



City of Canyon Lake Classification Specification

ASSISTANT CITY MANAGER

THE POSITION

Under general administrative direction of the City Manager, serves as a key executive support to the City Manager by assisting in the planning, coordination, and oversight of City-wide operations and leading the Administrative Services Department, including Finance, Human Resources, Risk Management, and the City Clerk's Office; formulates departmental budget, policies, goals, and directives; coordinates assigned activities with other City departments, officials, outside agencies, and the public; provides highly responsible and complex assistance to the City Manager in areas of expertise; and performs related work as required.

Administers the statutory responsibilities of the City Clerk department, including serving as the City's elections official; oversees, directs, and manages the full range of services and programs of the City Clerk's Office; and may perform all duties of the City Clerk as required. In the absence of the City Manager, may serve as Acting City Manager, assuming full authority and responsibility for the administration of City operations.

REPRESENTATIVE DUTIES

- Directs, coordinates and oversees a broad range of municipal operations for the City; administers, oversees and manages activities, tasks and functions in finance, human resources, risk management and oversees all activities, services, and programs of the City Clerk's department.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for City departments; establishes, within City policy, appropriate budget, service, and staffing levels; monitors changes in laws and regulations that may affect City operations; implements policy and procedural changes as required.
- Manages and participates in the development and administration of City's annual budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates, and directs City personnel and contracted employees; evaluates and reviews work for acceptability and conformance with City standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Manages and monitors activities related to the City's accounting function, including financial transaction processing, record keeping and reporting, payroll, accounts payable, accounts receivable, utility billing, processing and issuance of checks and warrants, cash receipts, and the electronic accounting system and ensures compliance with Federal, State, and local government accounting and financial reporting standards and controls.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Maintains custody of official records (e.g., ordinances, resolutions, contracts, meeting minutes), manages the Municipal Code's codification, oversees the public records program, records retention program and claims administration process.
- Oversees the preparation and distribution of City Council agendas and materials, attends meetings to record proceedings and prepare minutes, executes and certifies City documents, manages the City seal, and administers oaths.
- Serves as the City elections official, managing municipal elections, ballot measures, petitions, and candidate information while certifying election results; acts as FPPC filing officer for campaign and financial disclosures.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

This job classification/specification is not exhaustive, and employee may perform additional related duties as assigned.

ABILITIES

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Provide administrative, management, and professional leadership for the Finance, Human Resources, Risk Management and City Clerk divisions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Conduct research, evaluate options, develop recommendations and prepare administrative, financial, and technical reports.
- Effectively represent the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Education

- Bachelor of Arts degree in public administration, political science, business administration, legal studies, communications or a related field; Master's degree is desirable. Relevant experience and demonstrated skills may be considered in lieu of a formal degree.

Experience

- Five (5) years of progressively responsible experience in municipal government, including management or administrative oversight of functions such as finance, human resources, or related areas.

License and Certifications

- Possession of a valid State of California Driver's License, Class C.
- Certified Municipal Clerk (CMC) or Master Municipal Clerk (MMC)

WORKING CONDITIONS

Environment

- Indoor, office environment.

Physical Demands

- Lifting, stooping, sitting for extended periods of time.
- Driving a vehicle in the commission of work tasks.

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state, and local laws.



City of Canyon Lake Classification Specification

ADMINISTRATIVE ASSISTANT

THE POSITION

Under direction, performs complex administrative, secretarial, and office support duties in support of Fire Department operations. Provides direct administrative assistance to department leadership, including the Fire Chief; coordinates departmental programs and activities; maintains records and prepares reports; and ensures efficient and effective office operations. Works independently and collaboratively in support of departmental and public-facing functions.

DISTINGUISHING CHARACTERISTICS

This is an advanced-level administrative position requiring comprehensive knowledge of Fire Department operations, municipal procedures, and office administration. Distinguished from lower-level administrative or clerical roles by the degree of responsibility, technical knowledge, independent judgment, and involvement in departmental programs, budget administration, and confidential matters.

REPRESENTATIVE DUTIES

- Provide administrative support to Fire Department leadership in daily operations.
- Answer phones, respond to inquiries, and serve as a primary point of contact for the public, City staff, and external agencies.
- Compose, prepare, and manage correspondence, reports, contracts, and official documents.
- Coordinate and schedule meetings, trainings, community events, and departmental activities.
- Maintain complex calendars and arrange travel and logistics as needed.
- Maintain, organize, and update departmental records, including incident reports, training documentation, personnel files, and compliance records.
- Manage electronic document systems; scan, index, redact, and archive records per retention policies.
- Input, track, and analyze data in departmental systems (e.g., emergency response records, staffing schedules, reporting databases).
- Assist with preparation of monthly, annual, and incident-based reports.
- Support EMS billing and collections processes and respond to related inquiries.
- Conduct grant research; assist with grant applications, administration, and reporting.
- Assist in budget development and administration, including tracking expenditures, reconciling accounts, and preparing financial reports.
- Process purchase orders, invoices, check requests, and other financial documents; coordinate with Finance, vendors, and consultants.
- Maintain accurate records of departmental spending and assist with audits and budget reconciliation.
- Coordinate onboarding documentation, certifications, and personnel records.

- Organize and support department events, trainings, public education programs, and outreach initiatives.
- Assist with social media and public information efforts to promote Fire Department programs and services.
- Ensure office equipment is operational and coordinate maintenance or repair.
- Receive, sort, and distribute incoming and outgoing mail.
- Interpret and apply departmental policies, procedures, and regulations.
- Provide technical and administrative assistance on special projects and departmental programs.
- Establish and maintain effective working relationships with City staff, elected officials, community organizations, and the public.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

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

KNOWLEDGE AND ABILITIES

Knowledge:

- Fire Department operations, programs, and emergency service support functions.
- Office administration practices, including records management, filing systems, and document control.
- Principles of budget preparation, financial tracking, and basic accounting.
- City purchasing policies and procedures.
- Data collection, analysis, and report preparation methods.
- Applicable laws, regulations, confidentiality requirements, and municipal procedures.
- Modern office practices, methods, and computer systems, including Microsoft Office Suite and specialized software (e.g., records management or incident tracking systems).
- English usage, grammar, spelling, and business correspondence.
- Customer service principles and techniques.

Abilities:

- Perform complex administrative and clerical work with accuracy and attention to detail.
- Exercise independent judgment and maintain confidentiality in sensitive situations.
- Prioritize tasks, manage multiple assignments, and meet critical deadlines.
- Analyze, interpret, and present administrative and technical information effectively.
- Prepare clear and concise reports, correspondence, and documentation.
- Communicate effectively, both orally and in writing, with diverse audiences.
- Coordinate meetings, events, and departmental activities.
- Maintain complex filing, record-keeping, and tracking systems.
- Interpret and apply policies, procedures, and regulations.
- Perform basic mathematical calculations and financial tracking.
- Operate standard office equipment and software applications.
- Work independently and collaboratively in a team environment.
- Provide professional, courteous, and responsive customer service.

- Establish and maintain positive working relationships with internal and external stakeholders.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent; some college coursework in accounting, or related field.
- A Bachelor's degree from an accredited college or university with major coursework in Accounting, Finance, Human Resources, Business Administration, Public Administration or related field is preferred.

Experience

- Three years of increasingly responsible administrative or clerical experience.
- Experience in a municipal or public safety environment is highly desirable.
- Experience with financial processing, records management systems, and database tracking preferred.

WORKING CONDITIONS

Environment

- Indoor, primarily office environment.

Physical Demands

- Ability to sit for extended periods and use standard office equipment.
- Occasional standing, walking, bending, stooping, and reaching.
- Ability to lift and carry office supplies (usually up to 15-20 pounds).
- Dexterity to operate a computer keyboard and standard office equipment.
- Hearing and speech sufficient to communicate in person and over the telephone.

Equal Opportunity Employer:

The City of Canyon Lake is an Equal Opportunity Employer and values diversity in its workplace. Applicants are considered for positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, disability, sexual orientation, gender identity, or any other basis prohibited by federal, state and local laws.



City of Canyon Lake Classification Specification

FACILITIES MAINTENANCE AND BUILDING INSPECTOR

THE POSITION

Under general direction of the City Manager or designee, performs a variety of technical, administrative, coordination, inspection, and hands-on maintenance duties related to City facilities, including City Hall and City-owned commercial buildings; oversees tenant occupancy, lease compliance, facility operations, maintenance, repair, and capital improvement projects; performs routine building inspections and related Building & Safety Division support activities; enforces compliance with applicable building codes, regulations, and ordinances; works with developers, architects, contractors, tenants, and the public to maintain code and operational requirements; provides support to the Building Official and serves as a backup in their absence for administrative and coordination functions; operates a computer.

REPRESENTATIVE DUTIES

- Coordinate, perform, and oversee maintenance, repair, and upkeep of City facilities, including City Hall and City-owned commercial buildings; schedule and monitor vendor and contractor work; ensures facilities are safe, functional, clean, and well-maintained.
- Perform hands-on repairs and semi-skilled maintenance work involving basic carpentry, plumbing, electrical, painting, fixture replacement, minor equipment repair, HVAC coordination, general building systems, and other facility-related needs within the scope of training and certification.
- Administer and monitor commercial leases; tracks lease terms, rent schedules, renewals, insurance requirements, and compliance obligations; serves as liaison between the City and tenants; responds to tenant inquiries and resolves issues.
- Conduct routine inspections of City-owned buildings and tenant spaces to ensure compliance with lease agreements, safety standards, applicable regulations, and City maintenance expectations.
- Coordinate tenant improvements, maintenance requests, and space modifications; works collaboratively with contractors, vendors, and tenants to ensure compliance with City requirements, approved plans, and applicable codes.
- Perform routine duties in support of the Building & Safety Division operations and activities; inspect buildings and structures as assigned to ensure compliance with applicable codes, ordinances, plans, specifications, and regulations.
- Examine plans and specifications for new construction, additions, alterations, and tenant improvements to determine compliance with applicable building and construction codes, ordinances, and regulations within assigned authority.
- Inspect foundations, concrete, framing, plastering, plumbing, electrical installations, mechanical systems, accessibility features, occupancy-related improvements, and a variety of other routine and complex building system elements.
- Confer with architects, contractors, builders, developers, tenants, and the general public in the field and office; perform counter service duties; explain and interpret building

requirements, restrictions, permit procedures, inspection requirements, and City facility standards.

- Enforce compliance with building ordinances, codes, regulations, and approved plans; identify and assist in resolving cases of illegal construction, unsafe conditions, and work performed without required permits.
- Issue construction and occupancy permits as assigned; coordinate inspection scheduling; participate in final inspection certifications and occupancy approvals within assigned authority and under the direction of the Building Official.
- Coordinate inspection activities with the Fire Department and other regulatory agencies; support enforcement of applicable fire, life safety, accessibility, and building safety requirements.
- Provide administrative and technical support to the Building Official; assists with permit tracking, application intake, plan routing, inspection coordination, public inquiries, records management, and related Building & Safety Division functions.
- Maintain records related to facilities, leases, maintenance activities, vendor contracts, permits, inspections, plan check activities, and findings; prepare reports, notices, correspondence, and memoranda as requested.
- Assist in the development and monitoring of facility-related budgets, including maintenance, repairs, tenant improvements, contract services, and capital improvement projects.
- Research, gather data, and prepare reports, memoranda, and recommendations related to facility operations, property management, building methods, code requirements, inspection findings, and operational improvements.
- Ensure compliance with applicable Federal, State, and local laws, codes, ordinances, regulations, and City policies related to facilities, property management, building inspection, public safety, and municipal operations.
- Administer and coordinate the City's residential rental inspection program, including scheduling and conducting inspections, ensuring compliance with applicable codes and regulations, maintaining records, and communicating findings and corrective actions to property owners and tenants.

OTHER DUTIES AS ASSIGNED

- Performs related duties and functions as assigned.

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

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles and practices of facilities maintenance, repair, and building operations.
- Basic building systems, including HVAC, electrical, plumbing, mechanical, structural, roofing, and life safety systems.
- Property and lease management principles and practices.
- Operations, services, and activities of a municipal building inspection and code enforcement program.
- Laws, ordinances, and codes regulating building construction, zoning, accessibility, fire prevention, occupancy, and public safety.
- Basic methods and techniques of building inspection, plan review, permit processing, and construction documentation.

- Pertinent codes and ordinances related to building, plumbing, mechanical, electrical, accessibility, energy, and related building requirements.
- Building safety, fire prevention techniques, occupational hazards, and standard safety practices.
- Contract administration, vendor coordination, project scheduling, and contractor oversight.
- Principles and procedures of record keeping, technical report preparation, and public counter service.
- Modern office methods, practices, procedures, and equipment including computers, permit tracking systems, word processing, spreadsheet, and records management applications.
- Pertinent Federal, State, and local codes, laws, regulations, and City policies.

Abilities:

- Coordinate, perform, and oversee multiple maintenance, repair, inspection, tenant, and construction-related assignments simultaneously.
- Perform skilled and semi-skilled facility maintenance and repair work safely and effectively.
- Read and interpret building plans, specifications, construction drawings, contracts, lease agreements, codes, and regulations.
- Learn and perform building inspections and detect deviations from approved plans, specifications, codes, and ordinances.
- Inspect buildings, structures, tenant spaces, and construction sites to identify safety concerns, maintenance needs, code violations, and compliance issues.
- Interpret, explain, and enforce applicable building codes, ordinances, regulations, lease provisions, contracts, and City policies.
- Prepare clear and concise technical reports, inspection records, notices, correspondence, and recommendations.
- Maintain accurate records and files related to facilities, leases, permits, inspections, projects, and vendor contracts.
- Communicate clearly and concisely, both orally and in writing, with tenants, contractors, developers, City staff, regulatory agencies, and the public.
- Identify and resolve facility, tenant, permit, inspection, and customer service issues in a timely and professional manner.
- Operate a computer and relevant software systems, including permit tracking, scheduling, word processing, spreadsheet, and records systems.
- Work independently with minimal supervision while exercising sound judgment and accountability.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, inspecting, and operating assigned equipment.

EDUCATION AND EXPERIENCE

Education

- High School diploma or equivalent; supplemental coursework in public administration, facilities management, construction management, building trades, building inspection, engineering, architecture, or a related field is desirable.

Experience

- Three years of increasingly responsible experience in facilities coordination, property management, building services, construction, building inspection, skilled trades, or a related field. Public sector experience is desirable.
- Experience in engineering, architecture, construction management, or a skilled craft in the construction industry is highly desirable.

Licenses and Certifications

- Possession of a valid State of California Driver's License, Class C.
- International Code Council (ICC) certification as a Building Inspector, Residential Building Inspector, Combination Inspector, or the ability to obtain certification within 12 months, is required.
- Additional certifications related to facilities maintenance, safety, construction, or building trades are desirable.

WORKING CONDITIONS

Environment

- Indoor office environment and field environment at City facilities, commercial properties, construction sites, tenant spaces, and public counters.
- Exposure to dust, noise, fumes, mechanical equipment, construction activity, traffic, uneven terrain, confined spaces, and inclement weather.
- May interact with contractors, tenants, applicants, property owners, vendors, City staff, and members of the public in situations requiring tact, professionalism, and problem resolution.
- Active job sites, including grading operations and all phases of construction.

Physical Demands

- Lifting, standing, stooping, and sitting for extended periods of time.
- Walking on even, uneven, and slippery surfaces, including active construction and facility maintenance areas.
- Climbing, crouching, kneeling, bending, reaching, and crawling while working in and around building systems and construction areas, including confined or limited-access spaces such as attics and under raised foundations.
- Lifting and carrying objects weighing up to 25-50 pounds.
- Near and far vision is required for performing inspections, reading plans, identifying safety concerns, documenting work, and operating assigned equipment.
- Driving motorized vehicles between City facilities, commercial properties, construction sites, and other assigned locations.
- Use of hand tools, basic maintenance equipment, ladders, measuring devices, cameras, computers, mobile devices, and inspection-related equipment.

Equal Opportunity Employer:

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City of Canyon Lake Classification Specification

RECORDS CLERK

THE POSITION

The Records Clerk/Office Assistant in the Police Department performs a variety of clerical and administrative support functions related to police records, departmental correspondence, and public service. The position is responsible for the intake, processing, maintenance, and release of police reports, citations, and other law enforcement-related records in accordance with city, state, and federal laws. The role also includes general office duties such as data entry, filing, and customer service, and requires strict adherence to confidentiality, legal compliance, and professional conduct.

DISTINGUISHING CHARACTERISTICS

This position is an entry-to journey-level civilian support position within the Police Department. It is distinguished from the general office assistant roles by its specialized focus on law enforcement records and exposure to sensitive and confidential information. The Records Clerk/Office Assistant works under direct to general supervision and follows established police records procedures and legal standards. It is distinguished from higher-level or supervisory positions in that it does not have lead responsibilities or complex investigative or sworn officer duties.

REPRESENTATIVE DUTIES

- Receive, review, process, and file police reports, citations, accident reports, and other law enforcement documents in accordance with department policies and applicable laws.
- Enter, update, and retrieve information using computerized Records Management Systems (RMS), Computer-Aided Dispatch (CAD), and law enforcement databases.
- Respond to requests for records from the public, attorneys, courts, and other law enforcement agencies in compliance with applicable laws such as the Public Records Act, California Government Code, or state equivalents.
- Prepare and distribute reports and documentation in response to requests from department management, prosecutors, insurance providers, and government agencies.
- Provide counter and telephone customer service, answering inquiries, taking messages, and directing callers to appropriate staff or units.
- Process subpoenas and requests for discovery, ensuring timely response and lawful disclosure of police records.
- Maintain the confidentiality and security of police records, including case files, arrest logs, and sensitive information.
- Assist with records retention, purging, and destruction, following legal guidelines and department schedules.
- Sort, scan, file, and archive documents and case files, ensuring accuracy and ease of retrieval.
- Operate standard office equipment, including computers, copiers, scanners, printers, and fax machines.
- Perform general clerical and administrative support duties, including mailing, copying, document preparation, and supply inventory.

POSITION SUMMARY DISCLAIMER

This job description is intended to describe the general nature and level of work performed by the person assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. The City reserves the right to modify job duties or assign additional responsibilities as necessary to meet operational needs, consistent with applicable laws. At the discretion of the City Manager or their designee, adjustments to the job description may be made to address changing organizational requirements, provided such changes do not substantially alter the overall nature, essential functions, or classification of the position. Reasonable accommodations may be made to enable individuals to perform the essential functions of the position.

KNOWLEDGE AND ABILITIES

Knowledge:

- Principles and practices of records management, including filing, retrieval, and retention of documents.
- Applicable laws and regulations governing the release, confidentiality, and storage of police records (e.g., Public Records Act, criminal justice information standards).
- Office procedures, methods, and equipment, including computers, copiers, scanners, and multi-line phones.
- Basic law enforcement terminology, forms, and reporting standards.
- Data entry techniques and common software applications such as Microsoft Word, Excel, and Outlook.
- Operation and use of Records Management Systems (RMS) and Computer-Aided Dispatch (CAD) systems (experience level may vary).
- Proper use of English grammar, spelling, and punctuation in written communication.
- Customer service principles and professional telephone etiquette.

Abilities:

- Maintain the confidentiality and integrity of sensitive law enforcement records and information.
- Accurately input, retrieve, and verify data in electronic and manual records systems.
- Interpret and apply department policies, procedures, and applicable legal requirements.
- Provide courteous, professional, and effective customer service to the public and internal staff, sometimes under stressful or emotional conditions.
- Organize and prioritize work assignments while maintaining attention to detail.
- Understand and follow oral and written instructions with minimal supervision.
- Communicate effectively, both verbally and in writing.
- Operate a variety of standard office equipment efficiently and accurately.
- Establish and maintain cooperative working relationships with co-workers, sworn personnel, outside agencies, and the public.
- Adapt to changing procedures, technologies, and priorities in a dynamic public safety environment.

EDUCATION AND EXPERIENCE

Education

- High school diploma or equivalent is required.
- Coursework or training in criminal justice, records management, public administration, or office administration is preferred.

Experience

- One year of clerical, administrative, or records-related experience in an office setting is required.
- Experience working in a law enforcement agency, legal office, or other confidential environment is preferred.
- Experience with records management systems and data entry is preferred.

Certifications and Licenses

- Possession of a valid Class “C” California driver’s license and a satisfactory driving record.
- California Law Enforcement Telecommunications System (CLETS).
- Completion of Public Records Act or records management training is preferred.

WORKING CONDITIONS

Environment

- Work is performed primarily in an indoor office setting within a secure police department facility.
- Regular interaction with sworn and civilian personnel, other law enforcement agencies, and the general public.
- May be exposed to sensitive or disturbing content, including police reports, crime scene photos, or evidence-related documentation.
- Subject to frequent interruptions and a fast-paced work environment.
- Work schedule may include occasional evening hours, weekends, or overtime, depending on departmental needs.
- Required to maintain confidentiality and adhere to department security protocols at all times.

Physical Demands

- Frequently required to sit for extended periods while performing data entry or reviewing documents.
- Regular use of hands and fingers to operate computers, keyboards, and office equipment.
- Visual acuity to read detailed records, reports, and computer screens.
- Occasional bending, reaching, stooping, and lifting of files, boxes, or materials weighing up to 25 pounds.
- Ability to communicate clearly in person, by telephone, and via written correspondence.
- May be required to move between workstations or secure areas within the police department facility.

Equal Opportunity Employer:

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