

AMENDMENT TO AT-WILL EMPLOYMENT AGREEMENT

THIS AMENDMENT TO AT-WILL EMPLOYMENT AGREEMENT ("Amendment") is made by and between Heather Ippoliti (hereinafter, "Employee" and the CITY OF HEALDSBURG ("City", and collectively referred to as "Parties") and shall be effective as of August 6, 2018 for the purpose of amending that certain At-Will Employment Agreement ("Original Agreement"), between the Parties signed March 2, 2015 for employee services ("The Project").

WHEREAS, City and Employee wish to amend language of the Original Agreement to revise the position title, duties and responsibilities.

NOW THEREFORE, the Parties hereby agree to amend the Original Agreement as follows:

1. APPOINTMENT – Section 1 of the Original Agreement is amended to read as the following, "Appointment as Administrative Services Director

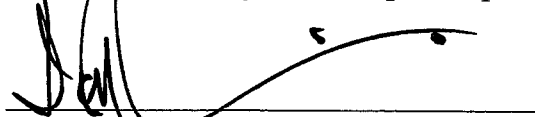
The City hereby agrees to employ Employee as Administrative Services Director for the City subject to the terms, conditions and provisions of this Agreement, based on Employee's appointment to such position by the City Manager. Employee hereby accepts such employment.

In addition to the terms of this Agreement, Employee's employment with the City shall be subject to all requirements of the City's Personnel Rules unless contradicted by some provision of this Agreement."

2. DUTIES AND RESPONSIBILITIES - Section 3a. of the Original Agreement is amended to read as the following, "As Administrative Services Director, Employee's duties and responsibilities shall be as set forth in the job description attached as Attachment A to this Agreement, and any other legally permissible and proper duties and functions as the City manager may from time-to-time assign."

3. With respect to all other terms and conditions, the Original Agreement shall remain in full force and effect.

City of Healdsburg, a Municipal Corporation



David Mickaelian, City Manager

Employee

By: 

Heather Ippoliti

Attest:



Maria Curiel, City Clerk

ATTACHMENT A

ADMINISTRATIVE SERVICES DIRECTOR

DEFINITION

Under administrative direction from the City Manager, plans, organizes, directs and performs professional level work in support of all City financial and specified administrative activities, including human resources, investments, cash management, budgeting, accounting, information systems, risk management and purchasing; performs related work as assigned.

CLASS CHARACTERISTICS

This is a department head level classification that oversees, directs, and participates in all activities of the Administrative Services Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

EXAMPLES OF DUTIES

Essential:

- Develops, recommends and implements goals, objectives, policies and operating procedures and controls for all financial planning, management, accounting, auditing and reporting functions.
- Plans, organizes, assigns, directs, reviews and evaluates the work of staff, selects personnel and provides for their training and development; interprets City policies to employees.
- Oversees purchasing, inventory control, warehousing, and surplus disposal activities.
- Attends meetings and makes oral presentations before the City Council, commissions, committees, community groups, boards and other governmental agencies.
- Monitors legislation and developments related to financial, general and economic matters; evaluates their impact upon City activities; recommends and implements improved policies and procedures.

- Manages and participates in the development and administration of the department'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 department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.
- Evaluates the need for and develops, plans, and schedules for long-term financial, budgetary, risk management, and/or IT programs; organizes available resources for the efficient operation of the department; compiles estimates, contract provisions, and specifications.
- Serves as the City's principal budget officer; coordinates the development and administration of the City's budget; assists with budget forecasting; reviews and controls programs and projects to ensure cost effectiveness.
- Manages all activities related to the City's general accounting function, including the maintenance of the accounting system, general ledgers, City-wide feasibility studies, cash receipts function, general and special project budgeting, fixed assets, timekeeping, account analysis, and preparing various reports.
- Oversees the development, modification, and implementation of the City's Information Technology strategic plans, processes, and procedures; investigates, evaluates and oversees administration of new applications and hardware/software upgrades related to all computer technology and the internet and intranet.
- Administers, maintains, and develops City policies and administrative regulations pertaining to human resources; provides assistance to management, supervisors, and staff in the interpretation of human resources policies and procedures and processing of employee grievances; ensures compliance with Federal and State laws and Board policies related to personnel management and employer/employee relations; serves as the City's employee grievance representative and investigating compliance officer for discrimination complaints and other grievances; provides leadership in representing the City in employee disciplinary actions, grievance resolutions, hearings and representation before various Federal and State agencies; communicates and consults with legal counsel on employee litigation.
- Administers the City's employee benefits program including employee health and medical programs, workers' compensation, risk management, and retirement programs.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine City needs and requirements for contractual services; negotiates contracts and agreements and administers same after award.

- Represents the department to other City departments, City Council, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates as a member of the management team; works cooperatively to address City issues, ensures overall health of the organization, fosters good communications between program staff, and provides consistent and professional management.
- Personally conducts and directs the conduct of various studies; prepares and reviews reports of findings, alternatives and recommendations.
- Uses standard office equipment including a personal computer in the course of the work;
- Drives a City or personal vehicle to attend meetings and inspect facilities and work sites.

QUALIFICATIONS

Knowledge of:

Principles and practices of governmental and fund accounting, including auditing practices
Administrative principles and methods, including goal setting, program development and implementation.

Public agency budget development, contract administration, City-wide administrative practices, and general principles of risk management related to the functions of the assigned area.

Organizational and management practices as applied to the analysis and evaluation of projects,

Principles, practices, and techniques of human resources in a public agency setting, including recruitment, selection, equal employment opportunity, and employee orientation; job analysis and classification; compensation and benefit analysis and administration; risk management, workers' compensation, and occupational safety; and employee and labor relations, including the interpretation of laws, regulations, policies, and procedures.
Principles and practices of employee supervision.

Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.

Methods and techniques for the development of presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

Computer applications, including Microsoft Office and familiarity with AS400 Platform.

Basic redevelopment and economic development principles.

Record keeping principles and procedures.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Skill in:

- Planning, organizing, administering and coordinating a variety of financial, redevelopment and general service maintenance functions.
- Preparing and administering large and complex budgets; allocating limited resources in a cost effective manner. Selecting and evaluating the work of staff and providing for their training and development. Developing and implementing goals, objectives, administrative systems, procedures and controls.
- Interpreting, explaining and applying federal, state and local laws and regulations.
- Preparing clear, concise and complete reports, correspondence and other written materials.
- Researching, analyzing, and evaluating new service delivery methods, procedures, and techniques.
- Effectively administering special projects with contractual agreements and ensuring compliance with stipulations.
- Conducting effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Establishing and maintaining a variety of filing, record keeping, and tracking systems.
- Organizing and prioritizing a variety of projects and multiple tasks in an effective and timely manner;
- Organizing own work, setting priorities, and meeting critical time deadlines.
- Operating modern office equipment including computer equipment and specialized software applications and programs.
- Using English effectively to communicate in person, over the telephone, and in writing.
- Using tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines. Analyzing complex technical and administrative problems, evaluating alternative solutions and adopting effective courses of action.
- Exercising sound independent judgment within general policy and procedural guidelines.
- Establishing and maintaining cooperative working relationships with governmental and regulatory agencies, business and professional groups and the public and City staff.

Licenses and Certificates:

Must possess and maintain a valid California's driver's license during the course of employment.

Physical Demands:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer, vision sufficient to read printed and a VDT screen, and hearing and speech sufficient to communicate in person or over the telephone.

Some of these requirements may be accommodated for otherwise qualified individuals who require and request such accommodation.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to graduation from a four year college or university with major coursework in finance, accounting, economics or a field related to the work and three years of administrative or managerial financial and accounting experience, preferably in a municipal or public agency setting. Some familiarity with general services and redevelopment and/or economic development activities is desirable.

