



# FY26 BUDGET MEMO # 2

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DATE: 3/27/2025

TO: The Honorable Mayor and Members of the City Council

THROUGH: Bryan D. Foster, City Manager

FROM: Juan Martinez, Chief Financial Officer/Assistant City Manager  
Melanie Zipp, Acting Deputy City Manager

SUBJECT: Councilmember Hall's FY26 Budget Questions from March 16, 2025 (emailed)

1. **Question:** FY 2026 Proposed Budget Update – Please update the online version, as the errors on page 13, item 5, remain. Additionally, I believe it would be helpful to include the \$5.2M in additional revenue generated by the increased assessed value, independent of any proposed or actual tax rate changes.

**Answer:** The errors on page 13, item 5 have been corrected in the online version.

2. **Question:** 10% Departmental Reduction Clarification – Reduction options should come from individual departments (versus City Manager) and their representatives should be present to provide additional details and engage in dialog with Council in a work session.

**Answer:** Attachment #1 is a memorandum and backup detail from each department regarding suggestions for potential reductions to their departmental budgets by 10%. They are listed in alphabetical order. We asked Schools to provide a list of suggested reductions from their operating budget which is not a part of the school tuition contract. They declined to provide this information. A copy of the email we received from the superintendent declining to provide this information is included in Attachment #1. The Registrar has been out of the country for the past two weeks and not able to submit this information. We will ask her to provide recommendations which we will be forwarded separately.

The suggested reductions would have significant impacts to the City's operations and level of service. After you've had the opportunity to review, please let us know if you have any questions on the information provided. Departments are scheduled to attend the April 1 work session.

3. **Question:** Consulting and Vendor Contracts – Please provide a list of all consulting and vendor contracts, including their specific purpose and project assignment (if applicable), total payments over each of the past two years, and any commitments or plans for the upcoming fiscal year. These should be broken down by department.

**Answer:** Attachment #2 lists all current contracts and lists both vendors of goods and services as well as consultants. The vast majority of our contracts are considered Indefinite Delivery/ Indefinite Quantity (IDIQ). This means that we have unit pricing for a good or service, but the amount we want or when we wish to receive it is undetermined. Whether its auto parts for fleet maintenance, janitorial supplies, office supplies, etc., these contracts guarantee a price for the items covered by the agreement. Similarly, for consulting services, some of these agreements would be considered “on-call” meaning we use them when we need them at the specified rates. Other consulting contracts may be for a specific design service – for example, design of a new fire station. All of our contracts are viewable on the eVA portal: [https://procure.cgieva.com/page.aspx/en/ctr/contract\\_browse\\_public](https://procure.cgieva.com/page.aspx/en/ctr/contract_browse_public)

Type in City of Fairfax in the field marked “Authorized Entities” and all contracts for the City will be listed.

4. **Question: FTEs and Hires** – A list of all current full-time (30 hours per week or more) employees with their job functions that have been hired in the past five years along with planned FTEs for FY26. These should be broken down by department.

**Answer:** Attachment #3 is a detailed list of positions that have been added to our FTE count broken out by year going back to FY2021. The only position being added in the proposed FY2026 is increasing the Assistant to the School Superintendent from half-time to full-time. This increases the FTE count by 0.5 positions. The job descriptions for these additional positions is included in Attachment #3.

FY2021	0 positions added
FY2022	7.375 FTE added
FY2023	10.75 FTE added
FY2024	4.25 FTE added
FY2025	25.5 FTE added – 15.75 of this amount (62%) converted existing long-term temporary positions already funded into permanent part-time positions
FY2026	0.5 FTE added (proposed)
Total Additional FTE – 48.375	

5. **Question:** Ratio of Consultants to Staff – Please provide a ratio of consultant to staff numbers for each department, including those at the managerial and technical assistance levels.

**Answer:** Our use of consultants is typically for specialized technical assistance with plan development like the Comprehensive Plan or for design and construction services for capital projects. A consulting firm will be able to provide many disciplines such as architecture, utility engineering, structural engineering, road and bridge design, etc., that we do not have on our staff. It does not make fiscal sense to have such specialties on staff because there would not be enough work to keep these individuals employed on a full-time basis. After speaking with Council Member Hall by phone to clarify the question, we are listing the consultants that act as an extension of our staff and perform more day-to-day functions for the City in lieu of a staff person. We are not including all of the other consultants that provide services as noted above.

City Manager – The current City Manager is contracted with Baker Tilly.

City Attorney – The current City Attorney is contracted with Briglia Hundley.

Community Development and Planning – Two consulting firms provide day-to-day assistance.

The Berkley Group primarily handles special use permits that require the approval of City Council (current caseload exceeds staff capacity). They are typically assigned land use applications of a more routine nature, allowing internal staff to focus on more complex cases. The Berkley Group is also providing some limited assistance with the proposed zoning text amendment for accessory dwelling units. They work mostly remotely, but in-person for meetings.

AECOM provides third-party review for site plans and permits, mostly in the area of urban forestry to assist with applications that exceed capacity of staff to handle. AECOM is also able to provide assistance for general plan review for site plans, house grading plans, and subdivisions. They work remotely, but are available for site inspections as needed.

Building Official/Code Compliance – We use National Elevator Inspection Services for all required annual elevator inspections in the City. We charge the building owner a fee to provide this inspection which covers the cost of this contract.

We also use 22nd Century Technologies for some assistance. They are not a consulting firm but are a temporary staffing agency. We have temporary staff from their firm in Transportation and in the Police Department.

Transportation – We use a transportation communications person through 22nd Century Technologies averaging 20 hours per week. The functions performed include:

- Program specific transportation communications (for instance, she designed the protocol roadmap)
- Social Media management

- Marketing campaigns for bike, bus, scooter
- Bike Month outreach
- Public meeting/public hearing outreach
- Capital project outreach/communications

Police Department -- We use 22nd Century Technologies for two positions. They are our civilian Public Information Officer (PIO) and Crime Analyst. The PIO position is currently filled and we are interviewing for the Crime Analyst.

6. **Question:** Special Events Costs – Please provide a breakdown of costs and revenues associated with special events, including departmental overtime (e.g., Rock the Block, Chocolate Lovers, Christmas Market, Asian Festival, Hometown Celebration, Fiesta Fairfax, etc.). Please note if the city is reimbursed for any expenses associated with these events.

**Answer:** Attachment #4 is a consolidated spreadsheet for each special event that details the costs for that event. The first page is a summary of all expenses which is duplicated in the chart below. The net cost to the City for all events is just shy of \$700,000. Only one event – the Holiday Craft Show – generates more revenue than expenses.

7. **Question:** Overtime in general – and what has been accrued?

**Answer:** Attachment #5 is a document that shows the amount of overtime (OT) that has occurred through March 2, 2025. The City's OT expense is concentrated in four main areas – Police, Fire, Public Works, and Parks & Recreation.

8. Salary Adjustments & Step Increases –

- a) **Question:** What exactly is a step increase and how much is this in the FY 2026 budget?

**Answer:** Step increases only pertain to public safety (fire and police) and is based on the “Unified Public Safety Compensation System”, (see page 534 in the budget book). Public safety employees are assigned to a specific grade and step and will receive an appropriate pay raise (varies from 0.00% to 4.25%) depending on what step they are advancing to. Public safety went to the step system in October 2022 and were previously a part of the “general pay scale”. The proposed step increase expense for FY26 is \$198,307.

b) **Question:** Is it in addition to a merit adjustment?

**Answer:** Merit only applies to non-public safety employees and the proposed FY26 budget list a 3.5% merit (raise) for eligible general pay scale employees. The proposed merit/raise expense for FY26 is \$484,337.

c) **Question:** Is there a Cost-of-Living adjustment included for staff as well?

**Answer:** No cost of living (COLA) proposed for FY26.

d) **Question:** Who are “eligible general pay scale employees”? Does this include all staff or are some set up for every other year or every third year?

**Answer:** Eligible general pay scale employees are all non-public safety employees (full time and part time) who have been employed with the city before July 1 of this year. Employees can received the merit/raise up to the max of their pay range.

e) **Question:** Please provide a historical overview of salary adjustments and step increases over the past 10 years with an indication of which FTE categories these apply to. Please include market adjustments and merit pay increases.

**Answer:** Attachment #6 provides COLA and Merit History March 2025.

f) **Question:** Do we know what Fairfax County and other local jurisdictions have included in their proposed budgets?

**Answer:** Fairfax County proposed a 2.0% COLA for general employees, performance/merit/longevity increases, Public Safety includes merit increases and 2% to 3.1% scale adjustments, plus 2% COLA.

Alexandria proposed regular step increases and a 1% pay scale adjustment (all city employees are on a respective salary step system/scale).

Arlington proposed a 3.5% raise for general employees and 4% for bargaining agreements, and steps equating to 9% on average for Police, and steps equating to 11% on average for Fire.

Town of Vienna proposed 2.0% market rate adjustment plus a 1% merit increase for general employees, and sworn police officers would get a total raise of 4.5% (2.5% step plus 2% MRA).

Loudoun proposed a 4% raise for general employees, 2.5% raise for Fire plus a COLA 1 step 3% increase, and Sherrif will receive a 5% scale adjustment plus a 1 step 3% increase.

Herndon proposed a 2% MRA plus a 2% Merit (4.5% for employees by year end).

Prince William proposed a 3% public safety step increase and a 3% increase for general employees.

Manassas proposed a 3% increase for general employees, and the programmed public safety step increase.

9. **Question:** Debt Management – Please provide a listing of major debt obligations for FY 26 and note where refinancing could potentially be undertaken to shift obligations forward.

**Answer:** The Debt Service portion of the Budget (pages 544-563) provides a detailed summary of total debt service and capital lease payments due from the general fund for FY26 (and beyond). Each issuance provides a description/purpose for the debt, principal amount and any refunding/refinancing already completed.

In coordination with Davenport, the City refinanced half of its debt between 2020 and 2021 when interest rates were at historic lows. On an annual basis, the CFO and Davenport review outstanding debt and any refinancing opportunities, and none have been identified in the past few years as interest rates have increased.

10. **Question:** Equalization rate/factor – can you explain what this is in more detail and how it can be used to determine a tax rate?

**Answer:** The equalization rate, also called the lowered rate, is the tax rate which would result in the same amount of real estate tax as last year. This tax rate is referred to as the lowered rate because it offsets the increase in assessments. Equalization rates are calculated for residential, commercial, and combined as typically, residential properties appreciate differently than commercial. Combined equalization takes into account these differences accounting for the entire tax base.

In all equalization calculations, new construction is excluded. For example, a property was assessed at \$600,000 for 2024. Taxes for 2024 were \$6,180.00 based on (\$600,000 per \$100) times \$1.03. The same property was reassessed for 2025 at \$641,800 or 6.97% higher. The equalized rate is calculated by establishing there is no change in taxes, therefore, the calculation for the above scenario would be  $\$6,180 \div \$641,800$  or \$0.9629 per \$100 assessed value.

Generally, an equalization rate/factor is lower if the existing tax rate if the tax base is increasing. A higher equalized rate/factor would be the result of a decreasing tax base. An Equalization rate is a piece of the tax rate calculation – it discloses what the rate would be if the average property owner were to pay no more in taxes year over year; however, it does not account for the overall budgetary needs of the locality.

11. **Question:** Discretionary vs. Mandatory spending – please provide the breakdown (library, trash, social services are likely discretionary while mandatory is like schools and public safety. But what else is included?

**Answer:** Attachment #7 lists mandatory activities versus discretionary activities. Mandatory activities are those required by the City's Charter and State Code. We vetted this list with the City Attorney and other key staff, and we acknowledge that it is not an exhaustive list as there are numerous smaller things in state code that are passed on to localities. We tried to capture the major ones. Discretionary activities are not required; however, in many cases once the City chooses to undertake the activity, there are numerous legal requirements and mandates. For example, the City is not required to operate a sewer system. All properties could be on a well and septic system which is still very common in non-urban settings. However, because the City undertook the operation of a sewer system, there are a number of legal requirements and mandates associated with operating a sewer system and we are not able to return the city to a community of wells and septic systems.

I also recognize that a number of items on the discretionary list are not mandatory, but certainly needed in daily operations (Finance, IT, etc.).

Even though there are a number of mandatory items on the list, that doesn't necessarily mean there isn't discretionary spending associated with the activity. For example, we are required to have a police department. However, there are activities within the police department (SWAT Team, Bike Team, K-9, etc.) that aren't a requirement but are functions we choose to do to provide better services. Those activities we choose to undertake are discretionary within the context of mandatory functions.

Our contractual obligations are considered mandatory spending, and without changing the terms of the contract, we are essentially locked into the amounts specified in the contract. The school tuition contract and our service agreement with Fairfax County (judicial, health department, social services, libraries, etc.) are our largest contractual obligations. Debt service on outstanding bonds would be the other large contractual obligation requiring mandatory spending.

One final note regarding schools – if the City were to operate its own school system, the City Council would have discretion in how much to fund the school system. As it stands with the tuition contract, Council does not have that discretion.

12. **Question:** Staff Reserve Fund – where is this shown in the budget? It may be called something different, but what is the amount we carry for incoming/outgoing positions?

**Answer:** On Page 233 of the Budget is what we label as Salary Vacancy. In the budget presentation the City Manager used the term "Managed Vacancy Savings"

which is what he is accustomed to using this terminology. This amount is an offset to the budget that recognizes we will have vacancies throughout the year through retirements and natural attrition. The total amount of the budget is lowered by the this offset which means we require less revenue (i.e. taxes) to balance the budget.





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## MEMORANDUM

TO: Mayor and Members of Council  
FROM: Bryan D. Foster, City Manager  
DATE: March 25, 2025

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This memo summarizes the request from City Council for city departments to identify a potential 10% reduction to their department's proposed FY2026 budget. Behind the memo you will find all of the detailed information submitted by each individual department.

The proposed General Fund Budget is \$207 million, requiring a cut of \$20.7 million in order to reduce it by 10%. As discussed during the March 11 meeting when this request was made, a 10% reduction results in significant cuts to staff, programming, and level of service.

With regards to staffing, a total of 35 positions were suggested to be eliminated by the departments as follows:

City Manager	1
Commissioner of the Revenue	2
Finance	1
Fire	11.75
Information Technology	1
Police	12
Public Works	4
Treasurer	2

There were also several proposals to eliminate temporary staff. In addition to the loss of these staff positions, there would be significant impacts on service levels which will be felt by the residents and businesses of the city. These impacts are discussed by each department in their submission.

The proposed 10% reduction presented by departments total \$9,072,106. This represents a total decrease to the General Fund of 4.38%. This is significantly less than the 10% target of \$20.7 million due to over one-half of the General Fund being contractual obligations and debt service.

# Attachment #1

The chart below shows that \$119.6 million (58%) of the General Fund is not attributable to department operations. Contractual obligations of \$12.6 million are to Fairfax County for Judicial Administration, Human Services, and Libraries.

Another \$75.77 million is the tuition contract and debt service for the schools, and \$13.3 million is the City's debt service obligation. These three areas total \$101.67 million of the \$119.6 million (85%) and are contractual obligations that are not subject to discretionary reductions. The proposed \$3 million transfer to schools to begin their capital program is the only item that could be reduced.

Only one area in the remaining \$13 million is subject to a discretionary reduction, which is the cash transfer to the CIP. A 10% reduction to the proposed budgeted amount of \$11.9 million equals \$1.19 million; however, this would reduce the cash transfer below \$11 million, which is the minimum amount used by Davenport to calculate the City's plan of finance for both the school system's \$220 million capital program as well as the City's own capital needs.

	FY 2026 Proposed	10% Reduction	
<b>Judicial Administration</b>	2,765,748		
<b>Human Services</b>			
Health Department	2,639,475		
Community Services Board	3,024,453		
Social Services	2,782,032		
Housing and Development	307,554		
County Agent	94,016		
	<u>8,847,530</u>		
<b>Culture and Recreation</b>			
Library	1,037,309		
	<u>12,650,587</u>		
<b>Total Fairfax County Contracts</b>	<b>12,650,587</b>		
<b>Human Services Tax Relief</b>	1,945,750		This could be reduced if council was to change the program in future years
<b>Education</b>			
Tuition	71,427,547		
Transfer to CIP Schools	3,000,000	300,000	
School Debt Service	4,343,812		
	<u>78,771,359</u>	<u>300,000</u>	
<b>General Debt Service</b>	13,277,357		
<b>Non-Departmental</b>			
Regional Agencies	210,208	21,021	(List of agencies on page 235 of proposed budget book)
Salary Vacancy	(2,064,021)		
Capital Budget Transfer	11,936,540	1,193,654	
Transfer to Other Funds	2,907,456		C&I and Transportation Tax
	<u>12,990,183</u>	<u>1,214,675</u>	
	<u><b>119,635,236</b></u>	<u><b>1,514,675</b></u>	

## **Attachment #1**

The recommended real estate tax rate increase will generate \$7,932,101 in new revenue. The recommended increase from 4% to 6% for the meals tax is expected to generate \$4.4 million in new revenue. Combined, these proposed tax increases generate \$12,332,101 in new revenue.

In addition, the recommended real estate tax rate also generates an additional one-time revenue of \$3,966,051 in the current fiscal year, as the new rate would apply to the real estate tax installment that is due in June 2025. This amount would go into assigned fund balance and would be reappropriated as part of the revenue stream for the proposed FY2026 budget. This one-time revenue is what helps to fund the one-time debt expense of \$9.8 million that is paid in the proposed FY2026 budget.

Even if Council decides to enact all of the 10% reductions as proposed by departments, it will not completely offset the \$12.3 million in new revenue needed to balance the budget. An additional \$3.3 million in cuts would be required, which would have an even more detrimental impact on the staff and the quality of services provided by the City.

In addition, lowering the proposed real estate tax rate also has the effect of reducing the one-time revenue gain. Depending upon the final rate adopted by City Council, additional cuts to the budget or other increased revenue sources would be needed to balance the budget.

We stand ready to answer questions and have further discussion once Council has had the opportunity to review all of this information.

## City Clerk/City Council

10% Target: **\$48,274**

Actual Proposed Reduction: **\$48,030**

### Department Submission:

In the City Clerk's budget, the object codes for Advertisement and Code Supplements cannot be reduced or eliminated due to legal requirements.

I am choosing this route instead of elimination of a position. Eliminating a position in a department of two would significantly hinder the ability to provide assistance to the City Council, potentially leading to decreased efficiency and quality of work.

### City Council Budget:

1. Scholarships (550601): Cut **\$12,000** Fairfax High School scholarship money for Senior graduates
2. Travel & Training (550501): Cut **\$23,000** Council Refreshments, Retreat Meals (breakfast & lunch), VML Annual Conference, VML Legislative Day and Dinner with regional jurisdictions, and National League of Cities Conferences
3. Special Events (550720): Cut **\$2,500** City Council Outgoing and Swearing-in Ceremonies, Outgoing Gifts, Frame for their Certified Election Certificate
4. Discretionary (550813): Cut **\$1,000**
5. Supplies (560110): Cut **\$3,750** Proclamation frames and Business cards

### City Clerk Budget:

1. Travel & Training (550501): Cut **\$5,780** VMCA Institute for Casey and VML Annual Conference and Legislative Day for myself

**City Manager**

10% Target: **\$262,415**

Actual Proposed Reduction: **\$287,376**

**Department Submission:**

This reduction eliminates funding for the Deputy City Manager position. This position is currently vacant with the Assistant City Manager serving in an acting capacity.

Should Council wish to include this reduction in the proposed FY2026 Budget, I would suggest not eliminating the position from the approved FTE list, but rather not include funding for FY2026. When the new city manager comes aboard, this will allow them to evaluate their preferred organizational structure and determine if this position aligns with their vision.

## Commissioner of the Revenue

10% Target: **\$131,413**

Actual Proposed Reduction: **\$131,421**

### Department Submission:

1. Employees: (\$126,221)
2. Travel & Training: (\$4,000)
3. Office Supplies: (\$1,200)
- Fiscal Impact (Estimated Revenue Loss): \$2,153,150
  - Sales & Use Tax: \$700,000
  - Meals Tax: \$676,350
  - BPOL: \$620,750
  - Business Property (BPP): \$131,050
  - Transient Occupancy Tax: \$25,000

Commissioner of the Revenue 10% Expense Reduction / Impact		
Requested Savings (10%)	<b>\$ 131,413.00</b>	
Employees (511105* & 511125)		\$ 126,221.00
Travel & Training (550501)		\$ 4,000.00
Office Supplies (550110)		\$ 1,200.00
Net Savings		<b>\$ 131,421.00</b>
<b>*Fiscal Impact (est. Revenue Loss)</b>		
	FY 2026 (Proposed) Revenue	
	FY 26 Proposed \$	FY26 Impact
Sales & Use Tax (412010)	\$ 14,000,000.00	<b>\$ (700,000.00)</b>
Meals Tax (412018)	\$ 13,527,000.00	<b>\$ (676,350.00)</b>
BPOL (412012)	\$ 12,415,000.00	<b>\$ (620,750.00)</b>
Business Property (BPP) (411213)	\$ 2,621,000.00	<b>\$ (131,050.00)</b>
Transient Occupancy Tax (412017)	\$ 500,000.00	<b>\$ (25,000.00)</b>
	<b>\$ 43,063,000.00</b>	<b>\$(2,153,150.00)</b>
<b>NOTE:</b> The above FTE is part of a team responsible for the administration of Sales & Use, Meals, BPOL, Business Tangible Property, & Transient Occupancy Taxes = approximately \$43M in total revenue. The elimination of this FTE will result in a corresponding revenue loss estimated to be between 4.5% - 5.5%.		

	Performance Indicators		
	Efficiency Summary '24-'25		
	Actual	Estimated	Projected
	2023-2024	2024-2025	2025-2026
<b>Output:</b>			
Total Tax Revenue Administered	\$ 57,498,770 ▼	\$ 61,092,561 ▼	61,201,460 ▼
<b>Efficiency:</b>			
Cost per dollar levied	0.0161	0.0161	0.0161
	Performance Indicators		
	by Major Revenue Category		
	Actual	Estimated	Projected
	2023-2024	2024-2025	2025-2026
<b>Output:</b>			
Personal Property Revenue	\$ 13,871,181 ▼	\$ 15,775,000 ▼	\$ 15,775,000 ▼
<b>Efficiency:</b>			
Cost per dollar levied	0.0270	0.0265	0.0265
<b>Output:</b>			
BPOL Revenue	\$ 11,411,349 ▼	\$ 12,415,000 ▼	\$ 12,415,000 ▼
<b>Efficiency:</b>			
Cost per dollar levied	0.0481	0.0456	0.0456

### Principal Functions:

1. Assesses the value of tangible property tax (individual and business),
2. Collects business tax revenues due to the City.
3. Receives and transmits State income and estimated income taxes.
  - The Commonwealth of Virginia reimburses the City for one-half the approved State salaries and expenses.

### Core Responsibilities:

1. Assessment Administration- process and/or transmittal of taxes to the Treasurer's Office for:
  - Personal property taxes
  - Sales tax\*
  - Business licenses
  - Meals tax
  - Communication sales tax
  - Bank franchise tax
  - Utility tax
  - Local cigarette tax
  - Transient lodging tax

- Vehicle rental tax
- Plastic bag tax
- 2. Update daily accurate revenue records on residents and businesses
- 3. Routinely determine taxpayer liability for personal property taxes
- 4. Administer and conduct a routine business revenue audit program
- 5. Prorate personal property tax on vehicles
- 6. Assist residents with State tax filings
- 7. Assist the Finance Department in preparing the annual revenue forecast for the operating budget

### **Services and Products:**

1. Tax assessments (other than real property)
2. Business and professional licenses
3. Information for taxpayers on tax related issues
4. Assistance with all manner of tax filings
5. Notification by mail annually of license renewals and tax filings
6. Annual notification of vehicle registration and personal property tax return
7. In conjunction with the Treasurer, operates a DMV Select Office (limited service)
  - Sales tax is administered by the Virginia Department of Taxation. However, the City imposes a 1% local option which is routinely audited by the Commissioner.



## **Community Development, Planning & Zoning**

10% Target: **\$339,022**

Actual Proposed Reduction: **\$339,022**

### **Department Submission:**

1. Reduce CDP Contract Services (10540660-530113) by \$139,022. Eliminates all contracted Comp Plan / Small Area Plan implementation initiatives.
2. Reduce Zoning's Renaissance Housing Corp (10540670-580208) by \$200,000. Based on FY25 loan volume, the program will likely have to pause prior to the end of this fiscal year. For FY26, with fixed costs and expected pending applications, only 1-3 smaller loans could be processed for the entire year.

## Communications, Marketing & Cable TV

10% Target: **\$101,796**

Actual Proposed Reduction: **\$101,796**

### Department Submission:

1. (\$60,480): Cityscene Printing (available online)
2. (\$16,197): Comms Part Time (obsolete .25 position)
3. (\$8,419): Cable TV Temp Help (preserves coverage)
4. (\$6,000) New Resident Welcome Brochure (does not eliminate)
5. (\$5,000): Marketing Advertising
6. (\$1,000): Other Contract Services
7. (\$1,300): Dues and Subscriptions (Cable)
8. (\$1,000): Training Classes and Webinars
9. (\$1,000): CCR Design (obsolete)
10. (\$1,000): CCR Print (obsolete)
11. (\$400): Miscellaneous Other

**Economic Development**

10% Target: **\$248,802**

Actual Proposed Reduction: **\$249,593**

**Department Submission:**

- EDA Reductions: \$236,893
  - City Reductions: \$12,700
- 
1. EDA Program Reductions (\$39,500): Eliminate Culinar Careers Collaborative, Wonem's Empowerment Luncheon, reduction in ribbon cutting and reserve funding.
  2. MEC Budget stays at \$150,000: No change, per contractual agreement.
  3. EDA Opportuning & Initiatives Fund Reductions (\$206,000): Significant reduction to Economic Opportunity funding and elimination of Economic Development Initiatives, lessening the contribution to these reserve funds decreases the ability to create strategic, unplanned programming and to move on strategic and unplanned business attraction efforts including programming such as LIFFT, FIIG.
  4. EDA Tourism Program Funding Increase (+\$10,000): Funding will increase slightly and pivot efforts to website creation, branding and marketing. Reductions made to strategic plan creation, LOVE sign and Mural installations.
  5. EDA Public Relations/ Marketing Programs/ Initiatives Reduction (\$34,000): Reductions made to ad support, division marketing as well as funding for GMU engagement.
  6. EDA Business Investment Program Reduction (\$44,000): Eliminated ICSC funding, reductions to conference travel, international partnerships, and reserve funding.
  7. EDA Administration Increase (+\$82,000): Reductions made to transportation/ meals, professional development, reserve and part-time staff conversions (as agreed upon with City CFO). The increase is due to the need to fund temporary staffing to include interns and associates in order to continue to execute successful programming and initiatives.
  8. EDA Strategic Initiatives stays at \$285,000. No change in funding.
  9. Executive Director Budget Reduction (\$5,393): Slight decrease in Executive Director reserve and legal funding.

**Total EDA Reductions: \$236,893.**

10. City EDO Travel & Training Reduction (\$10,000): Replaced national travel with local and regional travel.
11. City EDO Dues & Subscriptions Elimination of Zoom (\$1200): Subscriptions are cancelled.

## **Attachment #1**

12. Dues & Subscriptions Elimination of Prospective Memberships (\$1,500): Identified as not required.

**Total City EDO Reductions: \$12,700**

**Finance**

10% Target: **\$286,725**

Actual Proposed Reduction: **\$286,725**

**Department Submission:**

1. Eliminate 1.00 FTE – Chief Financial Officer: \$283,765 (includes salary and fringe benefits).
  - Strategic vision and leadership coordination will be lacking, vacant chairperson position on the city’s supplemental retirement committee (#5), potential annual budget development delays (#6), total loss of debt financing experience in the city (#8), potential delays and reduced review of the city annual audit (#9), loss of main point of contact and interaction with rating agencies plus potential negative outlook from the agencies regarding the city’s Triple-A rating (#10), delayed or reduced financial reporting, planning and analysis (#12).
2. Eliminate Printing Budget: \$2,960.
  - The budget book, proposed and adopted, will not be printed (even for council review) and only available in digital format (#6), and the new PAFR will also not be printed and only available in digital format (#19).

## **Fire**

Fire 10% Total Target (across all divisions): **\$1,944, 841**

Actual Proposed Reduction (across all divisions): **\$1,944,841**

### **Department Submission:**

To address the requested 10% reduction in the departmental budget, the department would have to reduce staffing. The operating lines have remained flat over the past several years, and with inflationary costs and increased contract costs, the buying power has been reduced in capacity.

Reducing non-personnel operating costs does not produce any significant reductions as requested. Many of the operating costs will remain the same or even grow with inflation even with reduced staffing. If staffing is reduced to three-person staffing, the department may realize a slight decrease in overtime costs.

CIP Recommendation: Elimination of the requested fire marshal investigation trailer proposed in FY29 for \$192,500.

### **Fire Administration**

1. Eliminate 2.75 positions: **\$521,081** (includes salary & benefits)
  - Emergency Management Specialist: \$78,242 (includes salary & benefits)
  - CRT Paramedic: \$194,596 (includes salary & benefits)
  - Captain Deputy Coordinator EM: \$248,243

#### **Service Impacts:**

- Reduced capacity in Office of Emergency Management for disaster planning and preparedness
- Increased collateral duties for fire chief and assistant chiefs performing OEM duties
- Reduced grant funding for OEM
- Elimination of the dedicated and specially trained paramedic for mental health crisis response, aid to the homeless, and aid to those seniors needing assistance to age in place at home

### **Fire Operations**

1. Eliminate 6 FTE positions and 1-2 temps: **\$843,910**
  - Firefighter (Temp positions) \$65,000
  - Firefighters (3) \$366,999
  - Fire Medics (3) \$394,842
  - Reduce OT line: \$17,069

## Service Impacts:

- Reduction in NFPA recommended 4-person staffing on two suppression apparatus
- Reduces operational capacity on fireground operations time to tasks by approximately 25% per NIST/UL studies
- Results in non-reciprocal automatic aid with the county
- Possibly results in operational confusion with county fire ground commanders on staffing levels/tactical assignments/safety levels
- Reduces capacity of ensuring a paramedic is on each suppression apparatus, possibly impacting increased calls volumes for other apparatus and impacting cardiac and traumatic injury mortality rates
- Decreased safety levels for fire ground operations
- Impacts on future recruitment and retention rates along with decreasing morale
- From 2020 to 2024, the department saw a 77.95% increase in calls for service. Within the city limits only, we have experienced an 84.60% increase in calls for service
- Possibility of browning out units

## Code Administration

1. Eliminate 3 FTE and 2 temp positions: **\$579,850**
  - 2 Code Temps: \$163,000 (includes salary & benefits)
  - 1 Permit Technician : \$107,741
  - 1 Building Inspector: \$114,513
  - 1 Lt.-Asst. Fire Marshall: \$194,596

## Service Impacts:

- Reduced customer service for reviewing plans, issuing permits, fielding questions, and performing field inspections
- Increased workload for remaining existing personnel
- Reduced capacity for fire inspections and investigations
- Increased on-call schedule for existing fire investigators, impacting quality of life, future recruitments, and morale

**Historic Resources**

10% Target: **\$111,089**

Actual Proposed Reduction: **\$113,089**

**Department Submission:**

1. Contract Services (\$50,000): To achieve a 10% cut, almost one-half of directed cut would need to come from the Contract Services Line Item. This line item is used for stewardship and preservation of not only the three public historic sites but also to provide research and documentation for properties with historic value that are scheduled for change and/or demolition. Recent examples include: documentation of the original Fairfax High School, documentation and salvage of iconic elements of the Breezeway Motel, and research (not provided in the Old Town Hall rehabilitation contract) which found the original architectural drawings for the building. OHR contracted and the vendor just completed an emergency survey of the Fairfax City Cemetery prior to installation of new fencing. OHR can't predict what projects requiring funds from this line item will be required in FY2026.
2. Fairfax History Day (\$9,000). Reduction of this line item would fundamentally alter the full day special event with living history presenters, historic house tours, new exhibits, and family-friendly activities, such as wagon rides, hay pyramids, and many historic crafts.
3. Travel and Training (\$2,000): A small reduction to the budget allows our office to still attend some in-person trainings and combine it with local and online options. Keeping up-to-date about current museum standards and networking with other museums and vendors is important as the City does not have internal options that allow for this.
4. Museum Shop (\$8,000). The current Museum Shop proposed budget includes not only the addition of new merchandise but also the purchase of updated display furniture for both Fairfax Museum and Visitor Center and Historic Blenheim. The gifts shops are not designed to make a profit, but a POS system is desperately needed for efficiency of tracking merchandise and eliminating staff hours spent on reconciliations. All three of the above initiatives would not be possible with this budget reduction.
5. Museum Exhibitions (\$16,000): Museum exhibitions are at the core of the purpose of our office. This budget cut would necessitate a reduction in the traveling exhibits from museums across the state. These are well funded and well polished exhibits that bring meaningful historic interpretation to the public with a minimal amount of staff time and labor. Our ability to create in-house exhibits with proper equipment and materials would be severely reduced as well, making it more difficult to provide updated exhibitions to the community on a regular basis. We have built an audience



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and some repeat visitation around changing exhibitions and the accompanying programming, so this would likely result in reduced visitation.

6. Advertising (\$9,000): While OHR has moved more consistently to social media for outreach, some printed media costs are still essential to maintain a profile on Commonwealth of Virginia publications, especially since Fairfax Museum and Visitor Center is a Certified-Tourist Center. Budget reductions would impact the ability to advertise in the annual directory of sites and also with the annual Fairfax County tourism magazine.
7. Printing & Duplicating (\$2,000): OHR has a limited supply of "Fairfax City: The Place to Be" but will need approximately 8,000 more rack cards printed in FY2026. This rack card is the city's fulfillment piece and is stocked in all Virginia Welcome Centers and major tourist centers. If OHR is not able to complete any design changes and printings, Fairfax City will not have a presence in the Welcome Centers. This will impact the new city tourism initiative.
8. Collections Management (\$10,000): Stewardship of historic collections is a core function of any museum. To provide this care requires spending funds for conservation, proper housing, and environmental conditions. A budget reduction in this area will represent reduced care for the city's historic collections. Commercial costs for climate-controlled storage have risen since FY 2026 budget calculations were presented in November 2024, and those additional fees will need to be paid from the Collections Management line item.
9. Collections Acquisitions (\$2,000).
10. Salaries Overtime (\$2,089): This budget reduction should be manageable unless there is an emergency requiring additional hours for staff to protect and care for the historic buildings and collections.
11. Temporary Help (\$3,000): OHR depends upon temporary help due to our small staff and increasing work projects. The Temporary Staff Budget is vital for providing staff coverage of our three historic sites. This is particularly important for visitor services due to the retirement of many volunteer staff.

**Human Resources**

10% Target: **\$266,091**

Actual Proposed Reduction: **\$266,100**

**Department Submission:**

1. Eliminate HR Administration Employee Education (\$25,000)
2. Reduce HR Administration Contract Services to \$25,500 (\$85,500):
  - Reduce Headhunter/recruitment to \$25,500 (\$34,500)
  - Eliminate Leadership Training (\$45,000)
  - Eliminate Annual Flu Shot Clinics (\$2,000)
  - Eliminate Health Care Screenings (\$4,000)
3. Eliminate HR Administration Other Expenses (\$23,200):
  - Eliminate Employee Luncheon (\$16,000)
  - Eliminate Meet & Greet (\$3,000)
  - Eliminate Retirement Luncheons (\$4,200)
4. Reduce Risk Mgmt Office Supplies to \$500 (\$1,000)
5. Eliminate Risk Mgmt Travel & Training Budget: \$58,000:
  - Miscellaneous Trainings (\$1,000)
  - CDL (\$51,000)
  - PW Luncheon (\$2,500)
  - Training Food (\$1,500)
  - Local Trainings (\$2,000)
7. Eliminate Cityscene mailings (\$48,000)
8. Reduce General Office Supplies to \$5,600 (\$10,400)
9. Reduce Postage to \$80,000 (\$15,000)

**Human Services**

10% Target: **\$90,551**

Actual Proposed Reduction: **\$100,000**

**Department Submission:**

1. Reduce Non-Profit Grant Funding to \$200,000.

**Information Technology**

10% Target: **\$249,729**

Actual Proposed Reduction: **\$250,493**

**Department Submission:**

IT department is already understaffed and underfunded. This fact is supported by an assessment we did with Info-tech in September. The proposed reductions especially the loss of FTE will seriously impact city operations and citizen services. At the time of financial constraints and cost cutting, IT is one of the functions that should be strengthened not weakened. IT functions can help achieve efficiency and cost saving by automation and digitalization.

1. 1 FTE - Web Application Specialist (includes salary and fringe): \$189,493.

Impacts:

- City official website - 3-4 months delay in City website redesign and upgrade project
- Loss of 90% capability of online forms and web applications development
- Impact on citizen online service;
- Increased risk of non compliance for Federal accessibility requirement;
- Permitting solution: 50% reduction in permit enhancements implementation. Potential impact on citizen service.
- Public safety - 80% Reduction in capability of City Alert admin and upgrades.
- Impact on Ready 311 product support

2. Temp Help: \$12,000

Impacts:

- Reduced support in project launch and project support
- Longer response and recovery time in technical emergency

3. IT Training \$5,000:

Impact:

- Lower quality of tech support and higher risk to system security

4. Reducing city wide mobile devices and services by 40%: \$44,000

Impact:

- Reduced accessibility to some staff and longer response time from some staff. Potential impact on department operations.

**Parks & Recreation**

Parks % Target: **\$694,078**

Actual Proposed Reduction: **\$694,500**

**Department Submission:**

1. Eliminate City Band Contribution (\$35,000)
2. Eliminate City of Fairfax Theatre Contribution (\$25,000)
3. Eliminate Fall for the Book Contribution (\$25,000)
4. Commission on the Arts Contribution (\$40,000)
5. Eliminate Facilities Marketing (\$10,000)
6. Remove Providence Throne (\$50,000)
7. Reduce Holiday Décor (\$10,000)
8. No Main Street Planters (\$5,000)
9. Kitty Poser Memorial Garden (\$10,000)
10. No Weekend Trash Removal (\$20,000)
11. Eliminate City Jobs Program (\$80,000.00)
12. Eliminate Free Senior Thanksgiving (\$3,000)
13. Eliminate HisTree Day (\$12,000)
14. Eliminate Movies Under the Moon (\$6,000)
15. Eliminate Support of Asian Festival & Ride of the Patriots (\$28,000)
16. Eliminate the Fishing Derby (\$2,000)
17. Eliminate the Eggstreme Egg Hunt (\$2,500)
18. Eliminate the Labor Day Car Show (\$6,000)
19. Single Weekend Holiday Market (\$6,000)
20. Eliminate the 4th of July Evening Show (\$170,000)
21. Eliminate 2 Rock the Block (\$40,000)
22. Reduce Summer Camp Costs (\$49,000)
23. Eliminate Connected Magazine Printing & Mailing (\$60,000)

**Police**

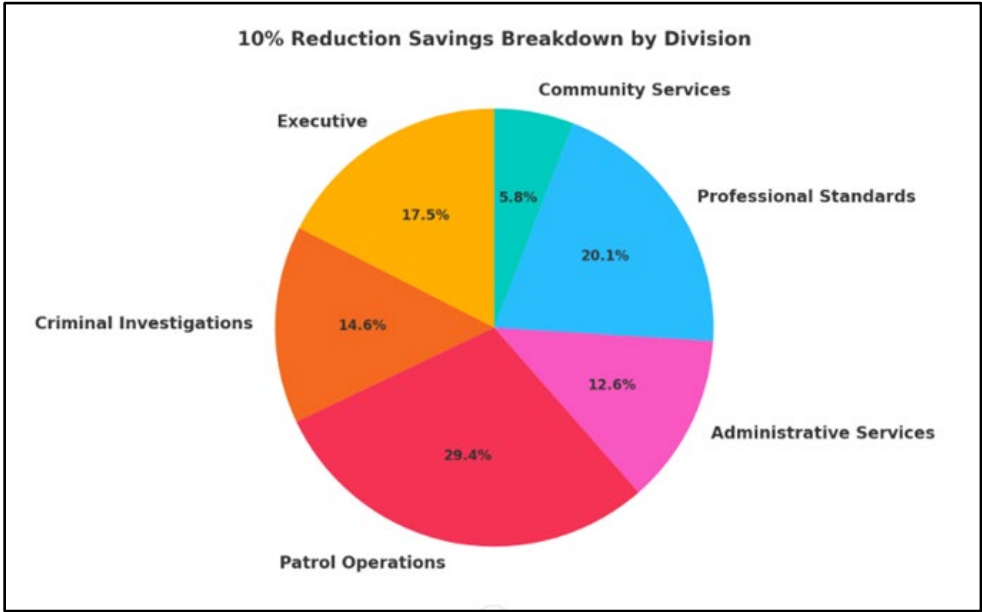
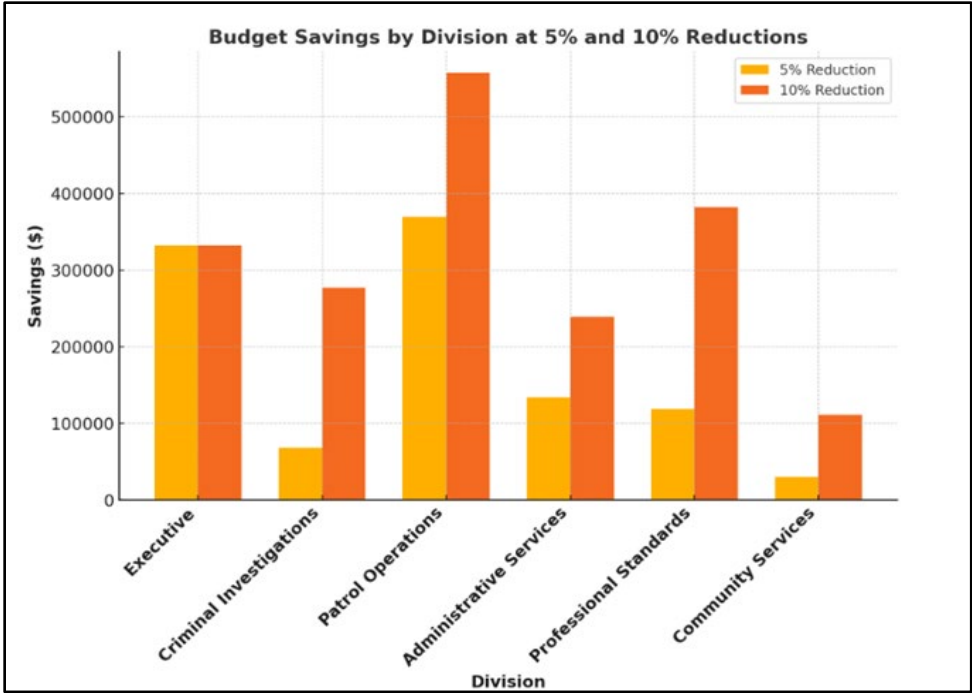
10% Target: **\$1,876,303**

Actual Proposed Reduction: **\$1,898,500**

**Department Submission:**

The 10% reduction takes a more aggressive approach, eliminating all temporary positions and reducing full time staffing positions in specialized roles. Despite these reductions, every effort has been made to protect core services such as patrol operations, dispatch, and criminal investigations. The police department will be required to reduce emergency personnel and eliminate all temp positions, ultimately causing an impact to our day to day delivery of services to city residents.

1. Executive (421110)- Reduction of \$332,000
  - Peer Support Services, training, promotional testing, mental health patient sitting
2. Criminal Investigations (421120)- Reduction of \$277,000
  - Training
  - Temp help (hiring investigators, NOVARIS technician, cadets)
3. Patrol Operations (421130)- Reduction of \$557,500
  - Training, EST/CNT/CDU on-call, breaching kits/shields, e-bikes
  - Temp help \$320,000
  - 2 vacant FTE bike positions- \$188,000
4. Administrative Services (421140)- Reduction of \$239,000
  - MVR repair contract, training
  - Temp help (1 dispatcher, 1 property and evidence technician, PIO) \$221,000
5. Professional Standards (421160)- Reduction of \$382,000
  - Incentives for instructorships and specialty teams
  - Temp help (range master)
  - 1 vacant FTE training coordinator position- \$94,000
6. Community Services (421170)- \$111,000
  - Training, bike team gear and equipment
  - Temp help



**Public Works**

10% Target: **\$2,205,285**

Actual Proposed Reduction: **\$2,200,700**

**Department Submission:****Sustainability Cuts:**

1. Recycling Education cut \$10,000. Impact: More contamination in recycling bins, lower recycling rates, Reduction in recycling awareness by residents.

**Engineering & Admin Cuts:**

1. Temporary Help cut \$20,000. Impact: Delays in customer service, plan reviews, inspections, Dry Utility Consulting, City resident assistance.
2. Eliminate 1 FTE (Plan Reviewer): \$120,000 salary benefits. Impact: Delays in Plan Review for Development. The 45 day requirement for review will sometimes be exceeded. Less thorough review of plans could mean more issues during and after site construction.
3. Eliminate 1 FTE (Public Works Director): \$330,000 salary and benefits. Impact: Loss of Professional Engineer, 23 years of Institutional knowledge of City, Senior Leadership & Experienced Leader, Loss of 40 plus years of infrastructure design, maintenance and construction expertise, Loss of an experienced Bridge Engineer, Loss of 23 Years experience in Public Works CIP & Operating Budget Preparation. Additional work will need to be done by all Division Heads to cover absence of Director.

**Sign & Signal Cuts:**

1. Pavement Markings cut \$40,000. Impact: Greater amount of faded and worn-out pavement markings on Public Streets and City Parking Lots.
2. Sign Material cut \$80,000. Impact: Reduction in number of sign replacements on Public Roads, Reduction in new signs for Special events and other departments.
3. Eliminate 1 FTE from Signal Tech 1 = \$120,000 (salary and benefits). Impact: Delays in sign installations, signal repairs, striping and lane marking work.

**Streets/ROW/Leaf/Snow Cuts:**

1. Guardrail Repair cut \$30,000. Impact: Delays in repairing damaged guardrail along Public Streets until repair parts are acquired. Less protection for motorists while guardrail is damaged.
2. Debris Disposal cut \$30,000. Impact: More debris stored at the property yard for longer durations until funds available. Less room at property Yard for storage.



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3. Asphalt Hot Mix cut \$30,000. Impact: Delays in asphalt repairs for Public Streets. More potholes. More claims and complaints from drivers, acceleration of roadway deterioration.
4. Concrete cut \$30,000. Impact: Delays in Concrete repairs for Public Streets. More tripping hazards, ponding & mosquito issues, icing in winter, acceleration of roadway deterioration.
5. Chemicals for Snow cut \$120,000. Impact: Reduction in snow removal service depending on severity of winter. Longer times until streets plowed. Frustrated residents.
6. Delete 2 new salt spreaders \$80,000. Impact: Reduction in snow removal service depending on severity of winter. Longer times until streets plowed. Frustrated residents.
7. ROW Temporary Help cut \$200,000. Impact: Elimination of Leaf Collection Program. Reduction in quality and aesthetics of ROW due to less maintenance. Increase in weeds, tall grass, invasives, less tree maintenance, less flower plantings. City landscape will lose some of its manicured appearance.
8. ROW Materials cut \$80,000. Impact: Delays in replacement of damaged or deteriorated ROW amenities such as flowers, plantings, bushes, trees, benches, pots until materials become available.
9. Leaf Collection Program Cancellation cut \$250,000. Impact: No leaf collection program. Residents will need to put leaves in paper bags and set out with trash on their trash day.
10. Eliminate 1 Part Time worker in ROW: \$80,000 (salary and benefits). Impact: Delays in services such as mowing, tree care, hedge trimming, sight distance trimming, median care, city property care, maintenance of City vegetation.
11. Eliminate 1 FTE from Asphalt Crew Truck Driver 1: \$150,000 (salary and benefits). Impact: Delays in pothole repair, crack repair, reduction in rideability of public roads
12. Eliminate 1 FTE from Concrete Crew Truck Driver 1: \$150,000 (salary and benefits). Impact: Delays in concrete repairs, increase in tripping hazards, broken curb,

## **Operations Cuts:**

1. Contract Labor for new Trash Trucks cut \$100,000. Impact: Delays in certain trash services like brush and yard waste. Delays in trash pick-up on heavy trash days such as after Holidays.

## **Fleet Cuts (\$159,700):**

***Only 68.5% of reductions to fleet affect the general fund, due to fleet allocation to other funds.***

1. Vehicle maintenance by contractors Cut \$50,000. Impact: More vehicles will sit out of service until funds available (excludes Public Safety, Transit, and Refuse) Elimination of all Take Home Vehicles.
2. Repair Parts cut \$50,000. Impact: More vehicles sitting out of service until parts are available. (excludes Public Safety, Transit, and Refuse) Elimination of all Take Home Vehicles.

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3. Fuel cut \$100,000. Impact: Elimination of all Take Home Vehicles.
4. Tires and Repair Parts cut \$20,000. Impact: Elimination of all take home vehicles.  
Certain vehicles will sit out of service until parts become available.

**Schools**

10% Target: **\$216,287**

Actual Proposed Reduction: \$0.00

**Department Submission:**

3/18/2025 Email from Jeff Plattenberg to Finance:

Dear Gwen,

I hope you are doing well. I wanted to follow up on your email from last week regarding the budget reduction request.

First and foremost, I want to express my sincere appreciation for your responsiveness and the detailed clarification you provided regarding our component budget line items. I recognize that you have been placed in a challenging position with this request, and I truly appreciate your efforts in navigating this process.

Following a thorough discussion with the School Board during last night's work session, the Board carefully considered how to address this request. Given that our budget was developed through a transparent and public process, which included significant deliberation and community input, the Board has determined that any adjustments at this stage would necessitate reinitiating that process. As such, we are unable to comply with the requested reductions.

We greatly value our ongoing collaboration with the City and appreciate your understanding in this matter. Please do not hesitate to reach out if you would like to discuss this further.

Best regards,

Jeff

**Treasurer**

10% Target: **\$132,760**

Actual Proposed Reduction: **\$159,920**

**Department Submission:**

Remaining staff overtime increases to handle workload. City loses money – not able to collect all delinquent taxes (real estate, commercial real estate, and personal property). Not able to collect all penalties and interest on delinquent taxes. Not able to collect Meals and BPOL, Business personal property and transient occupancy taxes.

1. Layoff of 2 FTE:

- Salaries FT: \$106,000
- Fringe: \$49,820
- Travel: \$4,100

Cost of those savings:

- Salaries-Over Time (511115): \$4,000
- Delinquent R/E (411113): \$50,000
- Delinquent R/E Commercial Tax (411119): \$2,750
- Delinquent Personal Property (411213): \$106,000
- Penalties on Delinquent Taxes (411410): \$78,750
- Interest on Delinquent Taxes (411411): \$25,000
- Meals Tax (412018): \$642,533
- BPOL (412012): \$589,713
- Business Personal Property (411213): \$ 124,498
- Transient Occupancy (412017): \$23,750

Total Negative Financial Impact of Staff RIF: (\$1,646,994)

Account		
Savings		
511105	Salaries-Full Time	106,000
512110	Fringe Benefits	49,820
550501	Travel & Training	4,100
	Total Cost Savings of RIF	<u>159,920</u>
Cost of those savings		
511115	Salaries-Over Time	(4,000) Twice our 2026 budget proposal
411113	Delinquent R/E	(50,000) 12.5% reduction from 2026 proposed budget
411119	Delinquent R/E Commercial Tax	(2,750) 12.5% reduction from 2026 proposed budget
411213	Delinquent Personal Property	(106,000) 20% reduction from 2026 proposed budget
411410	Penalties on Delinquent Taxes	(78,750) 12.5% reduction from 2026 proposed budget
411411	Interest on Delinquent Taxes	(25,000) 12.5% reduction from 2026 proposed budget
412018	Meals Tax	(642,533) 5% reduction from 2026 proposed budget
412012	BPOL	(589,713) 5% reduction from 2026 proposed budget
411213	Business Personal Property	(124,498) 5% reduction from 2026 proposed budget
412017	Transient Occupancy	(23,750) 5% reduction from 2026 proposed budget
	Total Costs of Staff RIF	<u>(1,646,994)</u>
	Net Negative Financial Impact of RIF	<u>(1,487,074)</u>

### Treasury Services:

1. Collect current and delinquent taxes and other revenue
  - Personal Property & Vehicle Registration Fee (VRF) (Generate invoices & collect)
  - Business Personal Property (Computer Equipment/Tangible Property (Generate invoices & collect)
  - Real Estate Tax & Stormwater Fee (Generate invoices & collect)
  - Public Service Corporations
  - Business License Tax
  - Meals Tax
  - Utility Tax
  - Transient Lodging Tax
  - Bank Francise Tax
  - Permits, Parks & Recreation, Museum, Court, EMS, etc.

### Treasury Programs Administered:

1. Banking
2. Investments
3. Lifetime Dog Tag License Program
4. State Income and Estimated Income Tax Program (with COR)
5. City Invoices
6. Security Alarm Program (with PD)
7. DMV Stop Program
8. Debt Setoff Program
9. Bankruptcy
10. Residential decals and hangers for Residential Parking Permit Districts (RPPD)

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11. Maintain Real Estate accounts for Tax Relief, Solar and Veteran Exemptions (with REA and FIN)
12. Taxpayer Assistance Program
13. Debit and Forget It
14. DMV Select (with COR)

**Voter Registration & Elections**

10% Target: **\$61, 872**

**Department Submission:**

The Registrar has been out of the Country for the past two weeks and was unavailable to submit a recommended 10% reduction.

## Attachment #2

Contract	Description	Vendor	Dept
<a href="#">CTR011620</a>	23070 Chevrolet Parts and Services	(287) POHANKA CHEVROLET	(PWFLT) PW FLEET
<a href="#">CTR006883</a>	ACH Payment Processing System	(1383) FORTE PAYMENT SYSTEMS, INC	(TREAS) TREASURER
<a href="#">CTR023052</a>	Actuarial Services	(1384) GABRIEL, ROEDER, SMITH & COMPANY	(FIN) FINANCE
<a href="#">CTR028657</a>	Affordable Housing and Homelessness Strategic Plan	(1078) THOMAS P MILLER AND ASSOCIATES, LLC	(CDP) COMMUNITY DEVELOPMENT AND PLAN
<a href="#">CTR014308</a>	Aftermarket Auto Parts, Medium and Heavy Duty	(1640) NORTHERN VIRGINIA SUPP	(PWFLT) PW FLEET
<a href="#">CTR024710</a>	All Hazards Security and Vertical Assets Improveme	(589) FGM ARCHITECTS, INC	(HR) HUMAN RESOURCES
<a href="#">CTR024711</a>	All Hazards Security and Vertical Assets Improveme	(1355) GLAVE & HOLMES ARCHITECTURE, P.C.	(HR) HUMAN RESOURCES
<a href="#">CTR032916</a>	Andes Drive Pump Station Main Lining	(1131) J. FLETCHER CREAMER & SON, INC.	(WASTE) WASTEWATER
<a href="#">CTR018940</a>	Annual Fireworks Display Amendment #1	(1254) PYROTECNICO FIREWORKS, INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR015570</a>	Arboreal and Tree Service	(1358) JL TREE SERVICE, INC	(PWSTR) PW STREETS
<a href="#">CTR006782</a>	Architectural Services - Old Town Hall	(924) MTFA ARCHITECTURE PLLC	(HIST) HISTORIC RESOURCES
<a href="#">CTR033293</a>	Ashby Pond Dredging & Retrofit	(184) SAGRES CONSTRUCTION CORP	(STORM) STORMWATER UTILITY
<a href="#">CTR006850</a>	Asphalt Paving Services	(1354) FINLEY ASPHALT & SEALING	(PWSTR) PW STREETS
<a href="#">CTR030903</a>	Asphalt Rejuvenation Service	(1331) TRITECHNOLOGIES, LTD	(PWSTR) PW STREETS
<a href="#">CTR030014</a>	Asset Management for SW/WW Infrastructure	(1495) WithersRavenel, Inc.	(STORM) STORMWATER UTILITY
<a href="#">CTR006869</a>	Audio Visual Products, Service & Maintenance	(58) HUMAN CIRCUIT, INC.	(COM) COMMUNICATIONS AND MARKETING
<a href="#">CTR006805</a>	Auditing Services, Professional	(278) ROBINSON, FARMER, COX ASSOCIATES	(FIN) FINANCE
<a href="#">CTR006844</a>	Automated Parking Enforcement Services	(1416) Complus Data Innovations, Inc.	(PWTR) PW TRANSPORTATION
<a href="#">CTR011321</a>	Automatic License Plate Readers	(1180) FLOCK SAFETY	(PD) POLICE
<a href="#">CTR034062</a>	Automotive Motor Oils, Lubricants, & Related Items	(134) TILLEY CHEMICAL CO INC	(PWFLT) PW FLEET
<a href="#">CTR033660</a>	Background Screening Services	(2100) COMMAND INVESTIGATIONS, LLC	(HR) HUMAN RESOURCES
<a href="#">CTR033661</a>	Background Screening Services	(2239) STERLING INFOSYSTEMS, INC	(HR) HUMAN RESOURCES
<a href="#">CTR011152</a>	Badges & Insignia	(1359) LAWMEN'S AND SHOOTERS' SUPPLY, INC	(PD) POLICE
<a href="#">CTR011154</a>	Badges & Insignia (contract 23052B)	(1470) Dana Safety Supply, Inc.	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR006838</a>	Benefits Broker Services	(1382) BROWN & BROWN INSURANCE AGENCY OF V	(HR) HUMAN RESOURCES
<a href="#">CTR006839</a>	Benefits Broker Services	(1412) Alan J Zuccari, Inc.	(HR) HUMAN RESOURCES
<a href="#">CTR031049</a>	Biohazard Cleaning	(1489) Golkin Corp	(HR) HUMAN RESOURCES
<a href="#">CTR006740</a>	Bioxide and Bioxide System Maintenance	(542) EVOQUA WATER TECHNOLOGIES LLC	(PWSTR) PW STREETS
<a href="#">CTR006871</a>	BMP Storm Water Facilities	(1100) MULLER, INC.	(STORM) STORMWATER UTILITY
<a href="#">CTR028023</a>	Body Armor & Ballistic Resistant Products	(1347) CENTRAL LAKE ARMOR	(PD) POLICE
<a href="#">CTR006798</a>	Brick Sealing Services	(737) GELLES & SONS CONSTRUCTION CO	(PWSTR) PW STREETS
<a href="#">CTR026353</a>	Business Consulting Services	(229) BERRY, DUNN, MCNEIL & PARKER	(PARKS) PARKS AND RECREATION
<a href="#">CTR017463</a>	Capital Bikeshare Operations and Maintenance	(802) LYFT BIKES AND SCOOTERS, LLC	(PWTR) PW TRANSPORTATION
<a href="#">CTR020184</a>	Car Wash Services	(1472) Flagship OPCO, LLC	(PWFLT) PW FLEET
<a href="#">CTR006800</a>	Chartered Bus Services	(797) SUNNYS COACH SERVICES INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR031620</a>	Chevrolet Vehicles	(1410) KARL CHEVROLET, INC.	(PWFLT) PW FLEET



## Attachment #2

<a href="#">CTR006775</a>	Civil Engineering and Construction Management Amen	(469) AECOM TECHNICAL SERVICES, INC.	(PWENG) PW ENGINEERING
<a href="#">CTR006868</a>	Closed Captioning Services	(720) ABERDEEN BROADCAST SERVICES	(COM) COMMUNICATIONS AND MARKETING
<a href="#">CTR031607</a>	Compost Collection Services	(2225) COMPOST CREW, INC, A BENEFIT CORPOR	(PWENV) PW ENVIRONMENTAL
<a href="#">CTR006811</a>	Compost Collection Services see CTR031607	(738) ZWE LOGISTICS, LLC	(PWENV) PW ENVIRONMENTAL
<a href="#">CTR006733</a>	Computer Aided Dispatch	(607) TYLER TECHNOLOGIES INC	(PD) POLICE
<a href="#">CTR006860</a>	Concrete-in-Place and Brick Layering Services	(1090) STONEBRIDGE CIVIL LLC	(PWENG) PW ENGINEERING
<a href="#">CTR028886</a>	Conduit and Boring	(1518) Eastcomm Ltd.	(PWSTR) PW STREETS
<a href="#">CTR025974</a>	Construction Management	(361) VOLKERT & ASSOCIATES INC	(PWENG) PW ENGINEERING
<a href="#">CTR031133</a>	Construction Management (Roadway Evaluation)	(771) STANTEC CONSULTING SERVICES, INC	(PWENG) PW ENGINEERING
<a href="#">CTR025976</a>	Construction Management and Bridge Evaluation	(726) JOHNSON, MIRMIRAN AND THOMPSON INC	(PWENG) PW ENGINEERING
<a href="#">CTR025978</a>	Construction Management and Bridge Evaluation	(1471) EXP US Services, Inc.	(PWENG) PW ENGINEERING
<a href="#">CTR032313</a>	Construction Management Services P&R	(1372) WHITMAN, REQUARDT & ASSOC., LLP	(PARKS) PARKS AND RECREATION
<a href="#">CTR032314</a>	Construction Management Services P&R	(1454) Downey & Scott, LLC	(PARKS) PARKS AND RECREATION
<a href="#">CTR029611</a>	Construction Mangement Services	(296) RINKER DESIGN ASSOCIATES, LLC	(PWENG) PW ENGINEERING
<a href="#">ctr029765</a>	CONSTRUCTION MGMT, ROAD EVALUATION, BRIDGE EVAL	(532) A. MORTON THOMAS AND ASSOCIATES,INC	(PWENG) PW ENGINEERING
<a href="#">CTR031971</a>	Construction, Thaiss Park	(1745) BRIGHT MASONRY, INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR006881</a>	Consulting, Compensation, Retirement and Benefits	(1124) THE SEGAL COMPANY (EASTERN STATES),	(HR) HUMAN RESOURCES
<a href="#">CTR013847</a>	Contract #23062 - Petroleum Fuel Amendment #1	(1238) FANNON PETROLEUM SERVICES INC.	(PWFLT) PW FLEET
<a href="#">CTR015950</a>	Contract 23035 - Polygraph Services	(1473) Robert John Smith	(FIN) FINANCE
<a href="#">CTR026230</a>	Crosswalk Recoating	(1342) Alternative Paving Concepts	(PWSTR) PW STREETS
<a href="#">CTR006765</a>	Custodial Services	(906) SENTRAL SERVICES, LLC	(PWFAC) PW FACILITIES
<a href="#">CTR006824</a>	Debris Monitoring	(1475) Tetra Tech Inc	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR006820</a>	Debris Removal	(1375) ASHBRIITT, INC.	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR006823</a>	Debris Removal	(1469) CrowderGulf LLC	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR006716</a>	Design of George Snyder Trail Amendment #3	(771) STANTEC CONSULTING SERVICES, INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR006836</a>	Destruction of Public Records	(1362) PATRIOT SHREDDING	(FIN) FINANCE
<a href="#">CTR031048</a>	Disinfection, Sanitation, & Decontamination	(1490) Bio 247 LLC	(HR) HUMAN RESOURCES
<a href="#">CTR012210</a>	Documents and Records Management	(1360) MCCI, LLC	(FIN) FINANCE
<a href="#">CTR009605</a>	DPF Filter Cleaning (contract 23034)	(474) DPF SERVICES, LLC	(PWFLT) PW FLEET
<a href="#">CTR014917</a>	Dry Cleaning & Laundry Services	(1415) COAM DOOL, LLC	(PD) POLICE
<a href="#">CTR014921</a>	Dry Cleaning & Laundry Services	(711) LORD FAIRFAX CLEANERS INC	(PD) POLICE
<a href="#">CTR006873</a>	Dry Utility Consulting Services	(1258) RICHTER & ASSOCIATES, A BOWMAN COMP	(PWENG) PW ENGINEERING
<a href="#">CTR012411</a>	Electrical Services	(1196) LIGHTING MAINTENANCE INC.	(PWFAC) PW FACILITIES
<a href="#">CTR006722</a>	Electronic Payment Services	(1385) GOVOLUTION, LLC	(FIN) FINANCE
<a href="#">CTR006818</a>	Elevator Services, Repair, Maintenance, Inspection	(600) KONE, INC	(PWFAC) PW FACILITIES
<a href="#">CTR013024</a>	Emergency Management Planning - Contract 23022	(1256) EMERGENCY MANAGEMENT PARTNERS, LLC	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR017438</a>	Emergency Management Training and Exercises	(1285) PERSES CONSULTING, LLC	(FDOPS) FIRE DEPARTMENT

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<a href="#">CTR006727</a>	Emergency Vehicle Upfit	(427) PRIORITY INSTALL LLC	(PWFLT) PW FLEET
<a href="#">CTR034689</a>	Emergency Vehicle Upfitting Parts	(2267) AIRGAIN	(PWFLT) PW FLEET
<a href="#">CTR034694</a>	Emergency Vehicle Upfitting Parts	(2257) HAVIS, INC	(PWFLT) PW FLEET
<a href="#">CTR034695</a>	Emergency Vehicle Upfitting Parts	(2237) RAY ALLEN MANUFACTURING, LLC	(PWFLT) PW FLEET
<a href="#">CTR034696</a>	Emergency Vehicle Upfitting Parts	(2262) DISCOUNTCELL, LLC	(PWFLT) PW FLEET
<a href="#">CTR034692</a>	Emergency Vehicle Upfitting Parts & Accessories	(2259) NEXTIVITY, INC	(PWFLT) PW FLEET
<a href="#">CTR034693</a>	Emergency Vehicle Upfitting Parts & Accessories	(2260) J.R. SETINA MANUFACTURING CO., INC	(PWFLT) PW FLEET
<a href="#">CTR034690</a>	Emergency Vehicles Upfitting Parts & Accessories	(2287) SIERRA WIRELESS AMERICA, INC	(PWFLT) PW FLEET
<a href="#">CTR019293</a>	Employee Assistance Program EAP	(910) LYTTLE EAP LLC	(HR) HUMAN RESOURCES
<a href="#">CTR028649</a>	EMS Billing & Collection Services	(1466) EMS Management & Consultants, Inc.	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR032306</a>	Engineering & Construction Management P&R Projects	(1258) RICHTER & ASSOCIATES, A BOWMAN COMP	(PARKS) PARKS AND RECREATION
<a href="#">CTR032307</a>	Engineering & Construction Management Services P&R	(1989) LSG Landscape Architecture, Inc.	(PARKS) PARKS AND RECREATION
<a href="#">CTR032308</a>	Engineering Services P&R Projects	(532) A. MORTON THOMAS AND ASSOCIATES, INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR032311</a>	Engineering Services P&R Projects	(731) KIMLEY HORN & ASSOCIATES INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR036513</a>	Engineering, Bridge Evaluation and Design Services	(719) HARDESTY & HANOVER LLC	(PWENG) PW ENGINEERING
<a href="#">CTR006819</a>	Engineering, Old Lee Hwy Multimodal Improvements P	(296) RINKER DESIGN ASSOCIATES, LLC	(PWENG) PW ENGINEERING
<a href="#">CTR013771</a>	Enterprise Resource Planning Solution (ERP)	(607) TYLER TECHNOLOGIES INC	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR023642</a>	Equipment Rental for Events	(1128) GRAND RENTAL EVENTS	(PARKS) PARKS AND RECREATION
<a href="#">CTR020931</a>	EV Charging Station Services	(1306) BLUE WHALE EV LLC	(PWFLT) PW FLEET
<a href="#">ctr035203</a>	Executive Placement Services	(2258) BAKER TILLY ADVISORY GROUP, LP	(CM) CITY MANAGER
<a href="#">CTR006876</a>	Exercise Equipment, Accessories and Parts	(1379) WELLNESS SOLUTIONS, INC.	(PARKS) PARKS AND RECREATION
<a href="#">CTR013257</a>	Facilities Condition Assessment Fairfax Schools	(1211) MOSELEY ARCHITECTS PC	(SCHS) SCHOOLS
<a href="#">CTR006751</a>	Facilities Management Products & Solutions	(440) CINTAS CORP # 145	(PWFAC) PW FACILITIES
<a href="#">CTR006874</a>	Feasibility Study, Fairfax City Fire Station No. 3	(1126) BKV GROUP DC PLLC	(PWENG) PW ENGINEERING
<a href="#">CTR006828</a>	Feasibility Study, Fairfax City Property Yard	(771) STANTEC CONSULTING SERVICES, INC	(PWENG) PW ENGINEERING
<a href="#">CTR006771</a>	Fence Installation, Repair, and Removal	(42) LONG FENCE COMPANY, INC	(PWENG) PW ENGINEERING
<a href="#">CTR009648</a>	Financial Advisory Services	(415) DAVENPORT & COMPNAY LLC	(FIN) FINANCE
<a href="#">CTR011279</a>	Fire & Rescue Equipment (contract 22084)	(1) MUNICIPAL EMERGENCY SERVICES INC.	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR006880</a>	Fire Protection Systems	(106) VSC FIRE & SECURITY	(PWFAC) PW FACILITIES
<a href="#">CTR014821</a>	Fire Station Alerting System	(506) WESTNET, INC.	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR006846</a>	Firefighting Supplies & Repair Services	(43) MARYLAND FIRE EQUIPMENT, INC.	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR021779</a>	First Aid Supplies	(97) BOUND TREE MEDICAL LLC	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR030653</a>	Flexi-Pave Products and Installation	(1487) Capitol Flexi-Pave, LLC	(PWSTR) PW STREETS
<a href="#">CTR013978</a>	Ford Auto Parts and Services	(1235) KOONS FORD INC	(PWFLT) PW FLEET
<a href="#">CTR027851</a>	Ford Vehicle, Time and Material, Warranty	(1345) ASBURY WOODBRIDGE F LLC	(PWFLT) PW FLEET
<a href="#">CTR019669</a>	Ford Vehicle, Time and Material, Warranty, Diagnos	(1302) KOONS WOODBRIDGE FORD	(PWFLT) PW FLEET
<a href="#">CTR031619</a>	Ford Vehicles	(1411) KARL OF STORY CITY, LLC	(PWFLT) PW FLEET

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<a href="#">CTR029981</a>	Fuel Site Maintenance	(1357) JAMES G. WALTERS CONTRACTOR, INC.	(PWFLT) PW FLEET
<a href="#">CTR006864</a>	Furnish, Install Carpet and Floor Covering	(1094) COMMERCIAL CARPETS OF AMERICA, INC.	(PWFAC) PW FACILITIES
<a href="#">CTR006859</a>	Generator Preventative Maintenance, Srv & Repair	(616) WESMART, INC.	(PWFAC) PW FACILITIES
<a href="#">CTR035570</a>	Government Center Parkway Extension	(2321) ARDENT COMPANY, LLC	(PWENG) PW ENGINEERING
<a href="#">CTR013780</a>	Government Consulting Services	(1232) BERKLEY INVESTMENTS, LLC	(CM) CITY MANAGER
<a href="#">CTR006772</a>	Grounds Maintenance: Mowing, Fairfax Schools	(125) BLAKE LANDSCAPES, INC.	(SCHS) SCHOOLS
<a href="#">CTR023090</a>	Harley Davidson Motorcycle Repairs	(138) PATRIOT HARLEY DAVIDSON	(PWFLT) PW FLEET
<a href="#">CTR006855</a>	Heavy Duty Truck and Equipment, OEM Parts and Serv	(158) JOHNSON TRUCK CENTER LLC	(PWFLT) PW FLEET
<a href="#">CTR006856</a>	Heavy Duty Truck and Equipment, OEM Parts and Serv	(1353) EQUIPMENT WORKS INC	(PWFLT) PW FLEET
<a href="#">CTR006857</a>	Heavy Duty Truck and Equipment, OEM Parts and Serv	(1003) ARKLAND DIESEL, LLC	(PWFLT) PW FLEET
<a href="#">CTR006858</a>	Heavy Duty Truck and Equipment, OEM Parts and Serv	(164) MID-ATLANTIC TRUCK & EQUIPMENT	(PWFLT) PW FLEET
<a href="#">CTR014806</a>	Historic Resource Evaluations	(1381) WETLAND STUDIES AND SOLUTIONS INC	(HIST) HISTORIC RESOURCES
<a href="#">CTR006816</a>	Holiday Lighting and Decorations	(979) ARBORIST PRO LLC	(PARKS) PARKS AND RECREATION
<a href="#">CTR012683</a>	HVAC Repairs, Preventative Maintenance, and Servic	(452) WELCH AND RUSHE	(PWFAC) PW FACILITIES
<a href="#">CTR006835</a>	Inground Lifts	(141) ALAN TYE & ASSOCIATES	(PWFLT) PW FLEET
<a href="#">CTR006888</a>	Internal Affairs Software	(868) CI TECHNOLOGIES, INC.	(PD) POLICE
<a href="#">CTR033843</a>	Invasive Plant Removal and Control	(2268) Invasive Plant Control, Inc.	(CDP) COMMUNITY DEVELOPMENT AND PLAN
<a href="#">CTR006763</a>	IT Consulting and Technical Services	(876) TECHGLOBAL, INC.	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR006726</a>	IT Hardware, Software and Services	(120) CDW Government, LLC	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR006742</a>	IT Software and Services	(631) CARAHSOFT TECHNOLOGY CORP-ACCELA	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR036262</a>	IT Staff Augmentation	(1278) WINBOURNE CONSULTING, INC.	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR019110</a>	JERMANTOWN ROAD MULTIMODAL IMPROVEMENTS	(532) A. MORTON THOMAS AND ASSOCIATES, INC	(PWENG) PW ENGINEERING
<a href="#">CTR006812</a>	John Deere, Time and Material Repairs	(86) JAMES RIVER EQUIPMENT CO., INC.	(PWFLT) PW FLEET
<a href="#">CTR026124</a>	Judicial Drive Trail Connection	(1165) ANGLERS, LLC	(PWENG) PW ENGINEERING
<a href="#">CTR015766</a>	Landfill Services	(750) C & D RECOVERY LLC	(PWFAC) PW FACILITIES
<a href="#">CTR032934</a>	Landscaping Services at Fairfax City Hall	(2090) GALICIA CONSTRUCTION CORPORATION	(PWENG) PW ENGINEERING
<a href="#">CTR036544</a>	Law Enforcement & Fleet Vehicles	(1410) KARL CHEVROLET, INC.	(PWFLT) PW FLEET
<a href="#">CTR036545</a>	Law Enforcement & Fleet Vehicles	(549) HALEY FORD	(PWFLT) PW FLEET
<a href="#">CTR006802</a>	License Plate Recognition System/Tag Reader	(1378) SELEX ES INC.	(PD) POLICE
<a href="#">CTR027603</a>	Liquidity Monitoring & Treasury Analyses Services	(1476) Three+One Company, LLC	(TREAS) TREASURER
<a href="#">CTR018853</a>	Mailroom Equipment - Pitney Bowes Lease	(201) PITNEY BOWES INC	(HR) HUMAN RESOURCES
<a href="#">CTR013845</a>	Marketing Projects for the Fairfax City Economic D	(1095) CivicBrand	(EDO) ECONOMIC DEVELOPMENT OFFICE
<a href="#">CTR006851</a>	Marketing, Old Lee Highway Placemaking	(1095) CivicBrand	(PWTR) PW TRANSPORTATION
<a href="#">CTR031821</a>	Medical Oxygen Supplies & Balloon Grade Helium	(60) ROBERTS OXYGEN CO., INC.	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR015617</a>	Milling & Paving	(1267) ESPINA PAVING, INC.	(PWSS) PW SIGN AND SIGNAL
<a href="#">CTR026094</a>	Mobile Road Barriers	(1341) Advanced Security Technologies LLC	(PWSTR) PW STREETS
<a href="#">CTR006810</a>	Motor and Aviation Fuels and Related Services (Die	(283) MANSFIELD OIL COMPANY	(PWFLT) PW FLEET

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<a href="#">CTR035623</a>	Mowing and Grounds Maintenance - Fairfax Cemetery	(23) THE DAVEY TREE EXPERT COMPANY CORP	(PWSTR) PW STREETS
<a href="#">CTR006821</a>	Multi-Function Devices and Related Services	(995) KONICA MINOLTA BUSINESS SOLUTIONS	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR027106</a>	Multi-Phase A&E Services	(589) FGM ARCHITECTS, INC	(PWENG) PW ENGINEERING
<a href="#">CTR006865</a>	OEM Parts and Repair Services - Fire Apparatus	(367) FESCO EMERGENCY SALES	(PWFLT) PW FLEET
<a href="#">CTR006866</a>	OEM Parts and Repair Services - Fire Apparatus	(96) ATLANTIC EMERGENCY SOLUTIONS,INC	(PWFLT) PW FLEET
<a href="#">CTR032301</a>	OEM Parts, Service and Warranty Work	(2034) Malloy Alexandria, LLC	(PWFLT) PW FLEET
<a href="#">CTR032300</a>	OEM Parts, Services & Warranty Work	(1023) OURISMAN FORD OF MANASSAS	(PWFLT) PW FLEET
<a href="#">CTR006830</a>	Office Supplies, Related Products and Services	(592) GUERNSEY	(FIN) FINANCE
<a href="#">CTR032082</a>	Operational Medical Director	(1743) Alexander-Nicholas Desierto Sutingc	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR018947</a>	Organizational Consulting Services Amendment #1	(1363) PFM FINANCIAL ADVISORS LLC	(FIN) FINANCE
<a href="#">CTR006730</a>	Organizational Development, Training & Coaching	(1328) TRUE PURPOSE LEADERSHIP	(CM) CITY MANAGER
<a href="#">CTR022487</a>	Organizational Development, Training and Coaching	(1314) ZELOS, LLC	(CM) CITY MANAGER
<a href="#">CTR035572</a>	Outdoor Stage - Sound & Lighting Systems	(935) S&S PRODUCTION SERVICES LLC	(PARKS) PARKS AND RECREATION
<a href="#">ctr006799</a>	OVERHEAD DOOR, MAINTENANCE SERVICES	(614) WASHINGTON OVERHEAD DOOR INC	(PWFAC) PW FACILITIES
<a href="#">CTR031146</a>	Parking Study, Old Town Area	(1494) Walker Consultants	(PWTR) PW TRANSPORTATION
<a href="#">CTR023856</a>	Pest Control Services	(1339) ALEXANDRIA PEST SERVICES, INC	(PWFAC) PW FACILITIES
<a href="#">CTR024274</a>	Photo Enforcement Program	(1417) Conduent State & Local Solutions, I	(PD) POLICE
<a href="#">CTR025513</a>	Photo Enforcement Program	(1429) Modaxo Traffic Management USA, Inc.	(PD) POLICE
<a href="#">CTR009171</a>	Policy Review, Updating, and Grant Writing Consult	(1147) WORKED CONSULTING LLC	(CM) CITY MANAGER
<a href="#">CTR006786</a>	Printing and Mailing - Cityscene Newsletter	(1413) Balmar, Inc.	(COM) COMMUNICATIONS AND MARKETING
<a href="#">CTR006814</a>	Procurement Card Services (see CTR034981)	(1386) JP MORGAN CHASE BANK	(FIN) FINANCE
<a href="#">CTR006788</a>	Project Mgmt Services, Sherwood Willard Community	(921) BLUE HERON LEADERSHIP GROUP LLC	(PWENG) PW ENGINEERING
<a href="#">CTR015958</a>	Promotional Exams for Public Safety	(1352) EMERGENCY SERVICES CONSULTING INTL,	(PD) POLICE
<a href="#">CTR025356</a>	Property Yard Vehicle Wash Bay	(1380) WESTON & SAMPSON ENGINEER, INC.	(PWFLT) PW FLEET
<a href="#">CTR006832</a>	Public Safety Video Surveillance Solutions, Body W	(344) AXON ENTERPRISE INC	(PD) POLICE
<a href="#">CTR006728</a>	Public Safety, Emergency Preparedness Equipment, R	(61) SAFEWARE, INC.	(PD) POLICE
<a href="#">CTR034756</a>	Radios Maintenance and Repair Services	(157) WIRELESS COMM. INC/MOTOROLA	(PD) POLICE
<a href="#">CTR006847</a>	Real Estate Development Advisory Services	(1024) STREETSENSE CONSULTING LLC	(CDP) COMMUNITY DEVELOPMENT AND PLAN
<a href="#">CTR024688</a>	Real-Time Pavement Performance Analytics	(1336) ROADWAY MANAGEMENT TECHNOLOGIES LLC	(PWSTR) PW STREETS
<a href="#">CTR011178</a>	Recycling Services	(1369) WASTE MANAGEMENT OF VIRGINIA, INC	(PWENV) PW ENVIRONMENTAL
<a href="#">CTR021561</a>	Regional Emergency Exercise Simulation Software	(1311) APPLIED TRAINING SOLUTIONS, LLC	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR035348</a>	Rental of Portable Restrooms	(1516) CLEAN RESTROOMS RENTALS INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR036364</a>	Residential Roll Carts and Services	(2305) TOTER, LLC	(PWENV) PW ENVIRONMENTAL
<a href="#">CTR006879</a>	Road Salt, Sodium Chloride Bulk	(1127) GOVERNMENT MLO SUPPLIES	(PWSS) PW SIGN AND SIGNAL
<a href="#">CTR010609</a>	SCBA Equipment	(2306) MES ACQUISITION, INC	(FDOPS) FIRE DEPARTMENT
<a href="#">CTR026917</a>	Sewer Rehabilitation Services	(1364) PLEASANTS CONSTRUCTION, INC.	(STORM) STORMWATER UTILITY
<a href="#">CTR029507</a>	Sewer Rehabilitation Services	(182) TRI-STATE UTILITIES	(STORM) STORMWATER UTILITY

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<a href="#">CTR006723</a>	Small Area Plans	(809) CUNNINGHAM + QUILL, PLLC	(CDP) COMMUNITY DEVELOPMENT AND PLAN
<a href="#">CTR006761</a>	Software Maintenance, Financial Suite	(128) SUPERION LLC	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR014449</a>	Solar Powered Time Signs, Lighting, and Amenities	(1245) WAY SINE LLC	(PWCUE) PW CUE
<a href="#">CTR015345</a>	Special Conservators of the Peace	(135) INOVA HEALTH CARE SERVICES	(PD) POLICE
<a href="#">CTR033472</a>	Stafford Drive Stream Restoration	(2046) MEADVILLE LAND SERVICE, INC	(STORM) STORMWATER UTILITY
<a href="#">CTR006797</a>	Starting and Charging Parts, Repair Services	(1474) Starrad Corporation	(PWFLT) PW FLEET
<a href="#">CTR006739</a>	Storm & Sanitary Sewer Services	(580) UTILITIES UNLIMITED LLC	(STORM) STORMWATER UTILITY
<a href="#">CTR028421</a>	Storm Drainage System Rehabilitation	(1364) PLEASANTS CONSTRUCTION, INC.	(STORM) STORMWATER UTILITY
<a href="#">CTR006746</a>	Storm Sewer and Drainage Maintenance Services	(1356) ANGLER ENVIRONMENTAL	(STORM) STORMWATER UTILITY
<a href="#">CTR016617</a>	Stormwater / Wastewater Engineering	(469) AECOM TECHNICAL SERVICES, INC.	(STORM) STORMWATER UTILITY
<a href="#">CTR016619</a>	Stormwater / Wastewater Engineering	(617) RJN GROUP INC	(STORM) STORMWATER UTILITY
<a href="#">CTR016622</a>	Stormwater / Wastewater Engineering	(866) GKY & ASSOCIATES, INC.	(STORM) STORMWATER UTILITY
<a href="#">CTR016624</a>	Stormwater / Wastewater Engineering	(276) RUMMEL, KLEPPER & KAHL	(STORM) STORMWATER UTILITY
<a href="#">CTR016627</a>	Stormwater / Wastewater Engineering	(198) TIMMONS GROUP, INC.	(STORM) STORMWATER UTILITY
<a href="#">CTR006870</a>	Stormwater Best Management Practices Maint Svcs	(23) THE DAVEY TREE EXPERT COMPANY CORP	(STORM) STORMWATER UTILITY
<a href="#">CTR009933</a>	Stormwater Structures Maintenance	(479) APEX COMPANIES, LLC.	(FIN) FINANCE
<a href="#">CTR016612</a>	Stormwater/Wastewater Engineering	(731) KIMLEY HORN & ASSOCIATES INC	(STORM) STORMWATER UTILITY
<a href="#">CTR027730</a>	Strategic Communications Planning Services	(1373) DONOVAN GROUP III	(SCHS) SCHOOLS
<a href="#">CTR032178</a>	Strategic Plan for Fairfax Historic Resources	(1542) MUSEUM MUSE LLC	(HIST) HISTORIC RESOURCES
<a href="#">CTR028603</a>	Streetlight Installation, LED	(1196) LIGHTING MAINTENANCE INC.	(PWENV) PW ENVIRONMENTAL
<a href="#">CTR026223</a>	Streetlight Replacement	(1214) C.N. ROBINSON LIGHTING SUPPLY CO	(PWENV) PW ENVIRONMENTAL
<a href="#">CTR006887</a>	Tax Assessment and Collection Solution	(492) PCI, LLC	(TREAS) TREASURER
<a href="#">CTR017831</a>	Telecommunications and Internet Services	(221) COX COMMUNICATIONS	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR006753</a>	Telecommunications Services, Wireless	(1368) VERIZON COMMUNICATIONS, INC	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR021285</a>	Telecommunications Services, Wireless, Digital & D	(14) A T & T MOBILITY II LLC	(IT) INFORMATION TECHNOLOGY
<a href="#">CTR032622</a>	Temporary Employment Services (old CTR012757)	(1206) 22ND CENTURY TECHNOLOGIES, INC	(HR) HUMAN RESOURCES
<a href="#">CTR028484</a>	Temporary Portable Restrooms	(1183) THRONE LABS, INC	(PARKS) PARKS AND RECREATION
<a href="#">CTR008747</a>	Title VI Consulting (Contract 23032)	(1145) AVID CORE LLC	(CM) CITY MANAGER
<a href="#">CTR006825</a>	Towing & Recovery Services	(1388) ROAD RUNNER WRECKER SERVICE, INC.	(PWFLT) PW FLEET
<a href="#">CTR006826</a>	Towing & Recovery Services	(75) WILLOW SPRING TOWING & RECVRY INC	(PWFLT) PW FLEET
<a href="#">CTR031347</a>	Towing, Police Directed	(28) FAIRFAX TOWING SERVICE INC	(PD) POLICE
<a href="#">CTR031348</a>	Towing, Police Directed	(98) HENRY'S WRECKER SERVICE	(PD) POLICE
<a href="#">ctr031349</a>	Towing, Police Directed	(75) WILLOW SPRING TOWING & RECVRY INC	(PD) POLICE
<a href="#">CTR006785</a>	Traffic Signalization System Replacement	(497) CONTROL TECHNOLOGIES, INC.	(PWSS) PW SIGN AND SIGNAL
<a href="#">CTR017306</a>	Traffic Signs, Posts, Fasteners	(39) KORMAN SIGNS	(PWSS) PW SIGN AND SIGNAL
<a href="#">CTR032076</a>	Transit Development Plan	(731) KIMLEY HORN & ASSOCIATES INC	(PWTR) PW TRANSPORTATION
<a href="#">CTR024634</a>	Transportation Planning, Engineering and Project M	(731) KIMLEY HORN & ASSOCIATES INC	(PWENG) PW ENGINEERING

## Attachment #2

<a href="#">CTR017923</a>	Transportation Planning, Engineering, and Project	(296) RINKER DESIGN ASSOCIATES, LLC	(PWENG) PW ENGINEERING
<a href="#">CTR019274</a>	Transportation Planning, Professional Engineering	(198) TIMMONS GROUP, INC.	(PWENG) PW ENGINEERING
<a href="#">CTR019819</a>	Transportation Planning, Professional Engineering,	(726) JOHNSON, MIRMIRAN AND THOMPSON INC	(PWENG) PW ENGINEERING
<a href="#">CTR023038</a>	Transportation Planning, Professional Engineering,	(1250) WALLACE MONTGOMERY & ASSOCIATES LLP	(PWENG) PW ENGINEERING
<a href="#">CTR021737</a>	Tree Farm Goods and Services	(1313) CASEY TREES	(CDP) COMMUNITY DEVELOPMENT AND PLAN
<a href="#">CTR023295</a>	Turf Management of Athletic Fields	(484) PREMIER SPORTS FIELD, LLC	(PARKS) PARKS AND RECREATION
<a href="#">CTR034547</a>	Turf Management Services	(84) TRUGREEN CHEMLAWN	(PWFAC) PW FACILITIES
<a href="#">CTR014527</a>	Unarmed Security Officer Services	(1243) ALPHA SECURITY, INC.	(PARKS) PARKS AND RECREATION
<a href="#">CTR006803</a>	Underground Utility Locator Service	(192) VIRGINIA UTILITY PROTECTION SERVICE	(PWENG) PW ENGINEERING
<a href="#">CTR026478</a>	Unleaded Gasoline	(283) MANSFIELD OIL COMPANY	(PWFLT) PW FLEET
<a href="#">CTR024665</a>	Urban Forest Management Plan	(1455) Davey Resource Group, Inc.	(CDP) COMMUNITY DEVELOPMENT AND PLAN
<a href="#">CTR036079</a>	Vehicle Painting & Collision Repair Services	(1351) DOWNTOWN GARAGE, INC	(PWFLT) PW FLEET
<a href="#">CTR036620</a>	Vehicle Painting & Collision Repair Services	(389) QUALITY AUTO BODY	(PWFLT) PW FLEET
<a href="#">CTR016061</a>	Vehicle Wrap for Transit Vehicles	(1271) LSDI, INCORPORATED	(PWCUE) PW CUE
<a href="#">CTR006744</a>	Voter Hardware Products, Software, Services, Licen	(284) ELECTION SERVICES ONLINE LLC	(VOTER) VOTER REGISTRATION
<a href="#">CTR023362</a>	Waste Oil Recovery	(1847) SAFETY KLEEN	(PWFLT) PW FLEET
<a href="#">CTR015969</a>	Weapons Range Waste Handling Service	(923) MILITARY ENVIRONMENTAL & CONST CORP	(PD) POLICE
<a href="#">CTR018619</a>	Whelen Emergency Lighting Equipment Amendment #1	(563) TIDEWATER FLEET SUPPLY LLC	(PWFLT) PW FLEET
<a href="#">ctr006760</a>	WORKFORC MGMT SYSTEM, TIMEKEEPING, TELESTAFF	(488) KRONOS INC	(HR) HUMAN RESOURCES
<a href="#">CTR015105</a>	Workforce Development Program	(364) THE LAMB CENTER	(PARKS) PARKS AND RECREATION
<a href="#">CTR027966</a>	Zoning Ordinance Amendments	(1371) WHITE & SMITH LLC	(CDP) COMMUNITY DEVELOPMENT AND PLAN



## Additional FTE from FY 2021 thru FY 2026

Fiscal Year	Position	FTE Change	Department	Total Salary	Budget / Supplemental	Job Description
2026	Assistant to the Superintendent	0.50	Schools	85,698	Budget	yes
		0.50	<b>Total FY 2026</b>	<b>\$ 85,698</b>		
2025	Pharmacy Tech	1.00	Fire	130,531	Supplemental	yes
	Web Content Manager	1.00	Communications	92,000	Budget	yes
	Historic Resources Specialist II	0.75	Historic Resources	56,940	Budget	yes
	Community Enhancement Coordinator	1.00	Parks Maintenance	64,170	Budget	yes
	Police Officer - Bike Team	2.00	Police - Patrol	172,543	Budget	yes
	Housing Policy Program Manager	1.00	City Manager	127,500	Budget	yes
	Sanitation Driver	1.00	Public Works - Refuse	59,860	Budget	yes
	Sanitation Worker I	2.00	Public Works - Refuse	93,803	Budget	yes
	<b>Temp to Part-Time Conversions</b>					
	Business Investment Specialist	0.75	Economic Development	60,840	Budget	yes
	Tourism & Placemaking Specialist	0.75	Economic Development	62,400	Budget	yes
	Emergency Management Specialist	0.75	Fire	62,400	Budget	yes
	Cultural Arts Development and Event Assistant	0.75	Parks	54,428	Budget	yes
	Custodian	0.75	Parks	31,200	Budget	yes
	Customer Service Rep I	2.50	Parks	70,200	Budget	yes
	Customer Service Rep II	3.00	Parks	102,996	Budget	yes
	Laborer I	0.75	Parks	31,200	Budget	yes
	Parks Admin	0.75	Parks	44,772	Budget	yes
	Parks Monitor	0.75	Parks	31,200	Budget	yes
	Street Light Maintenance Tech (Asphalt)	0.50	Public Works	24,960	Budget	yes
	Laborer I (Refuse & Recycling)	1.50	Public Works	55,402	Budget	yes
	Laborer I (Right of Ways)	2.25	Public Works	83,103	Budget	yes
		25.5	<b>Total FY 2025</b>	<b>\$ 1,512,448</b>		
2024	City Clerk - from .5 to 1.0	0.50	City Clerk	57,267	Supplemental	yes
	Assistant City Manager - from .5 Chief of Staff	0.50	City Manager	92,886	Supplemental	yes
	Contract Specialist II	1.00	Finance	110,745	Budget	yes
	Village Coordinator - PT to FT	0.25	Human Services	16,345	Budget	yes
	Technology Support Specialist	1.00	Information Technology	72,666	Budget	yes
	Master Patrol Officer	1.00	Police	97,099	Budget	yes
		4.25	<b>Total FY 2024</b>	<b>\$ 447,008</b>		
2023	Deputy City Manager	1.00	City Manager	194,080	Budget	yes
	<del>Business Investment Manager</del> , EDO Programs Manager, Assistant Director of Economic Development	1.00	Economic Development	93,500	Budget	yes
	Contract Specialist I	0.50	Finance	46,311	Budget	yes
	<del>Grants Manager</del> Budget Management Analyst I	0.50	Finance	46,232	Budget	yes
	<del>Business Analyst</del> Building and Land Development Review Ombudsperson	1.00	City Manager	117,943	Budget	yes
	Plan Reviewer	1.00	Fire Code	95,000	Budget	yes
	The Village Coordinator	0.75	Human Services	49,034	Budget	yes
	Application Specialist	1.00	Information Technology	110,683	Budget	yes
	Fleet Technician II	1.00	Public Works	84,392	Budget	yes
	Environmental Sustainability Specialist	1.00	Public Works	85,371	Budget	yes
	PW Site Plan Reviewer - WW/SWU funded	1.00	Public Works	95,339	Budget	yes
	WW/SWU Utilities Coordinator - WW/SWU Funded	1.00	Public Works	78,718	Budget	yes
		10.75	<b>Total FY 2023</b>	<b>\$ 1,096,604</b>		
2022	Community Intervention Clinician	1.00	Human Services	104,980	Supplemental	yes
	<del>Administrative Assistant</del> Assistant to the Superintendent Fleet - PT to FT	0.25	Public Works	14,231	Budget	yes
	<del>Procurement/Grant Specialist</del> Contract Specialist I - .5 used for Budget Management Analyst I in FY23	1.00	Finance	46,123	Budget	yes
	<del>Marketing &amp; Engagement</del> Public Relations and Marketing Manager	0.50	Economic Development	47,610	Budget	yes
	Economic Development Operations Manager	1.00	Economic Development	99,835	Budget	yes
	<del>Recruitment &amp; Benefits Manager</del> HR Manager-Recruitment & Benefits	1.00	Human Resources	115,042	Budget	yes
	<del>Urban Forester</del> Urban Forest Manager - SWU Funded	1.00	Community Development	101,456	Budget	yes
	<del>Wastewater Analyst</del> Utility Project Manager - WW Funded	1.00	Public Works	109,780	Budget	yes
	<del>Communications Manager</del> Communications Director-Schools	0.50	Schools	69,611	Budget	yes
	Assistant to the Superintendent - additional PT hours	0.125	Schools	10,712	Budget	yes
		7.375	<b>Total FY 2022</b>	<b>\$ 719,379</b>		
2021	No new FTE were authorized					

Note: Positions that are strikethrough have name changes and/or reclasses after approved

## APPLICATION SPECIALIST City of Fairfax, Virginia

Salary Grade: 121  
Revised: 2/2023

Job Code: 4115  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

This position is responsible for analyzing, implementing, maintaining and supporting software solutions designed to increase productivity, workflow, capabilities, efficiency, and effectiveness of the specifically assigned department's programs; work involves meeting with users, analyzing and defining system needs; identifying software programs and applications; implementing, documenting, and maintaining applications; providing ongoing user support; and performing process improvement and project management for assigned applications projects.

Under the general supervision of the Assistant Director of IT, the employee works either independently or in coordination with other City employees to maintain computer hardware and software in a well-functioning condition, and actively solves problems to meet the needs of users as appropriate using City policies and procedures. Questions of policy and new or unusual situations are referred to the supervisor for resolution. Performance is measured through periodic reports and formal evaluations.

### **Essential Functions:**

Provides support for the assigned department's information systems that support specific and general tasks designated by the assigned department; accessing the underlying data contained in these systems.

Analyzes City business processes and makes recommendations on how to more effectively use technology to improve efficiency and customer service.

Performs project management duties for assigned software/applications projects; evaluates design objectives; defines project scope, milestones, and sequence of project steps/actions; creates and maintains project deadlines; documents and communicates project status; and executes the project plan from concept to go-live.

Quickly and accurately problem-solves, troubleshoots, resolves, and documents computer and end-user software problems; works with users, vendors, and IT staff to assess and document issues with applications, processes, or controls.

Provides system-to-system design strategy and integration management.

Responds to user demands, questions, and requests for assistance; provides information and explanations regarding software and applications; appropriately coordinates between end users and technical vendors and staff.

Supports assigned departments in the development of use cases, work breakdown structure, and project schedules.

Creates business process models, workflows, and leads business process reengineering and change management, as needed, to support system solutions; facilitates process improvement events.

Facilitates User Acceptance Testing, including creation of plans, and supports business users in testing new or enhanced application functions, which may include testing themselves.



## Attachment #3

Develops and implements communication and training plans in support of new system functionality; oversees and coordinates the appropriate technical and procedural documentation, including necessary updates and training on the use of such documentation; provides problem solving and training for end users with systems specifically related to the assigned department.

Assists business owners and stakeholders in establishing new or revised system requirements; provides consultation to identify process workarounds and system solutions to business problems.

Researches software and hardware technology, new developments, and trends; provides advice and recommendations for system upgrades and improvements.

Assists in preparing requests for proposals (RFP) for new and related business information systems; defines and researches system specifications and technical requirements; reviews RFP responses from vendors; and provides recommendations regarding vendor selection.

Stays current with rapidly changing technology and interacts with vendor support organizations.

Maintains working relationships with vendors and contractual maintenance suppliers, which may include follow-up for upgrades; works with vendors to resolve performance and operational problems; schedules and oversees applications development, implementation, modification, and maintenance work with vendors.

Serves as liaison between the assigned department and other City groups to assist in the development and research of policies, procedures, and processes; facilitates the implementation of systems, modules, and/or enhancements.

Analyzes City business processes and makes recommendations on how to more effectively use technology to improve efficiency and customer service.

Maintains user access levels and system security protocols.

Effectively handles multiple and simultaneous system problems and solutions on a Citywide basis; and shows the ability to quickly adjust priorities as new problems and/or assignments arise.

Reads, comprehends, and applies information in technical publications, manuals, and various other documents.

Completes work and projects in a thorough and timely manner.

Understands and follows directions from supervisors, posted work rules, and procedures

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

### **Minimum Education and Experience Requirements:**

Bachelor's degree in Business Administration, Computer Science/Programming or related field. Years of experience can be used instead of degree in some cases.

Four (4) years of full-time computer experience in a complex PC environment; OR a combination of education, training, and experience which would provide the applicant with the knowledge, skills, and abilities to successfully perform the primary functions of the job.

Experience with enterprise systems is highly preferred.

## **Attachment #3**

Experience in local government is highly preferred.

### **Necessary Knowledge, Skills and Abilities:**

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

Microsoft certification, preferably SQL, is desired.

### **Physical Demands:**

### **Work Environment:**

The employee works indoors generally in a clean, climate-controlled workspace. The employee is required to sit, talk, and hear; frequently required to use hands to finger, feel, or handle writing utensils, computers, and office supplies which require repetitive arm, wrist, and hand movement; occasionally required to stand and reach with arms and hands, climb, balance, stoop, kneel, crouch, bend, or crawl. Specific vision abilities include close, distant, color, peripheral vision, depth perception, and the ability to adjust focus. The employee is occasionally required to lift and/or move up to 50 pounds. The employee may visit locations that require walking on uneven, rocky, or rough ground. The position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. The employee is required to maintain confidentiality of information within the department. The employee may be required to deal with disgruntled individuals requiring the use of conflict management skills. The employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure, tact, patience, and courtesy at all times.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

# Attachment #3

## **Assistant City Manager** City of Fairfax, Virginia

Salary Grade: ACM  
Revised: 3/2024

Job Code: 1110  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

The Assistant City Manager serves as a key member of the city management team, responsible for overseeing the development and implementation of communication strategies, managing special projects, and assisting in the coordination of various city initiatives. Work is performed with considerable latitude and independent judgment under supervision from the City or Deputy City Manager and includes a variety of management tasks including liaison and public speaking, coordination, preparation of written reports, published material and correspondence. This position will work closely with department heads, elected officials, and community stakeholders.

### **Essential Functions:**

**Communication Strategy Development:** Supervises and works with Communications Division/Department to develop and execute comprehensive communication strategies to effectively disseminate information to residents, businesses, and stakeholders through various channels, including digital media, press releases, social media, newsletters, and public events.

**Special Projects Management:** Lead and oversee special projects assigned by the City or Deputy City Manager, which may include Management Fellow Program and other strategic priorities.

**Interdepartmental Coordination:** Collaborate with department heads and staff to ensure alignment of communication efforts with city priorities and initiatives. Facilitate cross-departmental communication and coordination to support effective service delivery and project implementation.

**Policy Development and Analysis:** Assist in the development, review, and analysis of City policies, ordinances, and regulations related to communication, public engagement, and special projects.

**Americans with Disabilities Act (ADA) Coordinator:** Ensures the timely and ongoing compliance of the City programs, services and activities with the ADA, Title II of the ADA, Section 504 of the Rehabilitation Act of 1973.

**Title VI Program:** Provide leadership, direction for Title VI Program and the Title VI Program Coordinator, which includes ensuring compliance with Title VI of the 1964 Civil Rights Act and environmental justice principles.

**Ombudsman Program:** Supervises the City's Ombudsman.

**Other duties:** Conducts activity associated with city's legislative requests to Virginia General Assembly, monitors bills and evaluates impacts on city, prepares and delivers testimony to General Assembly and promotes city positions with state delegates. Collects information on administrative tasks as directed, analyzes the findings, and recommends solutions. Conducts research and prepares oral and written reports on special assignments. Drafts various documents for the City Manager, Mayor, and Council.

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

## **Minimum Education and Experience Requirements:**

Bachelor's degree in government, public administration, planning or closely related field; – Master's degree preferred; AND three to five years of management administration experience in local government or public administration – or any equivalent combination of training and experience which provides the following necessary knowledge, skills and abilities. Excellent oral and written communication skills, project management skills, and interpersonal skills. Previous experience in local government is preferred.

## **Necessary Knowledge, Skills, and Abilities:**

Comprehensive knowledge of principles and objectives of city management.

Comprehensive knowledge of local government, current programs, and operations.

Thorough knowledge of City ordinances.

Thorough knowledge of the principles and methods of public administration.

Ability to plan, coordinate and evaluate multifaceted projects that are sensitive in nature due to broad community impact.

Ability to communicate effectively orally and in writing, with a wide range of groups.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

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

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **Work Environment:**

The noise level in the work environment is usually moderately quiet.

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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## ASSISTANT DIRECTOR OF OPERATIONS City of Fairfax, Virginia

Salary Grade: 119  
Revised: 2/2023

Job Code: 2531  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

The Assistant Director of Operations is responsible for leading day-to-day operational functions including administrative and financial management, special initiatives and other duties as assigned. This individual assists the Director with developing and implementing office goals and objectives; assists with supervision of staff and coordinates assigned special projects with other departments and outside agencies as assigned. Works closely with the Director and Senior Assistant Director to formulate a budget proposal for each fiscal year as well as updating on financial status regularly to both team leadership and the Economic Development Authority Treasurer. Is responsible for Economic Development Authority Meeting and Commissioner management/ coordination and is point on maintaining and safe, hospitable, and equitable work environment.

This position reports directly to the Director or the Senior Assistant Director in the Director's absence.

### **Essential Functions:**

#### Operations/ Administration

Manage departmental calendar ensuring organization of appointments especially in relation to external stakeholders.

Manage, coach, and counsel personnel as assigned by Director; ensure employees adhere to city policies and procedures; maintain a healthy and safe work environment.

Involvement in hiring, onboarding and offboarding as requested and when necessary.

Participate in the development and implementation of economic development goals, objectives, and priorities especially as it relates to the Strategic Work Plan.

Coordinate with staff on program integration as needed and assigned.

Periodically review relevant information on department website to ensure that information aligns with the goals of the office and Strategic Work Plan.

Maintain oversight of program and business outreach information in the EDO's CRM system as well as participate and log interactions.

Maintain positive working relationships with external departments and elected officials.

#### Financial

Lead the development of the department's annual budget and financial strategies alongside Director and Senior Assistant Director; forecast funds needed; and implement budgetary adjustments as appropriate and needed.

## Attachment #3

Perform at least monthly budget runs and work with finance department to continue transparent budgeting practices.

Oversight and management to EDA accountant as needed.

Provide oversight of grants and/or program guidelines including criteria development, authorization of payments, administering of funds, and maintenance of ongoing grantee relationship.

Monitor grants for conformance, effectiveness, and timeliness; lead contract management meetings and impact measurement conversations for non-profit grants.

Report financial status regularly to Director and Senior Assistant Director as needed as well as reporting to Commissioners of the Economic Development Authority and City Leadership as assigned.

### Special Initiatives

Coordinate and oversee the preparation, coordination and implementation of special initiatives or projects as assigned by Director.

Establish and cultivate necessary relationships required of strategic initiatives.

Coordinate with internal and external stakeholders as required.

Oversee part time and temporary staff as needed in furtherance of special projects or strategic initiatives.

Represent economic development office and authority before external stakeholders as required.

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

### **Minimum Education and Experience Requirements:**

Preferred candidates will possess a bachelor's degree from an accredited college or university.

Experience with managing programs or events from concept to logistics.

Experience with staff management and budgets are strongly encouraged.

Proficiency in Microsoft Office (Outlook, Word, Excel, etc.), Google Workspace, Wordpress, CRM management, Adobe, and Canva. Familiarity with QuickBooks.

### **Necessary Knowledge, Skills and Abilities:**

Knowledge of government operations, private sector business development support and economic development efforts.

Knowledge of government administration.

Must have the ability to multitask, work well in a fast-paced environment, and must be detail oriented.

Must also be a self-starter with a proven track record of showing independent work and initiative.

Must be a good cultural fit for a small but growing team.

## **Attachment #3**

Must be politically, culturally, and socially sensitive to a growing, dynamic, fast-paced team and working environment.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

### **Physical Demands:**

### **Work Environment:**

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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## **Assistant to the Superintendent of Fleet Maintenance** City of Fairfax, Virginia

Salary Grade: 112  
Revised: 1/2024

Job Code: 6261  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

The purpose of this job/class within the organization is to provide specialized technical and professional administrative office support within Public Works. There are over 700 pieces of equipment maintained by the Fairfax City Fleet Division. This position reports to the Superintendent of Fleet Services and aids in Fleet operations with supporting multiple supervisors, fleet staff along with supporting other departments within the City of Fairfax that is assigned fleet vehicles. This position will provide support and aid as a back-up to the assistant in the Operations Division on an as-needed basis. This position will also provide support and aid to Fleet Environmental and Sustainability department needs.

The incumbent performs a variety of professional, technical, and administrative duties supporting the activities and services of the department/division requiring knowledge of their policies, operating procedures, projects, and budget accounts. Work requires the ability to interact with and maintain an effective working relationship with citizens, administration, staff, city departments, vendors, contractors, and the general public. Work involves the need to exercise independent judgment, time management, prioritizing tasks, evaluation, and initiative on a daily basis, to set procedures, but determines how or when to complete tasks. This position is distinguished from other administrative levels due to the increased decision-making and volume of coordination work required.

Assignments are given in terms of the subject area concerned with specific objectives as well as general program/department goals identified. Assignments may include comparative studies, problem-solving, or cost estimating which involve some analysis or qualitative review of statistics, materials, circumstances, or conditions. This requires some substantive knowledge and understanding of the projects, programs, or activities of the division, as well as of City and departmental administrative guides.

### **Essential Functions:**

Conducts a variety of keyboard tasks from rough drafts, notes, and oral instructions, such as forms, letters, reports, schedules, manuals, booklets, in-house requisitions; generates correspondence and draft replies based on own research and initiative.

Prepares correspondence for the Director, supervisor, and division managers as required.

Receives and screens calls and visitors; directs to appropriate entities; answers questions and solves problems.

Monitors, maintains, and creates reports relating to the assigned division.

Maintains department office supply inventory; orders various equipment and supplies as needed.

Maintains and oversees office file management and organization.

Enter's a variety of routine, technical, and specialized data into the department computer system.

Aids in managing PM and ABI monthly schedule.



## Attachment #3

Manages accounting functions, reviews and processes financial documents within the department which may include payroll processing, billing, accounts payable, accounts receivable processing, purchase order request, credit card statement reconcile, this includes receiving items on purchase orders in FinPlus and check disbursements.

Assist with new employee recruitment, job postings, interview panel, etc.

Maintains insurance reimbursement financial requirements, payments, trackers, and other necessities.

Maintains city Fleet insurance policy duties such as: adding and removing new or sold vehicles equipment, and EV Chargers, reviews annual policy for accurate count of all Fleet inventory.

Monitor expenditures and account balances. Maintain administrative, budgetary, and expenditure control account records.

Work with contractors, vendors, and finance to implement agreements/contracts and resolve issues regarding invoices.

Assist with procurement duties, rider agreements, IFB's for fleet and sustainability operations.

Participate in the research, development, preparation, and administration of the annual operating budget and CIP projects.

Generate accurate payroll timesheets for employees including the tracking of overtime, leave, and duty calls.

Maintains monthly CUE transits bus maintenance expenditure report.

Arrange training, travel, and related needs for division employees. Includes all required training for certifications.

Maintains scheduling, expiration, and compliance for staff's special required licenses and certifications.

Aids with arranging and communicating with vendors and departments on sublet repairs.

Maintains scheduling two-way radio inventory and PM schedule.

Manages DMV Confidential Tag program, DMV hauling permits, along with other various DMV transactions.

Provides various reports to the manager, using fleet management software and city programs.

Attends regular meetings of committees pertaining to department activities. Participate in supervisor meetings, workgroup collaboration, and workflow processes. Maintain records, and record and distribute meeting minutes.

Aids in managing the Fleet Replacement Chart.

Communicates with departments daily on fleet updates.

Prepares daily documents for fleet operations.

Assist with maintaining communication white boards.

Assist with scheduling warranty and recall repairs.

# Attachment #3

Aids with DEQ and EPA compliance requirements.

Manages electronic key management stations at the property yard and city hall.

Assist manager with new fleet additions, fleet transfers, and surplus inventory with a variety of paperwork.

Performs related work as assigned.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.

Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

Creates spreadsheets, various trackers, and power points as needed.

Assist with specialized policy/training development.

Surplus equipment duties such as: Assists with deletion process, coordinates with finance department on receiving title, removes from insurance, post items online for sale, work with bidders throughout sale, coordinates payment, documents, and pick up with buyer.

Uses basic algebra involving variables and formulas and/or basic geometry involving plane and solid figures, circumferences, areas, and volumes and/or compute discounts and interest rates.

Reads technical instructions, procedures manuals, and charts to solve practical problems, such as assembly instruction for tools, routine office equipment operating instructions; composes routine reports and specialized reports, forms, and business letters, with the proper format; speaks compound sentences using normal grammar and word form.

Responsible for guiding others, requiring frequent decisions, affecting the individual, co-workers, and others who depend on the service; works in a somewhat fluid environment with rules and procedures, but many variations from the routine.

Performs skilled work involving rules/systems with almost constant problem solving; requires normal attention with short periods of concentration for accurate results and occasional exposure to unusual pressure.

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

## **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent supplemented by specialized courses/training equivalent to completion of one year of college in business, office administration, or closely related field.

Requires one year in office, bookkeeping, or clerical work or closely related experience.

## **Necessary Knowledge, Skills, and Abilities:**

Ability to prioritize work.

# Attachment #3

Ability to meet deadlines.

Ability to manage heavy workload and emails.

Proficient in Microsoft Office Suite.

Ability to receive written or verbal requests and understand the need.

Ability to adapt to sudden changes throughout the day.

Ability to create new documents without assistance.

Ability to work after hours when needed.

Ability to communicate effectively.

Ability to use a variety of office and computer equipment.

Ability to assist with fleet service and repair coordination.

## **Additional Desirable Qualification:**

Ability to work cooperatively with others.

Ability to communicate effectively.

Ability to adapt to new technologies.

Ability to be a proactive self-starter.

## **Special Certifications and Licenses:**

ASE Level 1 xEV High Voltage Electrical Safety. Must obtain within 1 year of hiring.

Driver's license with a good driving record.

## **Physical Demands:**

Performs light work that involves walking or standing most of the time and involves skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

## **Work Environment:**

While performing the duties of this job, the employee occasionally works near moving mechanical parts or in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

## **Attachment #3**

\* \* \*

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# Attachment #3

## **Assistant to the Superintendent of Schools** City of Fairfax, Virginia

Salary Grade: NC  
Revised: 2/2023

Job Code: N021  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

Serve as a liaison with Fairfax County Public Schools (Region 5, Department of Instructional Services, Office of Community Relations, Department of Instructional technology, Department of Facilities and Transportation, etc.).

### **Essential Functions:**

Provide support regarding the School Services Agreement with Fairfax County Public Schools.

Monitor academic achievement measures for accountability (Program of Studies, Standards of Learning and No Child Left Behind).

Plan, coordinate, facilitate, and provide appropriate follow-up to presentations and updates on specific topics for Regular School Board Meetings, Work Sessions, and Retreats.

Attend all Regular School Board Meetings, Work Sessions, Annual Retreats, and Staff Meetings and provide appropriate follow-up in a timely manner.

Represent the Superintendent as requested, provide support as requested and complete other duties as assigned.

Coordinate the annual Supplemental Instructional Fund (SIF) process to include providing information to schools, reviewing school requests, and making approval recommendations to the Superintendent; monitor spending of funds; and present progression of related SIF activities to the Board.

Coordinate the annual Janice Miller Scholarship process (provide information to Fairfax High School ("FHS"), review applications, establish and oversee a screening committee, and make recipient recommendations to Superintendent); collaborate and coordinate with staff to prepare recipient announcements.

Plan and implement the semi-annual student and staff recognition programs.

Collaborate with the School Superintendents' Association ("AASA"), embassies, and agencies to realize the MOU with Fairfax County Public Schools ("FCPS") and FHS for the City Schools' Chinese student and staff exchange, visitations, & related activities.

Serve on the Superintendent's Advisory Team; assist the Superintendent with planning and conducting quarterly meetings.

Serve on various committees/planning teams such as but not limited to City of Fairfax School Readiness Advisory Team, regional Energy, Environmental and Educational Administrators.

Assist the Superintendent with instructional, assessment, and curriculum matters.

Support City school leaders through mentoring, coaching, and monitoring school-based activities.

# Attachment #3

Respond to and manage parent, resident, and organization inquiries.

Partner with City Schools' contractor to monitor the school buildings, facilities, and grounds of the City of Fairfax Public Schools.

Monitor the resources budgeted for the maintenance and construction programs at all City of Fairfax schools.

Collaborate with the Superintendent in the development and presentation of the Five-Year Capital Improvements Program.

Prepare written and verbal facility updates of facility projects to the Board.

Attend all meetings, work sessions, retreats, staff meetings, and the like; provide appropriate follow-up as needed/requested.

Serve as Superintendent's designee and/or City Schools' staff representative as requested.

Provide additional services, as requested by the Superintendent or the Board.

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

## **Minimum Education and Experience Requirements:**

## **Necessary Knowledge, Skills, and Abilities:**

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

## **Work Environment:**

## **Americans with Disabilities Act Compliance:**

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\* \* \*

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# Attachment #3

## Budget Management Analyst I City of Fairfax, Virginia

Salary Grade: 119  
Revised: 5/2023

Job Code: 4613  
EEO Code: 03  
FLSA: Exempt

### **Definition of Class:**

This position is responsible for technical accounting work of an advanced nature related to grant management, budgeting, and reporting.

Under the direction of the Budget Director (Finance Department), the Budget Management Analyst I is responsible for the planning, coordination, and implementation of a variety of technical work and analysis in developing budgets and monitoring grant and departmental expenditures, and City revenues. This position will focus on drafting and monitoring grant budgets, managing the sub-granting processes; managing grants contracts/agreements; tracking results, analyzing financial data per grant; and ensuring prompt reporting and compliance to grant conditions. An additional focus will be on developing and reviewing departmental budgets, specifically Public Safety (Fire and Police), and General Government/Administration. Work is performed with considerable independence within the framework of procedures, policies, rules, and regulations governing governmental finance and the management and reporting of grants. Work is performed under general supervision and is subject to review by the Budget Director, and internal and external audit.

### **Essential Functions:**

Assist departments in the development of sustainable grant and departmental programs, prepare grant and department budgets in coordination with the grant manager and respective department heads, track grant applications/status, and prepare progress reports (monthly, quarterly, and annually).

Ensure compliance with federal, state, and other regulations, work with the Finance Director on Single Audit and reporting requirements.

Manage timelines and deliverables, perform grant reporting per grantors' requirements, and prepare audit reports for grants.

Analyzes and recommends reductions, increases and alternative methods for meeting departmental and budget goals.

Manage workflow process for the City's grants, ensuring timeliness and accuracy of all relevant fields.

Develop, maintain, and ensure proper fiscal management procedures are in place and consistently followed, including but not limited to due diligence procedures, reporting requirements, award letters, agreements, and procedures to ensure availability of funds.

Analyze processes, provide enhancements to grant programs and manage all grant management processes. Monitor grant budgets and expenditure and coordinate with the grant manager and ensure an effective program.

Maintain financial records and perform research on all grant issues and prepare monthly records for all grant related activities.

## **Attachment #3**

Prepares and/or reviews journal entries and budget transfers in accordance with current policies and administrative regulations.

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

### **Minimum Education and Experience Requirements:**

Bachelor's degree in Finance or Accounting, and 4 years of related experience in budget analysis and development or an equivalent combination of education, experience and training.

Experience in post-award grant management and related activities.

### **Necessary Knowledge, Skills, and Abilities:**

Well-developed organizational skills and a proven track record of success in grant management and budget development and monitoring.

Ability to work as a member of a team and independently with a high degree of efficiency and accuracy.

Demonstrated ability to organize and manage complex projects.

Knowledge of federal grant guidelines, policies, and regulations (OMB Uniform Guidance, CARES, FEMA, etc.).

### **Additional Desirable Qualification:**

Certifications/Licenses such as: CP, CGFM, CPFO; Local/City/County Government experience, state and federal grant management experience, Tyler Munis ERP experience.

### **Special Certifications and Licenses:**

### **Physical Demands:**

Performs light work that involves walking or standing some of the time and involves skill, adeptness, and speed in the use of fingers, hands, or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

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

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

### **Work Environment:**

The noise level in the work environment is usually quiet.

### **Americans with Disabilities Act Compliance:**

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## **Attachment #3**

\* \* \*

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## **Building and Land Development Review Ombudsperson** City of Fairfax, Virginia

Salary Grade: 122  
Revised: 9/2023

Job Code: 2229  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

This is a responsible senior level position that serves as an ombudsperson to facilitate success in obtaining City of Fairfax building, site plan, zoning, business and other development permits or licenses. The position ensures development review coordination and collaboration and contractor, developer, architect, engineer and homeowner/business owner success and satisfaction. Performs administrative qualitative and quantitative analysis, conducting and coordinating process and system evaluations and improvements, policy review and analysis, and project management.

Work is performed with considerable independence and involves responsibility for professional analysis, leadership, and operations support. Provides leadership in coordinating or developing city programs, policies, practices, and program administration to remove system constraints and recognize opportunities to improve and streamline permitting processes by addressing deficiencies through independent evaluation, analysis, conclusions, and recommendations.

Work includes analyzing complex issues to facilitate and execute decision-making; conduct educational seminars, facilitate industry meetings; prepare informational materials, and serve as a liaison to the development industry, business community, and residents; drafting and revising documents; performing various analyses; researching, developing, writing, and editing complex reports, plans; and presentations; compiling and analyzing statistical data; and conducting operational reviews and reporting on findings and recommendations.

This job/class works under general supervision, performing complex and varied technical and professional administrative and analytical duties in support of building and land development departments.

### **Essential Functions:**

Educate and serve as primary point of contact for residents, developers and business owners seeking assistance with the development review process, permitting and licensing.

Improve the customer experience through direct hands-on customer assistance, help customers understand where they are in the process and what comes next, interpreting rules, regulations, and requirements, developing, and implementing process improvements, and expediting the development review process.

Provide technical guidance to customers throughout the development review process and assist customers through the project close-out process.

Support staff from Community Development & Planning, Code Administration, Public Works, Commissioner of the Revenue, Economic Development and other city operations with application intake, customer communications, information requests, and project close out.

Act as an ombudsperson to help assist development customers with understanding process issues and how to navigate a broad spectrum of development, permitting or licensing situations and scenarios.

## Attachment #3

Empowers individuals and organizations to overcome disputes, conflicts and barriers that stand in the way of fulfilling their building development process and permitting or licensing requirements.

Helps the City anticipate and avoid conflict, litigation and costly damage to brands and reputations and reconcile conflicting information in the review process.

Conducts training and educational seminars, prepare informational materials, and serves as a liaison to the development industry, business community, and residents.

Identifies and resolves logjams and utilizes data/metrics to recommend process improvements.

Oversees performance reporting, analyzes, and prepares findings from those reports, conducts regular internal meetings with department leadership to review, discuss, and formulate strategies to address deficiencies.

Prepare reports and presentations for internal continuing education and performance improvement purposes.

Work closely with department staff and the City administration to implement process improvements across departments involved in development review.

Identify needs and recommend resources required to meet development review performance goals, to include hardware/software, staff, and consultant support.

Coordinate with outside agencies involved in the development review process (e.g. Fairfax Water, Fairfax County Health Department, dry utility providers such as Dominion, Verizon, Cox, Washington Gas, fiber, etc.) as needed.

Identify systemic trends and risks that help leaders make informed business, policy, and management decisions.

Enhance and support a consistent culture of customer service and collaboration across all city departments to work with applicants and deliver excellent development review and permitting services that are predictable, efficient, and deliver fully compliant, quality developments.

Collects, compiles, and analyzes complex information useful to identify opportunities for improvement from various sources on specialized topics related to assigned City programs and operations.

Prepares and/or maintains comprehensive technical, informational, and analytical reports and other correspondence pertaining to assigned areas of responsibility, and develops tables, graphics, spreadsheets, flyers, brochures, and presentations in a variety of formats.

Assesses current practices and standard operating procedures, work manuals and documents, and automation systems, for assigned City programs and services and reports on the findings.

Collaborates with various departments to identify strengths and weaknesses and issues that need attention, and designs strategies to address them.

Administers and/or implements assigned City programs or services and fosters cooperative working relationships among City departments.

Researches, writes, implements, and maintains assigned City policies and regulations in collaboration with affected departments.

Ensures compliance with federal, State, and local rules, regulations, and ordinances regarding building and development review.

## **Attachment #3**

Performs routine and specialized day-to-day office support work, which requires detailed knowledge of assigned City policies and procedures.

Prepares correspondence, forms and specialized documents and attends to a variety of administrative duties.

Collaborates with employees to facilitate successful implementation of new systems and procedures. Prepares and provides documentation and/or training materials as needed to facilitate implementation of suggested changes.

Reviews results of program, policy, or service changes for efficacy and makes or recommends further adaptations as needed for continual improvement.

Prepares written and graphic material for the City's website and reviews, revises and updates assigned web pages, including creating new material and assisting in providing oversight of consistency of City information.

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

### **Minimum Education and Experience Requirements:**

Requires a bachelor's degree in public administration, business administration, construction management, urban planning, design, or a related field, or in building and land development but equivalent experience will be considered in lieu of a degree.

Requires five years of responsible administrative and analytical experience in areas such as building code, plan review and development processes, conflict resolution, administrative or program analysis, program, or project administration/management; or an equivalent combination of experience and a master's degree in public administration or business administration, or a related field.

Conflict resolution and building code experience in local government or public agency is preferred.

### **Necessary Knowledge, Skills, and Abilities:**

Considerable knowledge of the principles and practices of development review systems and process from the moment of application through bond release.

Superior customer service skills.

Excellent analytical and creative problem-solving skills and considerable knowledge of data collection, administrative and quantitative analysis, program development and evaluation, research methods and information sources.

Excellent knowledge of operations management and process improvement and change management.

Knowledge of organizational design and management practices as applied to the analysis, evaluation, development and implementation of programs, policies, and procedures in a local government setting.

Knowledge of the techniques of project management and records management, and ability to maintain organized and accurate project files and records.

Knowledge of standard computer software including word processing, spreadsheets and databases, and specialized software necessary as may be applicable to a specific assignment.

# Attachment #3

Knowledge of effective internal and external communication methods and techniques for providing a high level of customer service.

Superior written and verbal communication skills, including report writing, preparing informative tables or graphics, and providing effective presentations, and ability to represent the City and convey information effectively in public meetings and other events.

Familiarity with preparing and promoting public announcements, websites, and social media management.

Ability to perform responsible and difficult administrative and analytical work with minimal supervision, prioritize, and manage time effectively to meet deadlines.

Strong ability to maintain confidentiality of sensitive information and use independent judgment.

Ability to establish and maintain effective working relationships and constructively collaborate with staff from various city departments, other government agencies, as well as with community, business, and non-profit organizations.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

Possession of a valid driver's license and a safe driving record.

Conflict Resolution Certification - preferred  
Project Management Professional (PMP) or equivalent credential and/or experience preferred.

American Institute of Certified Planners (AICP) preferred.

## **Physical Demands:**

Performs sedentary work that involves walking or standing some of the time and sustained keyboard operations.

Work is performed mostly in office settings. Some minor outdoor work may be required depending on the nature of the assignment. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand or sit; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment:**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

## **Americans with Disabilities Act Compliance:**

## **Attachment #3**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## Building Plans Reviewer City of Fairfax, Virginia

Salary Grade: 118  
Revised: 2/2023

Job Code: 2225  
EEO Code: 01  
FLSA: Non-Exempt

### **Definition of Class:**

Under the general supervision of the Assistant Chief for Code Administration, interprets and enforces Virginia Building and Fire Safety codes and regulations.

Examines building plans. Work performed involves independent judgement and action within the framework of laws, rules, regulations, and procedures.

The purpose of this job/class within the organization is enforcement of building and fire codes in the Code Administration division of the City Fire Department.

This job/class works under administrative supervision, performs technical review of architectural drawings, building and construction plans and specifications for compliance with applicable codes, laws, and ordinances.

### **Essential Functions:**

Approves or rejects applications, plans, specifications, and construction documents.

Conducts administrative and technical review of residential and / or commercial plans and construction documents to verify compliance with applicable codes and standards.

Prepares reports and written correspondence documenting the findings of plan review and describe needed corrections.

Effectively communicates with staff and the public orally and in writing.

Confers with design professionals, contractors, and the public to provide information and guidance on building permit submittal requirements.

Provides technical advice and assistance to applicants to help minimize plan review time.

Educates the public and staff on the application of building and fire codes and specific requirements; assist staff and the public with codes and standards interpretation and compliance issues.

Fosters positive employee relations and positive building construction / design industry customer service.

Participates in the Community Risk Reduction program as a subject matter expert on building safety risks.

Examines residential and / or commercial building plans and construction documents for compliance with building and fire codes, and any required third-party listed designs.

Utilizes strong organizational and time management skills to efficiently and effectively complete plan reviews and other assigned work in a timely manner.

Conducts electronic plan review. View and examine plans and construction documents using the provided

## Attachment #3

computer system.

Make recommendations to the Building Official on the use of new materials requested to be used by the building trades within the City of Fairfax.

Make recommendations to the Building Official regarding the request for code modification.

Confers and coordinates with Community Development and Planning and Public Works departments regarding the City's building and site plan review process.

Participate in a variety of Community Risk Reduction outreach programs sponsored by the City of Fairfax or as requested by private organizations. The work is both during and after normal working hours.

Performs related work as assigned.

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

### **Minimum Education and Experience Requirements:**

Associate's/Technical degree with coursework in architecture, civil engineering, building construction or related field and considerable experience in building inspections work, or equivalent combination of education and experience.

A minimum of three (3) years' experience in one or more of the building construction trades or inspection fields, required.

### **Necessary Knowledge, Skills, and Abilities:**

Thorough knowledge of the procedures for the review of construction plans.

Thorough knowledge of the common terminology associated with the architectural and engineering profession.

Thorough knowledge of building codes and related laws and ordinances.

General knowledge of the Virginia Building and Fire Codes, laws, and ordinances.

General knowledge of all types of building construction, in general and working knowledge of construction materials and methods.

Ability to read and interpret plans, specifications, and blueprints of ordinary complexity quickly and accurately and to compare them with construction in process.

Ability to check for field compliance with approved plans.

Ability to identify code violations and defects in the field.

Ability to identify poor workmanship, inferior materials, and eminent hazards.

Ability to make appropriate and effective independent decisions.

Ability to establish and maintain effective working relationships with building owners, architects, engineers, contractors, the general public, and coworkers.



## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

Virginia Department of Housing and Community Development (DHCD) Residential Building Plans Examiner or the ability to obtain such certification within twelve (12) months from date of hire; and/or

Virginia Department of Housing and Community Development (DHCD) Commercial Building Plans Examiner or the ability to obtain such certification within twelve (12) months from date of hire; and

Possession of valid motor vehicle operator's license recognized by the Commonwealth of Virginia, with a safe driving record.

## **Physical Demands:**

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, fingering, grasping, walking, bending, climbing, balancing, stooping, crawling, kneeling, crouching, and other physical activity, sometimes in inclement weather and over rough terrain.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels. Visual acuity is required for distinction of color and textures; preparing and analyzing written or computer data, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

Work is performed mostly in an office setting. Performs sedentary work that involves walking or standing some of the time and sustained keyboard operations.

## **Work Environment:**

The noise level in the office environment is usually quiet, employees may be exposed to high noise levels when conducting field inspections.

Work performed in the field can require climbing ladders, walking on uneven surfaces, walking on elevated surfaces, walking on wet or mucky surfaces, and during a variety of ambient air temperatures.

Work performed in the field can be at a general duty hazardous location that require employee to wear appropriate Personal Protective Equipment (PPE) to include but not limited to helmet, gloves, safety shoes, eye protection, hearing protection and safety vest.

Operate a passenger motor vehicle.

## **Americans with Disabilities Act Compliance:**

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\* \* \*

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## **BUSINESS COMMUNITY ENGAGEMENT SPECIALIST** City of Fairfax, Virginia

Salary Grade: 114  
Revised: 2/2023

Job Code: 6280  
EEO Code: 06  
FLSA: Non-exempt

### **Definition of Class:**

The Business Community Engagement Specialist oversees the administration, coordination, implementation, and evaluation of the Economic Development Authority's (EDA) social media accounts and website (fairfaxcityconnect.com). They are responsible for creating original content, managing posts, and responding to followers. The Business Community Engagement Specialist will also be responsible for managing the EDA's social presence and image to achieve marketing goals that support the city's business community and economic growth, high levels of web traffic, and engagement.

This position will report directly to the EDO Assistant Director with support to the Director as needed.

### **Essential Functions:**

The development of high-quality materials for all five social media (@fairfaxcityEDA) channels.

Management and measurement of all social media posts/engagement (and reporting to office leadership).

Adjusting master-strategy based on engagement levels of social media.

Conducting research on earned media posts from 3P applications to promote businesses.

Design, create, manage social ad campaigns for various programs under direction of Assistant Director/Operations Manager.

Develop and communicate weekly EDO bulletin.

Assist in graphic design/editing of reports/documents for EDO.

Oversee brand and web redesign of ED agencies.

Provide input and guidance on all social media, marketing, and branding components for programs and initiatives.

Establish contact with as many businesses, both over social media and throughout implementation of campaigns. If necessary, meeting businesses in person to introduce them to the office.

Overseeing the press release drafting / finalizing process.

Attending various events (ribbon cuttings, promotions) for live production on social media channels.

Attend weekly staff meetings is required.

Coordination with City Marketing/Communications.

Other business engagement duties as assigned by the Director and Assistant Director.

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Oversee the deployment of new business welcome letters for signature by the Mayor.

Ensuring that all contacts in CRM are up to date with valuable information.

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

## **Minimum Education and Experience Requirements:**

Bachelor's degree from an accredited college or university.

Hands on experience in content management.

## **Necessary Knowledge, Skills and Abilities:**

Excellent copywriting skills.

Able to deliver creative content (text, image, and video).

Knowledge of online marketing channels and familiarity with web design/support.

Knowledge of government operations, private sector business development support and economic development efforts.

Must have the ability to multitask and must be detail oriented.

Needs to be able to work in a fast-paced environment, a self-starter that take initiative to own projects.

## **Additional Desirable Qualification:**

Experience with drafting press releases is desired, but not necessary.

## **Special Certifications and Licenses:**

## **Physical Demands:**

## **Work Environment:**

## **Americans with Disabilities Act Compliance:**

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\* \* \*

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## **BUSINESS INVESTMENT MANAGER** City of Fairfax, Virginia

Salary Grade: 119  
Revised: 6/2022

Job Code: 4770  
EEO Code: 06  
FLSA: Exempt

### **Definition of Class:**

The Business Investment Manager will be responsible for developing a framework to strategically position the City and the EDA before potential office tenants with a special emphasis on technology-based firms (including, but not limited to software, data analytics, cloud computing, IT, emerging technologies such as AI/AR, Internet of Things -IoT-, blockchain, etc.), financial services, and health and life sciences. The Business Investment Manager will work closely with the Director of Economic Development to leverage the EDA/EDO's relationship with the Mason Enterprise Center-Fairfax, the SBDC, and the newly supported NOVA Labs, Inc. partnership.

This position will report directly to the Director of Economic Development who will provide general direction and prioritization of prospect management/ leads. The Business Investment Manager may also be required to perform other duties as assigned by the Director that supports the mission of the EDO and advance the Economic Development goals of the City Council.

### **Essential Functions:**

#### Prospect Generation, Management, Tracking

Leverage economic data to develop a marketing plan for the EDO/A which outlines a strategy to identify prospects.

Along with the Director, establish and maintain key relationships with office owners, commercial brokers, executives, etc. to identify prospects.

Provide support for relationship management with the Director, City Manager, and elected officials, where appropriate.

Manage relationships within Salesforce;

Work closely with the Director to identify special events, trips, speaking opportunities, and sponsorships to support the brand of the City as a prime and affordable location; plan/ schedule/ attend prospect-related travel at tradeshows or tech-centric conferences to generate prospect leads for out of area businesses looking to locate to metro-DC;

Establish a calendar/schedule of meetings for non-retail commercial tenants for business retention conversations (ideally a minimum of 2 per week).

Represent the EDO/A before the Northern Virginia Economic Development Alliance Business Investment/Strategy team in conjunction with the Director.

#### Reporting

Provide a weekly update to the Director and a monthly update to the Commissioners of the EDA; reporting includes metrics tied to investment, numbers of businesses attracted to Fairfax, number of businesses actively retained in Fairfax, and jobs created.

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When requested, provide updates either in person or in writing to the Mayor and City Council through the Director.

## Administrative

Coordinate with EDO staff on marketing collateral, social media, and program integration.

Periodically review relevant information on Fairfaxcityconnected.com in order to ensure that it aligns with the goals of the business investment program.

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

## **Minimum Education and Experience Requirements:**

Preferred candidates will have at least a bachelor's degree and either graduate work in a relevant field or 3-5 years of experience.

## **Necessary Knowledge, Skills and Abilities:**

Familiar with Northern Virginia (and know of the Northern Virginia Economic Development Alliance).

Be a self-starter with the ability to work independently as well as part of a team and should be comfortable partnering with multiple levels of government within the City and Commonwealth (VEDP).

Must have understood the need for discretion when working with some stakeholders, must be comfortable with public speaking, and must have excellent writing skills.

Attention to detail is a significant component of this position's work.

Proficiency in Microsoft Office, Google Workspace, Slack, and either experience in Salesforce or the ability to learn it quickly.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

## **Work Environment:**

## **Americans with Disabilities Act Compliance:**

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\* \* \*

The job class description does not constitute an employment agreement between the employer and

## **Attachment #3**

employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

# Attachment #3

## **Business Investment Specialist - Part Time** City of Fairfax, Virginia

Salary Grade: 117  
Revised: 7/2024

Job Code: 4870  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

The Economic Development Department Business Investment Specialist's primary responsibilities will involve working to advance the goals of the Business Investment efforts in Fairfax City, consistent with the strategic work plan and in alignment with the adopted City Council goals. The Business Investment Specialist will work under the direction of the Senior Assistant Director of Business Investment or their designee to implement initiatives that support the business community and economic growth within Fairfax City.

### **Essential Functions:**

Conduct outreach to businesses in target/priority industries in line with retention, expansion, and attraction efforts; set meetings with prospective business leads.

Analyze real estate data from CoStar relating to lease renewal information and local commercial property data trends, report data to ED leadership and Commissioners.

Develop and draft content for the Business Investment team and inclusion in weekly business investment newsletters.

Ensuring relationship management practices in economic development CRM (BluDot).

Other duties as assigned by ED staff that advance the business investment priorities.

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

### **Minimum Education and Experience Requirements:**

### **Necessary Knowledge, Skills, and Abilities:**

Experience and understanding of business investment practices and tactics in municipal Economic Development.

Should know where to find qualified leads for attraction efforts.

Should have a consistent email cadence to set meetings for the department and be committed to recording interactions on the department CRM.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

**Physical Demands:**

**Work Environment:**

**Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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



# Attachment #3

## City Clerk City of Fairfax, Virginia

Salary Grade: 122  
Revised: 3/2024

Job Code: 2061  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

The purpose of this job/class within the organization is to manage and provide professional level administrative work for the Mayor and City Council.

This job/class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to executive level administrators through conferences and reports.

### **Essential Functions:**

Liaison/coordinator to City Manager, Mayor, City Council, Department Heads, other City staff and the public. Schedules, manages, and maintains City Council calendars to insure proper coordination and avoidance of scheduling conflicts. Maintains appointment schedules.

Directly supervises the Deputy City Clerk; assists with difficult citizen/employee requests.

Records Manager. Coordinates with staff at all levels regarding the proper retention and destruction of their department documents as prescribed by the Library of Virginia.

Protocol Chief on matters related to City Council and City Council special events.

Prepares for City Council meetings including scheduling, agenda setting for upcoming and future meetings, confers with staff on report consolidation and review, closes out meetings, and follows up with departments. Attends City Council meetings (regular, work session, and special meetings) recording minutes using shorthand or laptop computer.

Answers phones and assist City residents with any questions or concerns they may have.

Assumes responsibility for all activities of the City Clerk's office and the smooth functioning of the office.

Maintains records on memberships of 40+ city boards and commissions, updates master list, keeps members advised of their terms, handles advertising vacancies, interview schedules, and keeps council members advised of the status of board and commission memberships and applicants for the positions.

Provides full administrative service for board and commission appointments.

Maintains the City Code.

Answers public inquiries regarding ordinances, council actions, City Code, and refers calls to appropriate city departments.

Posts agendas, Council Reporters, minutes, and staff reports on the City's website.

Maintains an electronic storage and retrieval system for agendas, meeting files, ordinances, and minutes for historical record of actions.

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Provides coordination of information between city departments and the City Council.

Composes ordinances, resolutions, and proclamations for preparation for Council meetings.

Prepares and maintains the budgets for the City Council and City Clerk's office.

Drafts correspondence for Mayor, and City Council, craft proclamations, certificates, and presentations.

Monitors and updates website content related to the City Clerk, Mayor, and City Council.

Organizes special council events, receptions, retreats, ceremonies, and inter-jurisdictional meetings.

Swears in City Officials including city council, police officers, fire marshal, and animal control officers.

Maintains the City Council Policies and Procedures.

Performs related work as assigned.

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

## **Minimum Education and Experience Requirements:**

Requires a Bachelor's Degree in Business, English or closely related field.

Requires two years' experience in a legal or professional administrative role or any equivalent combination of training and experience which provides the following necessary knowledge, skills, and abilities.

## **Necessary Knowledge, Skills, and Abilities:**

Knowledge or ability to gain knowledge of the legal and administrative functions of the office of the City Clerk.

Knowledge or ability to gain knowledge of the functions and procedures of the City Council.

Knowledge or ability to gain knowledge of municipal legislative practices, governmental organizations, and functions.

Skill with Microsoft Office and Granicus and ability to learn new and emerging technology that enhances the service delivery of the City Clerk's offices.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and filing systems and to prepare required reports.

Ability to establish and maintain effective working relationships with others as well as to use discretion concerning official information.

Must have a valid driver's license with a good driving record.

## **Additional Desirable Qualification:**

Requires a Certified Municipal Clerk Designation within two years of position placement.

## **Special Certifications and Licenses:**

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

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

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

## **Physical Demands:**

Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

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

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

## **Work Environment:**

The noise level in the work environment is usually quiet.

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

# Attachment #3

## Communications Director - Schools City of Fairfax, Virginia

Salary Grade: NC  
Revised: 2/2023

Job Code: 2091  
EEO Code: 02  
FLSA: Non-Exempt

### **Definition of Class:**

This is highly responsible administrative work associated with developing, directing, maintaining, and reviewing a communications and community relations program for the City of Fairfax Schools.

Primary duties include designing, implementing, and evaluating various communications programs to promote City schools and inform City of Fairfax residents of the schools' mission, instruction, and activities. Communications Director will serve as the editor of the Close-Up, a monthly e-newsletter highlighting the success stories at our schools; maintain the city schools' website and social media and serve as the creator of the State of the Schools Report, an annual newsletter sent to the residents of the City of Fairfax. The director will also be the coordinator of various events planned by the Superintendent and the School Board; and will assist the Clerk of the Board as needed. Work is performed with considerable latitude, using independent judgement and action under the general guidance of the Superintendent.

The position may be full or part-time. contract employment and telecommuting possible, however school visits are required throughout the month on an as-needed basis.

### **Essential Functions:**

Develops and executes a comprehensive communications plan that meets the goals set forth by the School Board.

Publishes the Close-Up, a monthly e-newsletter sent to all City residents, which entails interviewing teachers and principals, gathering information, and preparing articles.

Creates and maintains social media.

Create and edits the State of the Schools Report which entails writing stories about the schools, working with a photographer and graphic designer, and coordinating with the printers/mailing outside contractors.

Acts as a liaison with other communication departments in the City of Fairfax and works with community organizations.

Assists in preparation of the communication budget.

Writes press releases as needed, maintains City of Fairfax Schools website.

Researches, analyzes, and evaluates information to prepare reports for the Superintendent and the School Board as requested.

As needed, will attend, observe, and take notes at School Board meetings and other community events to gather information for Schools publications.

In the absence of the Clerk of the Board, the Communications Director will attend various evening board meetings and take verbatim or summary notes and transcribe for the Schools' permanent record.

# Attachment #3

Partners with the City of Fairfax communications manager to ensure that Board events are communicated to City residents.

Contributes to the Cityscene, a monthly newsletter sent to all City residences and businesses as needed.

Serves as the point of contact for all Schools inquiries and responds accordingly.

Partners with Fairfax County School Board and its administrative departments as needed to achieve communications plan goals.

Works with City of Fairfax police department to assist with school/police incidents.

Develop materials that would produce a positive image of the City Schools through the use of the television media and website development.

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

## **Minimum Education and Experience Requirements:**

Bachelors degree in English, journalism or related field, examples of published writing or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

## **Necessary Knowledge, Skills, and Abilities:**

Extensive knowledge and command of the English language, to include impeccable grammar.

Ability to write at a polished, professional level, usually under deadline pressure.

Knowledge of social media platforms including both the active posting of information and the ability to analyze, track, and apply data of reach.

Ability to work independently and with minimal supervision.

Skill in the design and preparation of a variety of publications including online newsletters, printed newsletters, and social media.

Ability to communicate effectively, both orally and in writing, with a variety of people and professions.

Familiarity with resources such as Canva and photo editing software a plus.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to tour schools and meet with community members at a variety of city events.

## **Work Environment:**

The noise level in the work environment is usually quiet.

**Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## Community Enhancement Coordinator City of Fairfax, Virginia

Salary Grade: 109  
Revised: 5/2024

Job Code: 9115  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

This is skilled landscaping, site restoration, and management work.

Work involves performance of a variety of skilled tasks in the maintenance, repair, landscaping, and upkeep of city spaces, city parks, and city trails. Work includes the operation of a wide variety of more complex motorized equipment. The work of this class involves tasks of more than ordinary difficulty requiring special knowledge or on-the-job training. General supervision is received from a supervisor who assigns and reviews work.

### **Essential Functions:**

Leads contracted employees, temp employees, and volunteers in repairs and maintenance of City trails, parks, and open spaces, as directed by the Park Manager and Park Supervisors.

Work with the Encampment task force to locate reported encampments, engage with occupants, and coordinate encampment removal. This work will require coordination with Human Services, Police, Fire, and the County Outreach Team.

Coordinate work for the City Jobs Team with Park Manager and Supervisors.

Maintain and improve park facilities including parks, pavilions, trails, courts, athletic fields, splashpad, and other parks facilities.

Conduct trash and litter removal at parks, trails, and open space sites.

Complete special requests including moving furniture, staging for events, other items as assigned.

Work special event, setting up and tearing down tents, tables, signage, and AV equipment in addition to assisting in event operation.

Maintain and improve athletic fields and facilities; including but not limited to mowing, landscaping, repairs, and maintenance.

Maintain and improve trails within the City. This may include pruning, litter removal, campsite abatement, and hazard mitigation.

Maintains Park equipment and facilities in good condition.

Prepares for emergencies including snow events, hurricanes, flooding, wind damage, and earthquakes; maintains generators and conducts snow removal during snow events.

Supports all other departments to solve problems and issues with facilities.

Operates a variety of trucks and other motorized equipment.

## **Attachment #3**

Cleans and removes debris from storm sewer inlets and outfalls, spreads salt on streets for snow and ice control.

Performs a variety of journey-level trades' work such as carpentry, plumbing, welding, and others.

May be required to work overtime.

May be required to perform snow and leaf removal duties.

Performs related work as assigned.

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

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires 2 years' experience in park maintenance, landscaping, or closely related experience.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of the methods, materials, and equipment used in landscaping, park maintenance, and events.

Knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to perform skilled construction and maintenance work.

Ability to demonstrate mechanical aptitude.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to follow City safety regulations.

Skill in the use and care of tools and equipment required by the work.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

Requires a Class D Driver's License valid in the Commonwealth of Virginia, and good driving record.

Must obtain Flagging, Basic Traffic Control, and Work Zone certifications within 6 months of hire.

Ability to obtain a Class A Commercial Driver's License (CDL) in the Commonwealth of Virginia within two years of hire.

### **Physical Demands:**



## **Attachment #3**

Performs medium work that involves walking, standing, stooping, stretching, or lifting all the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand, talk, and listen. The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

While performing the duties of this job, the employee routinely works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places, confined spaces, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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## COMMUNITY INTERVENTION CLINICIAN City of Fairfax, Virginia

Salary Grade: 119  
Revised: 2/2023

Job Code: 0003  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

This position is a community-based position that will require employee to respond to high-stress, crisis situations, have direct interface with community residents and engage with individuals in a multitude of locations.

### **Essential Functions:**

Respond to rapid callout with public safety team members for behavioral health crisis calls routed through 911 or 988 dispatch.

Perform complex clinical evaluations to include mental status examinations and comprehensive risk assessments to determine need for potential hospitalization, civil commitment and/or referral/triage to necessary clinical services.

Provide emergency crisis intervention services to individuals who are at high risk (i.e.: suicidal, homicidal, psychotic) with the goal of stabilization and finding creative and safe community treatment alternatives.

Coordinate with Fairfax-Falls Church Community Services Board Emergency Services staff for City residents requiring additional clinical assessment, possible involuntary hospitalization and/or access to CSB services.

Respond to requests from individuals, families/friends and other Fairfax City/County departments to evaluate and intervene with individuals in the community who are high risk and are unwilling or unable to go to the CSB Emergency Services unit or hospital ER for evaluation or treatment.

Provide outreach and follow up contacts for City residents who are high 911 utilizers, have recently been hospitalized after 911 interface (medical or behavioral health) and continue to be deemed high risk or residents identified by Human Services as required additional supports.

Collaborate and coordinate outreach activities with City programs including Fairfax Village in the City, Senior Center, Parks camps, etc.

Coordinate with local nonprofit organizations who provide outreach to vulnerable populations.

Complete need assessments and coordinate linkages with available human services supports and services.

Complete comprehensive clinical notes, pre-admission evaluations and other documentation as required.

Participate in community education activities focused on social determinants of health and supporting a healthy and safe community.

Other duties as assigned by the Human Services Director.

The duties listed above are intended only as an illustration of the various type of work that may be performed.

# Attachment #3

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

## **Minimum Education and Experience Requirements:**

Graduation from an accredited college with a master's degree in social work, psychology, counseling plus one year of clinical experience working with individuals with mental health, intellectual/development disabilities, substance use disorders and co-occurring disorders.

Must be either licensed or eligible to be licensed to practice in the Commonwealth of Virginia in one of the following: Licensed Clinical Social Worker, Licensed Professional Counselor, Clinical Psychologist or Licensed Marriage and Family Therapists. ***Licensed practitioner preferred.***

## **Necessary Knowledge, Skills and Abilities:**

Ability to function independently in high-stress or complex clinical situations.

Ability to communicate effectively, both orally and in writing

Ability to develop and maintain effective working relationships with co-workers, public and private sector organizations, community groups and the general public.

Comprehensive knowledge of psychiatric disorders, psychotropic medications, substance use disorders, differential diagnoses, and co-occurring medical conditions.

Working understanding of Virginia's behavior health continuum and related codes and regulations. This including Code of Virginia pertaining to emergency commitment orders (ECO), temporary detention orders (TDOs), differences between voluntary and involuntary hospitalizations, Mandatory Outpatient Treatment and Duty to Warn.

Experience completing clinical assessments, social histories, psychiatric treatment planning and clinical progress notes.

## **Additional Desirable Qualification:**

Current Pre-screener Certification as defined by the State of Virginia.

Training and/or certifications related to behavioral health crisis intervention, clinical risk assessment, psychiatric diagnostic assessment, critical stress management, trauma-informed care, de-escalation, etc.

Professional experience working as a member a multi-disciplinary team that included representatives from police and/or fire/rescue.

## **Special Certifications and Licenses:**

Valid Driver's License (required).

Must be eligible to be licensed to practice in the Commonwealth of Virginia in one of the following: Licensed Clinical Social Worker, Licensed Professional Counselor, Clinical Psychologist or Licensed Marriage and Family Therapists.

Must be able to meet Virginia qualified mental health professional (QMHP) requirements.

As part of the hiring process, the successful candidate will be receive:

- Driving Record Check
- Criminal Background Check

CPS Criminal Registry Check

**Physical Demands:**

Ability to communicate clearly with others; make clinician observations; run/climb several flights of stairs; lift up to 20lbs; use keyboard driven equipment; and drive a City vehicle. All duties performed with or without reasonable accommodations.

**Work Environment:**

The employee will be required to work a 40-hour a week with a modified schedule that will include working nighttime and possible weekend hours. Position does not include on-call responsibilities. The employee will be directly supervised by the Director of Human Service but will be part of a team that includes a Community Paramedic and CIT-trained patrol officers.

**Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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# Attachment #3

## **Contract Specialist** City of Fairfax, Virginia

Salary Grade: 119  
Revised: 2/2023

Job Code: 2540  
EEO Code: 03  
FLSA: Non-Exempt

### **Definition of Class:**

This position reports to the Purchasing Agent in the Office of Procurement Services.

### **Essential Functions:**

Provides routine or non-complex procurement support to all City departments for a broad variety goods and services.

Develops contract terms, conditions, and specifications and recommends methods of procurement.

Prepares contract documents such as amendments and performance correspondence.

Responsible for administering a variety of non-complex procurement activities to include evaluating specifications, issuing solicitations, bid tabulations, and awarding contracts.

Receives and reviews purchase requisitions, identifies potential sources for a variety of goods and services.

Provides technical and administrative support for the procurement of supplies, materials, services and/or equipment for all City departments.

Under general supervision of the Procurement Manager, serves as the procurement card administrator.

P-Card program administration duties include managing restrictions, auditing use, creating, and removing accounts, reporting, enforcing policies and procedures, training, and documenting records for audit purposes.

Provides customer support on procurement card issues and requests to City cardholders.

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

### **Minimum Education and Experience Requirements:**

Graduation from an accredited four-year college or university in business administration, public administration, or a related field.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of p-card administration, procurement fundamentals and principles is preferred.

Knowledge of the Virginia state procurement system (eVA) is preferred.

### **Additional Desirable Qualification:**

**Special Certifications and Licenses:**

**Physical Demands:**

**Work Environment:**

**Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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# Attachment #3

## Contract Specialist II City of Fairfax, Virginia

Salary Grade: 121  
Revised: 5/2023

Job Code: 2535  
EEO Code: 03  
FLSA: Exempt

### **Definition of Class:**

The City of Fairfax, VA is seeking an experienced Contract Specialist. This position reports to the Purchasing Agent in the Office of Procurement Services.

### **Essential Functions:**

Under general supervision of the Procurement Manager, serves as the lead contract specialist for Capital Improvement Plan projects including professional engineering and architectural services, horizontal and vertical construction projects.

Responsible for complex procurement actions including request for proposals (including professional services) and invitation for bid solicitations.

Position requires an understanding of procurement requirements for projects with state and federal funding (such as VDOT, ARPA, IIJA).

Incumbent serves as a business advisor and advanced expert in construction contracting, including related professional and trade services.

Guides the evaluation committee during competitive negotiations.

Administers resulting contracts and ensures compliance with bonding, insurance, and project schedules.

Assists in contract deficiency actions and related performance matters.

Analyzes spend data and provides value-added support to customer departments.

Position will work on major design and/or construction projects, using experience administering complex design and/or construction contracts and dealing with contract strategy, negotiations performance monitoring, and other construction and facilities related administration matters.

Coordinates with the Budget CIP Manager.

Position will coordinate with end-user and construction industry (including small, women-owned, and minority-owned businesses) to ensure full and fair competition.

Work involves difficult formal negotiations calling for an understanding of timing and strategy with the ability to explain and interpret policies, rules, and regulations.

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

### **Minimum Education and Experience Requirements:**

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Graduation from an accredited four-year college or university in business administration, public administration, or a related field.

Multiple years of complex procurement experience leading solicitations and negotiating contracts.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of Virginia Public Procurement Act and professional certification (CPPB, CPP, VCA, VCCO) is preferred.

Working knowledge of architectural/ engineering/ construction industry contracting practices is preferred.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

### **Physical Demands:**

### **Work Environment:**

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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# Attachment #3

## Cultural Arts Development and Event Assistant - Part Time City of Fairfax, Virginia

Salary Grade: 114  
Revised: 5/2024

Job Code: 6002  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

This is a highly skilled position essential to the development and completion of programming within the Cultural Arts Division of the Parks and Recreation Department. This position reports directly to the Cultural Arts Manager.

Working under the supervision of the Cultural Arts Manager, the event assistant is responsible for coordination of partner organizations, performers, and patrons for all of the city's Cultural Arts programming. Cultural Arts programming produced through the Parks & Recreation Department include Concerts, international programming, and festivals.

### **Essential Functions:**

Prepares logistical plans for Cultural Arts events.

Prepare and coordinate publicity of events.

Maintains working relationships with vendors, businesses, sponsors, and special interest groups.

Prepares event schedules, staff support, volunteer support, related equipment, and materials.

Coordinates the administration of grants to local non-profits.

Maintains donor records and communications for Spotlight on the Arts.

Coordinate The Spotlight on the Arts Festival.

Develops graphic design brochures, flyers, etc. to include editorial material.

Coordinates with city departments.

Prepares written reports and presentations.

Responsible for customer service.

Responsible for generating, promoting, printing, and distributing event information.

Budget tracking.

Performs other duties as assigned.

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

### **Minimum Education and Experience Requirements:**

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Education and Experience: Minimum - experience in customer service, arts management and or special event planning. Required to work some nights, weekends, and Federal holidays.

Concert production or programing experience preferred.

## **Necessary Knowledge, Skills, and Abilities:**

Knowledge of computer programs including Microsoft applications, graphics software to include InDesign, Illustrator, Adobe Office.

Social media to include Facebook, Twitter, Instagram, SnapChat.

Website maintenance.

Interpret, apply, and communicate policies, procedures, and services.

Proofread highly technical reports to conform to style and format of department.

Establish and maintain complex records.

Assemble and organize data.

Prioritize, organize, and work independently.

Compose composition and do numerical work in budgeting.

Supervise the work of subordinates (to include both staff and volunteers) on a continual and intermittent basis.

Communicate ideas effectively.

Deal effectively in customer service efforts.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

While performing the duties of this job, the position requires an individual to sit, talk or hear. The individual is required to walk; use hands to finger, handle and/or feel objects, tools or controls and be able to reach and stretch with hand and arms as well as stoop and bend.

The individual must be able to lift or move up to 25 pounds. Specific vision abilities required in this position include close vision and the ability to adjust focus (eyeglasses are acceptable for individuals).

## **Work Environment:**

The noise level in the day-to-day work environment is moderately quiet while the noise level during some events can be quite high.

## **Americans with Disabilities Act Compliance:**

## **Attachment #3**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## **Custodian - Part Time** City of Fairfax, Virginia

Salary Grade: 105  
Revised: 6/2024

Job Code: 9022  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

The purpose of this position within the organization is to conduct manual custodial care and cleaning of the Green Acres Center, which houses a full-time preschool and Senior Center.

Work involves varied cleaning and minor maintenance tasks generally following established routines. Primary responsibility is for cleaning and otherwise caring for Green Acres and equipment therein. Nonroutine assignments are made by the Operations Manager, but an employee in this position is expected to perform recurring tasks independently. Work is reviewed through inspection of the assigned areas.

This position works under close supervision according to set procedures.

### **Essential Functions:**

Sweeps, mops, and buffs floors.

Cleans and sanitizes water fountains regularly throughout the day.

Cleans and sanitizes restrooms; including toilet bowls, urinals, and sinks regularly throughout the day.

Vacuums carpeted areas as well as throw rugs/runners.

Dusts furniture, cabinets, walls, windowsills, radiators, and other furnishings.

Washes windows, fixtures, floors, and walls; dusts and washes venetian blinds.

Sweeps sidewalks, collects trash, and removes litter from around the building.

May assist with shoveling snow/clearing entrance areas and spreading ice melt.

Performs related work as assigned.

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

### **Minimum Education and Experience Requirements:**

High School graduation, GED equivalent or 10 years' experience in janitorial/custodial work.

Requires one year's experience in custodial work or closely related experience.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of cleaning materials, methods, equipment, and procedures.

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Ability to follow oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to follow a daily checklist of assignments.

Ability to follow City Safety Regulations and read and understand MSDS sheets.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

Performs light to medium work that involves walking or standing virtually all the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop kneel, crouch or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 75 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

## **Work Environment:**

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic chemicals. The employee is occasionally exposed to the risk of electrical shock.

This position is assigned to work in the Green Acres Center only but may be required at times to put in some hours at different facilities.

The noise level in the work environment is moderately noisy with children and adults throughout the Center.

Overtime is required when necessary.

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

## Customer Service Representative I - Part Time City of Fairfax, Virginia

Salary Grade: 106  
Revised: 6/2024

Job Code: 6335  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

Responsible for overseeing events and classes held at a variety of locations (Stacy C. Sherwood Community Center, Old Town Hall, Blenheim Interpretive Center, and Green Acres) and for maintaining the city's facilities as assigned. Position reports directly to the Operations Manager.

An essential part of the duties of this position involves customer service-oriented work and includes managing the front desk of the centers (Green Acres, Old Town Hall, Stacy C. Sherwood Community Center, and Blenheim Interpretive Center). This position must anticipate the citizen/patron needs, as the Customer Service Representative is the first employee to interact with anyone coming inside our centers. Delivering friendly customer service with knowledgeable answers is of utmost importance.

Work is performed under the general direction of the Facility Coordinator and Operations Manager. Work is reviewed through conferences and reports for overall effectiveness and efficiency.

### **Essential Functions:**

Involves customer service-oriented work and includes managing the front desk of the centers, unlocking rooms for classes, rentals and community groups scheduled to use the location assigned.

Setups, breakdowns, stacking tables and chairs and taking out trash are examples of some of the physical work that is required.

Handles registration of classes, printing of rosters, room schedules and class evaluations.

Takes care of reserving facilities, answering phones and inquiries from the public.

Interacts with prospective clients, showing the premises and answering questions regarding rental of the facilities.

Will be trained to operate audio-visual equipment for potential rentals.

Check rooms and locking up after use.

Custodial duties and helping with special events as needed.

Greet the public in a friendly manner and offer assistance as needed upon entering the facility.

Unlock rooms for classes, rentals and community groups scheduled to use the assigned location.

Setups, breakdowns, stacking of tables and chairs and taking out trash for private rentals.

Handles registration of classes, printing of rosters, room schedules and class evaluations.

Meet with customers to review rental policies and procedures and reserve facilities and equipment for private rentals.

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Answering phone calls and emails in a timely manner to address any inquiries from the public.

Give tours of rental venues and answer any questions regarding the venue of interest.

Operate audio visual equipment for private rentals or City use.

Ability to be the first to open a building to the public as well as the last to close and secure a building in the evening.

Custodial duties and helping with special events as needed.

Performs related work as assigned.

Works a consistent weekly schedule so that a minimum of 1300 hours is worked in a 12-month span.

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

## **Minimum Education and Experience Requirements:**

Graduation from high school or GED.

## **Necessary Knowledge, Skills, and Abilities:**

Knowledge of Microsoft Office and the ability to learn various software as needed.

Ability to deal courteously with the public, communicate effectively orally and in writing and ability to work unsupervised.

Requires ability to frequently lift and/or move up to 60 lbs. and occasionally lift and/or move more than 75 lbs.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

## **Work Environment:**

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

# Attachment #3

## Customer Service Representative II - Part Time City of Fairfax, Virginia

Salary Grade: 108  
Revised: 6/2024

Job Code: 6331  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

Responsible for overseeing events and classes held at a variety of locations (Stacy C. Sherwood Community Center, Old Town Hall, Blenheim Interpretive Center, and Green Acres) and for maintaining the city's facilities as assigned. Position reports directly to the Operations Manager.

An essential part of the duties of this position involves customer service-oriented work and includes managing the front desk of the centers (Green Acres, Old Town Hall, Stacy C. Sherwood Community Center, Blenheim Interpretive Center, and City Hall), analyzing current processes and creating/implementing new processes to streamline operations, provide group and one on one trainings to CSR I staff, late night event support on weekends, building audits, contract audits, and ensuring events are properly staffed along with organizing scheduled cleanings.

This position also involves rotational weekend rental work where the position becomes point of contact for: troubleshooting any issues that arise, customer support, CSR I support, and managing any non-emergency communications to relevant entities to include AC/HVAC maintenance, non-emergency communication with police, contracted cleaning communications, and communication with the Assistant Facilities Manager and Operations Manager.

This position must anticipate the citizen/patron needs, as the Customer Service Representative is the first employee to interact with anyone coming inside our centers. Delivering friendly customer service with knowledgeable answers is of utmost importance.

Work is performed under the general direction of the Facility Coordinator and Operations Manager. Work is reviewed through conferences and reports for overall effectiveness and efficiency.

### **Essential Functions:**

Involves customer service-oriented work and includes managing the front desk of the centers, unlocking rooms for classes, rentals and community groups scheduled to use the location assigned.

Setups, breakdowns, stacking of tables and chairs and taking out trash are examples of some of the physical work that is required.

Handles registration of classes, printing of rosters, room schedules and class evaluations.

Takes care of reserving facilities, answering phones and inquiries from the public.

Interacts with prospective clients, showing the premises and answering questions regarding rental of the facilities.

Will be trained to operate audio-visual equipment for potential rentals.

Check rooms and locking up after use.

Greet public in a friendly manner and offer assistance as needed upon entering facility.



## **Attachment #3**

Unlock rooms for classes, rentals and community groups scheduled to use the assigned location.

Setups, breakdowns, stacking of tables and chairs and taking out trash for private rentals.

Meet with customers to review rental policies and procedures and reserve facilities and equipment for private rentals.

Answering phone calls and emails in a timely manner to address any inquiries from the public.

Give tours of rental venues and answer any questions regarding the venue of interest.

Ability to be the first to open a building to the public as well as the last to close and secure a building in the evening.

Custodial duties to include analyzing and maintaining up to date cleaning calendars so that proper cleaning is scheduled before events.

Helping out with special events as needed.

Demonstrates expert knowledge of reservation systems, contracts, filings, set-up/take-down of events, scheduling payments and issuing refunds, creating venue layouts for customers, along with any other relevant job duties.

Is a part of a Venue Committee that meets with the Parks and Recreation Operations Manager/Assistant Operations Manager with the purpose of researching, implementing, and training new procedures for other Customer Service Representatives.

Works a consistent weekly schedule so that a minimum of 1300 hours is worked in a 12-month span.

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

### **Minimum Education and Experience Requirements:**

Graduation from high school or GED.

Experience with the City of Fairfax as a Customer Representative.

Requires a Class D Driver's License valid in the Commonwealth of Virginia, and good driving record.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of Microsoft Office and the ability to learn various software as needed.

Ability to deal courteously with the public, communicate effectively orally and in writing and ability to work unsupervised.

Requires ability to frequently lift and/or move up to 60 lbs. and occasionally lift and/or move more than 75 lbs.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

**Physical Demands:**

**Work Environment:**

**Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## Deputy City Manager City of Fairfax, Virginia

Salary Grade: DCM  
Revised: 10/2023

Job Code: 1005  
EEO Code: 01  
FLSA: Exempt

### **Definition of Class:**

The Deputy City Manager assists the City Manager with the planning, organization, direction, and evaluation of the operations and programs of the city government. The incumbent works collaboratively with department heads and other senior leadership within the organization to support the City Manager, serving as an advisor and analyst to the City Manager, ensuring priorities are strategically managed, results measured, and that services meet established goals and performance standards. Acts for the City Manager in their absence.

Duties include the oversight of specific departments as designated by the City Manager, assisting with the planning and administration of projects and programs. Incumbent has responsibility for a variety of City Manager's office functions including liaison with Mayor, Council, members of the public and city departments, budget preparation and oversight, Commonwealth of Virginia legislative liaison and planning direction, and coordination of special projects. Work is performed with considerable latitude and independent judgment under general supervision from the City Manager and is performed in accordance with policies and direction established by the City Manager. Incumbent is expected to exercise considerable initiative and independent judgement.

The incumbent will have frequent contact with employees, residents, businesspeople, and elected and appointed officials.

### **Essential Functions:**

Manages, coordinates, and oversees the operational and administrative functions of assigned departments and divisions. Provides strategic guidance to senior leadership.

Facilitates problem solving of complex issues involving residents or businesses as well as addressing and answering Council inquiries and requests.

In collaboration with the City Manager, provides leadership and management direction to encourage and support team building, collaboration, and professional development of the Senior Leadership Team and city workforce.

Attends City Council meetings, makes presentations to Mayor and Council and answers questions during meetings. Follows up on questions after meetings, providing Mayor and Council with additional information.

Responds to City Council and public inquiries about city policies, procedures, and programs.

Attends public functions and speaks to civic and business groups, and other groups of community members.

Directly responsible for coordination between city departments of all capital improvement projects (CIP) to include coordination with city boards and commissions of any approvals needed for CIP construction. Responsible for timely completion of CIP projects per scope and within budget.

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In collaboration with the City Manager and city leadership, responsible for coordination of a variety of complex strategic initiatives and partnerships between city departments, operations, other local governments, non-profits, and community and university partners to include coordination with the Mayor and City Council and boards and commissions as required. Responsible for timely completion of strategic initiatives and partnerships per scope and within budget.

Participates in the annual budget preparation process as a member of the city's budget team, reviewing and discussing budget requests, and assisting with the drafting and editing of the budget message and narrative.

Conducts activity associated with city's legislative requests to Virginia General Assembly, monitors bills and evaluates impacts on city, prepares and delivers testimony to General Assembly, and promotes the city's position on proposed legislation with State delegates.

Serves as a Deputy Director of the Office of Emergency Management, assisting the City Manager/Director of the Office of Emergency Management responding to local emergencies. Subject to emergency recall during emergencies/EOC activations.

Conducts research and prepares oral and written reports on special assignments.

May act for the City Manager in their absence.

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

### **Minimum Education and Experience Requirements:**

Bachelor's degree in government, public administration, business administration or related field and ten (10) years of progressively responsible work experience in a senior level position in local government or any equivalent combination of training and experience which provides the following necessary knowledge, skills, and abilities.

Prefer MPA, MBA, MURP, ICMA-CM credentialing, Virginia municipal government, and significant project management experience.

### **Necessary Knowledge, Skills, and Abilities:**

Comprehensive and broad knowledge of the principles and practices of public administration and issues which are resolved at the highest levels of municipal government.

Comprehensive knowledge of local government programs and operations.

Working knowledge of municipal finance.

Good knowledge of the State and Federal legislative process.

Excellent communication skills including the ability to listen, communicate with and develop and maintain excellent relations with all segments of the community, the City Manager, Mayor and City Council, and city staff.

Skill in devising resourceful and creative programs and projects to promote the work of the city.

Ability to establish and maintain effective working relationships with city staff, the public, Mayor and Council, and other elected and appointed officials.

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Ability to write clearly and concisely.

Ability to analyze complex problems and develop and present comprehensive recommendations for their solutions.

Ability to tactfully communicate with residents and business community members.

Ability to exercise tact, courtesy, firmness, and fairness while interacting with city staff, Mayor and Council, and member of the public.

Ability to positively manage staff.

Ability to plan, coordinate, and evaluate multifaceted projects that are sensitive in nature due to broad community impact.

Ability to make oral presentations to large groups of people.

Ability to effectively communicate information to others.

Ability to read and understand a variety of reports, policies, and regulations.

Ability to competently prepare budgets, staff reports, and other documents.

Ability to apply principles of logical thinking to a wide range of problems and comprehend a variety of abstract and concrete information.

Ability to research and analyze data and prepare reports.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

### **Physical Demands:**

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

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

### **Work Environment:**

The noise level in the work environment is usually moderately quiet.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

The job class description does not constitute an employment agreement between the employer and

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employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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## **ECONOMIC DEVELOPMENT Assistant Director / PROGRAMS MANAGER** City of Fairfax, Virginia

Salary Grade: 119  
Revised: 10/2024

Job Code:  
EEO Code:  
FLSA: Exempt

### **Definition of Class:**

The Economic Development Assistant Director/ Programs Manager (ADPM) is responsible for proposing, developing, and overseeing the implementation of all business programming and other special projects and initiatives as assigned. The ADPM is charged with supervising the programs portfolio of FCED which exists among the numerous portfolio divisions (including Business Investment, Operations, Public Relations, Tourism, and Strategic Initiatives). During the implementation phase of any program, the ADPM serves as the liaison with business participants and supervises the day of and on-site execution. The ADPM will work closely with the Director to develop programs across all functions of the FCED including, but not limited to, business investment (attraction, retention, and relationship management), community partnerships to promote local businesses, and targeted events to support sales for local retail businesses (e.g. Fairfax City Restaurant Week, FLEX Card etc.). From time to time the ADPM is also responsible for supporting strategic initiatives that contain a programmatic function (i.e. events that engage the business community and promote non-portfolio initiatives).

This position will report directly to the FCED Director with support to individual portfolio leads. For EDA/client focused work the position will be recognized as Vice President for Programs Management

### **Essential Functions:**

#### **Programs**

Lead and oversee the management, development, and onsite execution of Fairfax City Economic Development programs.

Develop and propose the annual programs strategy, in coordination with a subcommittee for programs of the Fairfax City Economic Development Authority.

Oversee the Programs Management staff which include a Programs Associate and at least one Fellow/ Intern.

Provide leadership and guidance on the development of programs based on the FCED strategic work-plan and direction from the Economic Development Authority.

Represent the FCED Director publicly at speaking events, engagements, and within the media, or when promoting portfolio specific events and activities.

Prepare, review, and maintain the Programs portfolio budget.

Represent the FCED Director as needed on the board of directors of the Old Town Fairfax Business Association

Coordinate with the Public Relations portfolio to ensure programs are marketed effectively through FCED's media apparatus.

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Establish and maintain community partnerships through meetings and distributing of collateral for programmatic events to business participants while sharing information with community partners.

Empower trusted-/ partner-organizations to coordinate, plan and implement events that support the Economic Development strategic work-plan.

Serve as a thought leader working to advance the collaboration between FCED and the GMU Costello College of Business.

Oversee the management and administration of the FLEX Card.

Prepare reports for Fairfax City Economic Development leadership, the City's Senior Leadership Team, and the Mayor and City Council on program impact and measurement and when necessary, present those findings during City Council meetings (will be scheduled in advance) and meetings of the Economic Development Authority.

### **Business and Association Engagement**

Cultivate strong relationships and communication with varied audiences to include nonprofit associations, surrounding colleges/ universities and the city's business community.

Oversee staff planning and hosting of ribbon cuttings for new or expanding businesses in the City.

Document and manage relationships in the Fairfax City Economic Development CRM, BluDot.

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

### **Minimum Education and Experience Requirements:**

Preferred candidates will possess a bachelor's degree from an accredited college or university.

Experience with managing programs or events from concept to logistics.

Proficiency in Microsoft Office (Outlook, Word, Excel, etc.), Google Workspace, WordPress, CRM management, Adobe, and Canva.

Has experience supervising programmatic employees and overseeing the onboarding and development of a programs management team.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of government operations, private sector business development support and economic development efforts.

Must have the ability to multitask, work well in a fast-paced environment, and must be detail oriented.

Must also be a self-starter with a proven track record of showing independent work and initiative.

Must be a good cultural fit for a small but growing team.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**



Professional recognition from the International Downtown Association

**Physical Demands:**

**Work Environment:**

**Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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## Economic Development Programs Manager City of Fairfax, Virginia

Salary Grade: 117  
Revised: 2/2023

Job Code: 2532  
EEO Code: 02  
FLSA: Non-Exempt

### **Definition of Class:**

The Economic Development Programs Manager (EDPM) is responsible for proposing, developing, and overseeing the implementation of all retail business programming and other special projects as assigned. During the implementation phase, the EDPM serves as the liaison with business participants and leads the day of and on site execution. The EDPM will work closely with the Director and Senior Assistant Director to develop programs across all functions of the EDO including, but not limited to, business investment (attraction, retention, and relationship management), community partnerships to promote local businesses, and targeted events to support sales for local retail businesses (e.g. Fairfax City Restaurant Week, FLEX Card etc.).

This position will report directly to the EDO Director with support to individual portfolio leads.

### **Essential Functions:**

#### **Programs**

Lead and oversee the management, development, and onsite execution of Fairfax City Economic Development programs.

Coordinate with the Business/Community Engagement Specialist to ensure programs are marketed effectively through EDO/A's social media channels.

Build community partnerships through meetings and distributing collateral for programmatic events to business participants while sharing information with community partners.

Empower trusted-/ partner-organizations to coordinate, plan and implement events that support the Economic Development strategic work-plan.

Oversee the management and administration of the FLEX Card which is a multi-brand digital gift card that can be used across multiple business sectors within the city; Oversee the management of the Fairfax City Restaurant Week program (as a thought leader and contract manager).

Prepare reports for Fairfax City Economic Development leadership, the City's Senior Leadership Team, and the Mayor and City Council on program impact and measurement and when necessary, present those findings during City Council meetings (will be scheduled in advance) and meetings of the Economic Development Authority.

#### **Business and Association Engagement**

Cultivate strong relationships and communication with varied audiences to include nonprofit associations, PTA organizations, surrounding colleges/ universities and the city's business community.

Plan and host ribbon cuttings for new or expanding businesses in the City.

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Build community partnerships through meeting and distributing collateral for the Fairfax City Closed Loop Gift Card program to business participants.

Collaborate with the Business/Community Engagement Specialist to ensure programs are communicated/promoted online and engagement occurs with the public.

Document and manage relationships in the Fairfax City Economic Development CRM, BluDot.

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

### **Minimum Education and Experience Requirements:**

Preferred candidates will possess a bachelor's degree from an accredited college or university.

Experience with managing programs or events from concept to logistics.

Proficiency in Microsoft Office (Outlook, Word, Excel, etc.), Google Workspace, WordPress, CRM management, Adobe, and Canva.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of government operations, private sector business development support and economic development efforts.

Must have the ability to multitask, work well in a fast-paced environment, and must be detail oriented.

Must also be a self-starter with a proven track record of showing independent work and initiative.

Must be a good cultural fit for a small but growing team.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

### **Physical Demands:**

### **Work Environment:**

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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## Emergency Management Specialist - Part Time City of Fairfax, Virginia

Salary Grade: 117  
Revised: 6/2024

Job Code: 2215  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

Assists regional and city partner agencies with emergency management mitigation, response, preparedness, and recovery initiatives. This position will potentially work with and assist all applicable regional partners and city agencies in the review/revision of their plans and procedures to ensure compliance with the National Incident Management System, Comprehensive Planning Guide 101, Emergency Management Accreditation Program, and related local, state, or federal regulations, as required. Work involves developing and maintaining the city's emergency operations plan and supporting documents, performing hazard, threat, risk, and vulnerability assessments, analyzing the city's disaster response capabilities, and planning and executing disaster response exercises. Developing and conducting disaster preparedness training programs to support planning documents. Work is performed under the general supervision of the Deputy Emergency Coordinator.

### **Essential Functions:**

Plans, develops, and maintains the city's emergency operation plans and procedures. Coordinates these documents with the city manager, department directors, regional leaders, state, and federal agencies.

Assist in the design, development, organization, and maintenance of an emergency operations center (EOC) to deal with emergency plans for natural, technological, and intentionally caused disasters.

Plans, organizes, and conducts training and exercises to evaluate the readiness and effectiveness of the city's emergency response plans and capabilities.

Attends meetings of regional, state, and federal agencies and organizations to exchange information related to emergency response planning.

Coordinates activities with city agencies related to emergency preparedness and response planning locally, regionally, and at the state level.

Maintains appropriate plans and facilities for assigned personnel involved in implementing the operations of the city's EOC.

Prepares written operational plans, procedures, and training reports.

Participates in regional planning, training, and exercise meetings as required by the Metropolitan Washington Council of Governments (COG) Emergency Managers Committee and subcommittee as needed.

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

### **Minimum Education and Experience Requirements:**

Requires a bachelor's degree or equivalent combination of education and experience.

## **Necessary Knowledge, Skills, and Abilities:**

Comprehensive knowledge of the principles, practices, and techniques of emergency management, including preparedness, response, recovery, prevention, and mitigation.

Demonstrated proficiency in basic computer skills and the use of standard software programs such as Microsoft Word, Excel, PowerPoint, and Access.

Skilled in emergency preparedness, response, recovery, and mitigation to various governmental and community support groups.

Ability to work well with people and handle stressful situations tactfully and diplomatically.

Ability to communicate ideas clearly, concisely, and effectively, both orally and in writing.

Ability to perform physical tasks required for designated duties.

Ability to establish and maintain effective working relationships with fellow employees, city officials, volunteer support agencies, regional partners, and the general public.

Must possess strong conceptual skills and thorough knowledge of multi-agency coordination and team leadership.

Must be able to think creatively and act independently.

Ability to analyze emergencies and to recommend practical courses of action.

Ability to follow oral and written instructions, deal effectively with the public, and speak and write effectively.

Ability to read and interpret emergency management laws, ordinances, rules, and regulations.

Ability to maintain records, draw sound conclusions, and enforce regulations firmly, tactfully, and impartially.

Must be able to perform duties outside of regular business hours.

## **Additional Desirable Qualification:**

Emergency Management Certification by the Virginia Emergency Management Association or the International Association of Emergency Managers.

## **Special Certifications and Licenses:**

## **Physical Demands:**

Work is typically performed in an office setting. Hand-eye coordination is necessary to operate a computer and various office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, talk, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is also occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl.

## **Work Environment:**

The employee may be considered essential emergency personnel. Any personnel in this position is required

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to work during emergencies and is subject to be recalled to work at any time.

While performing the duties of this job, the employee may occasionally work in outside weather conditions.

The noise level in the work environment is typically low to moderate and is usually related to the office setting.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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## Environmental Sustainability Specialist City of Fairfax, Virginia

Salary Grade: 116  
Revised: 2/2023

Job Code: 2501  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

Under general supervision of the Sustainability Coordinator, supports the planning, development and implementation of activities related to the City's environment and sustainability programs.

Performs professional level work developing, organizing, administering and evaluating assigned programs and functions, providing guidance and technical expertise to program staff, other departments, community members and program participants.

Work involves responsibility for organizing, managing, and participating in various projects, programs, and plans related to sustainability and environmental stewardship. Work involves supporting project operations with end-to-end project management activities including budgeting, forecasting, execution, and continuous sustainability improvements. Work performed involves independent judgment and action within the framework of existing City and department rules, regulations, and procedures.

### **Essential Functions:**

Provides technical and programmatic support in the development, implementation, performance tracking, and reporting related to various sustainability policies, programs, and initiatives in the areas of waste reduction and recycling, energy efficiency, renewable energy, green building, resiliency, stormwater management/watershed protection, climate change mitigation and adaptation, equity, green procurement and sustainable transportation.

Coordinates with City departments, authorities, businesses, residents and other partners to implement strategies and actions associated with program goals.

Conducts research studies and surveys; evaluates programs and operations to identify areas for improvement; monitors results compared to performance benchmarks and evaluates progress toward achieving goals.

Develops, implements and manages all solid waste programs as required in the City's Solid Waste Management Plan to achieve the City's goals.

Updates the City's Solid Waste Management Plan every 5 years, as required by state regulations.

Tracks, manages, analyzes and reports solid waste, recycling and composting tonnage data utilizing a database management system.

Prepares and submits the City's annual recycling report to the Virginia Department of Environmental Quality.

Develops and adheres to program timelines and budgets.

Coordinates with Code Compliance and other regulatory agencies to ensure environmental regulations and policies, including but not limited to solid waste and recycling, illegal dumping, yard waste plastic bag ban, and construction debris are enforced.

## Attachment #3

Monitors Sustainability related changes in local, state, and federal law and policy and evaluate impacts on City programs, initiatives, and budgets, considering factors such as life-cycle cost/benefit analysis, technical feasibility, and integration with other City-wide goals.

Manages, creates and implements community outreach and education plans for all programmatic areas (e.g. government facilities, residential, multi-family, commercial, schools and special events). Expands outreach efforts to ensure messaging reaches a diverse audience.

Works with the Communication and Marketing Office to raise public environmental awareness and promote sustainability initiatives, including developing content and public engagement campaigns through the City's website, social media platforms, online and printed newsletters, presentations, cable TV channel, etc.

Designs and produce education and outreach materials, including print brochures, posters, signs, flyers, decals, booklets, postcards, magnets, promotional giveaways and graphics for the City's website and social media.

Conducts ongoing monitoring and evaluation of activities that examine the effectiveness and impact of outreach and education efforts using defined metrics and deliverables.

Administers contracts and agreements.

Partners with surrounding jurisdictions and regularly attend regional meetings.

Recruits, trains and supervises volunteers to support programs.

Identifies and facilitates outreach opportunities that will strengthen relations or create new partnerships with stakeholders and organizations (e.g. businesses, non-profits, George Mason University, environmental organizations, etc.).

Researches, identifies and analyzes innovative programs, opportunities and technologies that promote the environment and sustainability program goals.

Identifies, applies and administers grants in accordance with grant guidelines, policies and procedures.

Other duties as assigned.

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

### **Minimum Education and Experience Requirements:**

Bachelor's degree in Environmental Science or Engineering, Environmental Policy, Energy Management, Environmental Resources Management, Sustainability, Public Policy, Public Administration or a related field and either a master's degree or two years of experience in environmental policy, sustainability, resource conservation, climate change management, data analysis, or other related areas with the responsibility for planning, administering, organizing and coordinating programs.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of the principles, theories, and practices involved in sustainability policies, programs, and initiatives in the areas of waste reduction and recycling, energy efficiency, renewable energy, green building, resiliency, stormwater management/watershed protection, climate change mitigation and adaptation, equity, green procurement and sustainable transportation.

Knowledge of effective methods and practices related to sustainability, environmental stewardship, waste



# Attachment #3

reduction, recycling, composting and disposal.

Knowledge of current issues, trends, and applicable federal, state and city environmental and sustainability-related programs, laws, rules, regulations, and regulatory processes.

Ability to set priorities, coordinate multiple projects, and meet critical deadlines.

Proficiency with Windows, Microsoft Office (including Word, Excel, Access, Publisher), and knowledge of graphic design software.

An ability to synthesize quantitative and qualitative technical information, and complex ideas into formats that are easily understood by the general public.

Ability to prepare and deliver presentations to audiences of varying sizes and knowledge.

Ability to establish and to maintain good working relationships with co-workers, elected and appointed officials, businesses, organizations and citizens.

Willingness to participate in continuing education of a quickly changing and dynamic field such as training, webinars and self-guided study.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

Although not required, any of the following certifications are preferred: Certified Energy Manager (CEM) from the Association of Energy Engineers (AEE), Professional Energy Manager (PEM) from the Institute of Energy Professionals, BPI certification from the Building Performance Institute, LEED AP from the US Green Building Council.

## **Physical Demands:**

Work is performed mostly in office settings. Some outdoor work is occasionally required in the inspection of various construction sites or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tool, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.

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

## **Work Environment:**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places, confined spaces, and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

The noise level is usually quiet in the primary office work environment; employee may be exposed to higher noise levels while conducting outdoor field work or visiting other City facilities.

## **Americans with Disabilities Act Compliance:**

## **Attachment #3**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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## Fleet Technician II City of Fairfax, Virginia

Salary Grade: 114  
Revised: 7/2024

Job Code: 4310  
EEO Code: 07  
FLSA: Non-Exempt

### **Definition of Class:**

This is highly skilled and mechanical repair work on transit buses, automotive, medium-heavy duty trucks and construction equipment. Performing maintenance, repairs, modifications on all variations of gasoline and diesel-powered vehicles and equipment.

Work involves responsibility for the maintenance, mechanical repair, fabrication, new fleet additions preparation, and surplus decommission of a variety of automotive equipment including passenger, police, special operations vehicles and equipment, ambulances, fire trucks, emergency vehicles, aerial tower truck, aerial bucket trucks, refuse collection trucks, leaf trucks, snow equipment, sewer equipment, backhoes, front end loaders, trailers, hybrid vehicles, electric vehicles, automotive equipment, trucks, transit buses, tractors, and other gasoline and diesel-powered heavy-duty and specialized equipment. Assignments are received from the Fleet Operations Manager, in the form of electronic repair orders, employees work under general supervision using independent judgment to be align with OSHA requirements in diagnosis and repair. Work is subject to inspection while in progress and upon completion. After hours On-Call Rotation is required.

### **Essential Functions:**

Performs preventive maintenance along with diagnose and repairs on a variety of transit buses automotive equipment including police cars, firefighting apparatus, light to heavy trucks, hydraulic packers, front end loaders, backhoes, graders, street sweepers, rollers, construction, and other mechanical equipment, for worn parts and mechanical defects.

Performs automotive repairs in a bay with a variety of variables such as in a dusty, dirty environment where exhaust fumes are often present and where temperatures may become very hot or very cold depending on the weather conditions.

Assists in determining equipment specifications for new vehicles and equipment.

Repairs and replace a variety of components such as: transmissions, gasoline and diesel engines, turbo chargers, coolant system components, DEF system, diesel aftertreatment, wheel chair lifts, bicycle racks, power take-offs, differentials, front and rear end assemblies; hydraulic pumps, lines, and connections, hydraulic cylinders, repairs and replaces air drum and disc brakes (weighing up to 160 lbs.), generators, universal joints, lighting systems, sirens, ignition, electrical, fuel systems, wheel bearings, exhaust system, driveline axles, tires, computer modules, multiplex system, HVAC a/c and heat system, interior components, safety systems- fire suppression and emergency exits, announcement systems, mobile communications systems, destination signs, standard suspension with air ride. Trash compacting system with cart tipper, backup camera and drive camera systems, GPS traffic preemption systems, Whelen core multiplex system, traffic advisors, snowplows, chemical spreaders, salt brine applicators, leaf impeller and bearings, leaf collection components, CCTV inspection equipment, sewer line flush trucks, etc.

Uses various computers and scan tools to diagnose equipment as well as DVOM's and DSO with special leads and amp clamps.

Operates saws, drill presses, hydraulic presses, valve grinding machines, and other related automotive machinery.

## **Attachment #3**

Performs seasonal inspection and repairs to leaf collection equipment.

Performs repairs on fuel site equipment.

Performs repairs on shop equipment and tools.

Use online cloud bas programs for diagnostic, repair manuals and internal fleet management software.

Maintains OSHA compliance in assigned bay.

Fabrication of shop tools and parts.

Performs minor welding and some major welding tasks.

Operates various types of shop equipment, machinery, precision instruments, specialized tools, micrometers, dial gauges, pressure gauges, power saws, drills, grinders, tire changing, plasma cutter, torches, welder, press, pullers, vacuum machine, etc.

Diagnose and repair computer aided systems such as: fuel injection, anti-skid brakes, emission and engine sensors, lighting, etc.

Attends safety training and other compliance related online and in person training.

Verifies newly purchased light and heavy-duty vehicles to ensure they meet city specifications, installs decals and other equipment.

Conducts official state safety inspections of all licensed city vehicles.

Makes emergency road repairs and service calls as necessary.

Required to be on call to respond to vehicle or city emergencies on a weekly rotation.

Will be required to work overtime with little or no notice as needed.

Performs seasonal inspection and repairs to A/C systems on transit buses.

Will be required to travel for training.

Keeps bay, toolbox, and workstation neat and clean, removing trash daily.

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

### **Minimum Education and Experience Requirements:**

Graduation from high school (or GED) supplemented by courses in automotive mechanics plus 3 years minimum experience in problem diagnosis, repair and maintenance of a wide variety of transit buses, light/medium/heavy and specialized vehicles, construction equipment, fire apparatus.

Must meet skill base requirements for Technician II, otherwise will be hired as an underfill until the requirements have been met.

### **Necessary Knowledge, Skills, and Abilities:**

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Considerable knowledge of the methods, materials, tools, and techniques used in the repair and maintenance of automotive, construction, and maintenance vehicles and equipment and specialized equipment including gasoline and diesel engines, hydraulic systems, and air systems.

Must furnish complete set of own hand tools.

Ability to perform 80% of work without technical assistance.

Performs minor welding and fabrication.

Considerable knowledge of the occupational hazards and safety precautions of the trade.

Ability to diagnose, troubleshoot defects and make appropriate repairs in transit buses, fleet vehicles and equipment.

Ability to follow oral and written instructions, including administrative regulations, and standard operating procedures.

Ability to interpret and work from electronic and cloud base service manuals, specifications, and diagrams using hardback copies when applicable.

Ability to maintain necessary repair records, work effectively on a computer using fleet management software database for work orders, labor entry, note taking and other various applications.

Skill in the use and operation of tools and machinery used in fleet repair work.

Ability to test drive vehicles and equipment.

Ability to work cooperatively with others and be a team player.

Ability to communicate effectively with all internal team members, and external stakeholders.

Ability to adapt to new technologies and programs.

Ability to be a proactive self-starter.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

Must possess a valid driver's license with a good driving record.

Must be able to pass DMV requirements to acquire a class A commercial driver's license with N, P, and air brakes endorsements (within 6 months of employment) and have a good driving record.

Must obtain the following certifications within 15 months of employment:

1. Virginia Safety vehicle inspector.
2. ASE certification in air conditioning 609.
3. (5) ASE transit certifications assigned by the fleet superintendent.
4. ASE Level One High-Voltage Electrical Safety Standards certification.
5. ASE Level Two High-Voltage Vehicle Technician certification

### **Physical Demands:**

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While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms.

The employee is occasionally required to climb and/or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to walk, sit, and or talk and hear.

The employee must frequently lift and/or move up to 75 lbs. and occasionally lift weights up to 160 lbs. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

### **Work Environment:**

While performing the duties of this job, the employee frequently works near moving mechanical parts and machinery or in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes, toxic or caustic chemicals.

The noise level in the work environment is usually loud.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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## GRANTS MANAGER City of Fairfax, Virginia

Salary Grade: 119  
Revised: 6/2022

Job code: 0001  
EEO Code: 03  
FLSA: Non-exempt

### **Definition of Class:**

This position is responsible for technical accounting work of an advanced nature related to grant management and reporting.

Work involves responsibility for grant management process from funding researching, grant writing to grant management and reporting. Work is characterized by the complexity, diversity and work impact involved in assigned functions. Work is performed with considerable independence within the framework of procedures, policies, rules, and regulations governing the management and reporting of grants. Work is performed under general supervision and is subject to review by Assistant Director of Finance and internal and external audit.

### **Essential Functions:**

Develop sustainable grant programs, prepare and track grant applications, and prepare grant progress reports.

Manage overall grant programs, by researching funding opportunities and identifying new sources of funding.

Ensure compliance with federal, state, and other regulations.

Manage timelines and deliverables, perform grant reporting per grantors' requirements, and prepare audit reports for grants.

Manage workflow process for the City's grants, ensuring timeliness and accuracy of all relevant fields.

Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and procedures to ensure availability of funds.

Analyze processes, provide enhancements to grant programs and manage all grant management processes. Monitor grant budgets and expenditure and coordinate with Program Manager and ensure effective program.

Maintain records and perform research on all grant issues and prepare monthly records for all grant related activities.

Administer grant records and evaluate financial reports to analyze all annual progress.

Collaborate with Program Manager and prepare internal reports, status reports and other reports as needed. Conduct grant reporting and analysis.

Evaluate grant budgets and analyze all costs according to budget and ensure work within appropriate deadline.

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Train and provide assistance to Program Manager and sub grantees when necessary.

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

## **Minimum Education and Experience Requirements:**

4 years of related experience (graduate student and post-graduate student experience acceptable).

Experience in post-award grant management and related activities.

## **Necessary Knowledge, Skills and Abilities:**

Well-developed organizational skills and a proven track record of success in grant implementation and management.

Ability to work as a member of a team and independently with a high degree of efficiency and accuracy.

Demonstrated ability to organize and manage complex projects.

Knowledge of federal grant guidelines, policies and regulations (OMB Uniform Guidance, CARES, FEMA, etc.).

Knowledge of VA grant guidelines, policies and regulations (VDOT etc.).

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

Performs light work that involves walking or standing some of the time and involves skill, adeptness, and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

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

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

## **Work Environment:**

The noise level in the work environment is usually quiet.

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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## **Attachment #3**

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## GRANTS MANAGER City of Fairfax, Virginia

Salary Grade: 119  
Revised: 2/2023

Job code: 0001  
EEO Code: 03  
FLSA: Non-exempt

### **Definition of Class:**

This position is responsible for technical accounting work of an advanced nature related to grant management, budgeting, and reporting.

The Budget Management Analyst II is responsible for, among others, providing leadership in the planning, coordination and implementation of grants preparation processes; managing the sub-granting processes; drafting and monitoring grants budgets; managing grants contracts/agreements; tracking results, analyzing financial data per grant; and ensuring prompt reporting and compliance to grant conditions. Work is characterized by the complexity, diversity and work impact involved in assigned functions. Work is performed with considerable independence within the framework of procedures, policies, rules, and regulations governing the management and reporting of grants. Work is performed under general supervision and is subject to review by the Director of the Office of Management and Budget, and internal and external audit.

### **Essential Functions:**

Aid in the development of sustainable grant programs, prepare grant budgets in coordination with the grant manager, track grant applications/status, and prepare grant progress reports (monthly, quarterly, and annually).

Ensure compliance with federal, state, and other regulations, work with the Director of Financial Management on Single Audit and reporting requirements.

Manage timelines and deliverables, perform grant reporting per grantors' requirements, and prepare audit reports for grants.

Manage workflow process for the City's grants, ensuring timeliness and accuracy of all relevant fields.

Develop, maintain, and ensure proper grants management procedures are in place and consistently followed, including but not limited to due diligence procedures, grant reporting, award letters, grant agreements, and procedures to ensure availability of funds.

Analyze processes, provide enhancements to grant programs and manage all grant management processes. Monitor grant budgets and expenditure and coordinate with Program Manager and ensure effective program.

Maintain records and perform research on all grant issues and prepare monthly records for all grant related activities.

Administer grant records and evaluate financial reports to analyze all annual progress.

Collaborate with Program Manager and prepare internal reports, status reports and other reports as needed. Conduct grant reporting and analysis.

# Attachment #3

Evaluate grant budgets and analyze all costs according to budget and ensure work within appropriate deadline.

Train and provide assistance to Program Manager and sub grantees when necessary.

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

## **Minimum Education and Experience Requirements:**

4 years of related experience (graduate student and post-graduate student experience acceptable).

Experience in post-award grant management and related activities.

## **Necessary Knowledge, Skills and Abilities:**

Well-developed organizational skills and a proven track record of success in grant management and budget development and monitoring.

Ability to work as a member of a team and independently with a high degree of efficiency and accuracy.

Demonstrated ability to organize and manage complex projects.

Knowledge of federal grant guidelines, policies and regulations (OMB Uniform Guidance, CARES, FEMA, etc.).

Knowledge of VA grant guidelines, policies and regulations (VDOT etc.).

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

Performs light work that involves walking or standing some of the time and involves skill, adeptness, and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

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

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

## **Work Environment:**

The noise level in the work environment is usually quiet.

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to

## **Attachment #3**

discuss ADA accommodations with management.

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## Historic Resources Specialist II - Part Time City of Fairfax, Virginia

Salary Grade: 115  
Revised: 6/2024

Job Code: 6160  
EEO Code: 02  
FLSA: Non-Exempt

### **Definition of Class:**

This position will be a member of the Office of Historic Resources and will report to the Director of Historic Resources and receive general supervision from other senior staff. Work includes weekend and holiday hours at one of the city's three historic sites and/or at city events.

The Historic Resources Specialist II position will assist in all areas of museum and historic site operations and enhance the mission of the Office of Historic Resources to provide museum-related services to a diverse demographic community.

### **Essential Functions:**

Providing staff support and security for Fairfax Museum and Visitor Center, Historic Blenheim, and Ratcliffe-Allison-Pozer House in all areas of operations.

Enhancing visitor services, giving interpretive guided tours.

Implementing and supporting technology programs.

Supporting collections management and exhibition planning and installation.

Staffing special events and programs, providing administrative support, and working with the volunteer staff.

Specific duties will include data management for visitor statistics, gift shop sales, and other needs.

Using collections management protocols for the Past Perfect database system and protocols for the city's new financial program.

Assisting the Curator with both environmental readings and Integrated Pest Management Systems.

Working closely with the second Historic Resources Specialist II for inventory control and database reconciliation of gift shop merchandise.

Assist senior staff with preparing for and conducting youth and adult programs and tours at all three historic sites and at annual events, such as Fairfax HisTree Day and many city events.

Assuming a lead role for maintaining current tourism brochures and visitor information, both on display and in storage.

Moving historic artifacts and office equipment and supplies, and routine cleaning tasks.

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

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## **Minimum Education and Experience Requirements:**

Bachelor's degree or equivalent work experience, in all facets of museum and historic sites operations, including museum collections management practices, and educational/interpretive programming.

Proficiency in the use of social media and diverse museum-specific technology is a must.

Proven ability to work collaboratively with paid and volunteer staff is desired.

## **Necessary Knowledge, Skills, and Abilities:**

Ability to adapt to a flexible work schedule with often changing priorities.

Be able to lift 40 pounds and climb a ladder.

Knowledge of American and Fairfax history a plus.

Knowledge of and experience using the principles of museum interpretive programming for adults and youth.

Demonstrated knowledge of and experience using curatorial practices and procedures.

Demonstrated knowledge and ability to use museum-related technology programs and social media platforms.

Demonstrated ability to work effectively with a variety of individuals including the public.

Demonstrated ability to communicate effectively, both orally and in writing.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

Must possess a valid Driver's License.

## **Physical Demands:**

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office or shop machines or tools within moderate tolerances or limits of accuracy.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach and stretch with hands and arms; employee must be able to process information requests and have basic computer knowledge/familiarity. The employee is occasionally required to walk, stoop and bend. This position requires occasional lifting of boxes up to fifty pounds, standing, and walking outdoors to give historic building tours.

## **Work Environment:**

The noise level in the work environment varies depending on job site.

## **Americans with Disabilities Act Compliance:**

## **Attachment #3**

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# Attachment #3

## Housing Program Manager City of Fairfax, Virginia

Salary Grade: 121  
Revised: 8/2024

Job Code: 2263  
EEO Code: 02  
FLSA: Non-Exempt

### **Definition of Class:**

The Housing Program Coordinator oversees the City's Housing Program including housing policy and research, affordable housing planning and initiative management, homelessness related policy research and outreach management, housing support programs and management of housing trust fund, and coordination with County Departments, Non-profits, and State Housing Departments to ensure Fairfax City residents receive needed housing support. This position will also inform City leadership about legislative impacts on the local, state, and federal levels. This position creates and implements affordable housing strategies as outlined in the City's Strategic Plan and other strategic plans as defined by the City Manager. This position will manage and/or coordinate with agencies, including but not limited to Fairfax County and nonprofits, on housing program related services; provides technical assistance/expertise in this area for the City; evaluates programs, services and makes recommendations for improvement or new initiatives; represents the City in this area; and ensures compliance with program requirements. Finally, this position will perform other duties as assigned including serving as the staff lead to the Housing and Healthy Community Advisory Board.

### **Essential Functions:**

Manages all City Housing initiatives including the management of the City's Housing Trust Fund.

Coordinate with the Fairfax County Housing and Community Development Department to ensure their programs benefit City residents and connect our residents to these programs. Ensure the City receives performance data on the City's ROI for its annual contributions.

Liaison with the Virginia Department of Housing to assist our residents with information and resources provided.

Work closely with the Human Services Director to provide a holistic Health and Human Services portfolio and strategy for our City.

Work closely with the Police Department on strategies to enhance resident safety as it relates to issues surrounding Homelessness (including encampments), Mental Health, and Substance Abuse.

Work closely with Community Development & Planning and the Economic Development Department to plan the City's housing strategy.

Serve as the affordable housing and homelessness policy expert for the City, including keeping abreast of new policy recommendations.

Cultivate relationships with internal and external stakeholders and have effective communication on key housing policy.

Analyze legislation, regulations, and policies that impact affordable housing and homelessness related programs and services.

Develop effective strategies to accomplish work and provide essential and necessary resources.



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Provides regular written and oral status updates on affordable housing and homelessness to the Mayor and Council, City Manager and Staff Leadership, and other appropriate boards and agencies.

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

## **Minimum Education and Experience Requirements:**

Bachelor's degree in relate field required with five years of relevant experience in municipal housing policy and program management. An advanced degree in a related field with five years of relevant experience preferred.

## **Necessary Knowledge, Skills, and Abilities:**

Knowledge of key local, state, and federal, HUD, and private-sector affordable housing and homeless services programs, regulations, policies and compliance requirements.

Knowledge of legislative process and requirements.

Knowledge of community organizations and community resources.

Knowledge of automated systems relevant and necessary for assigned role and job function to meet the service demands.

Skill in interpersonal skills.

Skill in analyzing.

Skill in verbal and written communication.

Skill in organizing.

Ability to present information in both group settings and on an individual basis in a manner that is easily understood.

Ability to work independently.

Ability to process complex information.

## **Additional Desirable Qualification:**

Strong leadership, planning and organizational skills.

Ability to manage multiple tasks simultaneously and shift priorities as needed.

Demonstrated research, analytical and problem-solving skills.

## **Special Certifications and Licenses:**

Complete any HUD required training and/or certifications deemed necessary/appropriate. Advance training and certification in affordable housing, community development, through quality training programs and senior level work experience in local government preferred.

## **Physical Demands:**

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### **Work Environment:**

May be required to work at an alternate location and perform alternate duties in the event of an emergency.

This position requires working beyond the normal workday and workweek as needed.

Work is performed in an environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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## Human Resources Manager - Recruitment & Benefits City of Fairfax, Virginia

Salary Grade: 121  
Revised: 7/2023

Job Code: 2291  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

Under the general supervision of the Human Resources Director, performs high level professional and technical work involving all phases of human resources work. Work includes responsibilities in the areas of recruitment, employment screening and testing, benefits administration, and special projects. Incumbent is expected to demonstrate a high level of independent problem-solving abilities. The work is reviewed and evaluated by the HR Director through conferences, reports, and results achieved.

### **Essential Functions:**

Coordinates and manages the pre-employment process; trains hiring managers on the recruitment process; performs reference checks; arranges for pre-employment physicals and background checks; prepares offer letters; schedules new employee start dates and orientation.

Ensures adherence to city policies for recruitment process; develops selection procedures in conjunction with department and selecting officials; manages the writing of job postings and develops advertising strategies; posts job's and sets up advertisements; evaluates applications; screens applications; prescreens applicants; assists with the development of interview questions. Participates on interview panels as requested. Attends job fairs or other recruitment events as assigned.

Conducts new employee orientation, to include first day of work onboarding and subsequent orientation meetings.

Manages the City's online hiring/application system, NEOGOV, coordinating with the IT department on administration and updates as needed; trains department liaisons on the use of the system; prepares and updates guides for system users; responds to inquiries about job postings; responds to applicants with questions about their applications.

Assists with administering employee benefits programs including health, dental, life and disability policies, defined benefit and deferred compensation benefit plans, health, and flexible savings plans; reviews and recommends changes to benefit plans, programs, and procedures.

Manages the city's benefits and communicates benefits to employees.

Serves as liaison/contract administrator between insurance companies, agencies, and the city. Investigates and resolves disputes, problems, and issues between employees and benefits plans.

Directly supervises HR Payroll Specialist, HR Admin Specialist on daily tasks and assignments.

Supervises the processing of employee paperwork for biweekly payroll; works with staff to resolve payroll issues. Is accountable for timely processing of payroll and ensuring its accuracy and compliance with Federal and State regulations.

Assists with reviewing and approves all employee salary changes, title changes, position changes, promotions, transfers, and demotions.

## Attachment #3

Manages the FMCSA (Federal Motor Carrier Safety Administration) DOT (Department of Transportation) program to include random drug testing for CDL drivers.

Responsible for FMCSA Clearinghouse reporting requirements and manages all aspects of the process and remedies for reporting and violations.

Counsel's employees on continuation of benefits during leave and conversion of benefits upon termination or retirement.

Conducts benefits seminars, open enrollment meetings, and other related training.

Trains supervisors on Family Medical Leave and other benefits and recruitment topics.

Responds to employee inquiries about benefits and HR policies and procedures, providing interpretation and direction. Provides information to employees about retirement options.

Assists with the processing of VRS and City retirement plan retirement applications; calculates estimates for both plans as requested.

Assists with the administration of the Family Medical Leave Act (FMLA) and Consolidated Omnibus Budget Reconciliation Act (COBRA).

Completes and files the annual Creditable Coverage Disclosure with the Centers for Medicare and Medicaid Services. Sends Notice of Creditable Coverage – Medicare D notice to eligible participants in health insurance plans.

Organizes special events such as Employee Recognition Lunch.

Plans the annual employee benefits fair. Invites benefits vendors, selects, and contracts health screening providers, arranges set up and tear down of event, etc.

Understands and interprets general HR, recruitment, and benefits laws and regulations and stays abreast of changes in such; advises HR Director of changes and recommends updates to existing policies, procedures, and practices in response.

Assists the HR Director with the review, updating, development, and implementation of HR policies, practices, and procedures.

Assists with the review, updating, development, and implementation of Benefits related policies, practices, and procedures.

Assists with planning department goals and objectives.

Assists with the completion of salary surveys.

Sends letters to employees whose dependents are over the coverage age, notifying them or discontinuation of coverage. Sends COBRA letters to dependents that will no longer be covered.

Notifies retirees by letter of the annual benefits fair and open enrollment period for health insurance. Sends letter to retirees confirming health insurance coverage and updated rates each plan year.

Assists with the preparation of the fringe benefits figures for the annual budget.

Provides input and review of the annual Human Resources budget submission.

Attends professional organization meetings and participates in training programs as assigned.

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Uses a variety of computer software applications such as FinPlus, Cognos, Microsoft Word, Excel, and PowerPoint.

Conducts special research projects and prepares written reports and recommendations.

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

## **Minimum Education and Experience Requirements:**

Bachelor's degree in Human Resources Management, Business or Public Administration or a related field, plus three to five years of experience of professional level HR experience; or any equivalent combination of training and experience which provides the following necessary knowledge, abilities, and skills.

Must possess good judgement, excellent human relations skills, flexibility, and strong teamwork mentality.

Position requires extensive contact with employees regarding a wide variety of HR issues, and with outside organizations, other jurisdictions, and insurance companies.

## **Necessary Knowledge, Skills, and Abilities:**

Considerable knowledge of the principles, methods, techniques, and practices of HR management including methods and practices of recruitment, EEO law, and affirmative action principles.

Knowledge of current legal developments in the field of HR management.

Ability to establish and maintain effective working relationships with various levels of employees, job applicants, vendors, and the general public.

Ability to maintain confidentiality of information and to handle sensitive matters in a tactful manner.

Ability to analyze facts and issues in relationship to a variety of other factors and conditions, and exercise sound judgment in arriving at conclusions and recommendations.

Ability to present ideas and recommendations effectively, either orally or in written form and to prepare clear and concise reports. This includes speaking in front of groups of people.

Ability to effectively utilize PowerPoint and databases.

Ability to adapt to changing deadlines and priorities.

Skill in the application of computer technology to HR issues. Advanced proficiency in MS Word and Excel.

Considerable knowledge of the city's personnel policies and procedures.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands

## **Attachment #3**

to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

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

### **Work Environment:**

The noise level in the work environment is usually quiet.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

# Attachment #3

## **Laborer I - Parks & Recreation - Part Time** City of Fairfax, Virginia

Salary Grade: 105  
Revised: 6/2024

Job Code: 9142  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

This is skilled landscaping, construction, and maintenance work.

Work involves performance of a variety of skilled tasks in the maintenance, repair, landscaping, and upkeep of city parks and park facilities. Work includes the operation of a wide variety of more complex motorized equipment. The work of this class involves tasks of more than ordinary difficulty requiring special knowledge or on-the-job training. General supervision is received from a supervisor who assigns and reviews work.

### **Essential Functions:**

Maintain and improve park facilities including parks, pavilions, trails, courts, athletic fields, splashpad, and other parks facilities.

Conduct trash and litter removal at park and trail sites.

Complete special requests including moving furniture, staging for events, other items as assigned.

Work special event, setting up and tearing down tents, tables, signage, and AV equipment in addition to assisting in event operation.

Maintain and improve athletic fields and facilities; including but not limited to mowing, landscaping, repairs, and maintenance.

Maintain and improve trails within the City. This may include pruning, litter removal, campsite abatement, and hazard mitigation.

Maintains Park equipment and facilities in good condition.

Prepares for emergencies including snow events, hurricanes, flooding, wind damage, and earthquakes; maintains generators and conducts snow removal during snow events.

Supports all other departments to solve problems and issues with facilities.

Operates a variety of trucks and other motorized equipment.

Cleans and removes debris from storm sewer inlets and outfalls, spreads salt on streets for snow and ice control.

Performs a variety of journey-level trades' work such as carpentry, plumbing, welding, and others.

May be required to work overtime.

May be required to perform snow and leaf removal duties.

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Performs related work as assigned.

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

## **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires 12 months experience in park maintenance, landscaping, or closely related experience.

## **Necessary Knowledge, Skills, and Abilities:**

Knowledge of the methods, materials, and equipment used in landscaping, park maintenance, and events.

Knowledge of the safe and correct use of hand and power tools and equipment common to the work.

Knowledge of the occupational hazards and safety precautions of the work.

Ability to perform skilled construction and maintenance work.

Ability to demonstrate mechanical aptitude.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to follow City safety regulations.

Skill in the use and care of tools and equipment required by the work.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

Requires a Class D Driver's License valid in the Commonwealth of Virginia, and good driving record.

## **Physical Demands:**

Performs medium work that involves walking, standing, stooping, stretching, or lifting all the time, and involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk to hear. The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **Work Environment:**

While performing the duties of this job, the employee routinely works in outside weather conditions. The



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employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places, confined spaces, and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet on office settings.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## **Laborer I - Refuse & Recycling - Part Time** City of Fairfax, Virginia

Salary Grade: 105  
Revised: 7/2024

Job Code: 9134  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

Laborer I-Part Time in the Public Works Department, Refuse and Recycling Division.

### **Essential Functions:**

Performs a variety of semi-skilled tasks involved in recycling, refuse, brush, appliance and yard waste collection.

Performs all other duties as assigned.

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

### **Minimum Education and Experience Requirements:**

Must be 18 years of age or older.

Must be physically able to perform manual labor all day outdoors in hot and cold weather.

Lift and/or move up to 75 pounds, and occasionally lift and/or move up to 100 pounds.

### **Necessary Knowledge, Skills, and Abilities:**

Ability to follow oral instructions.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

Must have a valid Driver's License, with a good driving record.

### **Physical Demands:**

Must be physically able to perform manual labor all day outdoors in hot and cold weather and lift up to 50 lbs.

### **Work Environment:**

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to

## **Attachment #3**

discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## **Laborer I - Right of Ways - Part Time** City of Fairfax, Virginia

Salary Grade: 105  
Revised: 6/2024

Job Code: 9135  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

Laborer I-Part Time in the Public Works Department, Right of Ways Division.

### **Essential Functions:**

Litter collection, leaf collection, snow removal, grounds maintenance and other general landscaping tasks.

Performing or assisting in repairs to equipment.

Performs all other duties as assigned.

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

### **Minimum Education and Experience Requirements:**

Must be at least 18 years of age and in good physical condition.

Must have a valid Driver's License, with a good driving record.

### **Necessary Knowledge, Skills, and Abilities:**

Must be able to work in inclement weather, including rain and snow.

Must be able to follow oral instructions.

Will be required to wear safety equipment issued by the City, including safety vests, safety shoes, safety glasses, and ear protection.

### **Additional Desirable Qualification:**

Some landscaping experience preferred.

General knowledge of small equipment operation preferred.

Experience driving larger vehicles and trailers is preferred.

### **Special Certifications and Licenses:**

A Valid Driver's license is required.

### **Physical Demands:**

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Must be physically able to perform manual labor all day outdoors in hot and cold weather and lift up to 50 lbs. and occasionally lift 50+ lbs.

Must be able to stand, walk and carry equipment for extended periods of time.

### **Work Environment:**

Outdoors in ALL weather, including inclement weather, all temperatures including severe highs and lows.

In areas with poison ivy, stinging insects, and other natural hazards.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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# Attachment #3

## Master Patrol Officer City of Fairfax, Virginia

Salary Grade: 212  
Revised: 2/2023

Job Code: P050  
EEO Code: 04  
FLSA: Non-Exempt

### **Definition of Class:**

Under the supervision of Sergeant, is responsible for law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention, apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. Officers may be assigned to uniformed patrol or traffic duties within the Field Operation Divisions. Training, crime prevention or other specialized departmental activity may be performed in other divisions. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgement in meeting both routine and complex emergency situations. A significant portion of time involves public contact where discretion and tact are to be conscientiously exercised. Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

An individual of the rank of police officer II has no attending job or supervisory responsibilities or authority not delegated beyond the rank of Police Officer I. Police officer II continues to function within the line rank of a Police Office I.

### **Essential Functions:**

Patrols assigned area in police cruiser; maintain radio contact with Communication Center; reports crimes or unusual situations; responds to calls or initiates actions, as appropriate; backs up other units in the area; enforce vehicle and traffic laws establish traffic control. Enforce criminal laws of the Commonwealth and the City.

Responds to calls involving criminal violations; secures scene to restore peace and protect evidence; call for additional assistance as needed; interviews complainants and witnesses; collects evidence; apprehend and process suspects; completes criminal offense reports; make court appearances as necessary.

Respond to calls involving traffic accidents and other serious accidents; secure scene to protect victims and property; give first aid and call for medical assistance; interview participants and witnesses, collect other related information and complete reports.

Facilitates the move enforce people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic by setting up roadblocks and diversion devices and using hand signals or lights in congested areas and scenes of emergency or danger; guides citizens across busy streets; promotes traffic safety; assists stranded motorists; enforces parking restrictions; and prevents or eliminate blockage of sidewalks, streets, and other public accesses.

Use speed measuring devices, monitor speed of traffic, or conduct selective enforcement measures in accordance with established goals and objectives; stop violators and issue warning or summons; conduct tests for the determination of intoxication where appropriate.

Maintain vehicles and equipment to keep them clean and in good working order.

## **Attachment #3**

Establish traffic control and police protection at incidents which may attract crowds; perform police duties at parades, processions, and other police events in assigned area; check and report on deficient streetlights, sign, road surface or other facilities which serve the public.

Check doors and windows and examine premises of unoccupied buildings or residence in order to detect any suspicious conditions.

On an assigned basis, serve as a police investigator; conduct follow-up investigations; interview witnesses, victims, and others and take statements; Interrogate suspect; examine records and collect evidence to be used for criminal prosecution; testify in court; prepare detailed investigative reports; serve warrants, obtain subpoenas, and make arrests; conduct surveillance; work undercover as assigned.

On an assigned basis, serve in a specialized assignment according to the position/job description for that assignment and according to specific instructions from authority.

Serves as a mentor to new officers.

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

### **Minimum Education and Experience Requirements:**

Graduation from high school (or GED); or any equivalent combination of training and experience which provides the knowledge, skills and abilities required of a Police Officer I and the following additional knowledge, skills, and abilities:

Must have a minimum of 9 years continuous service with the City of Fairfax Police Department.

### **Necessary Knowledge, Skills, and Abilities:**

Knowledge of federal, state, and City criminal and traffic laws.

Knowledge of City government structure and functions.

Knowledge of department structure and functions.

Knowledge of department written directives (General Order, etc.)

Knowledge of Field Report Manual.

Knowledge of law enforcement methods and procedures.

Knowledge of emergency medical services.

Knowledge of first aid.

Knowledge of family crisis intervention.

Knowledge of city geography.

Skill in operation of automobile under emergency conditions.

Skill in operation of a two-way radio.

Skill in operation of standard police weapons.

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Skill in operation of a camera.

Ability to act without direct supervision and exercise independent discretion.

Ability to define problems, establish facts and draw valid conclusions.

Ability to analyze problems quickly and take appropriate action under stress.

Ability to write routine reports and correspondence.

Ability to calculate fractions, decimals, and percentages.

Ability to handle sensitive public contacts.

Ability to use self-defense.

Must have received no disciplinary action more severe than a written reprimand within the previous 24 months.

Must reside within a maximum of 60-minutes driving distance from the City.

Must successfully complete required police training within established time frame.

Must perform regular assigned duties at satisfactory to above average standards.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

Possession of a valid driver's license with a good driving record.

## **Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit; talk; stand; walk; use hands to finger, handle, feel objects, tools, or controls; reach and stretch with hands and arms with full range of motion; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (i.e., night vision.) 20/40 vision in the better eye correctable to 20/20 and 20/70 in the other eye correctable to 20/40. Specific hearing abilities required by the job include the ability to distinguish faint sounds, distance, and direction. Weight or body fat composition must meet applicable standards.

All employees in this position are required to pass physical examinations provided by the City. Must submit to interview, background check, polygraph test and psychological test.

## **Work Environment:**

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The employee is frequently exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.



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The employee is required to work rotating shifts and is considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and is subject to be recalled working at any time.

### **Americans with Disabilities Act Compliance:**

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\* \* \*

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# Attachment #3

## **Parks Maintenance Administrative Assistant - Part Time** City of Fairfax, Virginia

Salary Grade: 110  
Revised: 6/2024

Job Code: 6003  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

This is highly skilled administrative work, essential to the administrative activities of the Parks Maintenance Division that includes a Park Manager, two Park Supervisors, and a FT/PT/Seasonal Staff of 15.

Under the direction of the Park Manager, performs varied and complex assignments requiring thorough knowledge of department's goals and objectives and extensive exercise of independent judgment and organizational skills in performance of responsibilities. Work is highly responsive to day-to-day activities and typically necessitates performance of non-routine administrative tasks. It also necessitates the mastering of several software's that include RecTrac, NeoGov, CivicPlus, FinPlus, Cognos, JP Morgan, and others. Work may include the taking or transcription of oral or recorded dictation. Incumbents work under broad policy guidance or direction and may supervise all personnel, operations, and activities of the administration department.

### **Essential Functions:**

Coordinate with Director concerning issues and activities related to administration in an effort to ensure effective operations of the Parks and Recreation department.

Plans, organizes, and prioritizes workflow; develops broad range of office methods and procedures; establishes and maintains administrative, financial, personnel and department-related records and files.

Types a variety of general or complex reports and materials from drafts, shorthand, or recorded notes; composes and proofs varied correspondence in accordance with policies or instructions; disseminates information according to established procedures; routes in/outgoing mail.

Maintains extensive administrative, budgetary, and expenditure control account records and files; verifies calculations, posts records, and prepares narrative, statistical, and summary reports from records. Includes the daily use of FinPlus, Cognos and JP Morgan.

Compiles monthly, annual, and special financial reports; summarizes expenditures during fiscal period and assists in annual budget request with supporting justification.

Monitors expenditures and reviews invoices, vouchers, and bills for payment in account; requisitions supplies and equipment; assists with bid processes; and maintains inventory and related cost records. Maintain inventory records of all department property and assets. Prepare the fixed asset reports for the department.

Performs complex payroll work and ensures accuracy for reconciling discrepancies according to policies.

May be assigned to special projects and events as necessary.

Coordinate and manage rental contracts and billing for the Showmobile. Assist management and director in the fiscal review and recommendation of rental rate changes.

May supervise and/or train subordinate clerical personnel, volunteers or interns as required.

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

## **Minimum Education and Experience Requirements:**

Completion of a high school diploma and considerable experience in administrative and work to include some supervisory experience; or any equivalent combination of training and experience which provides the following necessary knowledge, abilities, and skills.

## **Necessary Knowledge, Skills, and Abilities:**

Exceptional ability to carry out the instructions of the Park Manager in an effective and timely fashion, and the ability to work tactfully with people.

Thorough knowledge of municipal park and recreation services and government operation.

Thorough knowledge of standard office practices and procedures, equipment, and clerical techniques.

Ability to interpret, apply, and communicate policies, procedures, and services.

Ability to proofread highly technical reports to conform with given principles of style and format.

Ability to prioritize, organize, and perform work independently.

Ability to compose and prepare routine and more complex correspondence.

Ability to do complex numerical work in budgeting and payroll.

Ability to supervise the work of subordinates on a continual or intermittent basis.

Ability to communicate ideas effectively, both verbally and in writing.

Proficiency in Microsoft Office (Word, Outlook Calendar, Excel, Access, PowerPoint).

Ability to act as the department's designated Freedom of Information Act ("FOIA") Officer and processes FOIA requests.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

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

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

## **Work Environment:**

The noise level in the work environment is moderately quiet.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## **Parks Monitor - Part Time** City of Fairfax, Virginia

Salary Grade: 105  
Revised: 6/2024

Job Code: 9125  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

To provide a safe and clean environment for patrons of the Parks in the City of Fairfax.

Under the direct supervision of the Athletic Supervisor, the Parks Monitor is responsible for keeping Park Property, including the fields, grounds, playgrounds, trails, track, bleachers, restroom facilities, etc. clean and safe for patrons. This person will serve as a liaison between the City of Fairfax and the community. They will be required to engage in conversation with the public and be knowledgeable of the rules and regulations governing the facilities. They will resolve disputes regarding field reservations and field use when appropriate and proactively engage with users to prevent disputes from occurring.

Individual will be responsible for enforcing the Park Rules and providing oversight of Parks throughout the City of Fairfax.

### **Essential Functions:**

Clean and maintain the parks, buildings, fields, parking lot, trails, and bathrooms.

Pick up trash and empty trash cans in the proper location.

Perform general grounds keeping responsibilities.

Cleans equipment per requirements.

Maintain specific site areas such as but not limited to field turf, trails, buildings, bleachers, and playgrounds.

Ensure safe field and park conditions by monitoring fields and parks.

Enforce rules and regulations concerning safe and orderly conduct in all areas of the park.

Inform the supervisor when supplies are needed, or equipment needs to be repaired or replaced.

Maintain positive public relations at all times.

Maintain proper records and daily checklists.

Open and close facility on a daily basis, as needed. Check and secure all gates and doors at the closing of the facility where required.

Splash pad water levels check.

Perform other duties as assigned.

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work

is similar, related, or a logical assignment to the position.

### **Minimum Education and Experience Requirements:**

Must be at least 21 years of age and meet the following criteria.

Valid Virginia Driver's license with no active violations in the past 3 years.

Criminal background check.

### **Necessary Knowledge, Skills, and Abilities:**

### **Additional Desirable Qualification:**

Bi-Lingual (English and Spanish) speaking individuals are preferred.

### **Special Certifications and Licenses:**

Requires a Class D Driver's License valid in the Commonwealth of Virginia, and good driving record.

### **Physical Demands:**

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; pick up debris, work in seasonal weather conditions. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds and operate a motor vehicle. The employee must be able to rake, sweep and replace trash bags.

### **Work Environment:**

While performing the duties of this job, the employee routinely works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibrations.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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# Attachment #3

## CAPTAIN, FIRE AND RESCUE City of Fairfax, Virginia

Salary Grade: 220  
Revised: DRAFT

Job Code: F030  
EEO Code: 02  
FLSA: Non-Exempt

### **DEFINITION OF CLASS**

**Captains assigned to suppression units are an essential uniformed emergency position** that serves as the senior station officer. Under the direction of the shift battalion chief has overall responsibility for station management and assigned resources, and is directly responsible for all personnel and operations at a location on an assigned shift, including emergency incident mitigation until relieved by a superior officer.

May be assigned to manage an assigned functional program of the department; manager shall, plan, organize, direct, control, and evaluate the delivery of program specific duties necessary to meet the department's requirements relative to the assigned program area.

Work involves responsibility for ensuring subordinates perform missions properly and are given the necessary leadership and training to accomplish goals and objectives.

Work involves supervision of personnel under their command, critical decision-making during both emergency and non-emergency situations, training and evaluation of subordinates, maintenance of vehicles, supplies and equipment, ensuring compliance with the requirements of the department's reporting systems and preparing and maintaining required administrative records and reports.

Performs all other related duties as required or assigned.

May also be assigned to serve as an EMS unit officer if qualified and certified by General Order and as required.

Work may include command of a specialized functional unit on an assigned shift; supervision of suppression and/or emergency medical services and unit personnel.

Work is normally performed in accordance with established procedures and under the general supervision and evaluation of a battalion chief with review by the assistant chief of operations.

**-or-**

**Captains serving as the Fire Inspector/Investigator are in an essential uniformed emergency position** serving under the direction of the assistant chief for code administration and is responsible for fire inspections and investigative work to secure and maintain compliance with fire prevention codes and regulations and to investigate fires.

May fill in as a senior fire and rescue station officer having responsibility for station management and assigned resources, and is directly responsible for all personnel and operations at a location on an assigned shift, including emergency incident mitigation performing emergency incident response and mitigation duties as required until relieved by a superior officer.

Work involves responsibility for ensuring subordinates perform missions properly and are given the necessary leadership and training to accomplish goals and objectives.

Work involves supervision of personnel under their command, critical decision-making during both emergency and non-emergency situations, training and evaluation of subordinates, maintenance of vehicles, supplies and equipment, ensuring compliance with the requirements of the department's reporting systems

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and preparing and maintaining required administrative records and reports.

Performs all other related duties as required or assigned.

May also be assigned to serve as an EMS or suppression unit officer if qualified and certified by General Order and as required.

May be assigned by the fire chief for a specific incident or event to serve in an essential emergency position.

Work is normally performed in accordance with established procedures and under the general supervision and evaluation of the assistant chief of code administration.

-or-

**Captains serving as the Department Training Program Manager are in an essential uniformed emergency position** serving under the direction of the assistant chief of operations. As the Department training manager, they shall, plan, organize, direct, control and evaluate the delivery of program specific duties necessary to meet the department's requirements relative to the assigned program area.

May fill in as a senior fire and rescue station officer having responsibility for station management and assigned resources, and is directly responsible for all personnel and operations at a location on an assigned shift, including emergency incident mitigation performing emergency incident response and mitigation duties as required until relieved by a superior officer.

Work involves the research into, drafting, submitting, and tracking of departments operational and administrative grants.

Work involves responsibility for ensuring subordinates perform missions properly and are given the necessary leadership and training to accomplish goals and objectives.

Work involves supervision of personnel under their command, critical decision-making during both emergency and non-emergency situations, training and evaluation of subordinates, maintenance of vehicles, supplies and equipment, ensuring compliance with the requirements of the department's reporting systems and preparing and maintaining required administrative records and reports.

Performs all other related duties as required or assigned.

May also be assigned to serve as an EMS or suppression unit officer if qualified and certified by General Order and as required.

Work may include command of a specialized functional unit on an assigned shift; supervision of suppression and/or emergency medical services and unit personnel.

Work is normally performed in accordance with established procedures and under the general supervision and evaluation of the assistant chief of operations.

-or-

**Captains serving as the Pharmacy Program Manager are in an essential uniformed emergency position** serving under the direction of the battalion chief of EMS. As the department's EMS captain and pharmacy program manager, they shall oversee the department's EMS supplies, equipment, and pharmacy program and assist with the management and delivery of the department's EMS training program.

May fill in as a senior fire and rescue station officer having responsibility for station management and assigned resources, and is directly responsible for all personnel and operations at a location on an assigned shift, including emergency incident mitigation performing emergency incident response and mitigation duties



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as required until relieved by a superior officer.

Work involves responsibility for ensuring subordinates perform missions properly and are given the necessary leadership and training to accomplish goals and objectives.

Work involves supervision of personnel under their command, critical decision-making during both emergency and non-emergency situations, training and evaluation of subordinates, maintenance of vehicles, supplies and equipment, ensuring compliance with the requirements of the department's reporting systems and preparing and maintaining required administrative records and reports.

Performs all other related duties as required or assigned.

May also be assigned to serve as an EMS or suppression unit officer if qualified and certified by General Order and as required.

Work may include command of a specialized functional unit on an assigned shift; supervision of suppression and/or emergency medical services and unit personnel.

Work is normally performed in accordance with established procedures and under the general supervision and evaluation of the battalion chief of EMS.

### **GENERAL DESCRIPTION**

The purpose of this job/class within the organization is to manage and supervise the operations and personnel of the assigned company, department, or program area within the fire department.

This job/class works under administrative supervision, developing and implementing programs within organizational policies and reports major activities to senior or executive level administrators through meetings and reports.

### **ESSENTIAL FUNCTIONS**

The functions listed below are those that represent the majority of the time spent working in this job/class.

Management may assign additional functions related to the type of work of the job/class as necessary.

Supervises crew and incident resources to mitigate all hazard fire and rescue emergency incidents.

Plans, organizes, directs, controls, and evaluates the delivery of program specific duties necessary to meet the department's requirements relative to the assigned program area.

Delivers and oversees training and personnel development initiatives; participates in and delivers continuing education for Fire and EMS updated trainings; ensure staff attendance and participation.

Manages all personnel and shift operations at the assigned station; ensures training, proper staffing, completion of duties, and conducts evaluations.

Operates firefighting equipment to include thermal imaging cameras, hose nozzles, and hand tools.

Inspects and ensures equipment and vehicles are clean and in proper working order.

Completes incident reports and emails review and response.

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Manages program area/division budget; assists in budget development and manages purchases to comply with budget guidelines.

## **EXAMPLES OF WORK PERFORMED**

The duties listed below for each functional position are intended only as illustration of the various types of work that may be performed.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **SUPPRESSION UNIT OFFICER**

Supervises the operation and personnel, both career and volunteer, of a fire and rescue station; reviews, monitors, and evaluates training, apparatus, equipment, and station maintenance to ensure department standards are met; reviews records of operations of all duty shifts and initiates appropriate corrective action where indicated.

On an assigned shift and as part of a company, responds to structural fires, hazardous materials incidents, and other emergencies; assumes command of the incident and directs department operations and personnel, both paid and volunteer, until properly relieved; assigns volunteer personnel to duty positions on apparatus; participates in the performance evaluation of personnel for the purpose of making recommendations for training and other personnel actions; conducts training sessions on a variety of topics and stays abreast of new developments in the fire and EMS field.

Participates in the formulation of station level policies, procedures, rules, and regulations related to the provision of effective fire protection and emergency medical service; may conduct or supervise the investigation of accidents, injuries, or violations of rules, regulations or procedures and recommend corrective action or resolution.

Responsible for conducting and maintaining station and equipment inventories and the records of same; responsible for ensuring that all inspections, pre-plans, and surveys for a company's response area are completed and maintained as required by the department; responsible for the upkeep and maintenance of a fire station and grounds and the readiness of apparatus; makes recommendations for annual budget submission as it pertains to the assigned company.

Assists in planning for the future fire and emergency medical service requirements; conducts research and prepares reports on a variety of topics related to fire station administration, management, and operations; makes recommendations for improvements or revisions to procedures and general operations; attends staff and committee meetings as directed or needed.

Participates in and supervises company members conducting fire prevention activities within an assigned area, in cooperation with the Office of Code Administration.

Develops the annual budget request needed to support the programs planned for the subsequent fiscal year.

Prepares annual employee evaluations.

Works overtime as required.

May work as a battalion chief if qualified and certified by General Order and as required.

May also be assigned to serve as an EMS or suppression unit officer.

## **FIRE INSPECTOR/INVESTIGATOR**

Plans, organizes, directs, controls, and evaluates the functional duties of the fire inspection and property maintenance section of the Code Administration Division.

Provides direct technical supervision and evaluation of the division's inspector/investigators, property maintenance inspectors, and life safety education officer.

Prepares reports on the activities of the section and assists in the development of new programs.

Makes recommendation for proposed policies, procedures, and changes to the City Fire Prevention Code.

Coordinates the training requirements of the staff of the Office of Code Administration and serves as the liaison to the department training officer and police training personnel.

Conducts fire prevention inspections and fire investigations and assists with the presentation of life safety education programs.

Serves as liaison to the Northern Virginia Joint Committee on Fire and Arson Investigation.

Develops the annual budget request needed to support the code administration programs planned for the subsequent fiscal year.

Prepares annual employee evaluations.

Prepares responses to requests made under the Freedom of Information Act.

Performs all of the functions listed for Lieutenant - Fire Inspector/Investigator

Works a rotating schedule to cover the on-call fire marshal responsibilities.

Works overtime as required.

May work as a battalion chief if qualified and certified by General Order and as required.

May also be assigned to serve as an EMS or suppression unit officer.

## **DEPARTMENT TRAINING PROGRAM MANAGER**

Serves as the program manager of the department's fire and technical rescue training programs. Plans, organizes, directs, controls, and evaluates the delivery of required fire suppression and technical rescue training for both career and volunteer members of the department.

Serves as the program manager/chairman of the department's training committee that shall consist of both career and volunteer representatives. The training committee shall be the primary source of member input into the planning and delivery of training required to support the mission of the department. Training program schedules shall be developed in conjunction with the shift battalion chiefs.

Develops, maintains, and supervises a cadre of career and volunteer instructors to assist with the actual instruction of required training programs.

Maintains a record keeping system capable of tracking all individual and department training activity to include in-station training, state accredited certification training, National Fire Academy training, EMS training, and other specialty training attended by department personnel.

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Shall provide the assistant chief of operations a monthly report of training activity.

Maintains the inventory of department training aids and equipment and manages a system of tracking and accounting for training aids and equipment used by program instructors.

Serves as the department's representative to and maintains liaison with the Virginia Department of Fire Programs Training Division, Northern Virginia Training Officers Committee, Metropolitan Washington Council of Governments Training Officers Committee, and the Fairfax County Fire and Rescue Academy.

Develops the annual budget request needed to support the training programs planned for the subsequent fiscal year

Provides input for the annual employee evaluations of suppression lieutenants and masters assisting with department training.

Works overtime as required.

May work as a battalion chief if qualified and certified by General Order and as required.

May also be assigned to serve as an EMS or suppression unit officer.

### **DEPARTMENT PHARMACY PROGRAM MANAGER**

Oversees that department's EMS supplies, equipment, and pharmacy program under the supervision of the battalion chief of EMS and operational medical director (OMD). Work includes the following:

Manages the inventory of EMS supplies, equipment, and pharmaceuticals as required in Code of Virginia 54.1.-3404 to include, inventorying, ordering, tracking, storage, and auditing medications and medical supplies to the Fire Department's fire and EMS stations in accordance with the Code of Virginia 18VAC110-20-710, the Virginia Office of Emergency Medical Services, Virginia Board of Pharmacy, DEA, or other state and federal regulations.

Maintains accurate records for controlled substances and present records, reports, and audits for inspection when requested by the Virginia Board of Pharmacy or DEA. Prepares, submits, and/or presents reports regarding EMS supplies and controlled substances as necessary to fire department leadership.

Assists with development of policies and procedures related to EMS supplies, equipment, and pharmaceutical use, storage, and accountability.

Provides training regarding pharmacy regulations, the department's pharmacy program, and medication best practices to employees as necessary.

Oversees controlled substance daily accountability for Schedule II through Schedule V pharmaceuticals. Performs periodic audits of logging, access, and use to minimize risk for drug diversion and identify potential trends and issues.

Acts as the department liaison and administrator for the automated drug dispensing system (ADDS). This includes communication with the vendor to schedule routine maintenance and troubleshoot equipment issues as necessary.

Manages and acts as the department's liaison for the department's whole blood program with regional partners and monitors employee compliance with whole blood storage and the biweekly exchange process.

Manages the EMS supplies, equipment, and pharmaceuticals budget under the supervision of the

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battalion chief of EMS. Provides detailed reports as requested.

Maintains EMS supply rooms at each station to ensure rooms are kept clean, stocked, and orderly for inventory purposes and quality control.

Serves on regional pharmacy related committees as assigned.

Assisting in the development of the annual budget to support the EMS supplies, equipment, and pharmacy programs under the supervision of the Battalion Chief – EMS.

Assists in the management and delivery of the department's EMS training program program under the supervision of the battalion chief of EMS and operational medical director. Work may include the following tasks:

Assists in the management and delivery of the department's EMS continuing medical education program under the supervision of the battalion chief of EMS and operational medical director.

Developing, maintaining, and supervising a cadre of career and volunteer instructors to assist with the instruction of required EMS training programs.

Ensuring completion and tracking of required EMS training completion through use of the department's record keeping system and in conjunction with shift leadership personnel.

Maintaining the inventory of department EMS training aids and equipment and manages a system of tracking and accounting for training aids and equipment used by program instructors.

Assisting in the development of the annual budget to support the EMS training programs under the supervision of the Battalion Chief – EMS.

May serve as a back-up crisis intervention trained paramedic for the City of Fairfax's Community Response Team. Work includes the following tasks:

Respond to incidents for behavioral health crisis management as a member of the City of Fairfax Co-Responder Team if the community paramedic is unavailable. Duties during response may include the following:

Perform community health evaluations and service needs assessments. Advocates and refers residents to appropriate services.

Evaluates and provides immediate medical care to the sick and injured. Evaluation and skilled care is ongoing and may take place in a variety of settings including, but not limited to: homes, offices, vehicles, roadways, ambulances, and hospitals. Coordinate medical assistance as needed.

Maintain data and metrics regarding number of calls for service pre and post co-responder intervention.

Completes electronic patient care reports and clinical follow-up reports in a complete, clear, concise, accurate and efficient manner.

Verbally communicates with patients, co-workers and hospital personnel using radios and phones. Utilizes verbal de-escalation and motivational interviewing techniques to manage behavioral crisis incidents.

Review computer aided dispatch (CAD) and electronic patient care report (ePCR) data for potential case management and referral to appropriate services.

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Maintains knowledge of current public assistance programs.

Attends and participates in the department's EMS operations committee and other workgroups/committees as assigned.

Performs all other related duties as required or assigned.

Works overtime as required and may be assigned by the fire chief for a specific incident or event to serve in an essential emergency position.

Work is normally performed in accordance with established procedures and under the general supervision and evaluation of the Battalion Chief - EMS.

## **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the organization, functions, policies, rules, methods, administrative regulations, and procedures of the City of Fairfax Department.

Thorough knowledge of fire and rescue service administration and personnel management principles.

Considerable knowledge of geographic, climatic, and building construction characteristics of the service delivery area of the City of Fairfax Fire Department as related to planning and operations.

Considerable knowledge of local and Virginia State laws governing functions and activities of the City of Fairfax Fire Department.

Knowledge of fire suppression, prevention, training and emergency medical service principles, practices, apparatus, and equipment.

Ability to plan, lead, direct, and coordinate the activities of several fire companies under normal and emergency conditions, or of a major division/section of the City of Fairfax Fire Department

Ability to train, supervise and review the work of subordinates.

Ability to communicate effectively, orally and in writing.

Ability to prepare reports and maintain records.

Ability to establish and maintain effective working relationships with others, and to deal effectively with members of the community.

Ability to work effectively and manage personnel in a combination career/volunteer organization, demonstrating a commitment to the combination department through interaction with volunteer personnel in a positive manner.

## **MINIMUM EDUCATION**

Requires High School graduation or GED equivalent.

## **EXPERIENCE REQUIREMENTS**

One year of experience at the rank of lieutenant with the City of Fairfax Fire Department and off probation.

## **NECESSARY SPECIAL CERTIFICATIONS AND LICENSES – ALL POSITIONS**

Possess Virginia Department of Fire Programs Firefighter II or equivalent Pro-board/IFSAC certification with

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Virginia reciprocity.

Possess certification by the Commonwealth of Virginia as an Emergency Medical Technician-Basic.

Possess Virginia Department of Fire Programs Hazardous Material Operations or equivalent Pro-board/IFSAC certification with Virginia reciprocity.

Possess Virginia Department of Fire Programs or Virginia Association of Volunteer Rescue Squads Emergency Vehicles Operators Course III or equivalent Pro-board/IFSAC certification with Virginia reciprocity.

Possess Virginia Department of Fire Programs Officer II or equivalent Pro-board/IFSAC certification with Virginia reciprocity.

Possess Virginia Department of Fire Programs Instructor I or equivalent Pro-board/IFSAC certification with Virginia reciprocity.

Possess a valid vehicle operator's license and a good driving record.

Must sign and adhere to a "no tobacco use" contract as a condition for employment and of continued employment.

Possess NIMS 100, 200, 300, 700 and 800 certifications.

Complete NIMS 400 within one year of promotion

Possess Incident Safety Officer certification.

Successful completion any required firefighting and/or emergency medical training as established by the chief of the department or their designee in the prescribed time frame.

### **NECESSARY SPECIAL REQUIREMENTS FOR THE POSITION OF FIRE INSPECTOR/INVESTIGATOR**

Possess or obtain within the time limits prescribed by the fire chief certification by the Virginia Department of Fire Programs as a NFPA 1031 Fire Inspector.

Possess or obtain within the time limits prescribed by the fire chief certification by the Virginia Department of Fire Programs as a NFPA 1033 Fire Investigator.

Possess or obtain within the time limits prescribed by the fire chief certifications required by the Commonwealth of Virginia in order to be granted police powers in accordance with Federal, State, and local laws, or ordinance.

### **NECESSARY SPECIAL REQUIREMENTS FOR THE POSITION OF DEPARTMENT TRAINING PROGRAM MANAGER**

Possess or obtain within the time limits prescribed by the fire chief certification by the Virginia Department of Fire Programs as a NFPA Fire Instructor II.

## **NECESSARY SPECIAL REQUIREMENTS FOR THE POSITION OF DEPARTMENT PHARMACY PROGRAM MANAGER**

Possess certification by the Commonwealth of Virginia as an Paramedic.

Must possess or obtain within specified time limits and maintain certification in Crisis Intervention Training (CIT).

Must possess or obtain within specified time limits and maintain certification as an education coordinator certification with the Virginia Office of EMS.

Must possess or obtain within specified time limits and maintain certification as an education coordinator certification as a CPR instructor, ACLS instructor, and PALS instructor certified by the American Heart Association.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is frequently required to sit, stand, walk, use hands and fingers to handle and operate objects, tools, or controls; and reach and stretch with hands and arms with a full range of motion.

The employee is occasionally required to climb, balance, jump, stoop, kneel, crouch, crawl, talk, taste, or smell.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 175 pounds.

The employee must be physically capable of completing the fourteen essential job tasks set forth in the most recent edition of NFPA 1582, Section 5.1.1.

The employee must be physically capable of completing all job functions set forth in FDF350a, City of Fairfax Fire Department Environmental Demands Summary.

There may be times when the employee is required to go without sleep for extended periods of time.

Wearing a self-contained breathing apparatus is required and each employee must be able to pass a fit test using a full-face respirator.

Employees in this position are required to pass an annual NFPA 1582 physical provided by the city.

Employees in this position are required to pass a Work Performance Evaluation annually.

## **WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works in outside weather conditions.

The employee is often exposed to excessively high temperature intensities and sudden temperature changes.

The employee is often exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electric shock and vibration.

The employee occasionally works near moving mechanical parts, in high precarious places and confined spaces.

The noise level in the working environment is usually moderate, except during certain firefighting or EMT



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activities when noise levels may be loud.

The employee may be required to work rotating shifts, and are considered essential emergency personnel. Any personnel in this position are required to work during emergency situations and are subject to be recalled back to work at any time.

In the performance of duties may work in environments that are considered immediately dangerous to life and health (IDLH).

### **AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires the city to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

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## **POLICE OFFICER** City of Fairfax, Virginia

Salary Grade: 208  
Revised: 7/2020

Job Code: P070  
EEO Code: 04  
FLSA: Non-exempt

### **DEFINITION OF CLASS**

Under the direct supervision of Sergeant, is responsible for law enforcement work in the protection of life and property through the enforcement of laws and ordinances.

Work involves responsibility for the protection of life and property, prevention, apprehension of criminals, and the enforcement of laws and ordinances in a designated area on an assigned shift. Officers may be assigned to uniformed patrol or traffic duties within the Field Operation Divisions. Training, crime prevention or other specialized departmental activity may be performed in other divisions. Work involves an element of personal danger, and officers must be able to act without direct supervision and to exercise independent judgment in meeting both routine and complex emergency situations. A significant portion of time involves public contact where discretion and tact is to be conscientiously exercised. Work assignments and instructions are received in general terms from a superior officer who reviews work methods and results through reports, observations, and discussions.

### **EXAMPLES OF WORK PERFORMED**

Patrols assigned area to deter criminal activity; enforces traffic and state laws.

Responds and investigates vehicular accidents, burglaries, stolen vehicles, larcenies, fire related incidents, and non-property related incidents; mediates civil issues.

Provides Pedestrian and Traffic Control for school zones.

Processes crime scene for evidence.

Interviews victims and witnesses; interviews and interrogates suspects.

Prepares affidavits for search warrants and conducts criminal arrests; write reports.

Attends and participates in trainings to enhance job skills.

Conducts community outreach and attends events as directed.

Patrols assigned area in police cruiser, bicycle, and motorcycle; maintain radio contact with Communication Center; reports crimes or unusual situations; responds to calls or initiates actions, as appropriate; backs up other units in the area; enforce vehicle and traffic laws establish traffic control. Enforce criminal laws of the Commonwealth and the City.

Responds to calls involving criminal violations; secures scene to restore peace and protect evidence; call for additional assistance as needed; interviews complainants and witnesses; collects evidence; apprehend and process suspects; completes criminal offense reports; make court appearances as necessary.

Respond to calls involving traffic accidents and other serious accidents; secure scene to protect victims and property; give first aid and call for medical assistance; interview participants and witnesses, collect other related information and complete reports.

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Facilitates the movement of people and vehicles, including enforcement of all traffic regulations; controls and redirects traffic by setting up road blocks and diversion devices and using hand signals or lights in congested areas and scenes of emergency or danger; guides citizens across busy streets; promotes traffic safety; assists stranded motorists; enforces parking restrictions; and prevents or eliminate blockage of sidewalks, streets, and other public accesses.

Use speed measuring devices, monitor speed of traffic or conduct selective enforcement measures in accordance with established goals and objectives; stop violators and issue warning or summons; conduct tests for the determination of intoxication where appropriate.

Maintain vehicles and equipment to keep them clean and in good working order.

Establish traffic control and police protection at incidents which may attract crowds; perform police duties at parades, processions, and other police events in assigned area; check and report on deficient street lights, sign, road surface or other facilities which serve the public.

Check doors and windows and examine premises of unoccupied buildings or residence in order to detect any suspicious conditions.

On an assigned basis, serve as a police investigator; conduct follow-up investigations; interview witnesses, victims, and others and take statements; Interrogate suspect; examine records and collect evidence to be used for criminal prosecution; testify in court; prepare detailed investigative reports; serve warrants, obtain subpoenas, and make arrests; conduct surveillance; work undercover as assigned.

On an assigned basis, serve in a specialized assignment according to the position/job description for that assignment and according to specific instructions from authority.

Performs related work as assigned.

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

### **QUALIFICATIONS AND REQUIREMENTS OF WORK**

#### **Minimum Education and Experience**

Requires an Associate's Degree or specialized courses/training equivalent to satisfactory completion of two years of college in criminal justice, law enforcement such as DCJS certified basic law enforcement academy or closely related studies.

Requires two years' experience as a law enforcement officer or closely related experience.

#### **Necessary Knowledge, Skills and Abilities**

Knowledge of federal, state, and City criminal and traffic laws.

Knowledge of City government structure and functions.

Knowledge of department structure and functions.

Knowledge of department written directives (General Order, etc.)

Knowledge of Field Report Manual.

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Knowledge of law enforcement methods and procedures.

Knowledge of emergency medical services.

Knowledge of first aid.

Knowledge of family crisis intervention.

Knowledge of city geography.

Skill in operation of automobile under emergency conditions.

Skill in operation of a two-way radio.

Skill in operation of standard police weapons.

Skill in operation of a camera.

Ability to act without direct supervision and exercise independence discretion.

Ability to define problems, establish facts and draw valid conclusions.

Ability to analyze problems quickly and take appropriate action under stress.

Ability to write routine reports and correspondence.

Ability to calculate fractions, decimals, and percentages.

Ability to handle sensitive public contacts.

Ability to use self-defense.

## **Necessary Special Requirements**

Possession of a valid driver's license with a good driving record.

Must successfully complete required police training within established time frame.

All Police Recruits are required to successfully complete the Police Academy which includes the following:

- 1) Achieving a minimum of seventy (70) percent cumulative grade average in each of the five major topic areas.
- 2) Successfully completing all state mandated objectives.
- 3) Achieving a minimum overall physical fitness score of seventy (70) percent.

## **Special Certifications and Licenses**

Requires a driver's license valid in the Commonwealth of Virginia.

Requires certification as a law enforcement officer in the Commonwealth of Virginia.

Requires radar/LIDAR operator and Breath Tech certifications.

## **Physical Demands**

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Performs medium work that involves walking, standing, stooping, stretching, or lifting all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis.

While performing the duties of this job, the employee is frequently required to sit; talk; stand; walk; use hands to finger, handle, feel objects, tools, or controls; reach and stretch with hands and arms with full range of motion; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus (i.e. night vision.) 20/40 vision in the better eye correctable to 20/20 and 20/70 in the other eye correctable to 20/20 or 20/70 in the better eye and 20/100 in the other eye correctable to 20/20 in both eyes with soft contacts. Specific hearing abilities required by the job include the ability to distinguish faint sounds, distance and direction. Weight or body fat composition must meet applicable standards.

All employees in this position are required to pass an annual physical provided by the city. Must submit to interview, background check, polygraph test and psychological test.

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

The noise level in the work environment is usually moderate.

The employee is required to work rotating shifts, and are considered essential emergency personnel. Any personnel in this position is required to work during emergency situations and is subject to be recalled to work at any time.

### **Americans with Disabilities Act Compliance**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

## Public Relations and Marketing Manager City of Fairfax, Virginia

Salary Grade: 118  
Revised: 8/2023

Job Code: 2580  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

The Public Relations and Marketing Manager will be responsible for working with all economic development staff and stakeholders to position Fairfax City as a prime location in Northern Virginia for business location and investment. The PRMM will be responsible for: familiarizing themselves with all facets of FCED; developing a marketing and media plan and calendar (including oversight of social media efforts); establishing necessary relationships with local and regional media; redesigning and overseeing the press release process; ensuring Fairfax City Economic Development's brand is appropriately represented in media, on the FCED website, and in any economic development collateral shared with prospective businesses, stakeholders, and conference organizers.

### **Essential Functions:**

The development and advancement of a marketing/ media plan (updated regularly) which includes everything from social media, news/press releases, and a regularly scheduled business bulletin.

Working to ensure an ongoing media presence: updating local press list; maintaining relationships with appropriate press; identifying media opportunities (local and national).

Oversight and administration of a press/news release schedule (ideally at least two releases within a month and more if warranted) including working with staff to identify items for release.

Oversight of intern(s) responsible for managing social media initiatives while providing general strategy and overseeing execution of X, Instagram, Threads, Facebook, LinkedIn, etc.

Oversight of intern(s) responsible for the "New Business Welcome" material, typically in the form of a letter, from FCED to the City's business community.

Overseeing the creation of informative public facing collateral to promote Fairfax City and logos for events.

Assisting and collaborating with in-house staff for content creation and formatting for website (with a focus on content and copy creation and drafting) and marketing for programs and events.

Active monitoring of FCED email boxes to alert relevant staff of communications needs.

Continuous exploration of areas of professional development that advance marketing initiatives of the department.

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

### **Minimum Education and Experience Requirements:**

Must have at least: 3 years of public relations experience; 3 years of economic development adjacent

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marketing experience; or 5 years of marketing experience.

Must have experience drafting content for press/news releases, social media, websites, articles, op/ed pieces, etc.

Must possess strong writing skills and have experience drafting content for forward- or client-facing publications such as websites, blogs, articles, and social media in a fast-paced environment.

Should have a basic understanding of economic development, the value it provides to local governments, and the primary goals of FCED.

Economic development agency experience is preferred.

### **Necessary Knowledge, Skills, and Abilities:**

Must have strong written and oral communications skills.

Must possess basic graphic design skills (e.g. Adobe, Canva, or similar platforms).

Must be comfortable with public speaking, communicating with the media, and appearing on television, social media, and radio, as requested (occasionally outside of typical work hours with advanced notice).

Must be a self-starter and able to act as a leader within FCED.

Can anticipate next steps for Public Relations and social media based on what is happening in the office.

Must be detail oriented.

Must work well with others and help identify public relations and marketing needs with individual employees and programs.

Must work well in a fast-paced environment and be able to manage time efficiently while multitasking.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

### **Physical Demands:**

### **Work Environment:**

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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## **PUBLIC WORKS SITE PLAN REVIEWER** City of Fairfax, Virginia

Salary Grade: 118  
Revised: 6/2022

Job Code: 2234  
EEO Code: 01  
FLSA: Exempt

### **Definition of Class:**

Under general supervision of the Public Works Program Manager reviews plans to ensure compliance with applicable construction and development standards, oversees the application of the approved plan and relevant standards during construction, and assists in the project close-out process.

Work performed involves independent judgment and action within the framework of existing rules, regulations, and procedures. Work performed includes conducting reviews of all site plans, minor site plans, rezoning plans, special exception plans, special use permit plans, subdivision plans, easement and dedication plats, erosion and sediment control plans, grading plans, public improvement plans, and stormwater management plans against Chesapeake Bay Regulations, Floodplain Ordinance, City Code, Public Facilities Manual, VDOT Design Standards, and various other Engineering Standards and Specifications. Work also involves visiting sites as needed during various stages of construction and collaborating with staff to ensure projects conform to approved plans. The Public Works Plan Reviewer is also responsible for evaluating plan conflicts and field adjustments, plan revisions, as-built drawings, and bond reduction/release requests in conjunction with staff.

### **Essential Functions:**

Reviews and comments on engineering drawings and site plans to determine proper compliance with applicable City policies, regulations, codes, standards, and specifications.

Confers with developers and engineers in making corrections to plans to ensure conformity with standards and specifications.

Coordinates with surveyors and consultants to ensure as-built plans reflect both the approved plans and site conditions at final inspection, particularly for in-fill type development.

Confers with the Director of Public Works and Public Works Program Manager on non-standard design requests and policy issues affecting plan review.

Briefs the Director of Public Works prior to public hearings on private development site applications.

Confers with personnel in planning and zoning functions.

Review BMP agreements and WQIA applications.

Provides technical review of floodplain permit and resource protection area encroachment applications and participates in review discussions with the Floodplain Committee.

Participates in discussions with the Bond Committee and makes recommendations for actions by the committee.

Review Transportation Division project plans

Provide technical review of Zoning Permit applications for land disturbance.



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Review and process VSMP Permit applications, modifications, and terminations.

Confers with inspectors and conducts project site visits as necessary for duties of the position.

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

## **Minimum Education and Experience Requirements:**

An undergraduate degree in Civil Engineering is preferred; or any equivalent combination of training and experience which provides the following necessary knowledge, skills, and abilities.

Virginia DEQ certification in Erosion & Sediment Control and Stormwater Management plan review disciplines or ability to obtain various certifications within 12 months of appointment.

## **Necessary Knowledge, Skills and Abilities:**

Ability to read and interpret plans, specifications, and engineering drawings.

Thorough knowledge of the methods and techniques of Civil Engineering and Site Plan Design.

Ability to analyze site plans in accordance with accepted engineering practices.

Ability to establish and maintain effective working relationships with subordinates, other employees, contractors, consultants, architects, engineers, and the public.

Ability to communicate effectively, orally, in writing, and through virtual meeting platforms.

Considerable knowledge of the principles and practices of road, utility, and drainage construction.

Considerable knowledge of structural engineering principles and practice relating to the use of various materials including concrete and asphalt.

Considerable knowledge of construction standards and regulations.

## **Additional Desirable Qualification:**

Ability to exercise firmness, tact, and integrity in dealing with the development and building industry.

Ability to maintain accurate reports and records.

Ability to establish and maintain effective working relationships with others.

## **Special Certifications and Licenses:**

Must possess and maintain a valid vehicle operator's license and a good driving record.

## **Physical Demands:**

Work is performed mostly in the office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach and stretch with hands and arms with a full range of motion. The employee may be required to climb or balance; stoop, kneel, crouch, or crawl; talk

or hear.

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

### **Work Environment:**

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and may occasionally be exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office; employees may be exposed to high noise levels when conducting inspections.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

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## **Sanitation Driver** City of Fairfax, Virginia

Salary Grade: 109  
Revised: 5/2023

Job Code: 9180  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

This position is responsible for working in the operation of automotive equipment in the collection of refuse and recyclables and leading a refuse crew.

Work involves the operation and care of a variety of refuse collection vehicles equipped with a hydraulic powered packer, crane, and dump body on assigned routes. Employees of this class serve as primary drivers of assigned equipment and lead and participate in the work of refuse collectors. Work requires that an employee follow established routes and maintain collection schedules. Work is performed under general supervision and is reviewed through daily work reports and citizens' complaints.

### **Essential Functions:**

Inspects truck and equipment daily to ensure proper operation and servicing; reports safety violations and repair needs to supervisor; participates in the maintenance, cleaning, and disinfection of assigned vehicle.

Operates a heavy-duty refuse collection truck equipped with a hydraulic packer or crane and dump body; follows established collection routes and leads the work of assigned crew members; assists in collection and loading operations as necessary; drives truck to sanitary landfills for disposal of refuse.

Enforces safety regulations and work standards among crew members; reports violations of refuse collection regulations to supervisor; may answer inquiries from citizens on the route regarding collection regulations.

Prepares daily reports providing information about the operation, reports crew hours, the weight of garbage, number of houses, and mileage.

Acts as laborer assist with loading refuse/recycling when needed.

Performs related work as assigned.

May be required to work overtime when needed.

May be required to perform snow removal duties.

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

### **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires six months of experience operating heavy trucks or closely related experience.

### **Necessary Knowledge, Skills, and Abilities:**

## **Attachment #3**

Considerable knowledge of the operation and maintenance requirements of assigned equipment.

Considerable knowledge of the traffic laws and regulations involved in equipment operation.

Considerable knowledge of the hazards and safety precautions of the work equipment operation.

Knowledge of street locations and of assigned routes.

Ability to lead and supervise the work of subordinates and to instruct them in rules and procedures.

Ability to take calls and prepare special pick-up lists.

Ability to understand and follow oral and written instructions.

Ability to follow city safety regulations.

Skill in the operation of assigned equipment.

Ability to use a computer.

### **Additional Desirable Qualification:**

Possession of a valid class A or B commercial driver's license with a good driving record.

### **Special Certifications and Licenses:**

Requires a Class B CDL with air brakes endorsement.

Will need to be flagger certified in the first 6 months of employment.

### **Physical Demands:**

Performs light to medium work that involves walking or standing some, or all the time, and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to stand and talk or hear. The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 75 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Able to work in extreme heat, cold and inclement weather conditions, etc.

### **Work Environment:**

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving equipment, traffic, and mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud. The employee may be required to work overtime.

### **Americans with Disabilities Act Compliance:**

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\* \* \*

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## Sanitation Worker I City of Fairfax, Virginia

Salary Grade: 104  
Revised: 2/2023

Job Code: 9210  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

This is routine manual labor work as a part of a refuse and recycling collection crew. The purpose of the position is to work on a refuse truck collecting trash, metals, yard waste, brush, C&D debris, hazardous waste, litter, and recyclables on an assigned route or dispatched to City locations as needed.

Work involves performing a variety of tasks, which do not require a high degree of manipulative skill or previous experience in order to meet acceptable standards of work performance but that do require physical endurance and coping with hazards associated with the work. Employees occasionally operate power equipment. Work is usually performed under the immediate supervision of a crew leader or other employee of higher classification. Instructions are received at the beginning of each new assignment and results are checked upon completion. Routine and repetitive tasks can be carried on without difficulty once they are learned.

### **Essential Functions:**

Collects trash, recycling, yard waste, and debris.

Maintains the appearance of all city bus stops by cleaning them and changing the trash cans.

Maintains the appearance of downtown by cleaning downtown surfaces and removing refuse and recycling.

Disposes of all small to medium dead animals found in the City.

Cleans the property yard and ensures proper storage of chemicals and recyclables.

Washes the trucks and changes the headlights, brake lights, and turning signals as needed; checks and fills automotive fluids.

Rides on a refuse truck, brush truck, yard waste truck, C&D debris truck, recyclables and picks up trash and recyclables from private homes on assigned routes and may be required to collect refuse from businesses on an as-needed basis. Removes trash cans from behind homes and brings cans to the curb for collection, places cans back on the property.

Required to work in temperature extremes such as high heat and humidity, heavy rains, extreme cold, snowy conditions, etc.

Pick up and sort recyclables, pick up specials such as furniture, appliances, wood, and hazardous waste, etc.

Washes trucks; cleans behind blades, hoppers, cab, engine area, etc.

Assists drivers with safe vehicle backing procedures and site-specific traffic control.

Utilizes safe practices for working on or near a rear loading packer truck or other heavy equipment.

Collects and/or disposes of spilled materials and assists in managing a safe and clean collection and disposal

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area.

Operates, on a limited basis, power tools, and equipment; utilizes a variety of hand tools and non-motorized equipment.

Responds to general inquiries from citizens or refers citizen inquiries to truck crew leader.

Performs related work as assigned.

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

## **Minimum Education and Experience Requirements:**

Requires High School graduation or GED equivalent.

Requires some experience in refuse and/or recycling collection or closely related experience.

## **Necessary Knowledge, Skills, and Abilities:**

Some knowledge of the type and uses of common hand tools, materials, and standard equipment used in the collection of refuse, brush, yard waste, metals, C&D debris, recyclables, and hazardous waste.

Knowledge of the safety precautions and hazards of the work.

Ability to communicate effectively with citizens or refer citizen inquiries to crew leader.

Ability to understand and carry out oral and written instructions.

Ability to establish and maintain effective working relationships with others.

Ability to develop skills in the use of hand and power tools and equipment required by the work.

Ability to develop the skill to operate hydraulic controls of the refuse truck, stake bed liftgate, etc.

Ability to follow City safety regulations.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

Performs very heavy work that involves constantly lifting, shoveling, and carrying 50 to 75 pounds on a regular and recurring basis and exerting 100 pounds of force on a frequent basis.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is frequently required to walk and stand or talk and hear and bend over. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 60 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision,

## **Attachment #3**

peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment:**

While performing the duties of this job, the employee regularly works in outside temperature extremes such as high heat and humidity, heavy rains, extreme cold, snowy conditions, etc. The employee frequently works near moving parts and vibration. The employee occasionally works in high precarious places, and confined spaces and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electric shock.

The noise level in the work environment is usually loud.

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## Street Light Maintenance Technician - Part Time City of Fairfax, Virginia

Salary Grade: 108  
Revised: 6/2024

Job Code: 9253  
EEO Code: 08  
FLSA: Non-Exempt

### **Definition of Class:**

Work involves evaluating street light outages. Determining whether the streetlight is private, or public maintained.

### **Essential Functions:**

Reporting street light outages to Dominion Energy, communicating with private individuals/HOAs about the street light outages.

Keeping accurate records of street light outages, (dates of reported outages, locations of outages).

The ability to obtain estimates of damages for insurance reimbursements when applicable.

Communicating with city residents, businesses, and city employees about requests for new installation or upgrades in streetlights.

### **Minimum Education and Experience Requirements:**

High school diploma.

Two years of experience dealing with street lighting, and electrical issues or any equivalent combination of training and experience which provides the following necessary knowledge, abilities and skills.

### **Necessary Knowledge, Skills, and Abilities:**

The ability to interact with various utility companies, HOAs, city residents, and city staff.

The ability to read and interpret construction drawings.

Have basic computer skills including Word, Excel, Outlook, PowerPoint.

The ability to differentiate between City of Fairfax, Dominion Energy, and HOA maintenance.

### **Additional Desirable Qualification:**

College Education.

Construction experience especially in Right-of-Way improvements.

### **Special Certifications and Licenses:**

### **Physical Demands:**

Working evening/night hours to evaluate street light outages. Example: (8PM – 12AM) (12AM – 5AM)

**Work Environment:**

While performing the duties for this job, the employee works primarily at night, alternating from a vehicle to the outside weather conditions. The employee will occasionally work or be near traffic. The employee will be exposed to cold/hot, wet and/or humid conditions and vibrations. The employee occasionally works in high, precarious places, and at risk of electrical shock.

**Americans with Disabilities Act Compliance:**

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# Attachment #3

## Technology Support Specialist City of Fairfax, Virginia

Salary Grade: 114  
Revised: 7/2023

Job Code: 4295  
EEO Code: 03  
FLSA: Non-Exempt

### **Definition of Class:**

Under direct supervision, installs, maintains, tests, and repairs systems and networks. Utilizes basic technical knowledge to support IT initiatives and provide first-level technical information systems support to the City of Fairfax. Resolves routine technical problems.

### **Essential Functions:**

Experience in the set-up, configuration, and use of computer hardware, software, and networks.

Ability to communicate technical issues to technical and non-technical employees.

Ability to troubleshoot and support Windows servers, VMWare, Windows 10/11, and Office 365.

Quick analytic response to resolve issues in any situation.

Self-motivated and willing to learn, as well as always find the solution.

Able to work in a fast-paced environment.

Advanced level knowledge in the use of all office software (Word, Excel, Outlook, etc.).

Basic understanding of Cloud Solutions & Cloud Computing.

Knowledge of cell phones, smartphones, iOS, iPads, and other common hardware devices and software.

Experience providing remote support via phone and remote-control applications desired.

Assist all employees with any computer or IT-related issues.

Create, add, and modify user accounts and services across our various platforms.

Assist users over the phone, in-person, and remotely using multiple platforms.

Administration of Active Directory, Azure, SharePoint, Exchange, Office365, email filter, backups, mobile devices, and any other IT-related software.

Configure, deploy, and relocate desktops, laptops, printers, and any other related devices.

Identify, troubleshoot, resolve, and document end-user system issues requests.

Ensure all requests are resolved promptly and with high-quality results.

Ability to organize, prioritize, and meet established deadlines.

Provide technical documentation for configurations and procedures.

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Create and triage incoming tickets.

Reset voicemail pins and network passwords.

Perform special projects of varying complexities as assigned by the Director of Information Technology.

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

## **Minimum Education and Experience Requirements:**

High school diploma or GED; at least 6 months of experience directly related to the duties and responsibilities specified.

Higher education and/or experience that is directly related to the duties and responsibilities specified may be interchangeable on a year for year basis.

## **Necessary Knowledge, Skills, and Abilities:**

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

## **Work Environment:**

## **Americans with Disabilities Act Compliance:**

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# Attachment #3

## **Tourism & Placemaking Specialist - Part Time** City of Fairfax, Virginia

Salary Grade: 117  
Revised: 7/2024

Job Code: ?  
EEO Code: 06  
FLSA: Non-Exempt

### **Definition of Class:**

The Part Time Tourism & Placemaking Specialist will be responsible for developing and implementing a strategy and programs designed to highlight Fairfax City as a regional and national destination for travel, events – both corporate and leisure – dining, and shopping.

### **Essential Functions:**

Oversight, contract management, and implementation of developing a Town & Gown marketing strategy targeting the George Mason University and Northern Virginia Community College communities.

Collaboration with the Department of Parks & Recreation and Office of Historic Resources on the promotion of events and programs that attract visitors and guests to Fairfax City and raise awareness around existing and planned programming with a focus on business community connectivity.

Administration and development of programs designed to engage the public with Fairfax City (and specifically economic development) on social media; and

Represent Fairfax City at relevant conferences and events, and before the media, as a subject matter expert with the goal of highlighting Fairfax City assets.

Serve as the primary point of contact on the Fairfax City "Tourism" Committee which is made up of representatives of Fairfax City Economic Development, Parks and Recreation, Historic Resources, Marketing and Communications, etc.

This position will report to the Director of Economic Development/ Executive Director, who will provide general direction and prioritize tasks.

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

### **Minimum Education and Experience Requirements:**

Bachelor's Degree and 1-3 years' experience in: program management, government administration, cultural arts or economic development work preferred.

Proficiency in Microsoft Office, Google Workspace, Slack, and minimal graphic design skills or familiarity with Canva.

### **Necessary Knowledge, Skills, and Abilities:**

Be familiar with Northern Virginia and Fairfax City, including its prior work in this field and the intricacies of the Fairfax City government.

Self-starters with the ability to work independently and as part of a team and should be comfortable

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partnering with multiple levels of government.

Comfortable with external stakeholders, must be comfortable with public speaking/ presenting information, and must have excellent writing and reporting skills.

Attention to detail and organization is a significant component of this position's work.

### **Additional Desirable Qualification:**

### **Special Certifications and Licenses:**

### **Physical Demands:**

### **Work Environment:**

### **Americans with Disabilities Act Compliance:**

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**URBAN FOREST  
MANAGER**  
City of Fairfax, Virginia

Salary Grade: 122

Revised: 5/2022

Job Code: 2325

EEO Code: 02

FLSA: Exempt

**Definition of Class:**

Under the direct supervision of the Planning Division Chief, this position is responsible for the development and ongoing implementation of an urban forest management plan, including new and updated policies, ordinances, and regulations pertaining to trees and urban forests, preparing tree assessments/inventories, and managing tree-related data, supporting the preparation of planting and landscape plans for public properties, participating in community outreach and education on urban forest management, tree care, and planting plans.

**Essential Functions:**

1. Develops and oversees implementation of an urban forest management plan and strategic short- and long-term initiatives, policies, and practices related to urban forest management.
2. Evaluates the effectiveness of current urban forest and arboricultural practices and policies to develop policy improvements and long-term initiatives.
3. Interacts with various department directors, program managers, city residents, environmental groups, private engineers, developers, and builders in the review and resolution of issues related to land use and development conditions and tree preservation, planting, and landscaping.
4. Serves as a technical expert at public hearings involving urban forestry, hazardous trees, forest conservation during land development, and city property maintenance related to trees.
5. Prepares proposed amendments to city code, the Comprehensive Plan, Small Area Plans, and other policy plans related to urban forest management, tree preservation, Chesapeake Bay Preservation Act compliance, and landscaping standards.
6. Evaluates, prepares, and recommends annual improvements to city programs related to urban forest management including development of or assistance in budget requests, staffing levels, and resource needs.
7. Develops technical guidance and training to various employees dealing with trees, natural resources, and landscape management issues.
8. Prepares policies and correspondence in response to City Council and/or City Manager's Office directives relating to forest conservation, hazardous tree conditions, landscaping, city property maintenance, public safety, and erosion, sediment, and stormwater control issues relating to forests.
9. Work involves plan review for tree conservation and urban forest management including tree preservation, landscaping, and streetscape code requirements and compliance with goals of the Comprehensive Plan and other city policy plans, for City capital projects and private development applications.

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10. Review of tree removal applications and tree management plans, conducting site inspections for tree removal requests and hazardous tree incidents, tree protection during construction, and ensuring new tree plantings adhere to approved plans.
11. Develop an invasive vegetation management program and other forest management recommendations on tree planting and care to internal City staff and members of the public.
12. Educates, presents, and interacts with the public on urban forest management topics to provide engagement and understanding of the importance of urban forest management to other city programs and activities.
13. Establish and foster partnerships with non-profits, George Mason University, and surrounding localities on short- and long-term city initiatives relating to urban forestry.
14. Performs other duties as assigned, including, but not limited to, serving as the City's Tree City USA and Arbor Day liaison, assisting staff liaisons to the Environmental Sustainability Committee and the Community Appearance Committee.
15. Apply for grants to support urban forest management program activities such as tree planting and care and working with utility companies and internal staff on proper tree pruning and right-of-way conflicts.
16. The position works closely with the City's Sustainability Coordinator in implementing programs and policies that support the City's overall environmental and sustainability goals.
17. The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **Minimum Education and Experience Requirements:**

Bachelor's Degree in urban forestry, forestry, horticulture, environmental science, landscape architecture, agriculture or related field and four years of experience in forestry, arboriculture or landscape architecture relating to urban forest management and/or forest management.

Certification as an arborist.



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## **Necessary Knowledge, Skills and Abilities:**

Considerable knowledge of the principles and techniques of urban forest management and of the methods, materials, and equipment used in landscaping, plant, and tree maintenance.

Ability to read and interpret landscaping plans, specifications, and drawings.

Ability to communicate patiently, effectively, and courteously with the public and firmly and tactfully enforce codes and regulations.

Ability to plan, organize, and present information effectively, both orally and in writing.

A valid driver's license with a good driving record.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

## **Work Environment:**

## **Americans with Disabilities Act Compliance:**

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## **URBAN FORESTER** City of Fairfax, Virginia

Salary Grade: 119  
Revised: 5/2022

Job Code: 2325  
EEO Code: 02  
FLSA: Exempt

### **Definition of Class:**

Under the direct supervision of the Planning Division Chief, this position is responsible for the development and ongoing implementation of an urban forest management plan, including new and updated policies, ordinances, and regulations pertaining to trees, preparing tree assessments/inventories, and managing tree-related data, supporting the preparation of planting and landscape plans for public properties, participating in community outreach and education on tree management, tree care, and planting plans, and conducting plan and permit review.

### **Essential Functions:**

Work involves plan review for landscaping and streetscape for City capital projects and private development applications.

Review of tree removal applications and tree management plans, conducting site inspections for tree removal requests and hazardous tree incidents, tree protection during construction, and ensuring new tree plantings adhere to approved plans.

Working on invasive removal programs and tree blight management planning, and providing recommendations on tree planting and care to internal City staff and members of the public.

Performs other duties as assigned, including, but not limited to, serving as the City's Tree City USA and Arbor Day liaison, assisting staff liaisons to the Environmental Sustainability Committee and the Community Appearance Committee.

Applying for grants to support tree planting and care, and working with utility companies on proper tree pruning and right-of-way conflicts.

The position works closely with the City's Sustainability Coordinator in implementing programs and policies that support the City's overall environmental and sustainability goals.

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

### **Minimum Education and Experience Requirements:**

Bachelor's Degree in urban forestry, forestry, horticulture, environmental science, landscape architecture, agriculture or related field and four years of experience in forestry, arboriculture or landscape architecture relating to urban forest management and/or forest management.

Certification as an arborist.

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## **Necessary Knowledge, Skills and Abilities:**

Considerable knowledge of the principles and techniques of urban forest management and of the methods, materials, and equipment used in landscaping, plant and tree maintenance.

Ability to read and interpret landscaping plans, specifications, and drawings.

Ability to communicate patiently, effectively, and courteously with the public and firmly and tactfully enforce codes and regulations.

Ability to plan, organize, and present information effectively, both orally and in writing.

A valid driver's license with good driving record.

## **Additional Desirable Qualification:**

## **Special Certifications and Licenses:**

## **Physical Demands:**

## **Work Environment:**

## **Americans with Disabilities Act Compliance:**

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## UTILITIES COORDINATOR City of Fairfax, Virginia

Salary Grade: 114  
Revised: 6/2022

Job Code: 4655  
EEO Code: 06  
FLSA: Non-exempt

### **Definition of Class:**

Under the supervision of the Public Works Program Manager, administrates the delivery of various programs under the stormwater and wastewater utilities, provides support to utility customers and manages contracts and budgets for utility projects.

Work performed involves independent judgment and action within the framework of existing rules, regulations, and procedures. Work performed includes administration of property billing information for the stormwater utility, administration of the stormwater utility credit program, review of billing appeals, processing of utility permits and determining associated fees, and responding to customer inquiries and assisting customers with various program components. Work also involves managing professional services and utility project contracts, project budgets, development of capital budget documents, preparing grant funding applications, and processing payment applications. The Utilities Coordinator is also responsible for supporting the city's MS4 permit program, including maintaining records necessary for the MS4 annual report to DEQ, and developing public outreach and engagement materials.

### **Essential Functions:**

#### **Storm & Wastewater Project Administration, Contract Management, and Misc.**

Manage project contracts, including monitoring of project budget, initiating contract renewals, and closure.

Coordinate with Project Manager and Procurement for IFB/RFQ process, including contract award, obtaining necessary documentation, and issuing NTP and other contract-related documents.

Prepare grant funding applications, including statements of need, and project narrative, with technical input from project management staff and consultants. Retain grant documentation for annual fiscal audits.

Provide easement and plan information to department staff and the public.

Distributes public notifications for project and program updates.

#### **Stormwater Programs & Tasks**

Administrate the Master Account File with impervious coverage updates.

Administrate the Stormwater Utility Credit Program and assist property owners with applications, including site visits.

Conduct initial review of appeals to stormwater utility fee and provide Program Manager with a summary of findings.

Support Stormwater Program Specialist with VSMP permitting and BMP Inspections & Maintenance program.

Prepare outreach & education materials.

# Attachment #3

Retain relevant documentation for the city's MS4 Annual Report to DEQ.

## Wastewater Programs & Tasks

Administrate Lateral Repair and Replacement Program & Wastewater Adjustment Program.

Address Fairfax Water and Wastewater Fee Inquires & Analysis of WW fees and Water Usage.

Plumbing Permit Review (Fixture Fees & New Connections).

Provide revenue reports and estimated future revenue reports annually for Treasurer and Finance.

Coordinate with Fairfax County to obtain WWTP capital costs on an annual basis.

Coordinate with Utilities Analyst to administrate wastewater pretreatment program.

Prepare public outreach and education materials.

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

## **Minimum Education and Experience Requirements:**

High School Diploma

Minimum 3-years' experience in a customer-facing role in utilities or local government.

## **Necessary Knowledge, Skills and Abilities:**

General understanding of stormwater management and wastewater collection practices.

Proficiency with Microsoft Office suite.

Ability to communicate clearly and courteously with the public, verbally and in writing.

Ability to interpret and implement public policies and demonstrate firmness and tact when necessary.

Ability to maintain a system of accurate records, including fiscal, project, and customer account records.

Ability to develop public outreach and education materials on the subjects of stormwater management and wastewater collection.

## **Additional Desirable Qualification:**

Virginia DEQ Stormwater Management training or certification for Program Administrator, Inspector, Plan Reviewer, or Combined Administrator are desirable.

Green Infrastructure related training or certifications are desirable.

## **Special Certifications and Licenses:**

## **Physical Demands:**

**Work Environment:**

Office, occasional field visits. Occasional evening and weekend meetings and events may be required.

**Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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

## UTILITY ANALYST City of Fairfax, Virginia

Salary Grade: 121  
Revised: 2/2023

Job Code: 2550  
EEO Code: 01  
FLSA: Exempt

### DEFINITION OF CLASS

Under general supervision of the Public Works Program Manager, responsible for the implementation, management, and continued development of the city's strategic asset management programs and employ performance management practices, administers the ongoing schedule of inspections to drive recommendations for rehab, utility records systems (i.e. geographic information systems and asset management systems) and the development and management of utility capital projects from inception to delivery, including budgeting, design review, procurement and construction phases.

Work performed involves independent judgment and action within the framework of existing rules, regulations, and procedures. Position responsibilities include developing and implementing strategic plan objectives for wastewater and stormwater conveyance systems, including sewer system evaluation surveys, staff training, project management, and engineering consultant management. This position requires close collaboration with admin and engineering staff as well as maintenance and operations groups within Public Works. Work includes managing capital improvement programs for asset management and infrastructure inspection, maintenance, and rehab, making operating and maintenance recommendations, and updating the Public Facilities Manual and maintenance records as needed.

Work also includes developing and implementing a wastewater pretreatment oversight program that complies with the City-County Agreement, maintaining the wastewater long-term flow-metering program, ensuring adequate capacity is provided to support future development, and implementing a variety of programmatic improvements including but not limited to public outreach and education, and development/update of formal SOPs and O&M manuals, and regular collaboration with the Finance Department to relay program needs, and anticipated costs, as part of the budget development process.

### EXAMPLES OF WORK PERFORMED

Manages utility assessment and asset management software and utilizes data to produce system maintenance & upgrade recommendations, develop capital maintenance & upgrade tasks, and participate in capital budget planning.

Develops and updates storm and wastewater Master Plans and recommends long-term CIP objectives and individual capital improvement projects to the Public Works Program Manager.

Manages utility-related capital improvement projects including planning, budgeting, engineering, procurement, contract administration, public outreach, and construction phases, to include daily contact with contractor and construction manager, coordinating schedules, reviewing change orders, RFI's, and submittals.

Creates, updates, and maintains all Public Works authoritative spatial data layers for utility infrastructure as the system of record, to be compliant with the Federal Geographic Data Committee standards for metadata. Maintains as-built and site plan data and coordinates with staff to ensure regular updates to utilities GIS infrastructures.

Develops policies and procedures for data collection and standardized reporting across all collection initiatives. Develops in-house technology-based solutions to support Public Works initiatives.

## **Attachment #3**

Supervises all scheduled inspections. Provides programmatic guidance, assigns tasks, oversees quality assurance/quality control, ensures fulfillment of program objectives, and eliminates redundant field operations.

Networks and collaborates with neighboring organizations/jurisdictions to ensure the City's asset management practices are consistent with best practices.

Collaborates with the City of Fairfax Communications Department on public outreach initiatives to showcase ongoing projects and the progress of the Public Works Department.

Maintains the impervious surface data and annual delineation for calculating the stormwater utility billing units and supports stormwater utility in all geospatial analysis and data reporting. Trains staff on best practices for utility billing updates and analysis.

Develops tools and trains staff and contractors to utilize desktop and mobile GIS tools ranging from basic viewing to advanced data creation, interaction, and updating of static and transactional data related to utility asset management programs.

Liaises between Public Works and other departments to leverage available technologies for streamlining workflows and improving decision-making.

Resolves conflicts from resident concerns and construction projects and provides information on utility easements through archive research, cadastral data, and imagery analysis.

Collaborates with Public Works' Street Division to obtain infrastructure data and provide maintenance planning/prioritization guidance.

Reviews and comments on engineering drawings and site plans to determine proper compliance with applicable City policies, regulations, codes, standards, and specifications relative to utilities.

Coordinates with the Program Manager to provide system capacity evaluations for proposed developments, long-term flow-metering, and other support functions as needed.

Confers with the Finance Department to relay program needs, and anticipated costs, as part of the budget development process.

Updates the utility components of the Public Facility Manual as needed.

Collaborates with staff to recommend training and development/update of SOPs and O&M Manuals.

Participates in the preparation of special engineering studies and reports.  
Participates in managing the utility portions of the Public Works website.

Assists in developing utility grant applications and associated projects for the city.

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

### **QUALIFICATIONS AND REQUIREMENTS OF WORK**

#### **Education and Experience:**

Undergraduate degree in Civil Engineering or Business Management preferred; or any equivalent



# Attachment #3

combination of training and experience, which provides the following necessary knowledge, skills, and abilities.

Minimum of 5 years of progressively responsible experience in project management experience using asset management and GIS in a municipal utility-related field.

## **Necessary Knowledge, Skills, and Abilities:**

Ability to read and interpret plans, specifications, and engineering drawings.

Thorough knowledge of the methods and techniques of Civil Engineering, hydraulics, and Site Plan Design.

Ability to define objectives based on needs and develop programmatic approaches to satisfy needs/objectives.

Ability to manage project tasks from inception to delivery, including budget control, public information, design review, and construction.

Ability to establish and maintain effective working relationships with subordinates, other employees, contractors, consultants, engineers, and the public.

Considerable knowledge of the principles and practices of pipeline, utility, and drainage construction.

Knowledge of construction standards and regulations of utility construction.

Ability to communicate effectively, orally, in writing, and through virtual meeting platforms.

## **Necessary Special Requirements:**

Must possess and maintain a valid vehicle operator's license and a good driving record.

Ability to exercise firmness, tact, and integrity in dealing with the development and building industry.

Ability to maintain accurate reports and records.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively, orally and in writing.

## **PHYSICAL DEMANDS**

Work is performed mostly in the office setting. Hand-eye coordination is necessary to operate a computer and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to sit; stand; walk; use hands to finger, handle, feel, or operate objects, tools, or controls; and reach and stretch with hands and arms with the full range of motion. The employee may be required to climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

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

### **WORK ENVIRONMENT**

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in high, precarious places and may occasionally be exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office; the employee may be exposed to high noise levels when conducting inspections.

\* \* \*

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## VILLAGE COORDINATOR-PART TIME City of Fairfax, Virginia

Salary Grade: 114  
Revised: 6/2022

Job Code: 6017  
EEO Code: 06  
FLSA: Non-exempt

### **Definition of Class:**

This position will be report to the City's Director of Human Services.

A Village is grassroots, community-tailored initiative utilized to support older adults to age-in-place. According to AARP, the village concept aims to "support the medical, functional, emotional, social and spiritual needs" of older adults within their home communities. It joins community members together by coordinating neighbor-helping-neighbor volunteerism focused on strengthening older residents' community connections and offering them assistance accessing available services and supports. The Village will not replace the services and supports provided to City residents by Fairfax County.

### **Essential Functions:**

#### Volunteer Oversight

- Develop plan to recruit volunteers
- Provide training for new volunteers
- Initiate required background checks (in coordination with Parks/Recreation)
- Develop and maintain volunteer calendar
- Match member requests to available volunteers for core village services

#### Information and Referral

- Respond to member telephone and email requests for information and assistance; arrange for village volunteers to provide for core services as needed
- Develop and maintain a comprehensive list of available community resources, including those provided by Fairfax County government
- Connect members to available community services/supports as needed.
- Coordinate with NV Rides and other service organizations available to provide core services to members

#### Membership

- Develop and maintain membership data base and mailing list
- Provide information to prospective members
- Provide new membership orientation
- Membership renewals (if our village requires this)

#### Communication

- Create ways to communicate and connect with members (i.e.: develop Village webpage, newsletter, social media, etc.)
- Initiate regular communications with members
- Connect and communicate with potential partners in the community (churches, homeowner associations, civic organizations, etc.)

#### Social Programming

- Coordinate with Senior Center staff around social and educational programming
- Create social and educational programming opportunities

Provide administrative support for Village Advisory Board Meetings. Other administrative duties as assigned by Director of Human Services.

The duties listed above are intended only as an illustration of the various type of work that may be performed. The

## **Attachment #3**

omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

### **Minimum Education and Experience Requirements:**

Associate degree and/or relevant work experience in a Human Services related field.

3+ years experience working within a volunteer organization and providing information/referral and/or case management services

### **Necessary Knowledge, Skills and Abilities:**

Ability to build collaborative relationships with community partners; and excellent customer service skills.

### **Additional Desirable Qualification:**

Experience in the human services field, especially with older adults is a plus.

### **Special Certifications and Licenses:**

Competency in Microsoft Office

### **Physical Demands:**

### **Work Environment:**

### **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

\* \* \*

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# Attachment #3

## Web Content Manager City of Fairfax, Virginia

Salary Grade: 119  
Revised: 5/2024

Job Code: 2075  
EEO Code: 03  
FLSA: Exempt

### **Definition of Class:**

Under general supervision of the communications and marketing director, this position manages content and maintains the look and feel of the city's public website using a content management system.

### **Essential Functions:**

Designs and develops web content including webpages, forms, surveys, menu items, images and videos for the city website and its subsidiary websites. Maintains appropriate documentation. Stays abreast of emerging technology. Abides by City of Fairfax standards and security policy in the execution of all duties.

Creates and manages engaging content that aligns with organization's branding strategy and addresses the needs and interests of internal and external stakeholders. Advises city departments on the most effective methods for presenting content on the web.

Collaborates with team members to develop a content strategy that promotes user engagement.

Uses web tools to maximize search results, optimize content for search engine optimization, and analyze user engagement. Monitors web traffic and metrics to identify site best practices. Ensures content is current, functional, appropriate, and accurate.

Analyzes business needs and develops, enhances, and updates the city website accordingly.

Ensures website is compliant with ADA standards.

Conduct user training on website publishing best practices.

Develops web-based applications using CMS tools and features to enhance customer service and expand capabilities for conducting business online.

Designs, develops, implements, and maintains electronic forms and form routing applications.

Develops internal guidelines, processes, and standards for the design, enhancement, upgrade, and maintenance of the city website to ensure consistency with city web standards.

Performs needs assessments and develops user requirements to meet organizational goals.

Trains and orients department staff in the content and use of the city website and trains staff in the use of associated web applications.

Maintains positive working relationships with stakeholders and manages webpage content and design.

Researches and evaluates new Web technologies and design concepts that can be used to improve the functionality and reliability of the city website.

The web content manager will build strong relationships with city staff from all departments, learning their

# Attachment #3

operations and identifying corresponding website needs. This is not an internet architect position.

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

## **Minimum Education and Experience Requirements:**

Bachelor's degree in communication, journalism, graphic design, or computer science, or a related field, plus five years of progressively responsible experience in digital communication.

## **Necessary Knowledge, Skills, and Abilities:**

Strong proficiency in Adobe Creative Suite programs and other graphic design software.

Experience in providing internal and external communications for government agencies or corporations.

Proficiency in website development, social media management, and web content management systems.

Excellent oral and written communication skills, with the ability to adapt content for multimedia platforms.

Knowledge of AP Style.

Knowledge of HTML5 and Cascading Style Sheets.

## **Additional Desirable Qualification:**

Familiar with Granicus products, specifically OpenCities.

Experience with Microsoft Power BI.

Experience in marketing.

Ability to write for multimedia.

Ability to design and develop websites.

Ability to problem solve.

Ability to manage projects.

## **Special Certifications and Licenses:**

## **Physical Demands:**

Work requires operating keyboard-driven equipment and sitting or standing for long periods.

## **Work Environment:**

Office environment and/or telework.

## **Americans with Disabilities Act Compliance:**

The City of Fairfax, VA is an Equal Opportunity Employer. ADA requires City to provide reasonable accommodation's to qualified persons with disabilities. Prospective and current employees are encouraged to

## **Attachment #3**

discuss ADA accommodations with management.

\* \* \*

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## Attachment #4

EVENT	Total Cost	Total Revenue	Total
Movies Under the Moon	\$ 6,072	\$ 500	\$ (5,572)
Chocolate Lovers Festival	\$ 53,290	\$ -	\$ (53,290)
Fiesta Fairfax	\$ 11,957	\$ 5,000	\$ (6,957)
Festival of Lights and Carols	\$ 20,570	\$ 2,000	\$ (18,570)
Rock the Block	\$ 117,420	\$ 11,750	\$ (105,670)
July 4th	\$ 295,505	\$ 11,800	\$ (283,705)
Holiday Craft Show	\$ 36,425	\$ 81,844	\$ 45,419
Pride	\$ 7,175	\$ -	\$ (7,175)
Juneteenth	\$ 15,015	\$ -	\$ (15,015)
Holiday Market	\$ 36,971	\$ 11,135	\$ (25,836)
Fall Festival	\$ 238,893	\$ 81,123	\$ (157,770)
Claus & Cookies	\$ 2,590	\$ 1,100	\$ (1,490)
Hometown Celebration	\$ 2,487	\$ -	\$ (2,487)
Extreme Egg Hunt	\$ 2,853	\$ 325	\$ (2,528)
HisTree Day	\$ 26,457	\$ 1,200	\$ (25,257)
Fishing Derby	\$ 2,475	\$ 375	\$ (2,100)
Total expenses for all Special Events			\$ (668,003)

Total support for 3rd Party Events \$ (26,704.00)

Total expenses for all Special Events in the city \$ (694,707.00)

### Overview of Affected Groups

Local Food Vendors  
 Local Non-profits (50+ groups)  
 Craft Vendors (local and regional)  
 Downtown/City Businesses  
 Local Performance Groups/Talent (i.e.local dance companies)  
 Wineries (VA)  
 Breweries (Local)  
 Fairfax High School (Band, PTSA, ANG, etc.)



## Attachment #4

MOVIES UNDER THE MOON		Average attendance - 150 pp
EXPENSES		
Staffing		
Parks crew (3) 7 hours		\$1,470
SE Staff 2.5 hours		\$37.50
Movie		\$10
	<b>Total Expenses</b>	<b>\$1,518 x 4 = \$6,072</b>
REVENUE		
Sponsorship		\$500
	<b>Total Revenue</b>	<b>\$500</b>
	<b>Net:</b>	<b>(\$5,572)</b>

Setemp is facilitating the event - hourly staff

## Attachment #4

CHOCOLATE LOVERS FESTIVAL		Average Attendace - 5,000pp
EXPENSES		
Staffing		
Parks crew (6) 17 hours		\$7,140
SE Staff (7) 13 hours		\$15,000
Police (2) 8 hours		\$1,600
Security (2) 8 hours		\$650
OHR Staff		
Barriers		\$7,778
Rentals		\$6,512
Staff/Entertainment Food		\$700
Liquid Chocolate		\$8,500
Operating Supplies		\$1,000
Entertianment		\$4,500
Porta Potties		\$110
<b>Total Expenses</b>		<b>\$53,490</b>
REVENUE		
<b>Revenue Total</b>		<b>\$0</b>
<b>Net:</b>		<b>(\$53,490)</b>

### Affected Groups

Non-Profits x15	City of Fairfax Chamber of Commerce	Fairfax Bar Association
Downtown/City Businesses	Old Town Fairfax Business Association	Fairfax Public Library
Local vendors	Office of Historic Resources	
George Mason University Group	Cultural Arts	

## Attachment #4

### Fiesta Fairfax

Performers		
Kadencia	\$	4,000
Sol y Rumba	\$	1,500
Mariaci	\$	700
<b>Total</b>	<b>\$</b>	<b>6,200</b>

Day of Expenses		
staffing		
Parks Crew(3) 9hr	\$	1,028
SE Staff (4)9hr	\$	1,000
Parks Staff (2) 12hr	\$	838
Sound	\$	800
maracas	\$	600
Staff Food	\$	247
<b>Total</b>	<b>\$</b>	<b>4,513</b>

Hispanic Heritage Month		
Stickers	\$	96
Pins	\$	128
Backdrop	\$	320
Mariachi for Proclamation	\$	700
<b>Total</b>	<b>\$</b>	<b>1,244</b>
<b>Total Expenses</b>	<b>\$</b>	<b>11,957</b>
Revenue		
Stage Sponsorship	\$	5,000
<b>Net:</b>	<b>\$</b>	<b>(6,957)</b>

## Attachment #4

FESTIVAL OF LIGHTS AND CAROLS		Average Attendance - 2,000pp
EXPENSES		
Staffing		
Parks (6) 11 hours		\$4,620
SE Staff (15) 8 hours		\$6,600
Food for Staff		\$500
Sound Company		\$800
Entertainment		\$3,000
Operating Supplies		\$5,050
<b>Total Expenses</b>		<b>\$20,570</b>
REVENUE		
Sponsorships - local business		\$2,000
<b>Total Revenue</b>		<b>\$2,000</b>
<b>Net:</b>		<b>(\$18,570)</b>
Affected Groups		
Non-profits		
Craft Vendors		
Downtown Businesses		

nonprofits set up tables or have projects at the event

# Attachment #4

<b>ROCK THE BLOCK</b>		Average Attendace - 3,000pp
<b>EXPENSES</b>		
Staffing		
Parks crew (9) 8 hours	\$5,040	
SE Staff (7) 5 hours	\$1,925	
Public Works (5) 8 hours	\$2,520	
Police (2) 4 hours	\$440	
Beer	\$3,000	
Entertainment	\$2,500	
Sound	\$3,000	
Band/sound food	\$200	
Staff Food	\$100	
ABC License	\$125	
Porta Potty	\$220	
Supplies	\$500	
<b>Total Expenses</b>	<b>\$19,570</b>	<b>per Rock the Block</b>
	<b>\$117,420</b>	<b>ALL Rock the Blocks (x6)</b>
<b>REVENUE</b>		
Food Vendor Booth Fees	\$1,750	(All Rock the Blocks - x6)
Sponsorship	\$10,000	
<b>Revenue Total</b>	<b>\$11,750</b>	
<b>Net:</b>	<b>(\$105,670)</b>	

## Affected Groups

Non-Profits x6 (one per month)
Local VA Wineries
Downtown Businesses

# Attachment #4

<b>JULY 4TH</b>		Average attendance - 10,000 pp
<b>PARADE</b>		
<b>EXPENSES</b>		
Floats		\$7,050
Marching Bands		\$12,000
Marching Band awards		\$9,000
Special Entertainment		\$1,300
Balloons		\$12,000
Helium		\$8,252
Operating Supplies (Evening & Parade)		\$8,000
Tent		\$1,400
Porta Potty (Evening & Parade)		\$5,700
Food for Staff		\$2,000
T-shirts/Hat		\$8,113
	<b>Total</b>	<b>\$74,815</b>
<b>JULY 4TH</b>		Average attendance - 8,000pp
<b>EVENING SHOW</b>		
<b>EXPENSES</b>		
Purple Communications		\$1,828
Light Towers		\$9,710
Fireworks		\$50,000
HS Custodians		\$2,300
Generator		\$1,430
Sound		\$11,000
Staff Food		\$2,500
	<b>Total</b>	<b>\$78,768</b>
<b>Staffing for the entire day</b>		
Parks crew		\$12,376
SE Staff		\$17,000
Public Works		\$39,788
Police		\$29,543
GMU		\$7,500
Fire		\$7,500
CUE		\$17,783
Alpha (Evening Show & Parade)		\$10,432
	<b>Total</b>	<b>\$141,922</b>
<b>Total Expenses for Parade and Evening Show</b>		<b>\$295,505</b>
<b>REVENUE</b>		
Fair City Mall Sponsorship		\$6,000
IDCC*		\$5,800
	<b>Total</b>	<b>\$11,800</b>
*IDCC pays for the evening show band and parade special entertainment		
IDCC		
	<b>Net:</b>	<b>(\$283,705)</b>
<b>Affected Groups</b>		
Independence Day Celebration Committee		

## Attachment #4

<b>HOLIDAY CRAFT SHOW</b>		Average attendance - 5,000 for the weekend
<b>EXPENSES FRIDAY (Set Up)</b>		
Staffing		
Parks crew (8) 8 hours		\$4,480
SE Staff 8 hours		\$440
Custodian at HS		\$7,308
Electricians		\$7,276
Supplies and Food		\$818
	Friday Total	\$20,322
<b>EXPENSES SATURDAY</b>		
SE Staff (18) 5 hours		\$4,950
Food Staff		\$132
Admisisions Tickets		\$490
	Saturday Total	\$5,572
<b>EXPENSES SUNDAY</b>		
Staffing		
SE Staff (13) 6 hours		\$4,290
Food Staff (breakfast)		\$145
Food Staff (lunch)		\$1,191
Santa		\$600
Brochures		\$1,800
IDCC - working a door		\$410
Athletic Boosters - working a door		\$1,570
	Sunday Total	\$10,006
Staff T-Shirts		\$525
	<b>Total Expenses:</b>	<b>\$36,425</b>
<b>REVENUE</b>		
Applciation/Booth Fee Payments		\$65,360
Show Attendance Payments		\$16,484.00
	<b>Total Revenue:</b>	<b>\$81,844</b>
	<b>Net:</b>	<b>\$45,419</b>
Affected Groups:		
IDCC, Athletic Boosters, All Night Grad Committee		

## Attachment #4

<b>PRIDE</b>		Average Attendance - 300pp
<b>EXPENSES</b>		
Staffing		
Parks crew (2) 4 hours	\$560	
SE Staff (5) 4 hours	\$1,400	
Food for Staff	\$200	
Entertainment	\$4,515	
Operating Supplies	\$500	
<b>Total Expenses</b>	<b>\$7,175</b>	
<b>REVENUE</b>		
<b>Total Revenue</b>	<b>\$0</b>	
<b>Net:</b>	<b>(\$7,175)</b>	
<b>Affected Groups</b>		
George Mason University		
Local Vendors		
Local Non-profits		



## Attachment #4

JUNETEENTH		Average Attendance - 300pp
EXPENSES		
Staffing		
Parks crew (5) 9 hours		\$3,150
SE Staff (7) 8 hours		\$3,080
Food for Staff		\$200
Entertainment		\$3,875
Operating Supplies		\$800
Sound Company		\$3,910
<b>Total Expenses</b>		<b>\$15,015</b>
REVENUE		
<b>Total Revenue</b>		<b>\$0</b>
<b>Net:</b>		<b>(\$15,015)</b>

# Attachment #4

Average Attendance - 2,500 for both weekends

## HOLIDAY MARKET - 2 WEEKENDS

### EXPENSES for 2 FRIDAYS

Staffing	\$1,050 X 2 = \$2,630
Parks crew (3) 5 hours	\$165
SE Staff 3 hours	\$100
Food for Staff	\$1,315
<b>Total</b>	<b>\$3,945</b>

### EXPENSES for 2 SATURDAYS

Staffing	\$1,680 x 2 = \$4,440
Parks crew (3) 8 hours	\$440
SE Staff 8 hours	\$100
Food for Staff	\$2,220
<b>Total</b>	<b>\$6,660</b>

### EXPENSES for 2 SUNDAYS

Staffing	\$1,680
Parks crew (3) 8 hours	\$1,000 x 2 = \$6,760
SE Staff (3) 8 hours	\$600
Santa	\$100
Food for Staff	\$2,220
<b>Total</b>	<b>\$6,982</b>
Restrooms	\$155
Rentals	\$1,642
<b>Total Expenses</b>	<b>\$36,971</b>

### REVENUE

Booth Fees (both weekends)	\$11,135
<b>Total Revenue</b>	<b>\$11,135</b>
<b>Net:</b>	<b>(\$25,836)</b>

### Affected Groups

Craft Vendors
Food Vendors

# Attachment #4

FALL FESTIVAL		Average attendance - 30,000 pp
EXPENSES		
Staffing		
All Parks and Rec.		\$93,496
Public Works		\$31,653
Fire		\$5,887
FX Co. Sheriffs		\$4,500
Police		\$22,780
Cue		\$7,370
All Staff/Band Food		\$2,580
Rides		\$8,575
Petting Zoo		\$1,000
Children's Area Supplies		\$112
Sound Technician		\$800
Children's Stage Performers		\$3,000
Special Entertainment		\$1,600
OTS Stage Entertainment		\$5,000
Main Stage Entertainment		\$5,000
Sound		\$6,520
Beer		\$6,300
Wine		\$2,160
Cups		\$600
Brochures		\$3,000
Alcohol Licenses		\$85
Operating Supplies		\$400
Porta Potties		\$2,480
Rentals (Chairs, tables, tents, generators)		\$15,663
Staff Shirts		\$3,000
Alpha Security		\$5,332
<b>Total Expenses</b>		<b>\$238,893</b>
REVENUE		
Registration/Booth Fees		\$49,856.00
Sponsorships		\$10,000
Beer Gardens		\$9,994
Children's Area Tickets		\$11,273
<b>Total Revenue</b>		<b>\$81,123</b>
<b>Net:</b>		<b>(\$157,770)</b>

## Affected Groups

Local Non-Profits x5	Craft Vendors	City Businesses
Performances Groups	Food Vendors	

## Attachment #4

<b>CLAUS &amp; COOKIES</b>		Registration for 125pp
EXPENSES		
Staffing		
SE Staff (7) 4 hours		\$1,540
Supplies		\$700
Santa		\$350
<b>Total Expenses</b>		<b>\$2,590</b>
REVENUE		
Registration Fees		\$600
Sponsorship		\$500
<b>Total Revenue</b>		<b>\$1,100</b>
<b>Net:</b>		<b>(\$1,490)</b>

## Attachment #4

<b>HOMETOWN CELEBRATION</b>		Average attendance - 100 pp
<b>EXPENSES</b>		
Staffing		
Parks crew (5) 5.5 hours		\$1,512
SE Staff (5) 3 hours		\$825
Food for Staff		\$150
Activities and Supplies		3,977
	<b>Total Expenses</b>	<b>\$2,487</b>
	<b>Total Revenue</b>	<b>\$0</b>
	<b>Net:</b>	<b>(\$2,487)</b>
<b>Group Affected:</b>		
Independence Day Celebration Committee		

## Attachment #4

<b>EXTREME EGG HUNT</b>		Registration for 65pp
EXPENSES		
Staffing		
Parks crew (3) 5 hours		\$1,050
SE Staff (7) 3 hours		\$1,155
Supplies		\$648
<b>Total Expenses</b>		<b>\$2,853</b>
REVENUE		
Registration Fees		\$325
<b>Total Revenue</b>		<b>\$325</b>
<b>Net:</b>		<b>(\$2,528)</b>

## Attachment #4

### HISTREE DAY

Average attendance - 300 pp

#### Parks EXPENSES - Earth Day activities

Staffing	
Parks crew (4) 12 hours	\$3,360
SE Staff (11) 8 hours	\$4,840
Supplies	\$3,340
Food for staff	\$500
<b>Total</b>	<b>\$12,040</b>

#### Historic Resources EXPENSES - Living History activities

Staffing	
PW facilities/right of way/sign & signal	\$2,600
OHR Staff (2FT/19hr, 3PT/26hr, 2Temp/18hr	\$2,646
CUE Charter:	\$2,400
Hay Bales:	\$1,500
Living History Groups and Individual Presenter Fees:	\$3,725
Accommodations for Living History Groups:	\$115
Petting Zoo:	\$1,050
Wagon Rides:	\$2,200
Rentals (Tents and Picnic Tables):	\$928
Porta John:	\$55
Food/Coffee/ for Volunteers/Miscellaneous Supplies:	\$325
<b>Total</b>	<b>\$14,417</b>
<b>Total Expenses</b>	<b>\$26,457</b>

#### REVENUE

Sponsorship	\$1,200
<b>Revenue Total</b>	<b>\$1,200</b>
<b>Net:</b>	<b>(\$25,257)</b>

## Attachment #4

FISHING DERBY		Registration for 75pp
EXPENSES		
Staffing		
Parks crew (3) 5 hours		\$1,050
SE Staff 5 hours		\$275
Trout		\$2,000
Bait, rods and accessories		\$200
<b>Total Expenses</b>		<b>\$2,475.00</b>
REVENUE		
Registration Fees		\$375.00
<b>Total Revenue</b>		<b>\$375.00</b>
<b>Net:</b>		<b>(\$2,100)</b>



## Attachment #4

### Overtime for 3rd Party Events the city pays for services

Asian Festival	\$19,246
Ride of the Patriots	\$7,458
Total	(\$26,704)

**Attachment #5****City of Fairfax****Overtime - FY25 through 03/02/2025 (pay date 03/10/2025)**

Row Labels	FY 25 Full Year	Thru 3/2/25	
	Revised Budget	Actual	Available Budget
<b>10 - GENERAL FUND</b>			
<b>10 - Mayor and City Council</b>			
10100200 - CITY CLERK	\$3,610.00	\$362.38	\$3,247.62
<b>10 - Mayor and City Council Total</b>	<b>\$3,610.00</b>	<b>\$362.38</b>	<b>\$3,247.62</b>
<b>20 - City Manager</b>			
10200110 - CITY MANAGER	\$0.00	\$287.44	(\$287.44)
<b>20 - City Manager Total</b>	<b>\$0.00</b>	<b>\$287.44</b>	<b>(\$287.44)</b>
<b>30 - Finance</b>			
10300220 - FINANCE OPERATIONS	\$4,000.00	\$4,854.04	(\$854.04)
10300250 - REAL ESTATE ASSESSMENTS	\$3,000.00	\$281.25	\$2,718.75
<b>30 - Finance Total</b>	<b>\$7,000.00</b>	<b>\$5,135.29</b>	<b>\$1,864.71</b>
<b>31 - Information Technology</b>			
10310510 - INFORMATION TECHNOLOGY	\$9,000.00	\$2,365.43	\$6,634.57
<b>31 - Information Technology Total</b>	<b>\$9,000.00</b>	<b>\$2,365.43</b>	<b>\$6,634.57</b>
<b>32 - Human Resources</b>			
10320510 - HUMAN RESOURCES OPERATIONS	\$0.00	\$168.09	(\$168.09)
<b>32 - Human Resources Total</b>	<b>\$0.00</b>	<b>\$168.09</b>	<b>(\$168.09)</b>
<b>33 - Communications</b>			
10330330 - CABLE TV	\$0.00	\$0.00	\$0.00
10330510 - COMMUNICATIONS OPERATIONS	\$0.00	\$184.57	(\$184.57)
<b>33 - Communications Total</b>	<b>\$0.00</b>	<b>\$184.57</b>	<b>(\$184.57)</b>
<b>40 - Fire</b>			
10400400 - FIRE ADMINISTRATION	\$7,000.00	\$0.00	\$7,000.00
10400410 - FIRE OPERATIONS	\$847,146.00	\$592,054.39	\$255,091.61
10400420 - FIRE CODE ADMINISTRATION	\$30,000.00	\$2,827.49	\$27,172.51
<b>40 - Fire Total</b>	<b>\$884,146.00</b>	<b>\$594,881.88</b>	<b>\$289,264.12</b>
<b>41 - Police</b>			
10410440 - ADMINISTRATIVE SERVICES	\$122,500.00	\$160,687.57	(\$38,187.57)
10410450 - PATROL OPERATIONS	\$402,500.00	\$597,769.64	(\$195,269.64)
10410460 - CRIMINAL INVESTIGATIONS	\$97,500.00	\$109,603.73	(\$12,103.73)
10410470 - EXECUTIVE DIVISION	\$1,500.00	\$948.68	\$551.32
10410490 - PROFESSIONAL STANDARD	\$2,500.00	\$11,261.61	(\$8,761.61)
10410500 - COMMUNITY SERVICES	\$112,500.00	\$59,271.76	\$53,228.24
<b>41 - Police Total</b>	<b>\$739,000.00</b>	<b>\$939,542.99</b>	<b>(\$200,542.99)</b>
<b>50 - Public Works</b>			
10500511 - REFUSE	\$60,000.00	\$72,402.71	(\$12,402.71)
10500512 - STREETS AND ROW	\$65,000.00	\$82,122.52	(\$17,122.52)
10500513 - PW FACILITIES MAINTENANCE	\$25,000.00	\$18,504.35	\$6,495.65
10500514 - FLEET MAINTENANCE	\$35,200.00	\$18,161.23	\$17,038.77

# Attachment #5

Row Labels	FY 25 Full Year	Thru 3/2/25	
	Revised Budget	Actual	Available Budget
10500530 - SIGN AND SIGNAL	\$120,000.00	\$103,143.62	\$16,856.38
10500541 - ASPHALT MAINTENANCE	\$130,000.00	\$80,851.91	\$49,148.09
10500542 - CONCRETE MAINTENANCE	\$140,000.00	\$75,913.67	\$64,086.33
10500543 - SNOW AND ICE CONTROL	\$150,000.00	\$201,326.14	(\$51,326.14)
10500560 - ADMIN & TRANSPORTATION	\$6,500.00	\$1,072.85	\$5,427.15
<b>50 - Public Works Total</b>	<b>\$731,700.00</b>	<b>\$653,499.00</b>	<b>\$78,201.00</b>
<b>51 - Human Services</b>			
10510570 - HUMAN SERVICES OPERATIONS	\$0.00	\$0.00	\$0.00
<b>51 - Human Services Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>52 - Parks and Recreation</b>			
10520590 - PARKS & REC MAIN	\$40,000.00	\$25,833.09	\$14,166.91
10520610 - PARKS FACILITIES MGMT	\$20,000.00	\$2,279.17	\$17,720.83
10520630 - SPECIAL EVENTS	\$217,000.00	\$217,811.80	(\$811.80)
10520640 - CITY MUSEUMS HISTORIC RESOURCE	\$3,000.00	\$270.37	\$2,729.63
10520900 - PARKS AND REC MAINTENANCE	\$50,000.00	\$51,903.10	(\$1,903.10)
<b>52 - Parks and Recreation Total</b>	<b>\$330,000.00</b>	<b>\$298,097.53</b>	<b>\$31,902.47</b>
<b>54 - Community Planning and Dev</b>			
10540660 - PLANNING DESIGN AND REVIEW	\$1,000.00	\$0.00	\$1,000.00
10540670 - ZONING ADMINISTRATION	\$2,000.00	\$0.00	\$2,000.00
<b>54 - Community Planning and Dev Total</b>	<b>\$3,000.00</b>	<b>\$0.00</b>	<b>\$3,000.00</b>
<b>60 - Commissioner of Revenue</b>			
10600720 - COMMISSIONER OF THE REVENUE	\$0.00	\$0.00	\$0.00
<b>60 - Commissioner of Revenue Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>61 - Treasurer</b>			
10610730 - TREASURER	\$0.00	\$1,271.23	(\$1,271.23)
<b>61 - Treasurer Total</b>	<b>\$0.00</b>	<b>\$1,271.23</b>	<b>(\$1,271.23)</b>
<b>62 - Electoral Board</b>			
10620740 - ELECTORAL BOARD	\$18,665.00	\$15,477.42	\$3,187.58
<b>62 - Electoral Board Total</b>	<b>\$18,665.00</b>	<b>\$15,477.42</b>	<b>\$3,187.58</b>
<b>70 - School Board</b>			
10700770 - SCHOOLS OPERATIONS	\$0.00	\$3,655.55	(\$3,655.55)
<b>70 - School Board Total</b>	<b>\$0.00</b>	<b>\$3,655.55</b>	<b>(\$3,655.55)</b>
<b>10 - GENERAL FUND Total</b>	<b>\$2,726,121.00</b>	<b>\$2,514,928.80</b>	<b>\$211,192.20</b>
<b>40 - WASTEWATER FUND</b>	<b>\$112,000.00</b>	<b>\$75,592.79</b>	<b>\$36,407.21</b>
<b>55 - STORMWATER UTILITY FUND</b>	<b>\$81,000.00</b>	<b>\$101,333.89</b>	<b>(\$20,333.89)</b>
<b>61 - TRANSIT/CUE FUND</b>	<b>\$147,000.00</b>	<b>\$162,159.01</b>	<b>(\$15,159.01)</b>
<b>Grand Total</b>	<b>\$3,066,121.00</b>	<b>\$2,854,014.49</b>	<b>\$212,106.51</b>

**COLA/PAY ADJUSTMENT HISTORY**

1999-2000	3.0% COLA – merit funded
2000-2001	2.7% COLA – merit funded
2001-2002	3.5% COLA – merit funded
2002-2003	2.5% COLA – merit funded
2003-2004	2.5% COLA – merit funded
2004-2005	2.4% COLA – merit funded
2005-2006	2.85% COLA – merit funded
2006-2007	3.0% COLA – merit funded
2007-2008	2.85% COLA – merit funded
2008-2009	2.0% COLA – merit funded
2009-2010	1.75% COLA (half of proposed) – no merit
2010-2011	no COLA – no merit
2011-2012	1.75% COLA effective 01/01/12 – no merit Employee begins paying VRS 5%
2012-2013	1% COLA - 3.5% merit for general employees 5% merit for public safety employees
2013-2014	no COLA – 3.5% merit
2014-2015	½% COLA – 3.5% merit – holding step in effect
2015-2016	1% COLA – 3.5% merit – holding steps skipped (those who should have held in a step, did not, they jumped to the next step)
2016-2017	1.35% COLA – 3.5% merit (pay study funded)
2017-2018	2% COLA – 2.5% merit
2018-2019	no COLA – 3.5% merit (range moved 2.6%)
2019-2020	2.6% COLA – no merit (range moved 2.6%)
2020-2021	no COLA – 2% merit (range moved 2.6%) (merit given 5.1.2021)
2021-2022	no COLA – 3.5% merit (range moved 2.3%) (merit given 1.1.2022)
2022-2023	no COLA – 3.5% merit (range moved 2.6%) (merit given 1.1.2023) <i>Public Safety Step System implemented 10/1/2022</i>
2023-2024	no COLA – 3.5% merit (range moved 2%) (merit given 1.1.2024) 1% COLA for PS Only (effective 7.1.2023) Step Increase for PS (effective 1.1.2024)
2024-2025	no COLA – 3.5% merit (range moved 2%) (merit given 1.1.2025) 1% COLA for PS Only (effective 7.1.2024) Step Increase for PS (effective 1.1.2025)

\*\*July 2012 all employees received a 5% increase to offset the VRS contribution

## Mandated Activities:

Requirements of the City Charter:

- Shall appoint City Manager, City Attorney, City Clerk
- Annual Reassessment of Real Estate
- Provide a Public Courtroom
- Public Education
- Public Safety (Police, Fire, EMS)

Requirements of State Code (not exhaustive list, Virginia cities generally are required to implement state programs and policies):

- Treasurer (Constitutional Officer)
- Commissioner of the Revenue (Constitutional Officer)
- Commonwealth's Attorney (Constitutional Officer)
- Circuit Court Clerk (Constitutional Officer)
- Sheriff (Constitutional Officer)
- Elections
- Social Services (public health, mental health services, etc.)
- Judicial Services (courts, jail)
- Planning Commission
- Comprehensive Plan
- Enforcement of Statewide Building Code & Fire Prevention Code
- Maintenance of Public Roads
- Annual Audit

### **Discretionary Activities:**

- Parks & Recreation Facilities and Programs
- Economic Development
- Trash and Recycling
- Sustainability
- Urban Forestry & Landscaping
- Utilities (Water & Sewer)
- Information Technology Department
- Finance Department
- Human Resources Department
- Communications and Marketing
- Transit (CUE Bus)
- DMV Select
- Housing Programs
- Senior Center and Services
- Libraries
- Historic Resources & Museums
- Tourism
- Zoning & Land Use
- Board of Architectural Review
- Facilities Maintenance
- Cemeteries
- Fleet Maintenance
- Specialized Public Safety activities (SWAT, Swiftwater Boats, CRT, photo red light and speed camera programs, etc.)
- 9-1-1 Dispatch Center
- Festivals and Events
- Arts & Cultural Programming
- Fairfax Village in the City
- Non-Profit Grant Programs
- City Boards and Commissions
- Economic Development Authority (EDA)
- Translation Services