



RETIRED ANNUITANT INTERIM PROFESSIONAL

DEFINITION

Interim Professional is a temporary employee hired to meet a specific, short term need to perform complex professional level and/or advanced technical responsibilities, which may require the application of technical skills and/or knowledge of detailed or specialized activities related to the functions of the assigned Department.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this classification work under direction provided by a Department Director or higher-level manager, and work cooperatively with other department, City staff, and committees/boards.

DISTINGUISHING CHARACTERISTICS

Distinguishing characteristics will vary depending on assigned classification.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Specific duties will vary depending on assigned Department and as approved by the City Manager.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Specific duties will vary depending on assigned Department and as approved by the City Manager.

Ability to:

- Specific abilities will vary depending on assigned Department and as approved by the City Manager.

QUALIFICATIONS:

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

Education: Equivalent to a bachelor's degree related to the specific assignment is highly desirable.

Experience: Sufficient years of experience to demonstrate possession of the required knowledge and abilities to perform the specific activities related to the assignment. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of the position.

Licenses and Certifications: The position may require the use of a vehicle while conducting City business.

In order to drive, individuals must be physically capable of operating the vehicles safely and must possess a valid, Class C, California driver's license.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.