers are able to find the material they seek. Dependability in working an assigned schedule is essential.

This is position usually works 20 hours per week, occasionally more, including Saturday, Sundays, and evenings.

High student students usually hold this position over the age of 16.

 City of Albuquerque Job Description	Position Title: Parks Maintenance Crew Supervisor			
	Status:	Approved		
	Position Code	Grade	Date	Category
	4V13AA	M13	Apr 2006	General Services/Maintenance

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To supervise, assign, review and participate in the work of staff responsible for maintenance and repair activities within the Park Management Division including park grounds and facilities; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Assistant Park Maintenance Superintendent.

Exercises direct supervision over technical maintenance staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for the maintenance and repair of Park Management Division facilities.
2. Establish schedules and methods for providing maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Perform the more technical and complex tasks of the work unit including purchasing necessary tools, equipment and materials.
6. Supervise and participate in a variety of skilled and semi-skilled maintenance and repair activities including electrical, irrigation, computer operation, carpentry, welding, masonry, painting and plumbing activities.

7. Conduct safety training and briefings to assigned personnel; ensure proper safety methods are adhered to by staff.
8. Participate in the selection of maintenance staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
9. Conduct inspections of City parks and division facilities; ensure safe conditions for public use.
10. Prepare analytical and statistical reports on assigned maintenance operations and activities as necessary.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of park maintenance.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree or two (2) year technical certificate in agronomy, park maintenance, construction or a related field, plus four (4) years of park maintenance experience to include two (2) years construction experience and one (1) year of direct supervisory or technical lead experience in an administrative capacity.

ADDITIONAL REQUIREMENTS: (*Licenses, Certifications, etc.*):

Possession of, a valid New Mexico Driver's License.
Possession of, or ability to obtain, a City Operator's Permit (COP) within six (6) months.
Possession of, New Mexico Public Applicator's License 3A & 3B.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations, services and activities of a maintenance program
Principles of supervision, training and performance evaluation
Modern and complex principles and practices of maintenance and construction
Standard building and construction safety procedures and principles
Modern technical equipment including computers and applicable software
Pertinent Federal, State, and local laws, codes and regulations

Skill and Ability to:

Supervise, organize, and review the work of lower level staff
Select, supervise, train and evaluate staff
Interpret and explain City policies and procedures
Prepare clear and concise reports
Respond to requests and inquiries from the general public
Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Field environment; travel from site to site and work around heavy construction equipment.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for light to moderate lifting and carrying and standing, walking and sitting for prolonged periods of time.

Parking Attendant

Duties include assisting in parking vehicles

Directional traffic control

Set up and taking down flag lines, barrels and barricades

Direct people to bus loading areas

Refer security issues or emergencies to Security Officers

Recycle Assistant

Duties include

- 1. Performing several multi-tasks/ such a small projects**
- 2. Maintaining 3 buildings and 7 remote sites including the cleaning, moving furniture and maintaining the landscape**
- 3. Assisting with maintaining recycling drop-off locations and loading excess residue into vehicles for transfer to the landfill.**
- 4. Keep all drop-off recycling container areas clean of debris and removing non-compliant materials, such as oils, paints and other chemical products.**
- 5. Performing indoor activities such as wax floors, steam carpets, minor touch-ups of scratches/ holes and working with modular units.**
- 6. Performing outdoors activities such as removal of all litter and dumped materials ,maintain landscapes, small repairs**
- 7. Including minor repairs, such as holes in the wall from hanging plaques etc, adding brackets for shelves, installing various types of dispensers such as soap and paper. No major construction, painting or carpentry is to be done under this job specification.**
- 8. Responsible for ordering all cleaning supplies, and replacing supplies such as sanitary supplies.**



Job Title: Resident Park Attendant (RPA)

Job Code: RPA Program

Job Description and Duties:

- **Clean and prepare assigned park before scheduled mowing.**
- **Empty and bag all trash containers throughout the park.**
- **Check the park and equipment for damage, vandalism, hazards and for items and areas in need of repair or maintenance.**
- **Report findings to assigned park personnel.**

Solid Waste Cart Coordinator

City Job Code: None

City Job Grade: None

Current Bill Rate is \$11.60

Job duties include picking up and delivering automation carts to residential locations through out the city, performing vacancy assessment on residential locations, handling all cart repair, and monitoring of inventory levels.

Job requires: Current Drivers License
Fork Lift Certification

 City of Albuquerque Job Description	Position Title: Truck Driver			
	Status: Approved			
	Position Code	Grade	Date	Category
	2V21AJ	B23	Nov 2006	Equipment/Fleet Operation & Repair

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To transport various cargos to assigned destinations; to maintain assigned vehicles; and to load and unload cargo from vehicle.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from assigned supervisory or management staff.

May exercise project lead over lower level staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Drive and operate vehicles to transport various cargos to assigned destinations; load and unload cargo to and from vehicle.
2. Perform preventive maintenance on assigned equipment; perform minor field repairs to equipment and assist mechanics with major field and equipment repairs; service and lubricate equipment as necessary.
3. Operate all attachments to transport vehicles including hoists, drums, and other auxiliary equipment frequently attached to trucks.
4. Load trucks with heavy machinery, mineral aggregates, bulky trash, pipes, or dead animals; shovel dirt, asphalt, trash, and debris.
5. Make daily operation and maintenance reports at end of work shift.

SUPPLEMENTAL FUNCTIONS:

1. May direct and coordinate the activities of two or more laborers in order to accomplish assigned tasks.
2. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
3. Perform a variety of general maintenance duties.

4. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education may be substituted for experience on a year for year basis.

High school diploma or GED, plus two (2) years transport vehicle operation and vehicle maintenance experience.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of an appropriate valid New Mexico Commercial Driver's license (CDL).

Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

ENVIRONMENTAL HEALTH REQUIREMENTS:

Possession of a valid New Mexico Driver's License.

Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operation and maintenance requirements of various transport equipment and vehicles

Operation and maintenance requirements of power-driven equipment

Practices, methods, and materials used in general construction, grounds maintenance, and general maintenance work

Traffic laws, ordinances, and rules involved in transport vehicle operations

Occupational hazards and standard safety practices

Skill and Ability to:

Operate a variety of transport vehicles

Load and haul debris

Perform daily equipment maintenance inspections

Communicate using a two-way radio

Perform a variety of semi-skilled construction and maintenance tasks

Perform a variety of manual tasks for extended periods of time in unfavorable weather conditions

Understand and follow oral and written instructions

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain mental capacity which allows for effective interaction and communication with others

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Field environment; travel from site to site; exposure to dust, noise, heavy construction equipment, deceased animals, toxic materials; work in inclement weather conditions

Physical:

Essential and marginal functions may require maintaining physical condition necessary for walking, sitting, standing, bending, kneeling, and climbing; moderate to heavy lifting; and operating motorized equipment and vehicles

 City of Albuquerque Job Description	Position Title: Vault Puller			
	Status: Approved			
	Position Code	Grade	Date	Category
	1800AA	B15	Jul 2005	General Laborer

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To remove fares collected on transit buses and place monies in appropriate vaults; to clean mechanical fare boxes; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Transit Manager/MIS & Security.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Remove and count fares collected on transit buses; place monies in appropriate vaults; ensure security of collected fares.
2. Record fare collections and submit recorded collections to appropriate staff.
3. Perform routine maintenance and cleaning of mechanical fare collection boxes.

SUPPLEMENTAL FUNCTIONS:

1. May operate a forklift in the performance of assigned duties.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED, plus one (1) year of cash handling experience is desirable.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

- Possession of, a valid New Mexico Driver's License.
- Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic mathematical principles
Customer relations techniques
Operations, services and activities of a security collection program
Principles and procedures of financial record keeping and posting

Skill and Ability to:

Perform cash handling duties
Accurately count and record monies
Ensure security of collected fares
Perform routine maintenance duties
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows for effective interaction and communication with others
Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment
Maintain physical condition appropriate to the performance of assigned duties and responsibilities

WORKING CONDITIONS:

Environmental:

Field environment; travel from site to site.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for light lifting; walking for prolonged periods of time; operating motorized equipment and vehicles.



City of Albuquerque

Job Description

Position Title:	Warehouse Worker		
Status:	Approved		
Position Code	Grade	Date	Category
2003AA	B26	Jun 2005	Technical Support/Semi-Skilled Trades

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To retrieve, store and deliver warehouse materials and files to appropriate City departments; to inspect materials for damage and verify shipping documents; to ensure proper storage of materials and documents; and to perform a variety of tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from higher-level warehouse staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Receive and unload incoming shipments; record all inventory items by quantity; log inventory on receiving documents; enter storage location in computer; return incorrectly shipped items.
2. Maintain computerized records of parts, equipment, merchandise and cost; use computer terminal to input and retrieve data; verify inventory with computer printouts.
3. Inspect materials for appropriate quantities, damage and conformity to specifications; report discrepancies.
4. Maintain assigned area of warehouse by cleaning and removing obsolete items as directed; prepare items for auction.
5. Purchase parts and supplies for department personnel; research sources and obtain items; issue or deliver stock to user departments by requisition; clean and rotate stock.
6. Operate and maintain material handling equipment and assigned vehicles including forklift; report needed repairs.
7. Assist document imaging staff with the retrieval and storage of boxes; retrieve files from other departments for document conversion.
8. Perform destruction of records according to established procedures; prepare destruction certificates as required.

9. Respond to public inquiries regarding warehouse operations in a timely and efficient manner.
10. Participate in the disposal of surplus or salvage items.

SUPPLEMENTAL FUNCTIONS:

1. Assist in preparing reports on inventory items and warehouse activities.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED supplemented by thirty (30) credit hours college level course work in inventory control, business technology or related field, plus two (2) years experience in a parts shop, warehouse, or central stores operation.

ADDITIONAL REQUIREMENTS: (Licenses, Certifications, etc.):

Possession of, or ability to obtain, a valid New Mexico driver's license and a City operator's permit

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic inventory control, purchasing and warehouse terminology
Basic operation of computerized inventory systems
Proper warehousing and storage methodologies
Safe operation of a variety of materials handling equipment
Principles and practices of record keeping
Methods and techniques of inventory

Skill and Ability to:

Read, understand and use warehouse equipment, merchandise and specialized parts catalogues
Perform basic mathematical calculations
Use computer terminals for inventory control
Operate a variety of materials handling equipment
Prepare a variety of reports
Establish and maintain effective working relationships with those contacted in the course of work
Communicate clearly and concisely, both orally and in writing
Maintain mental capacity which allows for effective interaction and communication with others
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Warehouse/shop environment; exposure to dust and noise; exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for heavy lifting; climbing, bending and stooping; operating motorized equipment and vehicles



Job Title: Commercial Drivers Assistant

Job Code: N/A

Job Description and Duties:

- **Direct refuse vehicles in and out of high traffic areas.**
- **Candidate must possess and demonstrate knowledge of traffic laws and safety practices.**
- **Exposure to noise, dust, fumes and inclement weather conditions.**



City of Albuquerque

**Job
Description**

Position Title:	Cook Assistant		
Status:	Approved		
Position Code	Grade	Date	Category
1M00AA	B20	Feb 2006	General laborer

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To assist with meal service activities and operations within assigned Department; and to perform a variety of technical tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives supervision from higher level food preparation staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Assist with meal service activities and operations including the ordering, preparation and distribution of food.
2. Assist in establishing schedules and methods for providing nutritional services.
3. Prepare and distribute hot meals; read, interpret and adjust recipes when necessary; serve meals and monitor portion size.
4. Follow proper procedures in the handling of food, portion control, sanitation, nutritional requirements and safety procedures.
5. Maintain assigned area; follow appropriate sanitation procedures in the preparation and distribution of food and in the clean-up of kitchen equipment and utensils.
6. Operate equipment necessary for the preparation and distribution of hot meals; ensure adherence to proper operational and safety policies and procedures.
7. Respond to customer inquiries in a courteous manner; provide information within the area of assignment.
8. Maintain sufficient levels of inventory for food preparation; order needed supplies.
9. Provide weekend meal service and sack lunches to customers.

SUPPLEMENTAL FUNCTIONS:

1. Assist in the training of new employees.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education may be substituted for experience on a year for year basis.

High school diploma or GED plus two (2) years kitchen, restaurant, or related meal site food preparation experience

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of or ability to obtain, a valid C.P.R. certificate.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations, services and activities of a meal service program
Principles and practices of food preparation and meal distribution
Principles and procedures of sanitation and sterilization
Principles and procedures of first aid and C.P.R.
Occupational hazards and standard safety practices
Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Assist with the preparation and distribution of hot meals
Develop and maintain a current knowledge of safety awareness and recommended daily allowance nutritional requirements
Interpret and follow recipes for food preparation
Interpret and explain City meal service qualifications, policies and procedures
Respond to requests and inquiries from the general public
Communicate clearly and concisely, both orally and in writing
Understand and follow oral and written instructions
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties
Maintain mental capacity which allows for effective interaction and communication with others

WORKING CONDITIONS:

Environmental:

Kitchen environment; exposure to heat and electrical energy; work in confined spaces; work in or with water

Physical:

Essential and marginal functions may require maintaining physical condition necessary for light to

heavy lifting; bending and climbing; walking, standing or sitting for prolonged periods

 City of Albuquerque Job Description	Position Title: Kitchen Aide		
	Status: Approved		
	Position Code	Grade	Date
	1M01AC	B13	Mar 2007
	Category		
	General Laborer		

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To participate in meal service activities within the Department of Senior Affairs; to assist in the preparation and distribution of food; and to perform a variety of technical tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive supervision from higher level food preparation staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Participate in meal service activities including the preparation and distribution of food.
2. Prepare and distribute food items, utensils and paper products necessary in the delivery of nutritional meals.
3. Follow proper procedures in the handling of food, portion control, sanitation, nutritional requirements and safety procedures.
4. Maintain proper storage of food and perishable items; re-store all reusable foods; monitor inventory necessary to fill proper number of orders.
5. Assist in the development of monthly menus; assist in preparing food lists and placing orders.
6. Maintain assigned area; follow appropriate sanitation procedures in the preparation and distribution of food and in the clean-up of kitchen equipment and utensils.
7. Operate equipment necessary for the preparation and distribution of hot meals; ensure adherence to proper operational and safety policies and procedures.

SUPPLEMENTAL FUNCTIONS:

1. Receive incoming deliveries; store in the proper area and complete necessary paper work.

2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education may be substituted for experience on a year for year basis.

High school diploma or GED desirable, plus one (1) year food preparation experience.

ADDITIONAL REQUIREMENTS: (*Licenses, Certifications, etc.*):

Possession of, or ability to obtain, a valid C.P.R. Certificate within 6 months from date of hire.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic operations, services and activities of a meal service program
Basic techniques of food preparation
Basic principles and procedures of proper food handling and sanitation
Principles and procedures of first aid and C.P.R.
Occupational hazards and standard safety practices
Pertinent Federal, State and local laws, codes and regulations

Skill and Ability to:

Participate in the preparation and distribution of hot meals
Develop and maintain a current knowledge of safety awareness and recommended daily allowance nutritional requirements
Interpret and follow recipes for food preparation
Respond to requests and inquiries from the general public
Communicate clearly and concisely, both orally and in writing
Understand and follow oral and written instructions
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties
Maintain mental capacity which allows for effective interaction and communication with others

WORKING CONDITIONS:

Environmental:

Kitchen environment; exposure to heat, cold and electrical energy; work in confined spaces.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for light to heavy lifting; bending and climbing; walking, standing or sitting for prolonged periods.

Position Title: Meal Site Worker

Position Code: None

Grade: None

Job Description:

- 1. ORDER MEALS AND SERVE IN PROPER AND TIMELY MANNER**
- 2. PLAN, PROVIDE AND LEAD RECREATIONAL ACTIVITIES TO PARTICIPANTS AT MEAL SITE**
- 3. COLLECT AND DEPOSIT MONEY ON A DAILY BASIS**
- 4. MAINTAIN AND SUBMIT MONTHLY PARTICIPANT REPORTS, TIMESHEETS, MEAL COUNT REPORTS, ETC.**
- 5. DRIVE A VAN, AS NEEDED**



City of Albuquerque

Job Description

Position Title:	Mechanic's Helper		
Status:	Approved		
Position Code	Grade	Date	Category
1V08AA	B22	Aug 2005	General Laborer

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To perform and/or assist in performing minor mechanical repairs and adjustments on a variety of gasoline and diesel automobiles, heavy equipment and other mechanical equipment; to assist in diagnosing mechanical difficulties in automotive equipment; to repair and replace tires; and to perform a variety of other tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive supervision from higher level supervisory or management staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform and/or assist in performing minor mechanical repairs and adjustments on a variety of gasoline and diesel automobiles, heavy equipment and other mechanical equipment; demonstrate an ability to learn and apply applicable maintenance policies, procedures, methods and techniques.
2. Assist higher level mechanics on large complex mechanical repair work involving the disassembly and assembly of automotive parts and components.
3. Respond to service calls from automobile, bus and heavy equipment operators; replace batteries, fan belts, starters, generators and other accessories as appropriate.
4. Analyze failures in mechanical equipment; determine problems and causes; recommend solutions.
5. Repair mechanical defects in mechanical equipment; maintain and/or repair air conditioning equipment as required.
6. Change and repair tires; perform safety inspections on vehicles and report safety and repair work that is necessary.
7. Perform routine, operational inspections on assigned equipment and automobiles; replace worn parts; reline and adjust brakes, machine rotors and drums.
8. Inspect and diagnose mechanical defects and problems with automotive, construction and a variety of

other mechanical equipment.

9. Fuel, grease and lubricate automotive, construction and heavy equipment; ensure proper fluid levels.
10. Operate a variety of shop machinery including lathes, grinders and presses.
11. May drive commercial class vehicles in the public, right of way during delivery, pickup and road test.
12. May deliver and pickup city automobiles, buses and heavy equipment from outside repair vendors.
13. Perform emergency road calls of disabled vehicles, diagnose operational problems and perform repairs as required.

SUPPLEMENTAL FUNCTIONS:

1. Assist in the general maintenance and cleaning of automotive shop area.
2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school or GED, supplemented by thirty (30) credit hours vocational training in mechanical repair or a related field, plus one (1) year experience in mechanical repair or related field.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of, a valid New Mexico Driver's License.

Possession of, or ability to obtain, a valid City Operator's Permit (COP) within six (6) months.

The following license and/or certificates may be required: AC recovery, CNG fuel and a brake repairs certificate.

Some positions in this classification may be required to possess and maintain a Commercial Drivers License (CDL) of the appropriate class.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic theory of operation of automatic and manual transmission

Basic principles of automotive repair

Occupational hazards and standard safety practices

Skill and Ability to:

Learn to diagnose problems and repair automotive, electrical, hydraulic, air-conditioning and other mechanical equipment

Learn to perform required maintenance of automotive equipment including lubrication and general servicing

Learn to operate a variety of automotive-repair equipment in a safe and effective manner

Learn to operate brake disc and drum turning machine

Perform minor adjustments on gasoline and diesel engines
Work independently in the absence of supervision
Understand and follow oral and written instructions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain mental capacity which allows for effective interaction and communication with others
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Shop and field environment; exposure to noise, dust, grease, smoke, fumes, gases; heavy construction equipment; and inclement weather conditions.

Physical:

Essential and marginal functions may require maintaining physical condition necessary for light to heavy lifting and carrying; bending, stooping, kneeling, crawling; standing for prolonged periods; and operating motorized equipment and vehicles.



Job Title: Processor Trainer

Job Code: N/A

Job Description and Duties:

- **Assist in the training of Purchasing Processors in computer applications including MARSG, CAAPSII, Adobe Acrobat Professional 6.0, and posting to the internet.**
- **Assist Senior Buyers in disseminating a variety of procurements.**
- **Assist in other critical areas of the Purchasing Office practices.**
- **Carry out special projects such as file management assistance, destruction of obsolete purchasing documents, and related administrative duties.**



City of Albuquerque

Job Description

Position Title:	Tire Repairer			
Status:	Approved			
Position Code	Grade	Date	Category	
2V16AA	B25	May 2005	General Laborer	

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

To repair tires for all City owned vehicles including all heavy equipment and vehicles such as loaders, graders and motor coaches; to assist in performing minor mechanical repairs and adjustments on a variety of vehicles and equipment including alignments and suspension systems; and to perform a variety of other tasks in support of mechanics.

SUPERVISION RECEIVED AND EXERCISED:

Receive general supervision from assigned Maintenance Supervisor.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Perform all necessary tire repair work for all types of City equipment and vehicles; perform field service calls as required.
2. Make periodic inspection of tires; identify and report tires in need of recapping or replacement.
3. Maintain inventory of spare tires, tubes and wheels; ensure adequate stock levels and security of inventory.
4. Detect wheel misalignment; identify and report unusual tire wear.
5. Create work orders for all jobs; properly charge all tire repairs or replacements.
6. Drive assigned truck to pick-up and deliver tools and equipment.
7. Assist with loading and unloading of equipment and supplies.
8. Adhere to safe work practices and procedures.

SUPPLEMENTAL FUNCTIONS:

1. Assist in general maintenance and cleaning of automotive shop area.

2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education may be substituted for experience on a year for year basis.

High school diploma or GED supplemented by one (1) year of training in automotive and heavy equipment alignment systems, tire-tube and wheel principles or related field, plus one (1) year of large tire repair experience.

ADDITIONAL REQUIREMENTS: *(Licenses, Certifications, etc.):*

Possession of, a valid New Mexico Commercial driver's license and a city operator's permit. May require possession of, or ability to obtain, a Compressed Natural Gas Certificate (CNG) and a Tire Repair for Motor Coaches Certificate.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Basic operational characteristics of automotive and heavy equipment tires and alignment systems
Basic tire, tube and wheel troubleshooting principles
Basic theory of wheel alignment
Principles and practices of inventory control
General automotive repair
Steering mechanisms and front end assemblies
Occupational hazards and standard safety practices

Skill and Ability to:

Operate a variety of tire repair equipment in a safe and effective manner
Diagnose front-end alignment problems and make necessary adjustments
Identify tire wear limits and determine appropriate tire replacement intervals
Work independently in the absence of supervision
Understand and follow oral and written instructions
Communicate clearly and concisely, both orally and in writing
Establish and maintain effective working relationships with those contacted in the course of work
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain mental capacity which allows for effective interaction and communication with others
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Shop and field environment; work around heavy construction equipment; exposure to noise, dust, grease, smoke, fumes and gases

Physical:

Essential and marginal functions may require maintaining physical condition necessary for light to heavy lifting and carrying; bending, stooping, kneeling, crawling; standing for prolonged periods of time; operating motorized equipment and vehicles

Actor III

A professional role player. An actor who is fully trained and able to perform all roles, in addition they can train new actors with all of the roles and characteristics of each type of situation. The Professional role players are also responsible for revising and creating new scenarios. They are fully prepared to create a new situation at the request of the supervising personnel's instructions.

Position Title: Animal Handler

Modified City Job specification for the purpose of this contract.

City Job code: 1B02AM

City Job grade: B26

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:

To care for and clean animals housed at the City kennel and/or animal control center; to prepare and handle animals for impoundment or viewing; to perform euthanasia; to answer questions regarding City ordinances and regulations and perform a variety of tasks relative to the assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS-Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform humane animal euthanasia procedures; assist in the selection of or concurrence with euthanasia decisions; verify

designated animals to be euthanized; ensure safe and humane handling of animals during procedure.

2. Receive and impound animals; determine breed, sex and temperament to place animals in appropriate kennel area; generate necessary impound cards and forms.

3. Care for, disinfect and feed animals; clean and disinfect a variety of animal's enclosures including kennels, aviaries and aquariums; operate kennel laundry.

4. Transport animals to various locations as needed.

5. Assist clients in adoption or reclaiming of animals; respond to questions and inquiries.

6. Work with volunteers as assigned.

7. Assist in or perform the removal of deceased animals from public areas as needed.

Marginal Functions:

1. Serve as safety representative; receive complaints on accidents and injuries; and make recommendations for safety procedures.

2. Perform related duties and responsibilities as required.

EDUCATION AND EXPERIENCE REQUIREMENTS

Related education may be substituted for experience on a year for year basis.

High school diploma or GED plus two (2) years animal control or animal handling experience.

License or Certificate

Ability to obtain Euthanasia Certification from an approved course of training. Possession of, or ability to obtain, a valid New Mexico driver's license and a City operator's permit.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and techniques used in the security and control of Class II and III controlled substances.
Principles and practices of animal handling, care and treatment.
A variety of animal species, breeds and related behavioral and health characteristics.
Operational characteristics of kennel equipment and tools.
Modern office procedures, methods and equipment including computers.
Occupational hazards and standard kennel safety practices.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Effectively deal with a variety of stress conditions (animal and human).
Perform physical activities and maneuvers necessary to accomplish assigned
Tasks and to control or immobilize animals.
Compassionately interact with animals in ways to minimize their stress.
Operate computer programs and perform related tasks. Learn and operate
facility-computerized programs, (i.e. Chameleon, etc.).
Follow technical procedures performing humane euthanasia of animals by approved
Methods without supervision.
Correctly use and apply a variety of animal handling skills.
Operate animal control tools and equipment in a safe and effective manner.
Assist in restraining animals for various procedures.
Respond to requests and inquiries from the general public.
Operate office equipment including computers.
Understand and follow oral and written instructions.
Work independently in the absence of supervision.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.

WORKING CONDITIONS

Environmental Conditions:

Animal shelter environment; exposure to a variety of domestic and wild animals, animal body fluids, waste and infectious materials. May be exposed to hostile or abusive members of the public; exposure to noise. Must be able to work weekends, nights and holidays.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for moderate or light lifting; bending, stooping, kneeling, crawling; sitting for prolonged periods; operating motorized equipment and vehicles.

Position Title: AQUARIUM TECH

Position Code: None

Position Grade: None

Current Bill Rate is \$ 10.21

Job Description:

1. COLLECT AND ANALYZE WATER SAMPLES
2. MAINTAIN WATER QUALITY RECORDS
3. MAINTAIN CONSTANT WATER TEMPERATURE



Job Title: Collection Project Coordinator

Job Code: N/A

Job Description and Duties:

- **Inspect Current billing and collection procedures.**
- **Write reports.**
- **Review current employee job duties.**
- **Audit collection status reports and other related functions.**

Event Assistant

City Job code: None

City job grade: None

Current Bill rate is \$11.52

This position will be responsible of performing duties associated with the provision of customer service during, before and after special events. Duties include greeting and assisting public at entrance and exit gates, attending special events, clearing areas and assisting with set-up and breakdown of special event equipment.

Event Crew Member

- **To acquire knowledge and ability to follow procedures and policies regarding public assistance at Evening events at the Biological Park.**
- **Individual will learn skills to function as Event Assistants, by assisting the Special Events Manager with crowd control, clearing the grounds after an event and making sure that liquor is not taken past certain points on the zoo grounds**
- **Patrol park area providing assistance to visitors with directions to a various facilities.**

EXHIBIT DESIGN COORDINATORS

Responsibilities are to:

- Examine existing and new exhibits: Site inspections are being done of the present condition of old exhibits and progress of exhibits under construction. This individual is on the BioPark property and is able to view, at will.**
- Inspections are done on all of the items listed (renovations, demolition, and structural deterioration).**
- Reports are prepared and reviewed by the Director and the construction managers.**
- Using specialized blueprint producing machinery.**
- Must be able to make responsible decision regarding plan implementation**

LIBRARY ASSOCIATE SUBSTITUTE LIBRARIAN
JOB DESCRIPTION

PARTICIPATE IN THE MORE COMPLEX AND DIFFICULT WORK OF PROVIDING A VARIETY OF SERVICES AT AN ASSIGNED LIBRARY BRANCH: PROVIDE ASSISTANCE TO PATRONS; PERFORM A VARIETY OF TECHNICAL AND/OR PROFESSIONAL TASKS RELATIVE TO ASSIGNED AREAS OF RESPONSIBILITY

RECEIVE DIRECTION FROM HIGHER LEVEL MANAGEMENT STAFF.

- RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT REFER AND/OR RESOLVE COMPLAINTS IN AN EFFICIENT, COURTEOUS AND TIMELY MANNER.
- ASSIST PATRONS IN ACCESSING INFORMATION THROUGH USE OF PRINTED MATERIALS, ELECTRONIC RESOURCES, AND WITH SPECIAL EQUIPMENT INCLUDING MICROFILM AND MICORFICHE VIEWING MACHINES.
- PARTICIPATE IN CHECKING BOOKS IN AND OUT OF ASSIGNED LIBRARY RECEIVE RETURNED BOOKS AND DISTRIBUTE THEM TO SHELVING.
- PARTICIPATE IN THE USE, CARE AND OPERATION OF VARIOUS LIBRARY AND OFFICE EQUIPMENT.

KNOWLEDGE OF:

- PRINCIPLES AND PRACTICES OF LIBRARY OPERATIONS
- LIBRARY COLLECTIONS AND REFERENCE RESOURCES
- MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS.

ABILITY TO:

- RESPOND TO REQUESTS AND INQUIRIES FROM GENERAL PUBLIC
- UTILIZE COMPUTERS TO ACCESS ELECTRONIC INFORMATION RESOURCES AND TO ASSIST PATRONS IN THEIR USE
- INDEPENDENTLY PERFORM COMPLEX LIBRARY PROCEDURES QUICKLY AND ACCURATELY
- INTERPRET, EXPLAIN AND ENFORCE LIBRARY /CITY POLICIES AND PRCEDURES
- WORK INDEPENDENTLY
- COMMUNICATE CLEARLY AND CONCISELY
- UNDERSTAND ORAL AND WRITTEN INSTRUCTION
- ESTABLISH AND MAINTAIN WORKING RELATIONSHIPS WITH THOSE CONTACTED IN COURSE OF WORK

LIBRARY ENVIRONMENT EXPOSURE TO COMPUTER SCREENS

ESSENTIAL FUNCTIONS REQUIRE MAINTAINING PHYSICAL CONDITION NECESSARY FOR SITTING OR STANDING FOR PROLONGED PERIODS OF TIME AS WELL AS LIGHT LIFTING, CARRYING, BENDING, AND STOOPING.

HOURS: MUST BE AVAILABLE AT LEAST 20 HOURS PER MONTH; HOURS WORKED TO INCLUDE EVENING AND WEEKENDS. INTITAL TRAINING, 20 HOURS.

LOCATIONS: 17 LIBRARIES THROUGHOUT THE METROPOLITAN AREA.

EXPERIENCE AND TRAINING GUIDLELINES:

ANY COMBINATION OF EXPERIENCE AND TRANING THAT WOULD LIKELY PROVIDE THE REQUIRED KNOWLEDGE AND ABILITIES IS QUALIFYING. A TYPICAL WAY TO OBTAIN THE KNOWLEDGE AND ABILITIES WOULD BE:

EXPEREINCE: 1 TO 3 YEARS OF INCREASINGLY RESPONSIBLE LIBRARY EXPERIENCE OR LIBRARY EXPERIENCE IN COMBINATION WITH SIGNIFICANT EXPERIENCE IN A RELATED FIELD.

TRAINING: EQUIVALENT TO A MASTER'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH A MAJOR COURSE WORK IN LIBRARY OR INFORMATION SCIENCE OR A RELAT4ED FIELD. A LIBRARIAN CERTIFICATE FROM THE NEW MEXICO STATE LIBRARY, OR EQUIVALENT CERTIFICATION FROM ANOTHER STATE. SIGNIFICANT GRADUATE OR UNDERGRADUATE CREDIT HOURS IN LIBRARY STUDIES.



City of Albuquerque

Position Specification

Position Title: Museum Preparator

Position Code: 6E01AA

Grade: M11

*Modified for the purpose of this contract

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

To assist in the planning, organization, installation and implementation of new exhibits at the City museum; to assist in the organization, monitoring and conservation of the museum's permanent collection and existing exhibits; and to assist in the shipping and receiving of museum items.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from higher level supervisory or management staff.

May provide project lead for lower level staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Assist and participate in the planning, organization, design, development, and implementation of new exhibits. No building of the new exhibit as they relate to structural modifications is allowed for this position, as per State of New Mexico, Article 13A, "Employee Leasing".
2. Monitor, maintain and repair the museum's current exhibitions, galleries, art and history vaults and permanent displays; develop, and design new exhibits, excluding the construction of the new exhibit.
3. Prepare for and plan the shipping, transporting, receiving, loading and unloading of incoming and outgoing loans and exhibitions including the design and construction of crates; assist in processing and inventory of loaned objects.
4. Monitor the museum's permanent collection; perform installation to include archive mating and framing of objects; use digital imaging and photography for conservation requirements; ensure collections are within environmental standards.

5. Supervise the use, care and operation of necessary equipment, tools and machinery including saws, drills and forklifts.
6. Estimate time, materials and equipment required for various jobs assigned; requisition materials as required.
7. Respond to inquiries from conservators, scholars and other museum visitors regarding museum exhibits.

Marginal Functions:

1. Ensure adherence to safe work practices and procedures.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, policies and procedures of a museum program.
Principles and procedures used in the design and installation of museum exhibits.
Modern practices and procedures of graphics.
Principles of proper storage of art objects and history artifacts.
Basic conservation methods employed for the preservation of museum collections.
Operational characteristics of carpentry equipment and tools.
Methods used for the acquisition and safe transportation of works of art.

Ability to:

Monitor and maintain a variety of museum exhibits.
Monitor the museum environment with hydro thermographs and light meters.
Operate a variety of equipment in a safe and effective manner.
Explore methods for mounts and security devices for exhibits using various methods.
Interpret plans and estimate the time, materials and labor needed for assigned tasks.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Work on multiple projects simultaneously under pressure and under deadlines.
Work independently in the absence of supervision.
Establish and maintain effective working relationships with those contacted in the course of work including the general public.
Interpret and apply Federal, State and local policies, procedures, laws and regulations.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Experience and Training Guidelines

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

Experience:

Four (4) years of experience as a museum preparator or a gallery assistant.

Training:

High school diploma or GED equivalent, supplemented by college level coursework in museum studies, art history, art studio or related field. Bachelor's degree from an accredited college or university with major course work in museum studies, art history, art studio, or related field desired.

WORKING CONDITIONS

Environmental Conditions:

Museum environment; work at heights on scaffolding and ladders; exposure to dust and noise.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for standing for prolonged periods of time, lifting and carrying moderate to heavy items; bending and climbing.



Job Title: Museum Tour Coordinator

Job Code: N/A

Job Description and Duties:

- **Assist in coordinating logistics for education programs and volunteers.**
- **Maintain standardized procedure regarding financial activities, tour reservations and equipment.**
- **Document and maintain program administration including daily scheduling for volunteers, tours and weekly accounting.**
- **Work cooperatively with other museum staff in other operational functions.**

 City of Albuquerque Job Description	Position Title: Senior Zookeeper			
	Status: Approved			
	Position Code	Grade	Date	Category
	3B00AA	B29	Mar 2005	BioPark/Museum/Cultural Services/Library

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Lead, oversee and participate in the more complex and difficult work of staff responsible for the maintenance and care of a variety of animals within the City Zoo; to assist veterinary staff as needed; and to perform a variety of technical tasks relative to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive direction from higher level supervisory or management staff.

Exercise project lead for lower level zookeeping staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Lead, plan, train and review the work of staff responsible for the maintenance and care of a variety of animals within the City zoo.
2. Plan, direct and participate in the feeding and watering of animals in and around existing quarters; clean, sanitize, maintain and repair animal quarters as required.
3. Train assigned employees in their areas of work including zookeeping and animal care methods, procedures and techniques.
4. Supervise the use, care and operation of animal feeding equipment including food processors, meat grinders and blenders.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
6. Prepare diets for animals; clean tools and equipment used in diet preparation; clean and maintain diet preparation work area and food storage containers.
7. Maintain adequate records on daily activities including height and weight of each animal; observe animal behavior for signs of illness or injury; report any signs of illness or injury; assist veterinarians in minor operations or related activities as needed.

8. Maintain inventory of supplies, produce and equipment; order needed food supplies from various areas in the Biological Park; copy and file paperwork including requisitions, weekly orders, logs and diet changes.

9. Assist in the training of assigned animals; guide animals through daily routines according to established training schedules and guidelines.

10. Assist in the proper restraint, crating, moving and uncrating of animals.

11. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.

12. Ensure adherence to safe work practices and procedures.

SUPPLEMENTAL FUNCTIONS:

1. Maintain various zoo exhibits and surrounding areas as needed.

2. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

High school diploma or GED, supplemented by thirty (30) credit hours of college level course work in zoology, biology, animal science or related field, plus three (3) years zookeeping and/or professional animal handling experience.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations and activities of a zoo services and animal-care program
Principles of lead supervision and training
Advanced methods and techniques of handling assigned animals
Principles and practices of animal behavior and physiology
Principles and practices of animal training
Occupational hazards and standard safety practices
Operational characteristics of animal-handling and food-preparation equipment
Principles and procedures of record keeping

Skill and Ability to:

Lead, organize and review the work of staff in the area of work assigned
Independently perform difficult animal care and handling duties
Interpret and explain department policies and procedures
Operate a variety of animal handling and food preparation equipment in a safe and effective manner
Work with and train a variety of domestic and wild animals
Clean and maintain assigned animal enclosures according to established guidelines
Ensure the preparation of adequate animal diets
Work independently in the absence of immediate supervision

Understand and follow oral and written instructions

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work

Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities

Maintain physical condition appropriate to the performance of assigned duties and responsibilities

Maintain effective audio-visual discrimination and perception to the degree necessary for the successful performance of assigned duties

WORKING CONDITIONS:

Environmental:

Zoo environment; exposure to water, noise, a variety of domestic and wild animals, animal body fluids and inclement weather conditions; may work in or with water

Physical:

Essential functions may require maintaining physical condition necessary for standing or walking for prolonged periods of time; and heavy, moderate or light lifting

Shooting Range Safety Officer

City Job Code: None

City Job Grade: None

Current Bill Rate is \$9.98

Duties includes assisting the Range Master with firearms training, fulfill all responsibilities of the Safety Officer, and provide information and service to the general public.

 City of Albuquerque Job Description	Position Title: Volunteer Program Coordinator		
	Status:	Approved	
Position Grade	Date	Category	
Code			
7N13AA	M14	Aug 2006	All Departments

*Job descriptions are intended to present a general list of tasks/duties performed by employees within this job classification. Job Descriptions are **not** intended to reflect all duties performed within the job.*

POSITION SUMMARY:

Coordinate, monitor and manage volunteer and program activities within an assigned department; to recruit, train and supervise volunteer staff; to perform a variety of administrative tasks in support of assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receive general direction from higher level supervisory or management staff.

Exercise technical and functional supervision over volunteer staff.

ESSENTIAL FUNCTIONS: *(Essential functions may include, but are not limited to the functions listed below)*

1. Oversee and coordinate volunteer activities for an assigned department including recruiting, selecting interviewing, training and assigning work.
2. Recommend and participate in the implementation of goals and objectives; establish schedules and methods for providing volunteer services; outreach and education; implement policies and procedures.
3. Monitor and evaluate program performance; recommend and implement modifications to systems and procedures.
4. Identify various functions and duties that can be performed by volunteer coordinators; train staff to perform assigned functions.
5. Receive and assess requests by various agencies for special volunteer projects; assign volunteers to agencies as appropriate.
6. Motivate and evaluate volunteer staff; encourage problem solving techniques.
7. May participate in the development and administration of assigned budget.
8. Promote and coordinate specific activities within assigned programs; prepare event and

facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.

9. Organize, schedule and implement volunteer services, activities and other related programs.

10. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records for volunteer hours worked; prepare statistical reports as required.

11. May schedule tours with teachers, send out confirmation information and inform general public of program(s) through the mail.

SUPPLEMENTAL FUNCTIONS:

1. Assist the general public with various requests including gift donations, memorial funds and various donor services.

2. Develop survey instruments; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results.

3. May serve as liaison; attend and participate in professional group meetings.

4. Perform related duties and responsibilities as required.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

Related education and experience may be interchangeable on a year for year basis.

Associate's degree in business, public relations, marketing or related field, plus five (5) years experience in public relations to include one (1) year of direct supervisory or technical lead experience in an administrative capacity.

PREFERRED KNOWLEDGE, SKILL AND ABILITY:

Knowledge of:

Operations, services and activities of a volunteer services program
Principles and practices of volunteer services program development and implementation
Principles and procedures of recruiting, training and monitoring the work of volunteer staff
Modern office equipment including computers
Pertinent Federal, State and local laws, codes and safety regulations

Skill and Ability to:

Coordinate and direct volunteer and public outreach programs and services
Recommend and implement goals and objectives for providing volunteer and public outreach services
Plan, coordinate and promote events/activities within assigned area
Elicit community and organizational support for volunteer programs
Interpret and explain City policies and procedures
Allocate limited resources in a cost effective manner
Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the course of work
Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities
Maintain physical condition appropriate to the performance of assigned duties and responsibilities
Maintain effective audio-visual discrimination and perception needed for making observation, communicating with others, reading, writing and operating assigned equipment

WORKING CONDITIONS:

Environmental:

Office environment, exposure to computer screens

Physical:

Essential and marginal functions may require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time



Job Title: Wrangler

Job Code: N/A

Job Description and Duties:

- **Candidate must be a professional horseman.**
- **Care for, and run a team of draft horses.**
- **Candidate must have expertise and experience in handling a working team of horses as the main requirement of this job.**
- **“Running the team” includes working the horse team to keep them in condition and accustomed to pulling. Also includes giving wagon rides to patrons of the Botanic Garden. Includes any associated duties such as use and care of equipment, harnessing and unharnessing the horses, dealing with patrons’ needs while providing the wagon rides. Monitor the condition of the animals and make recommendations for their proper care when health or other care issues arise.**



City of Albuquerque

**Position
Specification
Modified**

Position Title: Zookeeper II

Position Code: 1B00A

Grade: B20

This position has been modified from the City of Albuquerque Position Specification for the purposes of the contract for temporary worker services.

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

To maintain and care for a variety of animals within the City zoo; to assist veterinary staff as needed; and to perform a variety of activities relative to the assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

Zookeeper II--This is the full journey level class within the Zookeeper series. Employees within this class are distinguished from the Zookeeper I by the performance of the full range of duties as assigned. 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. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED AND EXERCISED

Zookeeper II

Receives general supervision from higher level supervisory or management staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Feed and water animals in and around existing quarters; clean, sanitize, maintain and repair animal quarters as required; sweep, dust and mop floors.
2. Prepare diets for animals; clean tools and equipment used in diet preparation; clean and maintain diet preparation work area and food storage containers.

3. Maintain adequate records on daily activities including height and weight of each animal; observe animal behavior for signs of illness or injury; report any signs of illness or injury; assist veterinarians in minor operations or related activity as needed.
4. Maintain inventory of supplies, produce and equipment; copy and file paperwork including requisitions, weekly orders, logs and diet changes.

Essential Functions:

5. Assist in the development and implementation of a pest control program; set traps for various pests; spread bait for insects and bugs.
6. Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
7. Care for new and quarantined animals; obtain and submit fecal samples as needed.
8. Assist in the proper restraint, crating, moving and uncrating of animals.

Marginal Functions:

1. Assist in the training of animals within assigned area.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Zookeeper II

Knowledge of:

Principles and practices of animal behavior and physiology.
Occupational hazards and standard safety practices.
Operations, services and activities of a zoo program.
Methods and techniques of handling a variety of animals.

Ability to:

Learn operations, services and activities of a zoo program.
Learn methods and techniques of handling a variety of animals.
Learn to prepare adequate diets for animal consumption.
Learn to operate a variety of animal diet preparation equipment and tools in a safe and effective manner.
Work with a variety of domestic and wild animals.
Clean and maintain assigned animal enclosures according to established guidelines.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

Prepare adequate diets for animal consumption.

Operate a variety of animal diet preparation equipment and tools in a safe and effective manner.

Work independently in the absence of supervision.

Experience and Training Guidelines

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

Experience and Training Guidelines

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

Experience:

Two years of increasingly responsible animal handling or zoo keeping experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in zoology or a related field.

WORKING CONDITIONS

Environmental Conditions:

Zoo environment; exposure to water, noise, a variety of domestic and wild animals, animal body fluids and inclement weather conditions; may work in or with water.

Physical Conditions

Essential functions may require maintaining physical condition necessary for standing or walking for prolonged periods of time; heavy, moderate or light lifting.

PC SUPPORT SPECIALIST

The City Of Albuquerque is currently accepting applications for a part-time, temporary position to support the City's PC Support Specialists.

I. Typical Duties and Responsibilities:

1. Configure and install personal computers. This includes, but is not limited to, setting parameters of the operating systems, installing server based applications software, and deploying the platforms to user locations.
2. Under supervision; coordinate and/or install cards, drives, memory, and software into standalone or network connected personal computers.
3. Provide support and assistance to ISD staff in personal computer related areas.
4. Perform other job related duties as necessary or assigned.

II. Work Schedule:

1. The required number of work hours per week will range from a minimum of 20 to a maximum of 39, depending on ISD PC Support workloads.
2. Set work hours are required. The hours worked must fall within the range of 7:30 AM to 5:00 PM, Monday through Friday. The City will be as flexible as possible and work with the student to ensure that work and school hours do not conflict.

“ Federal Fund Use” Requirement Section

Fly America Requirements - Fly America Requirements - The Contractor agrees to comply with 49 U.S.C. 40118 (the "Fly America" Act) in accordance with the General Services Administration's regulations at 41 CFR Part 301-10, which provide that recipients and sub recipients of Federal funds and their Contractors are required to use U.S. Flag air carriers for U.S. Government-financed international air travel and transportation of their personal effects or property, to the extent such service is available, unless travel by foreign air carrier is a matter of necessity, as defined by the Fly America Act. The Contractor shall submit, if a foreign air carrier was used, an appropriate certification or memorandum adequately explaining why service by a U.S. flag air carrier was not available or why it was necessary to use a foreign air carrier and shall, in any event, provide a certificate of compliance with the Fly America requirements. The Contractor agrees to include the requirements of this section in all subcontracts that may involve international air transportation.

ENERGY CONSERVATION REQUIREMENTS

The Contractor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act, 42 U.S.C. 6321 et seq. The Contractor shall include this clause, including this sentence, in all subcontracts under this contract.

CLEAN WATER

The Contractor shall comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq. The Contractor shall report each violation to the Purchaser and understands and agrees that the Purchaser will, in turn, report each violation as required to assure notification to FTA, HUD or other federal granting agencies and the appropriate EPA Regional Office. The Contractor also shall include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by FTA, HUD or other federal granting agencies.

CLEAN AIR

The Contractor shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. 7401 et seq., and all applicable Clean Air Standards of the State of New Mexico. The Contractor shall report each violation to the City of Albuquerque. City of Albuquerque will, in turn, report each violation as required to FTA, HUD or other federal granting agencies, the appropriate EPA Regional Office and all other agencies having jurisdiction. The Contractor shall include these requirements in each subcontract exceeding \$100,000.

FEDERAL LAWS AND REGULATIONS

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in FTA Master Agreement MA (6) dated 10/1/1999 or similar agreements, between City of

Albuquerque and FTA, HUD or other federal agencies, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to so comply shall constitute a material breach of this Contract. The Contractor shall include this clause including this sentence, in all subcontracts under this contract.

DISADVANTAGED BUSINESS ENTERPRISE

The Contractor shall not discriminate on the bases of race, color, national origin, or sex in the performance of this contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of federally assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate. The Contractor shall include this clause, including this sentence in all subcontracts under this contract.

INTEREST OF MEMBERS OF, OR DELEGATES TO, CONGRESS

No member of, or delegate to, the Congress of the United States shall be admitted to any share or part of this Contract or to any benefit arising there from. (41 U.S.C. § 22.)

PROHIBITED INTEREST

No member, officer, or employee of the Procuring Agency or of a local public body during his tenure or one-year thereafter shall have any interest, direct or indirect, in this Contract or the proceeds thereof.

CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

1. *Overtime requirements:* No Contractor or Subcontractor contracting for any part of the Contract Work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such Work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. *Violation; liability for unpaid wages; liquidated damages:* In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any Subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such Contractor and Subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.
3. *Withholding for unpaid wages and liquidated damages:* The Procuring Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from

any moneys payable on account of work performed by the Contractor or Subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

4. *Payroll and Basic Records:* The Contractor or Subcontractor shall maintain payrolls and basic payroll records during the course of contract work and shall preserve them for a period of 3 years from the completion of contract for all laborers and mechanics including guards and watchman, working on the contract. Such records shall contain the name and address of each such employee, social security number, correct classification, hourly rates of wages paid, daily and weekly number of hours worked, deductions made, and actual wages paid. The records to be maintained under this paragraph shall be made available by the Contractor or Subcontractor for inspection, copying, or transcription by authorized representatives of the Procuring Agency or the United States Department of Labor. The Contractor or Subcontractor shall permit such representatives to interview such employees during working hours on the job.
5. *Subcontracts:* The Contractor or Subcontractor shall insert in any subcontracts the clauses set forth in this section and also a clause requiring the Subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for compliance by any Subcontractor or lower tier Subcontractor with the clauses set forth in this section.

CIVIL RIGHTS REQUIREMENTS

The following requirements apply to Contract:

NONDISCRIMINATION

In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. 6102, section 202 of the American with Disabilities Act of 1990, 42 U.S.C. 12132, and Federal transit law at 49 U.S.C. 5332, the Contractor shall not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor shall comply with applicable Federal implementing regulations and other implementing requirements FTA, HUD or applicable federal agencies may issue.

EQUAL EMPLOYMENT OPPORTUNITY

- a) *Race, Color, Creed, National Origin, Sex:* In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. 2000e, and Federal transit laws at 49 U.S.C. 5332, the Contractor shall comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor", 41 C.F.R. Parts 60 et. Seq. (which implement Executive

Order No. 11246, "Equal Employment Opportunity," 42 U.S.C. 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the course of the Project. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor shall comply with any implementing requirements FTA, HUD or any other applicable federal agency may issue.

- b) *Age:* In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. 623 and Federal transit law at 49 U.S.C. 5332, the Contractor shall refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor shall comply with any implementing requirements FTA, HUD or any other applicable federal agency may issue.
- c) *Disabilities:* In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. 12112, the Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor shall comply with any implementing requirements FTA, HUD or any other applicable federal agency may issue.
- d) The Contractor shall include these requirements in each Subcontract financed in whole or in part with federal assistance provided by FTA, HUD or any other applicable federal agency modified only if necessary to identify affected parties.

NO GOVERNMENT OBLIGATION TO THIRD PARTIES

Notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award this Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the City of Albuquerque, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from this Contract. The Contractor shall include the above clause in each subcontract and shall not modify the clauses, except to identify the Subcontractor who will be subject to its provisions.

PROGRAM FRAUD & FALSE OR FRAUDELENT STATEMENTS OR RELATED ACTS

- 1. The provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31U.S.C. 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies", 49 C.F.R. Part 31, shall apply to actions pertaining to this Contract. By executing this offer, Contractor certifies or affirms the truthfulness and accuracy of any

statement it has made, it makes, it may make, or causes to be made, pertaining this Contractor or the FTA, HUD or any other applicable federally-assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

2. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, to the Federal Government under a Contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA, HUD or another federal agency under the authority of 49 U.S.C. 5307 or other similar regulations, the Government reserves the right to impose the penalties of 18 U.S.C. 1001 and 49 U.S.C. 5307(n)(1) or other similar federal citations on the Contractor, to the extent the Federal Government deems appropriate.
3. The Contractor shall include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA, HUD or other federal granting agencies. It is further agreed that the clauses shall not be modified, except to identify the Subcontractor who will be subject to the provisions.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The Contract provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding Contract provisions. All Contractual provisions required by DOT, as set forth in FTA Circular 4220.1D dated April 15, 1996, are hereby incorporated by reference. Anything to contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any of the City of Albuquerque requests, which would cause the City of Albuquerque to be in violation of the FTA terms and conditions. The Contractor shall include this clause, including this sentence, in all subcontracts under this contract.

AUDIT AND INSPECTION OF RECORDS

Contractor shall be subject to audit at any time, and shall permit the authorized representatives of the City of Albuquerque or its third party auditors, US Department of Transportation and the Comptroller General of the United States ("Auditors") to inspect and audit all data and records of the Contractor relating to its performance under this Contract. These audits will be performed using FAR Part 30 and 31, generally accepted accounting practices and principles, and the City of Albuquerque's Contractor Cost Guidelines.

ANTI-DUMPING PROHIBITIONS

The Contractor represents and warrants that its prices does not violate the anti-dumping or countervailing duty laws of the United States, including but not limited to 19 U.S.C. 1671 et seq. as amended, and shall pay any duties or other penalties assessed under such laws. The Contractor shall indemnify and hold harmless the City of Albuquerque from any loss or expense, including but not limited to reasonable attorney's fees that the City of Albuquerque may incur from any claim, demand, or investigation of alleged violation of said laws.

FEDERAL FUNDING

The Contract to be awarded will be subject to a financial assistance agreement between the City of Albuquerque and the US Department of Transportation and all laws, regulations, guidelines, and provisions of the financial assistance agreement apply to this Contract and are incorporated by reference as if fully set forth herein.

NON-RESTRICTIVE CLAUSES

Wherever brand, manufacturer or product names are indicated in these specifications. They are included for the purpose of establishing identification and a general description of the vehicle. Wherever such names appear, the term "OR APPROVED EQUAL" is considered to follow. The decision on the approved equal will be rendered by the City of Albuquerque. Specifying a brand name of any vehicle in this specification shall not relieve the Contractor or any Subcontractor or supplier from its responsibility to design and produce the vehicle to fully meet the performance specifications, the warranty and other contractual requirements. The Contractor is responsible for notifying the City of

Abuquerque of any inappropriate brand name or vehicle that is listed or referred to in the specifications, and to propose a suitable substitute for consideration.

DEBARMENT AND SUSPENSION CERTIFICATION (LOWER TIER COVERED TRANSACTION)

Instructions for certification.

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification. In addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded*, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that should be proposed covered transaction are entered into. It shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9. Subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not proposed for debarment under 48 CFR part 9. Subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to

check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9. Subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction. In addition to other remedies available to the federal government, the department, or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Certification Regarding Debarment. Suspension, ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions.

1. The prospective lower tier participants certifies by submission of this proposal that neither it nor its principals is presently debarred, suspended, proposed for debarment declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

THE BIDDER OR OFFEROR, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND EXPLANATION, IF ANY. IN ADDITION, THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND EXPLANATION, IF ANY.

Official

Signature of the Bidder or Offeror Authorized

Official

Name and Title of the Bidder or Offeror Authorized

Date

LOBBYING CERTIFICATION

The undersigned certifies, to the best his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of a Federal department or agency, a Member of the U.S. Congress, an officer or employee of the U.S. Congress, or an employee of a Member of the U.S. Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

THE BIDDER OR OFFEROR, _____, CERTIFIES OR AFFIRMS THE TRUTHFULNESS AND ACCURACY OF EACH STATEMENT OF ITS CERTIFICATION AND DISCLOSURE, IF ANY. IN ADDITION, THE BIDDER OR OFFEROR UNDERSTANDS AND AGREES THAT THE PROVISIONS OF 31 U.S.C. §§ 3801 ET SEQ. APPLY TO THIS CERTIFICATION AND DISCLOSURE, IF ANY.

Signature of the Bidder or Offeror Authorized Official

Name and Title of the Bidder or Offeror Authorized Official

_____ Date

DBE APPROVAL CERTIFICATION

I hereby certify that the Offeror has complied with the requirements of 49 CFR part 26, Participation by Disadvantaged Business Enterprises in DOT Programs, and that the Federal Transit Administration has not disapproved our goals.

Signature of the Offeror Authorized Official

Name and Title of the Offeror Authorized Official

Date

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SUPPLEMENTAL TERMS AND CONDITIONS
REQUEST NUMBER: RFB2007-141-JR

SUPPLEMENTAL TERMS AND CONDITIONS:

THESE SUPPLEMENTAL TERMS AND CONDITIONS ARE IN ADDITION TO THE GENERAL INSTRUCTIONS, TERMS AND CONDITIONS AND, IN THE EVENT THERE IS A CONFLICT BETWEEN THE PROVISIONS OF THE GENERAL INSTRUCTIONS, TERMS AND CONDITIONS AND THESE SUPPLEMENTAL TERMS AND CONDITIONS, THE PROVISIONS OF THESE SUPPLEMENTAL TERMS AND CONDITIONS SHALL CONTROL.

AWARD OF CONTRACT – LOWEST RESPONSIVE OFFER - OPEN END:

THE CITY INTENDS TO AWARD AN OPEN-ENDED CONTRACT FOR SERVICES, AS NEEDED, ON THE BASIS OF THIS REQUEST. THE CONTRACT WILL BE AWARDED TO THE RESPONSIVE AND RESPONSIBLE OFFEROR WHOSE "ALL OR NONE" TOTAL PRICE IS LOWEST AFTER ALL APPROPRIATE DISCOUNTS ARE APPLIED. IF NO RESPONSIVE "ALL OR NONE" OFFERS ARE RECEIVED, THE CITY RESERVES THE RIGHT TO AWARD THE CONTRACT TO THE LOWEST RESPONSIVE AND RESPONSIBLE OFFEROR WHO OFFERS AT LEAST AS MANY ITEMS AS ALL OTHER OFFERORS OR AWARD A CONTRACT OR CONTRACTS ON A PER ITEM BASIS, WHICHEVER IS IN THE BEST INTERESTS OF THE CITY.

AWARD OF CONTRACT - MULTIPLE AWARDS:

THE CITY RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS AS A RESULT OF THIS REQUEST IF DOING SO MAY BE ADVANTAGEOUS TO THE CITY.

CONTRACT PERIOD - 24 MONTHS:

A CONTRACT RESULTING FROM THIS REQUEST WILL BE EFFECTIVE FOR TWENTY-FOUR (24) MONTHS FROM THE DATE OF ISSUE OF THE PURCHASE ORDER UNLESS OTHERWISE SPECIFIED.

CONTRACT PERIOD - EXTENSION OF:

ANY CONTRACT RESULTING FROM THIS REQUEST MAY BE EXTENDED FOR AN ADDITIONAL TWELVE (12) MONTH PERIOD OR ANY PART OF A TWELVE (12) MONTH PERIOD BY MUTUAL AGREEMENT BETWEEN THE CONTRACTOR(S) AND THE CITY.

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SUPPLEMENTAL TERMS AND CONDITIONS
REQUEST NUMBER: RFB2007-141-JR

ESTIMATED QUANTITIES, NOT AN ORDER:

THE ESTIMATED QUANTITIES LISTED DO NOT CONSTITUTE AN ORDER AND ARE NOT NECESSARILY COMPREHENSIVE; THEY ARE A REPRESENTATIVE SAMPLE OF WHAT IS LIKELY TO BE PURCHASED DURING THE COURSE OF A CONTRACT RESULTING FROM THIS REQUEST AND WILL BE USED ONLY TO EVALUATE OFFERS AND AWARD SUCH A CONTRACT. THESE QUANTITIES AS STATED MAY INCREASE OR DECREASE DEPENDING ON THE ACTUAL NEEDS OF THE CITY. ACTUAL ORDERS WILL BE PLACED BY THE USER.

PRICE ESCALATION:

THIS OFFER MAY BE CONSIDERED FOR ESCALATION UNDER THE FOLLOWING CONDITIONS:

- A. OFFERED PRICES MUST BE FIRM FOR AT LEAST NINETY (90) CALENDAR DAYS AFTER WRITTEN NOTIFICATION OF A CONTRACT.
- B. ALL PRICE INCREASES SHALL BE ACCOMPANIED BY A CERTIFIED LETTER FROM THE OFFEROR(S) PROVIDING JUSTIFICATION AND DOCUMENTATION FOR THE INCREASE. (CHANGE IN TAX RATES, ETC.)
- C. DOCUMENTATION JUSTIFYING ANY PRICE INCREASE, SHALL BE SUBJECT TO AUDITING BY THE CITY AND FURNISHED WITHOUT DELAY UPON REQUEST.
- D. THE CITY RESERVES THE RIGHT TO CANCEL A CONTRACT RESULTING FROM THIS REQUEST AND SOLICIT A NEW CONTRACT IF THE ESCALATED PRICE IS ABOVE THE CURRENT OPEN MARKET PRICE FOR THE SAME SERVICES. CANCELLATION OF THE CONTRACT SHALL NOT AFFECT ANY OUTSTANDING ORDERS.
- E. ALL REVISIONS OF THE PRICE LIST SHALL BECOME EFFECTIVE WHEN THEY ARE RECEIVED, IN WRITING, AND ACCEPTED, BY THE PURCHASING OFFICE OF THE CITY, PROVIDED THAT THEY DO NOT CONFLICT WITH ITEM (F.) OF THIS PARAGRAPH.
- F. ALL APPROVED PRICE CHANGES RESULTING FROM THIS ESCALATION CLAUSE SHALL BE FIRM FOR A PERIOD OF NINETY (90) CALENDAR DAYS AFTER ACCEPTANCE IN WRITING BY THE CITY.
- G. THE OFFEROR SHALL BE LIMITED TO A MAXIMUM OF TWO PRICE ESCALATIONS PER CONTRACT PERIOD UNLESS OTHERWISE SPECIFIED IN THIS REQUEST.
- H. THE OFFEROR SHALL PROVIDE TO THE CITY WRITTEN NOTICE OF ANY REQUESTED PRICE CHANGES WHICH BECOME EFFECTIVE UPON WRITTEN ACCEPTANCE BY THE CITY PURCHASING OFFICE.

CITY OF ALBUQUERQUE

GENERAL INSTRUCTIONS, TERMS, AND CONDITIONS

IMPORTANT: READ CAREFULLY BEFORE SUBMITTING OFFERS. FAILURE TO DO SO SHALL NOT ABSOLVE THE OFFEROR FROM RESPONSIBILITY TO PERFORM OR DELIVER AS SPECIFIED.

1. **Applicability:** Except as otherwise specifically provided in this Request, these General Instructions, Terms, and Conditions shall govern the procurement of the items specified in this Request. In the event of a conflict between these General Instructions, Terms, and Conditions, Supplemental Conditions or the specifications of this bid, the order of applications shall be the Specifications, Supplemental Conditions, and the General Instructions, Terms and Conditions. In addition, the Public Purchases Ordinance (Section 5-5-1 *et seq.* ROA 1994) and promulgated Rules and Regulations shall apply.
2. **Definitions:** As used in this request, the definitions of the Public Purchases Ordinance (Section 5-5-2 ROA 1994) apply including the following:
 - A. “City” means the City of Albuquerque, New Mexico.
 - B. “Contract” means any agreement for the procurement of goods, services, construction or concessions. A purchase order issued in response to an offer constitutes a contract.
 - C. “Contractor” means an Offeror who has been awarded a contract.
 - D. “Offeror” means a business that submits a response to a competitive solicitation.
 - E. “Purchase Order” means a document issued by the Purchasing Office directing the Contractor to deliver goods, services or construction.
 - F. “Purchasing Office” means the Purchasing Division of the Department of Finance & Administrative Services of the City.
 - G. “Purchasing Officer” means the person charged with the responsibility of administering the Purchasing Office.
 - H. “Request” means all documents, including those attached or incorporated by reference, issued by the Purchasing Office for soliciting offers to provide goods, services or construction.
 - I. “Responsible Offeror” means a business which has the capability in all respects to perform fully the contract requirements set out in the competitive solicitation, and the integrity and reliability which will assure good faith performance, and who has not violated or attempted to violate any provision of law or ethical conduct. Factors which may be considered in determining the Offeror’s capability to perform, among others, are its financial resources, production or service facilities, service reputation and experience.
 - J. “Responsive Offer” means a written offer to furnish goods, services or construction in conformity with standards, specifications, delivery terms and conditions, and all other requirements established in a competitive solicitation.

3. Preparation of Offer:

- A. Submission: All offers must be submitted on the Request for Bid Form enclosed. Failure to do so may disqualify your offer. It is the responsibility of the Offeror to submit sufficient additional information to allow for a thorough evaluation of the offer submitted.**
- B. Preparation Method: All information required in this Request must be typewritten or handwritten in ink and must be legible. Erasures or other changes must be initialed by the person signing the offer. Each offer must be signed on the appropriate pages by an individual authorized to bind the Offeror submitting the offer.**
- C. Unit Prices: The unit price for each item offered shall be shown unless otherwise specified. In the case of a discrepancy between the unit price and the extended price, the unit price will govern in determining the price used for evaluation.**

Unit prices offered should be for the units specified.

- D. Delivery Time: Delivery time stated in the specifications shall apply. Deviations by the Offeror shall be stated on the Exception Form. Time, if stated in number of days, will be consecutive calendar days.**
- E. Payment Terms: The Request for Bid Form provides space for the Offeror to identify the payment terms that the Offeror is offering. Terms of less than twenty (20) days will not be considered. The discount term shall not begin until the goods, services or construction have been delivered and accepted and the correct invoice received in the City's Accounts Payable Office.**

Prompt payment discounts will NOT be used as a factor in determining the lowest responsive offer.

- F. Freight Policy: Freight will be F.O.B. Destination (as indicated on the Request Form), Freight Prepaid, unless otherwise specified in this Request.**
- G. Taxes: Offerors shall include any applicable gross receipts taxes in its offered price, unless specified otherwise in this request, and such offer will be construed in that manner. The City will, under appropriate circumstances, furnish a non-taxable transaction certificate. Determination of whether the tax is due and payment of the tax is the responsibility of the Offeror. Applicable taxes are to be included in each invoice due and may not be billed more than sixty (60) days after providing the services to which the taxes apply.**
- H. New Material, Etc.: All materials, supplies, equipment, and vehicles specified in this Request shall be new, the latest in production and manufactured within the last twelve (12) months (computed from the date and time of offer opening) unless otherwise indicated. This does not apply to materials, supplies, equipment or vehicles used by the Contractor to provide the required items of tangible personal property, services or construction.**
- I. Warranty: Materials furnished by the successful Offeror shall be accompanied by the manufacturer's written warranty against defects in quality, craftsmanship, and materials.**

The Offeror agrees that the items of tangible personal property, services or construction furnished under any contract resulting from this Request shall be covered by the most favorable

commercial warranties the Offeror gives to any customer for such items. Further, the Offeror agrees that the rights and remedies provided in such warranties extend to the City and are in addition to and do not limit any rights afforded to the City by any other clause of this Request. The Offeror agrees not to disclaim warranties of fitness for a particular purpose of merchantability. Warranties shall become effective at the time of acceptance.

- J. **Equivalent Offers:** Where a product is characteristic of a sole manufacturer, or where a brand name is indicated in the specifications, it shall be defined to mean minimum acceptable level or minimum quality required by the City unless the specifications state that no substitutions or equivalents will be allowed. If the Offeror offers an item other than the one specified, which the Offeror considers comparable, the manufacturer's name and model number of that item must be specified in the offer and sufficient performance specification and descriptive data provided to permit a thorough evaluation. Failure to provide the appropriate information may result in disqualification of the offer.
- K. **Exceptions to Specifications:** Offerors are to state any exceptions taken to this Request on the Specifications Exception Form. If no exceptions are stated, the Offeror is required to furnish the items exactly as specified and to comply with all other requirements of this Request.
- L. **Indemnity:** The Offeror to whom an award has been made as a result of this Request expressly agrees to defend, indemnify and save harmless the City and its officers, agents and employees from and against any and all claims, suits demands, actions, or proceedings of every nature and description brought because of any injury or damage received or sustained by any person, persons, or property arising out of the Offeror's providing the goods, services or construction pursuant to the offer or by reason of any act or omission, neglect or misconduct of the Offeror, the agents, employees or subcontractors of the Offeror or the agents or employees of any subcontractor of the Offeror. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage.
- M. **Patent Indemnity:** If any item furnished pursuant to any contract resulting from this Request shall be covered by any patent, copyright, or application for patent or copyright, the Offeror shall defend, indemnify and save harmless the City from any and all loss, cost or expense or any all claims suits, or judgments as a result of the use of such item in violation of rights under such patent, copyright, or application for patent or copyright.
- N. **Public Inspection:** Each offer shall be open to public inspection, except to the extent the Offeror designates trade secrets or other proprietary data to be confidential. Material so designated shall accompany the offer and each page shall be clearly marked and readily separable from the offer in order to facilitate public inspection of the nonconfidential portion of the offer. Prices and makes and models or catalog numbers of the items offered, deliveries and terms of payment shall be publicly available at the time of the opening of the offer regardless of any designation to the contrary. The City shall endeavor to restrict distribution of the material designated as confidential to only those individuals involved in the review and analysis of the offers. Offerors are cautioned that materials designated confidential may nevertheless be subject to disclosure to any New Mexico citizen under the Inspection of Public Records Act (Sections 14-2-1 through 14-2-3 N.M.S.A. 1978).
- O. **Material Safety Data Sheets:** To comply with the Occupational Health and Safety Regulation 1910.1200 for general standards on handling hazardous materials, material safety data sheets may be required for all or part of the products included on this Request. It is the responsibility of the Offeror to make this determination and, if required, a copy of the MSDS must accompany

the product when delivered to the end user. Failure to comply with this requirement may cause the delivery of products to be rejected and all costs related to such action to be borne by the Offeror.

P. Licenses and Certifications: The Offeror must provide proof, in a manner acceptable and within the time period specified by the Purchasing Office, but prior to award, unless otherwise specified in this Request, that they are licensed and certified by the appropriate agencies as required by law to perform the services or provide the goods specified in this Request.

4. Debarment or Ineligibility Compliance: By submitting its offer in response to this Request, the Offeror certifies that (i) it has not been debarred or otherwise found ineligible to receive funds by any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States; and (ii) should any notice of debarment, suspension, ineligibility or exclusion be received by the Offeror, the Offeror will notify the City immediately.

5. Ethical Conduct: By submitting its offer in response to this Request, the Offeror certifies that:

A. It has not offered, given or agreed to give to any City employee or former employee, a gratuity or offer of employment to influence the preparation of or recommendation of award of this Request;

B. It has not retained a person to solicit or secure a City Contract for a contingent fee;

C. It has not taken any action in restraint of free competitive bidding in connection with this Request;

D. It has not in any way violated the ethical conduct or other provisions of the City's Public Purchases Ordinance; and

E. It currently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with its performance of any contract resulting from this Request.

6. Requests for Explanations by Offerors:

A. Requests for Explanation: Any explanation desired by the Offeror regarding the meaning or interpretation of specifications or any part of this Request must be requested in writing and received in the Purchasing Office not less than ten (10) working days before the offer opening date.

B. Responses to Requests: Oral explanations or instructions given prior to the opening of the offer shall not be binding. Any official explanations must be issued, in writing, by the Purchasing Division.

7. Addenda:

Addenda: Changes or amendments to specifications, conditions or provisions herein may be initiated ONLY through the Purchasing Office in the form of a written addendum.

Any addenda shall become a part of this Request and should be acknowledged either by being signed and returned with the offer or through letter or telegram that arrives prior to the opening of the offer.

Failure to do so may result in disqualification of the offer.

It is the responsibility of all vendors considering making an offer in response to this Request to ensure that they have received all addenda prior to making an offer. Offerors may contact the Purchasing Division to obtain information regarding any addenda issued. Failure to obtain an addendum shall not be grounds for overturning a recommendation of award.

8. Clarification of Offers:

The City may, in the evaluation of offers, request clarification from Offerors regarding their offers, obtain additional material or literature, and pursue other avenues of research as necessary to insure that a thorough evaluation is conducted.

9. Submission of Offer:

A. Time: Offers not received by the time and date indicated on the Request will not be accepted.

B. Hand Carried: Offers may be hand carried to the City Clerk's Office on the eleventh (11th) floor of the Albuquerque/Bernalillo County Government Center, 1 Civic Plaza, Albuquerque, New Mexico.

C. Mailed: Offers may be mailed to the Attention of the City Clerk, City of Albuquerque, P.O. Box 1293, Albuquerque, New Mexico, 87103. The City shall not be responsible for offers that are mailed and not received by the opening date and time specified in the solicitation.

Note: The City picks up mail at the post office once every morning at 7:00 AM (local time). ALL SEALED BIDS MUST BE RECEIVED IN THE OFFICE OF THE CITY CLERK BY THE TIME SPECIFIED ON PAGE ONE OF THIS RFB. THE TIME RECORDED IN THE CITY CLERK'S OFFICE WILL CONTROL.

D. Receipts: Receipts for hand delivered offers shall be issued by the City Clerk's Office (upon request) for offers which are hand carried.

E. Envelope Preparation: The envelope/package containing an offer must be sealed and the following identifying information legibly written or typed on the outside:

- 1) Name of Offeror**
- 2) Request Number assigned by the City to the Request**
- 3) Opening date as identified on the Request or subsequent addenda**

F. No Other Methods of Offer Delivery: Neither telephone, telegraphic, or facsimile Offer shall be accepted.

10. Civil Rights Compliance:

Offeror certifies and agrees, by submittal of its offer, to comply and act in accordance with all provisions of the Albuquerque Human Rights Ordinance, the New Mexico Human Rights Act, Title VII of the U.S. Civil Rights Act of 1964, as amended, and all federal statutes and executive orders, New Mexico statutes and City of Albuquerque ordinances relating to the enforcement of civil rights.

Offeror additionally certifies and agrees to abide by and cooperate in the implementation of the policies

and practices set forth in the City's Affirmative Action Plan.

Questions regarding civic rights or affirmative action compliance requirements should be directed to the City of Albuquerque Human Rights Division, Community Services Department.

11. **Americans with Disabilities Act Compliance:**

Offeror certifies and agrees, by submittal of its offer, to comply and act in accordance with all applicable provisions of the Americans with Disabilities Act of 1990 and Federal regulations promulgated thereunder.

12. **Withdrawal of Offers:**

An offer may be withdrawn in person at any time BEFORE the scheduled opening of offers, provided a receipt for the withdrawn offer is signed by the Offeror or the Offeror's authorized representative. The City reserves the right to request proof of authorization to withdraw an offer.

13. **Opening of Offers:**

Time and Place: Offers will be opened by the City Clerk at the time and place identified in this Request. Openings are open to the public. Offerors are encouraged to attend.

14. **Disqualification of Offer:**

Any offer received from an Offeror that is, at the time of submitting its offer or prior to receipt of award of a contract, debarred by or otherwise ineligible to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, shall be rejected.

In addition, the City reserves the right to reject an offer for, including but not limited to, any one or more of the following circumstances:

- A. In the past the Offeror has failed to comply with previous contractual commitments or offers to the City.
- B. In the opinion of the City the Offeror is not capable of providing the offered goods, services, or construction as offered or required by the Request or is otherwise not a responsible Offeror.
- C. The Offeror has not provided sufficient or detailed information which allows for the evaluation of the offer.
- D. In the opinion of the City, the offered prices are higher than the prices for which the specified items or services can be purchased on the open market.
- E. The Offeror failed to properly fill in any space on the Request Form and attached documents where information or a signature is required.
- F. The Offeror did not, at the time the offer is made, have an appropriate New Mexico Contractor's License or Certification when one is required by law, regulation or this Request.
- G. The Offeror failed to submit with their offer, bid bonds or other material requirements of the Request or has otherwise submitted a non-responsive offer.

- H. **There are unauthorized additions, conditions, alternate proposals or other irregularities of any kind which might make the offer incomplete, indefinite or ambiguous in meaning.**
- I. **Offer was not submitted in ink or typewritten or there is any erasure or alteration of words or figures relating to pricing which is not initialed in ink by the Offeror.**
- J. **The City determines that an offer contains any misrepresentations whatsoever.**

15. Rejection/Cancellation of Offers:

Any solicitation, prior to opening or after opening, may be cancelled or any or all offers may be rejected in whole or in part when it is in the best interest of the City.

16. Minor or Technical Irregularities:

Minor or technical irregularities in an offer, when there is no effect on price, quality or quantity may be waived and clerical errors in an offer may be corrected, if permitted by the Purchasing Officer and are in the best interest of the City.

17. Nonconforming/Conditional, or Counter Offers:

An offer which is nonconforming or conditional, whether in part or in whole, will be rejected.

18. Offer Analysis:

The City reserves the right to analyze, examine and interpret any offer for a minimum period of ninety (90) consecutive calendar days, after the scheduled time for the opening of offers. Offers may not be rescinded during this period except for good cause and with the written approval of the Purchasing Officer. In those situations where the analysis/evaluation exceeds the ninety (90) calendar days, Offerors may withdraw their offers from consideration.

19. Award of Contract:

- A. **When Award Occurs: The award of a contract occurs when a Purchase Order is issued or other evidence of acceptance by the City is provided to the Offeror. A Recommendation of Award does not constitute award of contract.**
- B. **Award: If a contract is awarded, it shall be awarded to the responsive and responsible Offeror whose offer is lowest in total price and is the most advantageous to the City, specifications and other factors considered.**
- C. **Basis of Award: The City reserves the right to award a contract based on this Request in total or by group of items, on the basis of individual items, or any combination of these, which in the judgment of the Purchasing Officer, best services the interests of the City, unless otherwise stated in this Request.**
- D. **Increase of Quantities: The City reserves the right to increase the quantities of items of tangible personal property, services or construction to be provided within a twelve (12) month period, under the terms of the Contract, at the same prices, with the consent of the Contractor.**

- E. **Decrease of Quantities:** The City reserves the right to decrease the quantities of items of tangible personal property, services or construction to be provided under the terms of the Contract. However, the Contractor shall be offered an opportunity to cancel the portion of the Contract affected by such a decrease if the Contractor is not able to meet the contracted prices by delivering the decreased amount. This clause shall not have effect if the Contract was originally awarded based on estimated quantities.
- F. **Contract Changes:** In no case shall a contract be changed without the prior written approval of the Purchasing Officer.
- G. **Debarment/Cancellation of Contract:** Upon receipt of notice of debarment of an Offeror awarded a contract as a result of this Request for Bids (the "Contractor"), or other ineligibility of the Contractor to receive funds from any agency of the federal government, the State of New Mexico, any local public body of the State, or any state of the United States, the City shall have the right to cancel the contract with the Contractor for cause as provided in Section 25 below.
- H. **Local and Resident Preference:** A five percent (5%) Preference may be afforded an Offeror who qualifies in accordance with the City's Public Purchases Ordinance. If no offers are received which qualify for a Local Preference, a 5% Resident Business Preference may be afforded an Offeror who has been certified by the State of New Mexico Purchasing Division, in compliance with State laws.

Information regarding the Public Purchases Ordinance and the application of the Local or Resident preference can be obtained by contacting the Purchasing Division at (505) 768-3344.

For consideration for the Local Preference the Offeror must complete the Local Preference Certification Form in accordance with the form instructions and return the Local Preference Certification Form with its offer.

To qualify for the Resident Preference, the Offeror must provide its assigned Resident Certification Number with its offer (an appropriate place is designated in the Request). If an Offeror does not provide its assigned Resident Certification Number with its offer, the offer shall not be considered as made by a resident business and no preference shall be applied during the analysis of that offer.

NOTE: Your State Tax Number is NOT your Resident Certification Number.

20. Goods Produced Under Decent Working Conditions:

It is the policy of the City not to purchase, lease, or rent goods for use or for resale at City-owned enterprises that were produced under sweatshop conditions. The Offeror certifies, by submittal of its offer in response to this solicitation, that the goods offered to the City were produced under decent working conditions. The City defines under decent working conditions as production in a factory in which child labor and forced labor are not employed; in which adequate wages and benefits are paid to workers; in which workers are not required to work more than 48 hours per week (or less if a shorter workweek applies); in which employees are free from physical, sexual or verbal harassment; and in which employees can speak freely about working conditions and can participate in and form unions. [Council Bill No. M-8, Enactment No. 9-1998]

21. Protest Process:

- A. **Request Documents: Protests concerning the specifications of this Request or other matters relating to the solicitation documents must be received by the Purchasing Officer no later than ten days prior to the deadline set for the receipt of offers.**
- B. **Recommendation of Award: Protests concerning other matters relating to this Request must be filed with the Purchasing Officer not later than 5:00 p.m. of the date stipulated in the Recommendation of Award.**
- C. **Timely Protests: Protests must be received by the Purchasing Officer prior to the appropriate deadline as set out in A. and B. of this Section or they will not be considered valid. The Purchasing Officer may waive the deadline for good cause, including a delay caused by the fault of the City. Late delivery by the U.S. Postal Service or other carrier shall not be considered good cause.**
- D. **Required Information from Offeror: All protests must be submitted in written form and must be legible. Facsimile, telephone or telegraphic protests will not be accepted. Protest shall contain at a minimum the following:**
 - 1) **Name and address of the protesting party**
 - 2) **The solicitation/Request Number**
 - 3) **A clear statement of the reason(s) for the protest**
 - 4) **Details concerning the facts which support the protest**
 - 5) **Attachments of any written evidence available to substantiate the claims of the protest**
 - 6) **Statement specifying the ruling requested**
- E. **Protest Hearing: If a hearing is requested, the request must be included in the protest and received within the time limit to be allowed. The filing fee of twenty dollars (\$20.00) must accompany the request for hearing. The grant of a hearing shall be at the discretion of the Purchasing Officer following review of the protest.**
- F. **Delivery of Protest: Protests may be hand-delivered. Protests which are mailed should be addressed as follows:**

**Purchasing Officer
City of Albuquerque
Purchasing Division
P.O. Box 1293
Albuquerque, NM 87103**

Envelope should also clearly indicate "PROTEST" and the solicitation number.
- G. **Purchasing Officer Action: The Purchasing Officer will, after evaluation of a protest, issue a response. Only issues outlined in the written protest will be considered by the Purchasing Officer or may be raised at a protest hearing.**

22. Delivery, Acceptance and Guarantee:

- A. **No Delivery Before Purchase Order is Issued: No Offeror, including the Offeror to whom an award is made shall deliver any item of tangible personal property, commence services or construction prior to the issuance of a Purchase Order or Notice to Proceed issued by the City**

Purchasing Division.

- B. Cancellation for Non-Delivery: The City reserves the right to cancel any order not delivered by a guaranteed date stipulated in any contract resulting from this Request without liability on the City's part.**
- C. Acceptance of Delivery: Acceptance by the City of any delivery shall not relieve the Contractor of any guarantee or warranty, expressed or implied. Such acceptance of delivery shall not be considered an acceptance of services or materials not in accordance with the specifications. Such acceptance of delivery shall not waive the City's right to require replacement of defective material or inadequate service.**

23. Inspections:

Prior to Acceptance of Delivery: All items of tangible personal property, services or construction found inferior to the quality specified in this Request, deficient or incorrect in weight, measurement, workmanship, handicraft or otherwise, may be rejected as a whole or in part and then shall be removed by the Contractor at the Contractor's own risk and expense promptly after notice of rejection. The Contractor shall assume responsibility for taking the necessary action to correct or replace the rejected items, within the time frame specified in the notice of rejection.

24. Invoices and Payments:

The Contractor shall submit an accurate invoice, in duplicate, for each purchase. Invoices shall refer to the Purchase Order Number, the Release Form Number if applicable, and shall be itemized unless otherwise specified in this Request. Invoices are to be mailed to: Accounting Division (Accounts Payable), City of Albuquerque, P.O. Box 1985, Albuquerque, New Mexico 87103. Invoices mailed or provided to any other entity will result in a delay in making payment. Offerors are encouraged to inquire if payments due are not received within thirty (30) days after delivery of goods/services and submittal of invoice by contacting the Accounting Division at (505) 768-3400.

25. Default/Termination for Cause:

If, through any cause, the Contractor fails to fulfill the Contractor's obligations under any contract resulting from this Request in a timely and proper manner, or if the Contractor, violates any of the covenants, agreements or stipulations of such contract, the City shall notify the Contractor of such violations in writing and allow the Contractor a reasonable time, set out in the notice, to correct the default. If the default is not corrected within the specified time period the City shall have the right to cancel the contract and any or all other current contracts with the Contractor, and, if applicable, to purchase the required goods or services from another source or sources. The City shall provide written notice to the Contractor specifying the effective date of cancellation. The notice of cancellation may be contained in the notice of default.

If a contract resulting from this Request is cancelled, the Contractor shall not be relieved of liability to the City for damages caused by its breach of the contract. The City reserves the right to recover such damages, including but not limited to any excess cost incurred in having to purchase contract goods/services from other sources by a deduction from an unpaid balance due to the Contractor, collection against a performance or labor and materials payment bond, a combination of these remedies, or any other legal method available. In addition, the Contractor may be removed from the Purchasing Office Vendor List or determined to be ineligible to respond to future solicitations, as being not responsible.

26. Termination for the Convenience of the City:

The City may terminate any contract resulting from this Request at any time by giving at least thirty (30) days' notice in writing of such termination to the Contractor. In such event, the Contractor shall be paid under the terms of the contract for all goods/services provided to and accepted by the City, if ordered or accepted by the City prior to the effective date of termination.

27. Termination for Lack of Appropriations:

Funding for the contract resulting from this Request has been appropriated by the City Council for the City's current fiscal year. Notwithstanding any other provisions in the contract resulting from this Request, its continuation beyond the end of the/any fiscal year is contingent on the City Council making the appropriations necessary to fund the contract. If sufficient appropriations are not made the contract may be terminated at the end of the City's then current fiscal year upon written notice given by the City to the Contractor. Such termination shall not constitute a default. All payment obligations of the City and all of its interest in the contract will cease upon the date of termination. The City's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

(6/23/04)

Insurance. The Contractor shall procure and maintain at its expense until final payment by the City for Services covered by this Agreement, insurance in the kinds and amounts hereinafter provided with insurance companies authorized to do business in the State of New Mexico, covering all operations under this Agreement, whether performed by it or its agents. Before commencing the Services and on the renewal of all coverages, the Contractor shall furnish to the City a certificate or certificates in form satisfactory to the City showing that it has complied with this Section. All certificates of insurance shall provide that thirty (30) days written notice be given to the Risk Manager, Department of Finance and Administrative Services, City of Albuquerque, P.O. Box 470, Albuquerque, New Mexico 87103, before a policy is cancelled, materially changed, or not renewed. Various types of required insurance may be written in one or more policies. With respect to all coverages required other than workers' compensation, the City shall be named an additional insured. All coverages afforded shall be primary with respect to operations provided. Kinds and amounts of insurance required are as follows:

A. Commercial General Liability Insurance. A commercial general liability insurance policy with combined limits of liability for bodily injury or property damage as follows:

\$1,000,000	Per Occurrence
\$1,000,000	Policy Aggregate
\$1,000,000	Products Liability/Completed Operations
\$1,000,000	Personal and Advertising Injury
\$ 50,000	Fire - Legal
\$ 5,000	Medical Payments

Said policy of insurance must include coverage for all operations performed for the City by the Contractor and contractual liability coverage shall specifically insure the hold harmless provisions of this Agreement

B. Automobile Liability Insurance. An automobile liability policy with liability limits in amounts not less than \$1,000,000 combined single limit of liability for bodily injury, including death, and property damage in any one occurrence. Said policy of insurance must include coverage for the use of all owned, non-owned, hired automobiles, vehicles and other equipment both on and off work.

C. Workers' Compensation Insurance. Workers' Compensation Insurance for its employees in accordance with the provisions of the Workers' Compensation Act of the State of New Mexico.

D. Increased Limits. If, during the term of this Agreement, the City requires the Contractor to increase the maximum limits of any insurance required herein, an appropriate adjustment in the Contractor's compensation will be made.

