



## City Clerk

Updated: March 2025

FLSA Designation: FLSA Exempt

Pay Band: Per Salary Schedule

Supervisor: Mayor

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### **Class Summary/Primary Function:**

Under the direct supervision of the Mayor, the City Clerk is responsible for providing oversight and managing the day-to-day operational functions of the City. The position performs a variety of management duties, including human resources administration; researching and responding to constituent requests for information and resolving complaints; reviewing a wide variety of municipal projects; preparing and submitting written reports and recommendations; assisting the Mayor in evaluating City plans, policies, and objectives by performing research, review of materials; and serving as the City's public information officer. In addition, the City Clerk is the keeper of the corporate seal of the City and is responsible for managing the official records of the City. This includes preparing and coordinating Council agendas and supporting material, including public notification and legal and display advertising, and responding to requests for public records.

**The City Clerk is a Statutory City Official Position. This position is appointed by the Mayor and confirmed by the City Council, and serves at the will of the Mayor and City Council. See Idaho Code 50-204 to 50-207.**

**Supervision:** This position is supervised by the Mayor.

### **Supervision Exercised:**

May exercise technical and functional supervision over clerical staff assigned to the City Clerk and all other persons who, whether or not City staff, perform any advisory or management functions for or on behalf of the City.

### **Essential Duties & Responsibilities:**

(This list does not include all duties and responsibilities that may be assigned to this position.)

- Facilitates the operations of the City in accordance with City Ordinances, City Charter, and all state and federal laws: serves as a liaison between the Mayor and department heads, keeping the Mayor apprised of departmental activities; assists departments with the resolution of issues requiring the attention of the Mayor; and monitors and evaluates progress towards the goals and priorities of the Mayor and City Council.
- Facilitates problem-solving at all levels in the organization: works with department heads and senior management to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; and responds to inquiries from the public regarding issues unresolved at the departmental level.

- Plans, organizes and supervises the personnel operations and employee relations including recruitment, disciplinary actions, training, classification, and equal employment opportunity activities.
- Coordinates special projects for the City, including the evaluation of projects, management studies, the introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of material and human resources committed to the project; formulates solutions and resolves problems; and facilitates implementation of the project; and provides administrative support to the project as needed.
- Manages City Council meetings to include scheduling, preparation, and distribution of agenda packets, ensuring notification of public meetings and hearings meet all legal guidelines
- Attends all City Council meetings to record proceedings and compose meeting minutes for the official city record.
- Creates and administers city records management program to store, preserve, maintain, and retrieve all official city records.
- Manages the City's official public records requests process, including receipt, assignment, research, redaction, cost of service, and distribution.
- Composes legal notices, letters, and advertisements for council actions and the City Mayor's office.
- Administers the conduct of all municipal elections including candidate elections, measure elections specific to petition processing in accordance with state and local election laws.
- Properly represents the City to neighboring jurisdictions, governmental bodies, and organizations.
- Attends other public meetings as required.
- Oversees the processing of all appointments, resignations, and terminations for all official boards, commissions, and committees; administers oath and affirmations when necessary.

**Competency Requirements, Desired Experience & Training:**

- Degree in Public or Business Administration, Political Science, Communications, or a related field and three (3) years of progressively responsible professional administrative and management experience.
- Ability to communicate effectively orally and in writing with professionals, customers, supervisors, and employees.
- Extensive working knowledge of and familiarity with the principles and practices of public administration and government organizations.
- Working knowledge of City government operation, organizational structure, City officials, and their functions.
- Ability to use research and statistical methods and techniques used in public administration.
- Ability to establish and maintain effective working relationships with City Council, City employees, and citizens.
- Ability to identify short, mid-range, and long-term goals and objectives for the department.

- Ability to analyze financial data, reconcile accounts, and prepare reports.
- Ability to coordinate general and specific departmental activities by establishing priorities, scheduling activities, monitoring progress, revising schedules, and resolving problems.
- Ability to maintain a proactive, not reactive, management philosophy.
- Working knowledge of word processing, spreadsheet, and accounting software, including MS Word, Excel, Outlook, PowerPoint, and the ability to learn to use Caselle.
- Ability to provide accurate and timely staff reports that include professional and technical recommendations.
- Ability to make effective public presentations and utilize public relations skills.

**Equipment and Tools Used:**

- Personal computer and applicable professional business software applications, photocopier, fax machine, and similar other business/office equipment, and automobile.

**Physical Requirements:**

- Sufficient clarity of speech and/or hearing, with or without reasonable accommodation, which permits the employee to discern instructions and communicate with others.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and other specialized equipment.
- Sufficient personal mobility, flexibility, stamina, and agility, with or without reasonable accommodation, permits the employee to lift and move up to 35 pounds, stand or sit for extended periods.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.



## City Treasurer

Updated: March 2025

FLSA Designation: FLSA Exempt

Pay Band: Per Salary Schedule

Supervisor: Mayor

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**Class Summary/Primary Function:** Under the direct supervision of the Mayor, the City Treasurer is responsible for providing financial oversight, budgeting, taxation, collections, investments, payroll, cash disbursements and debt management. With direction from the Mayor, the Treasurer also works closely on financial issues with government leaders, departments, agencies and various outside government organizations, in this role, the Treasurer serves to protect the municipality's financial assets, manage resources and ensure fiscal security for its citizens. The Treasurer prepares and submits written reports and recommendations, assisting the Mayor in evaluating financial plans, policies, and objectives.

**The City Treasurer is a Statutory City Official Position. This position is appointed by the Mayor and confirmed by the City Council and serves at the will of the Mayor and City Council. See Idaho Code 50-204 to 50-207.**

**Supervision:** This position is supervised by the Mayor.

**Supervision Exercised:** May exercise financial supervision over staff and all other persons who, whether or not City staff, perform any advisory or financial management functions for or on behalf of the City.

**Essential Duties & Responsibilities:**

(This list does not include all duties and responsibilities that may be assigned to this position.)

- Facilitates the operations of the City in accordance with City Ordinances, City Charter, and all state and federal laws: serves as a financial liaison between the Mayor and department heads, keeping the Mayor apprised of departmental activities; assists department heads with preparation of their annual budgets and any other financial issues requiring the attention of the Mayor.
- Manages and oversees all financial activities of the City, including budgeting, accounting and reporting.
- Develops and implements financial policies, procedures, and strategies.
- Prepares and presents financial reports to city officials and stakeholders.
- Attends all City Council meetings as department head to answer any questions pertaining to city financial status.
- Monitors the city's cash flow and ensures sufficient liquidity for operational needs.
- Oversees the investment of city funds and ensures compliance with investment policies.
- Coordinates with auditors during regular audits and ensures and keeps accurate financial records.
- Manages the collection and disbursement of city funds, including tax revenues.
- Develops and maintains relationships with financial institutions and other stakeholders.
- Provides financial advice and recommendations to city officials.

- Ensures compliance with relevant local, state, and federal regulations regarding municipal finance.
- Prepares the city's annual budget and monitors its implementation.
- Analyzes financial data to identify problems, trends, risks, and opportunities for cost savings.
- Attends other public meetings as required by the Mayor.

**Competency Requirements, Desired Experience & Training:**

- Degree in Finance, Accounting, Economics, Public Administration, or related field.
- Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM).
- Extensive experience in municipal finance or public sector accounting.
- Strong analytical and problem-solving skills.
- Excellent public communication and presentation abilities.
- The ability to work closely with all City employees and Department Heads.
- Experience with financial management software and tools.
- Knowledge of State and Federal regulations regarding municipal finance.
- Several years of experience in finance or accounting, preferably in the public sector.
- Proficiency in financial management and accounting software.
- Strong organizational and project management skills.
- Ability to work independently and make informed financial decisions.
- Excellent interpersonal and negotiation skills.
- Strong attention to detail and high level of accuracy.
- Ability to prepare and interpret complex financial reports.
- Oversee City assets, vehicle registration, licensing, and renewal operations.
- Manage the employee benefits programs.
- Maintain and supervise the City's accounts payable and payroll function, including employee files tax filings.
- Ability to communicate effectively orally and in writing with professionals, customers, supervisors, and employees.
- Working knowledge of City government operation, organizational structure, City officials, and their functions.
- Ability to maintain a proactive, not reactive, management philosophy.
- Working knowledge of word processing, spreadsheet, and accounting software, including MS Word, Excel, Outlook, PowerPoint, and the ability to learn to use Caselle.
- Ability to provide accurate and timely staff reports that include professional and technical recommendations.

**Equipment and Tools Used:**

- Personal computer and applicable professional business software applications, photocopier, fax machine, and similar other business/office equipment, and automobile.

**Physical Requirements:**

- Sufficient clarity of speech and/or hearing, with or without reasonable accommodation, which permits the employee to discern instructions and communicate with others.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions.

- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and other specialized equipment.
- Sufficient personal mobility, flexibility, stamina, and agility, with or without reasonable accommodation, permits the employee to lift and move up to 35 pounds, stand or sit for extended periods.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.



## **Deputy Clerk/Treasurer**

**Updated: June 2025**

**FLSA Designation: FLSA Non-Exempt**

**Supervisor: City Clerk, City Treasurer**

**Pay: \$28.12/hour**

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### **Class Summary/Primary Function:**

Under direct supervision of the City Clerk and City Treasurer, the Deputy City Clerk/Treasurer performs a wide variety of administrative, financial, and clerical duties in support of the City Clerk and City Treasurer. This position has a strong emphasis on payroll processing, accounts payable, and customer service. The Deputy Clerk/Treasurer assists in maintaining accurate financial records and ensuring the timely and accurate processing of payments to employees and vendors, as well as managing deposits and when needed, assisting the public.

### **Essential Duties and Responsibilities:**

(This list does not include all duties and responsibilities that may be assigned to this position.)

#### **Payroll Processing:**

- Review and verify employee timecards
- Process and distribute payroll for all employees, including separate payroll schedules for the Fire Department, Mayor, and City Council.
- Enter and process City retirement benefits for all payrolls.
- Prepare and submit all payroll-related liability payments upon direction of the Treasurer.
- File and pay quarterly unemployment reports to the Idaho Department of Labor.
- Submit monthly payroll employee count to the U.S. Bureau of Labor Statistics.
- Set up new employees in the payroll system; manage changes related to tax withholdings, benefits, retirement, direct deposit, etc.

#### **Accounts Payable (AP):**

- Receive and review invoices via email and mail; send them to department heads for approval and budget coding.
- Enter approved invoices into the accounting system by established council packet deadlines and generate claims payable report.
- Generate purchase orders as requested by department heads or supervisors.
- Request W-9s from vendors; set up and modify vendor records.
- Process vendor checks and online payments; match payments with invoices.
- Communicate with vendors regarding billing issues and account inquiries.
- File invoices and payment records in compliance with city retention policies.

### **Cash Receipting & Deposits:**

- Process payments received for permits, applications, and other transactions using the cash receipting system.
- Record daily transactions in the general ledger.
- Count and verify the front desk cash box; prepare and make regular bank deposits.

### **Customer Service & Administrative Support:**

- Assist residents and visitors at the front counter with payments, forms, and general city-related inquiries when necessary.
- Provide administrative and clerical support to the City Clerk/Treasurer and other departments as assigned.
- Assist in compiling data and documentation for city projects and reports.

### **Minimum Qualifications:**

- High school diploma or GED required; Associate's degree or coursework in accounting, finance, or business preferred.
- Two (2) years of experience in payroll, bookkeeping, accounts payable, or municipal administration preferred.
- Previous experience working in a city or other local government office is preferred.
- Proficiency in Microsoft Office (Excel, Word, Outlook); experience with accounting and payroll software preferred.
- Strong attention to detail and time management skills.
- Ability to maintain confidentiality and handle sensitive financial data with integrity.

### **Special Requirements:**

- Must pass a background check and maintain a valid Idaho driver's license.

### **Equipment and Tools Used:**

- Personal computer and applicable professional business software applications, photocopier, fax machine, and other similar business/office equipment, and automobile.

### **Physical Requirements:**

- Sufficient clarity of speech and/or hearing, with or without reasonable accommodation, which permits the employee to discern instructions and communicate with others.
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and other specialized equipment.
- Sufficient personal mobility, flexibility, stamina, and agility, with or without reasonable accommodation, permits the employee to lift and move up to 35 pounds, stand or sit for extended periods.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing,

sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Bellevue is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage all qualified individuals to apply, regardless of race, ethnicity, gender, sexual orientation, age, disability, or any other characteristic protected by applicable law.

## CITY OF BELLEVUE, IDAHO

### JOB DESCRIPTION

Title:	<b>Deputy Clerk - Support Services Specialist</b>
Department:	City Clerk's Office
Supervisor:	City Clerk
FLSA: Status:	Non-Exempt
Employee Classification:	Full-Time – 32 hours/week
Pay Range:	\$25 - \$28 per hour

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#### **General Purpose:**

The Deputy City Clerk provides administrative and clerical support to all City Departments with a strong focus on customer service at City Hall. This position is a key point of contact for residents and is responsible for receiving payments, assisting customers with forms for services such as parks reservations, building permits, Planning & Zoning applications, Water and Sewer applications, and general inquiries. Spanish-speaking skills are required to serve Bellevue's bilingual community. The Support Services Specialist also handles recordkeeping duties and supports daily office operations.

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#### **Essential Duties and Responsibilities:**

- Provides front-desk customer service to residents in both English and Spanish, helping with city services, forms, and general information.
- Receives and processes payments from residents for utilities, permits, and other city services; issues receipts and balances the cash drawer daily.
- Processes cash receipting utilizing Xpress Bill Pay and Caselle software, including daily imports of payments from Xpress Bill Pay to Caselle.
- Processes returned payments promptly and communicates with customers about them.
- Maintains customer ACH list and processes in-house customer ACH payments monthly.
- Prepares daily deposits and maintains accurate financial records in accordance with city procedures.
- Assists residents with online applications, forms and requests utilizing Civic Review software.
- Supports the City Clerk in maintaining city records, including filing, scanning, and archiving documents, including helping to prepare Bellevue Common Council meeting packets.
- Duties include processing incoming and outgoing mail, answering the City's main phone line as a first line of communication for questions and then directing calls accordingly.
- Assists the City Clerk with processing, issuing and renewing of City permits, business licenses, alcohol licenses and any other licensing or permitting duties, as needed.
- Duties include managing and updating park calendars and schedules utilizing Microsoft Office applications.

- Assists all City Departments with communications, notices, collections, or other projects as needed.
  - Assists all City Departments with ordering office and non-office supplies, as directed by the City Clerk and Treasurer.
  - Ensures a high level of professionalism and confidentiality in all public interactions.
  - Performs notarizations for city-related documents in accordance with state law.
  - Performs other duties as assigned to support the effective operation of City Hall.
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### **Qualifications:**

#### **Education and Experience:**

- High school diploma or equivalent required.
- At least 2 years of customer service, office experience, or public-facing experience.

#### **Required Skills and Certifications:**

- **Spanish-speaking fluency is required.**
  - Must be a commissioned Notary Public in the State of Idaho (or able to obtain upon hire).
  - Proficiency in Microsoft Office (Word, Excel, Outlook).
  - Must have working knowledge of all City departments and be proactive about gaining that knowledge from each department.
  - Ability to learn and utilize software the City uses for utility, payments and accounting purposes (Caselle).
  - Ability to learn and utilize software the City uses for all applications, permits and licensing (Civic Review).
  - Excellent verbal and written communication skills.
  - Strong attention to detail and accuracy when handling records and transactions.
  - Ability to multitask in a fast-paced, public-facing environment.
  - Professional demeanor with commitment to customer service and teamwork.
  - Willingness to learn and adapt to new systems and processes to perform day-to-day tasks.
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#### **Working Conditions:**

- Office environment with frequent interaction with the public.
- May require standing or sitting for long periods and occasional lifting up to 25 pounds.

## BELLEVUE MARSHAL'S OFFICE

### **Job Summary**

The Chief Marshal, plans, organizes and manages The Bellevue Marshal's Office to accomplish long-range community policing goals. Work requires the exercise of considerable initiative and judgment and is reviewed for accomplishment of objectives and for effectiveness of law enforcement services provided by the Bellevue Marshal's Office. The position requires leadership responsibilities for employees. In the absence of the Chief Marshal. Both exercises independent judgment to direct others' work and have the authority to take corrective action, and utilizes people skills to communicate, motivate and direct a person, group, or Department. Highly developed interpersonal and communication skills are essential, as are time management and organizational skills. The Marshal requires Idaho POST Intermediate certification with eligibility for Management certification, and eight (10) years' of law enforcement experience with two (5) years as a Lieutenant or higher. This position is required to supervise employees during the performance of critical incident functions which require employees to qualify to carry firearms, perform emergency medical, and/or lifesaving activities. The work is accomplished primarily in an office environment but situations arise wherein the employee is subject to dangerous, potentially life-threatening events, and inclement weather.

### **Examples of Duties**

*(illustrative only and may vary by assignment)*

- Plans, organizes and manages the Bellevue Marshal's Office;
- Supervises the Marshal's Office sworn and civilian staff directly and through subordinate supervisors; recommends and/or effects the full range of duties (with appropriate managerial review), including hiring, performance evaluations, transferring, promoting, assigning of significant duties, rewarding, disciplining and terminating employment;
- Establishes and maintains a culture of professionalism and community engagement between members of the department and the citizens and visitors to the City of Bellevue;
- Plans for the build out population of the city through forecasting the staffing needs of the department and develops a succession plan to fill any leadership or knowledge gaps presented;
- Assesses strength of staff, assigns and reassigns workload;
- Identifies personnel and equipment resources needed to meet work demands;
- Advises staff on current issues, instructions, policies and other matters of importance;
- Deals with employee performance and personnel situations;
- Addresses allegations of misconduct through fair and impartial investigations and evaluates conduct;
- Assists in preparing and managing Marshal's Office budget; monitors and approves department purchases;
- Establishes department goals, objectives and priorities;
- Develops policing strategy to include community engagement, intelligence led policing methods, analyze existing practices and recommend improvements and changes as needed;

## BELLEVUE MARSHAL'S OFFICE

- Optimizes the use of technology in policing while maintaining compliance with public records laws and balancing the cost/benefit of the efficiencies provided against the impact on the budget;
- Maintains proficiency in the fundamentals of policing such as shooting, defensive tactics and patrol procedures in addition to remaining up to date with case law and emerging trends in the field of law enforcement to ensure quality improvement;
- Prepares management and administrative reports;
- Consults with management staff, the public, legal advisors and representatives of other agencies regarding division activities. Interprets and advises on policies, rules and regulations;
- Works with community groups as well as citizens on law enforcement activities, citizen concerns, etc.; offers ideas and solutions;
- Manages and supervises major events (planned and unplanned), crime scenes, field activities, etc.
- Analyzes and recommends approaches to address current and anticipated law enforcement challenges;
- Identifies trends and developments in law enforcement and recommends changes in organization, staffing and operating procedures;
- Demonstrates continuous effort to improve operations to protect and serve the community;
- Represents the Department in projects or programs involving other agencies or jurisdictions;
- Makes presentations to governmental agencies, the media, community groups and a variety of civic organizations;
- Provides extensive customer service, education, and information to the public;
- Plans, organizes, and conducts special projects as assigned;
- Responds to management's, supervisor's, co-workers' and citizens' questions and comments in a courteous, thorough and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Maintains strict confidentiality of all matters;
- Assists other department and City employees as needed or requested;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### **Secondary Duties and Responsibilities:**

- Works with other public safety partners on special events or programs;
- On call to respond to major incidents or matters of critical importance to the Department;
- Review investigations to ensure compliance with department standards;
- Performs other duties as assigned.

## BELLEVUE MARSHAL'S OFFICE

### Minimum Requirements

- Eight (10) years of law enforcement experience with at least two (5) years at the level of Lieutenant or higher;
- Idaho Peace Officer Standards Training (POST) Intermediate certification with eligibility for Management Certifications or the ability to obtain Management Certification within eight-teen (18) months of appointment;
- Valid driver's license;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

### Supplemental Information

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Advanced knowledge of modern procedures, practices and methods of police administration;
- Pertinent federal, state and city laws, statutes and ordinances;
- Principles and practices of supervision and management.

#### **Skill and Ability to:**

- Effectively plan, manage and coordinate a law enforcement department;
- Analyze organizational and operational challenges and recommend improvements;
- Develop and implement innovative programs, policies and work place practices;
- Effectively direct and manage the work activities of staff;
- Deal effectively with employee performance problems;
- Analyze emergency situations and act promptly and appropriately;
- Analyze and evaluate complex situations and recommend alternatives;
- Analyze current budget and recommend future budget needs;
- Display an attitude of cooperation and work harmoniously with all level of City employees, the general public and other organizations;
- Demonstrate a high level of organizational and interpersonal communication skills;
- Utilize strong analytical skills to conduct research and manage special projects;
- Multi-task and independently handle a wide variety of issues;
- Communicate effectively in writing and speech;
- Address complex issues and handle potentially difficult situations;
- Use good judgment in problem solving and decision making;
- Communicate facts in an understandable manner and present recommendations in a clear, concise, logical manner;

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- Proficiently operate computers, software programs, such as Microsoft Word, Excel, PowerPoint, or similar office software to create documents and other materials, maintain information, and generate reports;
- Use English and speak clearly for understanding;
- Maintain a professional demeanor at all times;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity and ingenuity in the performance of assigned tasks and solving problems;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

### **Physical Demands & Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is required to supervise employees during the performance of critical incident functions which require employees to qualify to carry firearms, perform emergency medical, lifesaving and/or fire suppression activities.

While performing the duties of this job the employee is frequently lifting/carrying up to 10 lbs. and occasionally lifting/carrying up to 35 lbs. Also, the employee is frequently pushing/pulling up to 150 lbs. The noise level is occasionally loud. Work includes sensory ability to talk, hear, touch and feel. Work in this position also includes close vision, distance vision, peripheral vision and depth perception. Employees will sit, stand, walk, run, reach and grasp. Position requires hand/finger dexterity.

- **Life threatening conditions are possible.**

**JOB TITLE:** DEPUTY MARSHAL - PATROL

**DEPARTMENT:** MARSHAL'S OFFICE / POLICE

**SUPERVISOR:** Sergeant or Officer in Charge (OIC) on Shift

**SUPERVISION EXERCISED:** Typically, does not supervise others. May serve in lead role on special projects as assigned.

**SALARY RANGE:** \$33.00 hr - \$40.50 hr

**EXEMPT STATUS:** Non-exempt

**LAST REVISION:** 04/2026

**Job Scope**

**Summary:** Performs daily patrol of assigned City roads in order to maintain and ensure public safety. Responds to calls for service, investigate crimes, arrest suspected violators, traffic enforcement, traffic accident investigations, narcotics violation investigations, and to render aid to injured people. Enforces all federal, state, and local laws for the protection of all citizens of the state of Idaho.

**Other Information:** Educates the public on civic issues. Trains new and enlisting deputies in a wide variety of fields. Incumbent performs work that involves a wide variety of work situations that involve a moderate degree of complexity due to the changing situations encountered. Incumbent typically works under specific and definite directions and well-known procedures. Work requires the exercise of initiative, independent judgment and discretion insofar as incumbent applies standards and procedures to routine situations. Incumbent regularly interacts with supervisor while receiving periodic supervision. Communicates with others both inside and outside the organization. Internal communication typically involves communication with coworkers and supervisors, while external communications are with a variety of members of the public. Impact is usually moderate with distinct impact to the department and organization with significant impact on those to whom the incumbent responds for emergency services. Errors in judgment and performance may have significant impact to the City's reputation and to the well-being of the incumbent, coworkers, and members of the public. Work is typically performed outdoors, may involve exposure to weather and dangerous conditions while engaged in emergency response activities. Travel is regular, not typically extending beyond the Wood River Valley.

**Essential Functions:**

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The essential functions include, but are not limited to, the following duties and responsibilities, which are not listed in any particular order of priority and may be amended or added to by the City at any time:

1. Performs daily traffic patrol to identify drivers in violation of traffic control and safety laws and regulations. Travels throughout assigned area to look for criminal activity. Also provides assistance as needed to those members of the public with which the incumbent comes into contact.
2. Responds to calls and issues citations and/or makes arrests as needed as it relates to violation of federal, state and local laws and codes. Enforces DUI, drug, and other laws. Responds to crime scenes and secures location. Apprehends suspects and other individuals as deemed necessary at the time of response.
3. Answers calls for service to citizen complaints as directed by dispatch or as needed. Assesses situations, determines appropriate course of action, mitigates circumstances within proscribed policies and procedures, and calls for backup as needed. Abides by principles and regulations of safety to ensure safe conditions for the officer, other employees, and members of the public.
4. Responds to non-emergency calls as requested by members of the community. Reviews circumstances and determines appropriate course of action to answer questions or to mitigate the situation.
5. Assists in investigations as directed by supervisor to assess criminal causes and identify offenders. May independently investigate traffic accidents and incidents in order to assess cause or other determining factors in the accident or incident.
6. May serve as lead trainer over a specific area of specialty or expertise (e.g., firearms, baton use, etc.).
7. Assist in maintaining the office's computer network, develop new and existing forms for computer use, train users in RMS (a database program), instruct in basic computer skills.
8. Assist specialty teams in skills training and development activities. Assists specialty teams by responding to hazardous materials, water rescue, and other emergency response situations as directed or assigned.
9. Appears before District and/or Magistrate judges as required for court testimony as an expert witness or as related to cases wherein which the incumbent has necessary information. Must provide

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accurate testimony in such cases as incumbent represents the credibility of the Marshal's Office in his/her testimony.

10. Completes all required paperwork and reports as needed in the proper documentation of activities that take shift during the course of each shift. Takes special notes of unusual incidents and ensures that supervisors are notified of such incidents. Maintains all necessary statistical information related to incidents and responses.

11. Performs crime prevention activities for a variety of community organizations. Performs home and business surveys and other surveys within the community in order to assess potential dangers and to make recommendations to prevent criminal activity or to improve personal safety.

12. Participates in community involvement programs as assigned.

13. Maintains adequate levels of training as required by state POST (Peace Officers Standards and Training) requirements.

**Secondary Functions:**

1. May serve on a Specialty Team as assigned. Assignees should review special assignment lists regarding the essential functions and duties of such positions.
2. Maintains knowledge and awareness of legal changes pertaining to public safety policies, regulations and procedures.
3. Serves on call as needed 24-hours a day, 7-days a week. May also be required to work extra hours on weekends and holidays.
4. May train new officers as assigned.
5. Performs all other duties as assigned.

**Job Specifications:**

1. Must be a citizen of the United States.
2. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. High school diploma or equivalent required with post-high school education in law enforcement preferred.
3. Must possess current valid driver's license with a good driving record and ability.
4. Requires Lifeloc FC20, and handgun certifications, which must be obtained within the first three (3) months of employment.
5. Knowledge of and ability to use basic computer (PC) functions as needed for record keeping and

Bellevue Marshal's Office  
Deputy Marshal Job Description

report completion.

6. Ability to assess and adapt to a wide variety of circumstances and situations wherein the incumbent must operate and make decisions quickly and independently.

7. Ability to proficiently use a variety of firearms and weapons.

8. Ability to work with members of the public possessing a wide variety of personalities and behaviors.

Ability to assess behavioral considerations and modify treatment accordingly to ensure appropriate safety and security of the public.

9. Ability to perform those physical requirements needed to perform the essential functions of the job, including the ability to physically defend oneself and to subdue others as needed. May require the ability to control multiple subjects, forcefully open doors and remove obstacles, remove jammed doors and openings, traverse precarious footing, hike long distances, and all other physical activities typical of performing the essential functions.

10. Knowledge of basic math skills sufficient to complete regular reports and maintain basic statistics and report information.

11. Ability to read and comprehend general instructions, write simple correspondence, and present information in front of a small group as well as one-on-one.

12. Ability to define problems, collect data, establish facts, draw conclusions and take appropriate action.

13. Ability to communicate effectively, both orally and in writing. Most communication is made in face-to-face settings with some written communication required for report writing and other paperwork.

14. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.

#### Physical Ability Requirements

Patrol Deputies have unique job functions, some of which can be physically demanding. An officer's capability to perform those functions can affect personal and public safety. Physical fitness underlies and

predicts an officer's readiness to perform the frequent and critical job tasks demanded. The minimum physical readiness standards identified are levels below which an officer's capacity to safely and effectively learn and perform frequent or critical job tasks is compromised. Higher levels of

Bellevue Marshal's Office  
Deputy Marshal Job Description

readiness/fitness are associated with better performance of physical job tasks required of Idaho patrol officers

**Working Conditions:**

Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking); frequent standing and walking. Exposure to carriers of blood-borne diseases, such as HIV virus and hepatitis, explosive devices that are intended to maim or kill, and handling seized controlled substances which may be mind-altering or addictive. Subjects encountered during investigations are frequently armed, dangerous and may be under the influence of drugs, thereby subjecting incumbents to grave risk of physical harm on a frequent basis. Requires continuous hearing and talking, frequent use of physical activities, and regular climbing, crouching, walking, fingering, balancing, and crawling. Requires occasional pushing, pulling, lifting and carrying weights over 50 pounds, grasping, stooping, running, standing, and all other physical requirements of the job. Requires good general vision. Requires continual travel within the local area and occasional statewide travel.

- **Life threatening conditions are possible.**

Bellevue Marshal's Office



115 E Pine Street  
PO Box 825  
Bellevue, ID 83313  
Phone: 208-788-3692  
Fax: 208-788-8526

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## BMO Patrol Sergeant Job Description

**Job Title:** Patrol Sergeant

**Reports to:** Assistant Marshal / Marshal

**FLSA:** Full-Time (40 hrs/wk) Non-Exempt

### **Bellevue Marshal's Office Mission Statement:**

The Bellevue Marshal's Office are committed to being a professional and respectful organization dedicated to the concepts of personal excellence, continuous improvement, teamwork, and service to our community. Therefore we will strive to be part of the community we serve so we can better understand our community's needs and protect the quality of life we all enjoy. We take pride in our City, our professional accomplishments, and our abilities. With an open partnership with our community, we will better meet our responsibilities for protecting our citizens within the framework of the United States Constitution and the Constitution of the State of Idaho.

### **General Statement of Duties:**

A Patrol Sergeant is a first line supervisor who preserves the public peace, protects life and property, prevents crimes, arrests violators of the law, and enforces laws and ordinances within the City of Bellevue. A Patrol Sergeant assists the Assistant Marshal and Marshal in operation of the Marshal's Office.

### **Primary Job Responsibilities:**

- Responds to and serves the public with courteous good will
- Maintains a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing an identifiable source for citizens to go to for assistance, protection and service

- Supervises subordinates during designated shifts including but not limited to calls for service, training, counseling, evaluating, and recommending disciplinary actions of employees
- Provides leadership and responsibility to all divisions of the Bellevue Marshal's Office
- Provides on the job training in patrol procedures and on how to perform the functions of the Patrol Deputy position and assists the Assistant Marshal and Marshal in developing the training guidelines and standards for the Field Training Officer Program; Must serve as Field Training Officer
- Ensures the appearance, performance, activities, and behavior of officers under the Marshal's command are in compliance with the department rules, regulations and policies
- Maintains proper confidentiality at all times
- Directs and supervises the proper action of subordinates
- Monitors activities to determine if duties, orders and instructions are efficiently and effectively carried out
- Provides oversight for felony or extended calls for service
- Meets quarterly with subordinates to discuss and assess job performance; documents meetings
- Responds to Animal Control calls for service when the BMO1 is not available
- Manages resources in order to limit liability exposure to the City of Bellevue
- Enforces all traffic laws and ordinances and issues warnings or citations for violations
- Initiates, performs, and assists with probable cause arrests in compliance with all city, state and federal standards; Uses handcuffs, other restraints and use of force if necessary to subdue resisting suspects using approved maneuvers, weapons, and methods
- Pursues fleeing suspects and performs rescue operations which may involve quickly entering and exiting law enforcement patrol vehicles; lifting, carrying and dragging heavy objects; climbing over and pulling up oneself over obstacles; jumping down from elevated surfaces; climbing through openings; jumping over obstacles, ditches and streams; crawling in confined areas; balancing on uneven or narrow surfaces and using physical force to gain entrance through barriers
- Loads, unloads, aims and fires from a variety of body positions handguns and rifles under conditions of stress that justify the use of deadly force and at levels of proficiency prescribed in certification standards
- Demonstrates skills in the use, care, and security of firearms and other law enforcement equipment
- Performs searches of people, vehicles, building and areas
- Participates in surveillance situations as directed to search for suspects or witness criminal activity
- Engages in law enforcement patrol functions that include such things as working rotating shifts, walking on foot patrol and physically checking the doors and windows of buildings to ensure they are secure

- Detects, collects evidence and creates documentation that provide the basis of criminal offenses and infractions and that indicate the presence of dangerous conditions
- Responds professionally when confronted with the hostile views and opinions of the public, suspects, and others encountered in an antagonistic environment
- Performs rescue functions at accidents, emergencies and disasters to include directing traffic, administering emergency medical aid, moving people from dangerous situations, securing and evacuating people from particular areas and extinguishing small fires
- Processes and transports individuals in custody, prisoners and committed mental patients using handcuffs and other appropriate restraints; maintains security of any suspect in custody at all times
- Properly utilizes issued personal safety equipment as appropriate to the incident Provides crisis intervention functions to include counseling, suicide prevention, recognizing abnormal behavior and taking appropriate action
- Reads computer and camera screens, court and other legal and non-legal documents, distinguish colors, and exercise a full field of vision
- Assists stranded motorists and checks for wanted vehicles and persons
- Conducts searches for lost, missing or drowned persons
- Testifies professionally in court
- Updates personal knowledge by attending training courses on current law enforcement trends
- Delivers death notification messages to victim's family
- Assists other law enforcement agencies in responding to calls for service
- Responds to a variety of citizen and criminal complaints such as break-ins, robberies, domestic batteries, vandalism, etc.
- Ensures all personnel under their supervision are adequately informed of departmental policies, goals, and objectives
- Provides additional management and oversight to effectively ensure that the City of Bellevue receives the professional law enforcement services
- Assists the Assistant Marshal in creating policies and procedures manuals and sends them to the Marshal for approval
- Reads and approves reports for Patrol Deputies to ensure proper use of criminal elements and completion of investigation
- Uses deadly force if the situation warrants
- Maintains up to date knowledge of law changes, search and seizure issues and case law
- Assists deputies with fatal vehicle crash investigations
- All duties, responsibilities and qualifications described herein also pertain to the management and workload for the Bellevue Marshal's Office Command Staff Performs other related duties as assigned

**Job Specification:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities provided the individual can meet the Idaho POST Academy professional standards.

**Education and Work Experience:**

- A High School Diploma or GED Equivalent is required
- Must have a minimum of two (2) years of any combination of responsible work experience, military service, education, or any other productive activity
- Must meet all Minimum Standards, Hiring Qualifications and Training Standards
- Possesses all required training qualifications or certifications per position
- POST Patrol Academy Intermediate certification is required;
- Must obtain a POST Supervisor certification within 18 months
- Must be a POST certified instructor and maintain instructor certification
- Must be a BMO FTO

**Language Skills:**

- Effectively communicates orally, in writing, and over law enforcement radio channels by giving information and directions, mediating disputes and advising of rights and processes
- Reads and comprehends legal and non-legal documents, including the preparation and processing of such documents as citations, affidavits and warrants
- Ability to prepare investigative and other reports, including sketches, using appropriate grammar, symbols and mathematical computations

**Mathematical Skills:**

- Ability to work with basic mathematical concepts and apply concepts to practical situations

**Reasoning Ability:**

- Exercises independent judgment in determining when there is reasonable suspicion to detain, when probable cause exists to arrest, and when force may be used and to what degree
- Gathers information in criminal investigations by interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers

**Other Knowledge, Skills, and Abilities:**

- Considerable knowledge of law enforcement procedures and techniques
- Knowledge of personal computers, word processing applications, calculators, and general office equipment

- Ability to prioritize multiple tasks and manage workload; establish and maintain effective working relations with co-workers, the public, inmates and representatives from other local, state, and Federal agencies
- Ability to compile data for reports, compose correspondence, and interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to develop, implement and interpret regulations, policies and procedures and explain information in an understandable fashion
- Ability to work under own initiative and utilize independent judgment
- Ability to exercise good customer relations
- Ability to solve practical problems and deal with a variety of situational variables in situations where only limited standardization exists
- Ability to perform primary job duties with efficiency and accuracy
- Ability to perform a high level of multiple tasks simultaneously under stress
- Ability to pass all firearms qualifications, Taser, straight stick, and O.C. spray certifications
- Ability to work in confined space with stressful/dangerous conditions
- Ability to motivate and supervise employees
- Ability to plan and organize manpower and resources.
- Ability to meet deadlines
- Ability to meet confidentiality
- All duties, responsibilities and qualifications described herein also pertain to the management and workload for the Bellevue Marshal's Office Command Staff
- Must possess a valid Idaho Driving License

**Essential Physical Abilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions provided the individual can work in stressful/dangerous conditions and has the ability to meet POST and department physical standards. The employee is regularly required to:

- stand, walk, sit, and drive;
- use hands to finger, handle, or feel
- reach with hands and arms
- quickly enter and exit patrol vehicles
- climb over and pull oneself over obstacles
- jump down from elevated surfaces
- speak and hear in person, by telephone and by radio
- see and memorize documents, monitors, camera, etc.
- climb, balance and stoop, kneel, crouch, or crawl

- must frequently lift and/or carry up to 25 pounds
- lift, pull or drag 150 lbs.
- physically restrain violent or resisting individuals
- Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus

### **Working Environment**

- Work as a Patrol Sergeant can be stressful (emotional/mental) and dangerous. Deputies must be able to work various hours of the day and night, weekends, and holidays
- May be exposed to unclothed individuals of either sex or deceased persons Position requires mobility in external working environment under adverse conditions.
- Operates a law enforcement vehicle during both the day and night; in emergency situations involving speeds in excess of posted limits, in congested traffic and in potentially dangerous road conditions caused by factors such as fog, smoke, rain, ice and snow
- **Life threatening conditions are possible.**



## City Assets Manager

Updated: June 2025

FLSA Designation: FLSA Non-Exempt

Supervisor: Public Works Director

Pay:

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### **Class Summary/Primary Function:**

The Manager is responsible for the daily oversight and coordination of essential municipal operations, including the Street Department, Parks Maintenance, and City Buildings and Grounds. Under the direction of the Public Works Director, this role ensures effective and efficient service delivery in key areas such as snow plowing, right-of-way maintenance, seasonal cleanups, and facility upkeep. This position requires strong leadership, hands-on experience with public works functions, and the ability to manage multiple priorities across a small but active city.

### **Essential Duties and Responsibilities:**

- Supervise and coordinate daily operations for streets, parks, and facilities maintenance crews.
- Organize and oversee seasonal duties including snow plowing, de-icing, leaf and debris removal, and weed abatement.
- Coordinate right-of-way maintenance including signage, vegetation control, and sidewalk repairs.
- Ensure routine and preventative maintenance of city-owned buildings, grounds, and park facilities.
- Develop daily and weekly work plans in coordination with the Public Works Director.
- Monitor and maintain inventory of supplies, materials, and equipment needed for city service operations.
- Respond to service requests, public complaints, and work orders in a timely and professional manner.
- Assist in budget planning and resource allocation for department projects and equipment needs.
- Ensure all work is performed safely and in compliance with city, state, and federal regulations.

- Prepare reports, maintenance records, and project updates for the Public Works Director.
- Train and support field staff, ensuring consistent quality standards and productivity.

**Qualifications:**

- High school diploma or equivalent; technical certifications or associate degree in construction, public works, or a related field preferred.
- Minimum of 5 years of progressively responsible experience in public works or municipal operations, with at least 2 years in a supervisory or lead role.
- Experience in street and road maintenance, snow removal operations, park/facility maintenance, and equipment operation.
- Knowledge of construction methods, heavy equipment, and municipal infrastructure systems.
- Strong organizational, communication, and team leadership skills.
- Ability to interpret and apply safety practices, regulations, and policies.
- Valid Idaho Driver's License; CDL Class B preferred or must be obtained within 6 months of hire.

**Working Conditions:**

- Frequent outdoor work in varying weather conditions, including extreme cold, snow, and heat.
- Physical demands include lifting up to 75 pounds, operating heavy machinery, and working in traffic or construction zones.
- Occasional evening, weekend, or on-call work required, especially during snow events or emergency responses.

**Additional Information:**

This is a full-time position with benefits in accordance with City of Bellevue personnel policy. The City Services Manager plays a key leadership role in maintaining the functionality, safety, and appearance of the community's streets, parks, and public spaces.



## **CITY OF BELLEVUE, IDAHO JOB DESCRIPTION**

Title:	<b>Community Development Director</b>
Department:	Community Development
Supervisor:	Mayor
FLSA: Status:	Exempt
Employee Classification:	Full-Time
Pay Range:	\$90,000 through \$110,000

### **GENEAL PURPOSE**

The Community Development and Planning Director is responsible for overall leadership and management of the Community Development and Planning Department. Primary responsibilities include current, long-range and special project planning. Additionally, the Department administers building permit review, develops land-use policies to support sustainable economic development while protecting the social and environmental fabric of the City of Bellevue and informs and engages the community in the City's decision-making process.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Works closely with the Mayor, City Council, Planning & Zoning (P&Z) Commission and colleagues on activities related to strategic planning and implementation of the citywide and departmental goals and workplans.
- Provides leadership and support for economic development efforts; works with the Mayor, Council, the public, and partnering organizations to create economic development strategies.
- Conducts and/or manages the full range of activities required to prepare, submit, and manage grant proposals to regional and national organizations for community development projects.
- Plans, organizes, directs and evaluates the activities of the Planning and Community Development Department; ensures that the department's programs are implemented in a manner consistent with the City's goals and policies.
- Leads negotiations with developers and property owners seeking annexation, rezone, subdivision or other major land-use permits. Directs and coordinates the review of development proposals; ensures consistency in the application of building codes, zoning, environmental regulations, comprehensive plan and other related codes and ordinances.
- Administers the City's Zoning and Subdivision Ordinance. Directs the administration of the City's zoning subdivision and building codes. Prepares and reviews reports, and recommends plan and code amendments and other planning, zoning and building issues.
- Drafts ordinances for P&Z Commission, City Council and City Attorney review.
- Manages short- and long-range planning activities, and sets priorities, goals, and objectives for the department.
- Prepares staff reports, findings of fact and recommendations for the P&Z Commission and City Council meetings, as necessary.
- Manages annual departmental budget and makes budget recommendations prior to the fiscal year and throughout the year. Supervises planning staff and building staff.
- Reviews and monitors proposed changes and updates to applicable laws to determine their impact on planning and building policies and practices; prepares, coordinates and implements responses and recommendations in consultation with City Attorney.
- Monitors trends in development practices and recommends operational and policy improvements.
- Coordinates the department's planning activities with other City departments, as well as regional jurisdictions when necessary.

- Prepares materials for and makes presentations to elected officials, other agencies and the public; represents the department and the city to a variety of other agencies, as well as community members and stakeholders.
- Attends City Council and P&Z Commission meetings, and other meetings as required.
- Researches and promotes professional best practices for the department.
- Meets regularly with staff to discuss and resolve priorities, workload and technical issues.
- Leads by example by maintaining high standards of behavior and performance.
- Reports to the Mayor.

## **PREFERRED QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in planning or a related field is required, and a master's degree is preferred.
- Five (5) years of professional experience in the field of community planning and economic planning with progressive responsibility with a city or county government; OR an equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Two (2) or more years of developing and managing administering capital projects and working successfully with stakeholders and partners.
- The ideal candidate for the position will possess excellent interpersonal, communications and organizational skills. As a key department manager for the City of Bellevue, this position will be expected to have high-quality written and verbal skills, and a commitment to public service. The successful candidate will have strategic planning and problem-solving skills, with the ability to take a long-term view of the City's goals and challenges.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

- City organization, operations, policies and procedures.
- City land use and development regulations, zoning codes and planning concepts.
- Principles, practices and procedures relating to city planning, community development, land use, zoning regulations, building construction, code enforcement, permitting and environmental protection.
- Organizational, fiscal and supervisory practices and principles.
- Structure, organization and interrelationships of City departments, agencies and related governmental agencies and offices affecting assigned functions.
- Program and project management techniques and principles.
- Research methods and report preparation and presentation.
- Grant-writing and administration.
- State and federal regulations relating to land use development and planning processes, e.g., LLUPA, etc.
- Knowledge of computer applications including Microsoft Office, database management, GIS programs and applications.

### **Skills**

- Develop short- and long-range goals, and plan, assign, coordinate and evaluate the work of subordinates.
- Analyze issues, evaluate alternatives and make logical recommendations based on findings.
- Interpret and apply building and safety standards, state and federal regulations, department standards and City codes and policies.
- Administer program goals and objectives; implement initiatives and recommendations in support of department and City goals.
- Foster cooperative and efficient work processes; delegating tasks and workload assignments

- Develop and monitor departmental and program/project operating budgets, costs and schedules.
- Assess and prioritize multiple tasks, projects and demands.
- Supervise, lead, coach and use best management practices to improve staff performance.
- Edit, oversee or prepare technical reports, and present information at public meetings.
- Establish and maintain effective working relationships with city staff, various officials, citizens and other customers.
- Problem-solve on behalf of the City.
- Understand and manage high-profile, sensitive or controversial political situations.
- Exercise sound and independent judgment within general policy guidelines.
- Support and model the identified vision, values and behaviors of the City of Bellevue.
- Communicate clearly in writing and orally on behalf of the City.
- Use a computer and a variety of standard and specialist software.
- Perform a wide variety of duties and responsibilities with accuracy and speed to meet time-sensitive deadlines.

### **Special Requirements**

- A valid Idaho State Driver's License.
- Successful completion of a pre-employment background check.
- AICP certification preferred.

### **TOOLS AND EQUIPMENT USED**

- Personal computer including word processing, spreadsheets and PDF software; phone; copier, and other equipment pertaining to this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must have the ability to express or exchange ideas and information by means of the spoken word to impart oral information to the general public, property owners, realtors, contractors, developers, engineers, architects, etc.
- The employee must have the ability to hear, understand, and distinguish speech: one-on-one (in person), in groups and/or meetings (in person), and with telephone and/or audio technology (e.g., Zoom).
- The employee must have the physical ability to perform essential job functions.
- It is essential to performance of the position that an employee perform continuous repetitive arm/hand movement
- While performing the duties of this job, the employee is required to walk.
- Hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment and produce legible handwritten documents.
- While performing the duties of this job the employee must have the ability to and may need to push, pull, lift and carry up to 25 pounds.

### **PHYSICAL REQUIREMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must have the ability to express or exchange ideas and information by means of the spoken word to impart oral information to the general public, property owners, realtors, contractors, developers, engineers, architects, etc.

- The employee must have the ability to hear, understand, and distinguish speech: one-on-one (in person), in groups and/or meetings (in person), and with telephone and/or audio technology (e.g., Zoom).
- While performing the duties of this job the employee must be able to occasionally lift and/or move up to 25 pounds.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is primarily performed in an office which is busy, oriented to public service and subject to occasional work interruptions. Position infrequently requires outdoor work, which includes driving a vehicle and include expose to hazards such as those contained in flood waters. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards and inclement weather conditions.
- This is a full-time position. The regular work schedule is Monday through Thursday, 7:00 am to 5:30 pm.
- Attendance at City Council and P&Z meetings is required.

## **EQUAL OPPORTUNITY EMPLOYER:**

The City of Bellevue is an equal opportunity employer committed to diversity and inclusion in the workplace. We encourage all qualified individuals to apply, regardless of race, ethnicity, gender, sexual orientation, age, disability, or any other characteristic protected by applicable law.

## **COMPENSATION**

\$90,000 - \$110,000 salary **DOE**

- Health, dental and vision insurance
- Employee assistance program
- Paid vacation, holidays and sick time
- PERSI retirement
- PERSI Choice 401(k)



## CITY OF BELLEVUE, IDAHO JOB DESCRIPTION

Title:	<b>City Planner</b>
Department:	Community Development
Supervisor:	Community Development Director
FLSA: Status:	Non-Exempt
Employee Classification:	Full-Time
Pay Range:	\$55,000 through \$65,000

### GENERAL PURPOSE

Under general supervision of the Community Development Director, performs general duties, which include planning and assisting in the execution of the City of Bellevue's development planning efforts in collaboration with other city departments, regional partners, and community stakeholders. Performs specialized, complex and administrative duties requiring the exercise of independent judgment. Conducts planning activities which include planning support for information dissemination, site plans, subdivisions, conditional uses, code development, zoning ordinance review, interpretation and general enforcement of Bellevue's Municipal Code. Oversees the building and permitting process and issuance of permits.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

#### Planning and Zoning:

- Responds to and assists the general public, property owners, realtors, contractors, developers, engineers, and architects in regards to city planning and zoning matters, and application of relevant codes; interfaces and assists applicants in the processing for site plan review, conditional use permits, subdivisions, and rezoning applications.
- Reviews applications for conditional use permits, reviews site plans, construction plans and drawings for compliance with City Regulations. Maintains records on assigned projects and development activities.
- Participates in activities involving the correlation and assembly of information, e.g., submitted documents, charts, maps and visual aids.
- Ensures compliance with legal time constraints and conditions regarding notification and publishing requirements for Planning Commission public meetings.
- Prepares reports, makes recommendations on approval, denial or modification of applications for agenda items for Planning Commission meetings. Participates in Planning Commission and Common Council meetings, and plan review meetings.
- Assists with Comprehensive Plan updates as amendments occur; researches and prepares code revisions and/or proposed new code as directed on a variety of topics related to planning, zoning, and subdivisions; research plats and records to determine ownership of property.
- Provides information to elected and appointed officials, e.g., Common Council and Planning and Zoning Commission, as requested in matters relating to planning and development; coordinates development proposals with other City staff to inform or receive appropriate development standards.
- Assists with maintaining and updating the City's Zoning Ordinance, agendas and minutes for the website; receives citizen complaints regarding zoning violations and coordinates with the Marshal's office.

- Calculate fees for planning and zoning applications.
- Ensures all additional fees e.g., engineering, consultant review fees, legal, mailing, and publication costs are reimbursed 100-percent by the applicant
- Represents the city and its interests in dealing directly with public and private agencies and organizations, news media and citizens.
- Answers the telephone, replies to daily emails, and interacts with the public.
- Must attend Common Council and Planning and Zoning Commission Meetings
- Performs other related duties as assigned.

### **Building and Permitting**

- Responds to and assists the general public, property owners, contractors, developers, regarding building permits and the building processes.
- Analyses building permits for compliance with city code, floodplain management, and adopted design review and subdivision plans.
- Reviews, creates and calculates building permit application fees and submits applications to the Department of Professional Licensing, Department of Building Safety (DBS) according to DBS standards for plan review and inspections.
- Reviews, creates, calculates, and issues city permits (i.e., sign permits, fence permits, encroachment permits, sewer and water service permits, and a variety of other permits) as assigned by the Community Development Director.
- Maintains records, e.g., applications, permits, inspection reports, etc.
- Collaboration with other agencies, e.g., Federal Emergency Management Agency, State of Idaho, Department of Building Safety, Blaine County, Idaho.
- Reports building or zoning permits issued for new privately – owned housing units on a monthly to the U.S. Department of Commerce
- Addresses building code violations and provides instructions to remedy the violations in conjunction with the City’s Building Official (Idaho Department of Building Safety).
- Must attend Common Council and Planning and Zoning Commission Meetings
- Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience**

- Graduation from an accredited university with a bachelor's degree in planning, political science, geography or closely related field and three (1) years of experience in planning and zoning, government relations, or equivalent combination of education and. *OR*
- Graduation from an accredited university with an associate degree in planning, political science, geography or closely related field and three (3) years of experience in planning and zoning, government relations, or equivalent combination of education and experience. *OR*
- Graduation from a technical program and/or high school and five years of experience in planning and zoning, government relations, or equivalent combination of education and experience.

#### **Special Requirements**

Must have a valid Idaho Driver License

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

- Knowledge and/or ability to interpret City ordinance regulations to provide public information needs. Knowledge and/or the ability to learn and perform Community Development practices, local government operations and structures, map reading, and principals of public relations.
- Knowledge of Microsoft Word, PowerPoint and Excel.
- Ability to prepare proper documents for elected or appointed officials and other public individuals or agencies.
- Disseminate and coordinate correct information to the public, affecting decisions concerning the development of the City.
- Ability to communicate relevant information to the public regarding City ordinance, procedures and development standards; ability to communicate effectively verbally and in writing, ability to communicate effectively in person and over the phone with City employees, citizens, property owners, realtors, developers, and contractors; and ability to furnish and obtain information.
- Ability to prepare for and make public presentations at City Council and Planning Commission meetings.
- Ability to collaborate effectively with upset customers in maintaining and improving the City's public image.

### **TOOLS AND EQUIPMENT USED**

- Personal computer including word processing, spreadsheets and PDF software; phone; copier, and other equipment pertaining to this position.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must have the ability to express or exchange ideas and information by means of the spoken word to impart oral information to the general public, property owners, realtors, contractors, developers, engineers, architects, etc.
- The employee must have the ability to hear, understand, and distinguish speech: one-on-one (in person), in groups and/or meetings (in person), and with telephone and/or audio technology (e.g., Zoom).
- While performing the duties of this job, the employee is occasionally required to walk.
- While performing the duties of this job the employee must be able to occasionally lift and/or move up to 25 pounds.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the working environment is usually quiet.



## City of Bellevue

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[www.bellevueidaho.us](http://www.bellevueidaho.us)

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**Job Title:** City of Bellevue Public Works Director

**Reports To:** Mayor

**FLSA Status:** Full Time/Exempt

**Pay:** \$80,000- \$110,000 Annually DOE

### **Position Summary:**

Responsible for the day-to-day administration and operation of the City of Bellevue's Public Works department which includes streets, water, wastewater, buildings and grounds, and parks. Serves as the primary point of contact for Public Work issues for the Mayor, Council, City staff, City consultants and the public. Prepares and executes long term infrastructure planning, grant research and applications and capital improvement projects for the City. Manages projects and programs for all areas under the Public Works umbrella. Provides monthly reports to the Mayor and Common Council. Works with the Clerk and Treasurer to ensure that City recordkeeping requirements and enterprise funds financial standards are maintained. Manages and supervises all Public Works Department staff through employee evaluations, training, coaching, and creating a positive culture of compliance, achievement, efficiency, and leadership. Responsible for the protection of City's Public Works assets. Assists in the development of policies and policy discussion pertaining to the Public Works Department.

### **Essential Duties and Responsibilities:**

- Plans, directs, administers, and supervises the Public Works Departments, including staff and functions of the Streets, Buildings and Grounds, Parks, Water and Wastewater staff of all levels.
- Performs duties including, but not limited to, management and administration; staff supervision, evaluation, and discipline; job and safety training; budgeting; planning; organizing; coordinating; and directing Public Works Department activities.
- Determines Department policies and procedures, long-term and short-term plans, objectives, and operational guidelines. Develops and maintains written Standard Operating Procedures for all Public Works operations.
- Promotes and demonstrates continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

- Oversees and pre-approves all Public Work staff expenditures for supplies, spare parts, chemicals, etc. Obtains Council pre-approval for planned expenditures in excess of \$1,000. In the event of an emergency, obtains Mayor pre-approval of expenditures in excess of \$1,000.
- Works with Treasurer to Prepare annual departmental budget, monthly and quarterly reports and expenditure reviews, evaluates and recommends revenue, charge rates and fees.
- Directs capital expenditures and asset management program for all Public Works Departments.
- Directs all personnel matters of the Public Works department, including training, hiring and performance issues as outlined in the Employee Manual, and encourages a positive culture for growth.
- Directs the preparation of specifications and bid documents for a variety of Public Works and utility related designs, construction, and maintenance projects; recommends contract awards, negotiates contract provisions and coordinates, reviews and approves contractor's performance.
- Monitors grant availability and prepares grant applications for Public Works projects.
- Promotes and manages safety condition of roads, bridges, rights-of-way, and related City property to include snow removal.
- Interprets and adheres to State applicable laws, City ordinance codes and policies for all Public Works departments. Brings forth updates to waterworks, streets, wastewater ordinances and resolutions to the Council when needed.
- Prepares and submits all required state and federal water and wastewater reports. Prepares all consumer required water and wastewater reports.
- Resolves public complaints, inquiries, information requests, and suggestions for all Public Works departments.
- Oversees investigations of accidents, damage claims, code enforcement and environmental compliance issues.
- Represents the City with other governmental agencies on a wide variety of issues pertaining to Public Works and utilities.
- Takes action to resolve departmental, operational, and administrative conflicts and problems; decides alternative courses of action; develops and interprets policies, and otherwise makes decisions which are in the best interest of The City of Bellevue and its taxpayers.
- Reviews and analyzes information, reports, and statistics on Department operations to determine needs and assess progress in fulfilling Department objectives.
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.
- Performs other duties as required.

**Education and Work Experience:**

- A minimum of three (3) years of management experience in general governmental Public Works operations and employee management OR a minimum of three (3) years of operational and personnel management experience in a related field or equivalent in the private sector with a general knowledge of governmental Public Works operations.
- Highly qualified candidates will have an additional four (4) years' experience working in Public Works type roles. Examples include but are not limited to; the operation and maintenance of water distribution systems; wastewater treatment and collection; construction and maintenance of water and wastewater systems; operations and maintenance of public streets or highways; construction management experience of Public Works related infrastructure and construction management experience of commercial buildings.
- Bachelor's degree in public administration, engineering, personnel management, or related field is preferred.
- A combination of education and experience that meets the minimum requirements may be considered.

**Licensure:**

- Idaho Division of Occupational and Professional License (IDOPL) Drinking Water Distribution Operator -Class II REQUIRED or able to attain in first 12-24 months.
- IDOPL Wastewater Collection Operator – Class II REQUIRED or able to attain in first 12 months.
- IDOPL Wastewater Treatment Operator – Class II REQUIRED or able to attain in first 12 months.
- IDOPL Backflow Assembly Tester – Preferred
- IDOPL Wastewater Treatment Land Application – Preferred
- Possession of a Class A CDL REQUIRED- Tanker Endorsement Preferred or able to attain in first 12 months.

**Other Required Knowledge, Skills, and Abilities:**

- Extensive working knowledge of the principles and practice in water treatment and wastewater treatment plant operations and collections; operating principles of valves, pumps, and motors; principles and methods of bacteriological and chemical water and wastewater analyses; principles of safe work practices.
- Ability to type and enter data in computer spreadsheets and data management systems. Use of SCADA.
- Experience with Microsoft Office and other common software programs.
- Ability to physically and mentally perform the duties listed above (i.e., bending, lifting, stooping, reaching, pushing, pulling, climbing, walking, standing, kneeling, grasping, communicating, etc.)

**Benefits:**

- Dental Insurance
- Employee Assistance Program
- Health Insurance
- Paid Vacation, Paid Sick Leave and Paid Holidays
- PERSI Retirement Plan
- PERSI Choice (401(k))
- Vision Insurance
- Air St. Lukes Membership

**Schedule:**

- Monday through Thursday: 40 hours a week
- On call for water and wastewater, snow removal and emergencies.
- Attendance at required Council, Parks, and Planning & Zoning meetings when necessary

**Complete Application Package Includes:**

- 1) Cover letter
- 2) Resume
- 3) Completed City of Bellevue Public Works Application
- 4) Copies of Current IDOPL Licensure

**Equal Opportunity Employer:**

The City of Bellevue is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status. This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

**To Apply:**

Complete the City of Bellevue Application for Employment online at <https://www.bellevueidaho.us/media/231>. All required sections must be completed and include a cover letter and resume. Please direct questions to Amy Phelps, City Clerk at [aphelps@bellevueidaho.us](mailto:aphelps@bellevueidaho.us).

Applications will be accepted until the position is filled.



## Utilities Project Manager 1/ Administrative Specialist

Proposed: January 2026

FLSA Designation: FLSA Non-Exempt

Supervisor: Public Works Director

Pay: \$31.00-\$38.00

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### Class Summary/Primary Function:

The Project Manager 1/ Administrative Specialist plays a vital role in ensuring the efficient operation of the municipal water and wastewater systems while also handling administrative responsibilities. This role involves a combination of technical knowledge related to water and wastewater operations, maintenance skills, and administrative abilities. This position requires a detail-oriented and organized individual to manage a wide range of administrative and customer service duties. Key responsibilities include coordinating utility billing, managing customer accounts, preparing reports, and providing general clerical support to department staff. Under the direction of the Public Works Director the Project Manager I aspect will assist with the planning, execution, and finalization of water and wastewater system projects. This role involves supporting the Public Works Director to ensure projects are completed on schedule, within budget, and in compliance with all safety and regulatory standards. The ideal candidate will be a quick learner with strong problem-solving skills, capable of coordinating tasks and resources across various teams and external stakeholders. This position requires strong initiative, hands-on experience with utility and administrative functions along with the ability to manage multiple priorities across a small but active city.

### Essential Duties and Responsibilities:

- **Technical Support:** Assist Public Works Director with preparing technical documents, reports and construction plans. In the case of an emergency assists with communicating field staff activities to city hall and the public.
- **Project Coordination:** In coordination with the Public Works Director, help manage project schedules, communicate timelines, budgets, and resources, communicate with contractors and other professionals (surveyors, geologists, etc.) ensuring timely completion.
- **Permitting and Compliance:** Aid in the permitting process and ensure adherence of state and federal regulations.

- **Administrative:** Conducts data collections, processes billing, ensures accuracy of rates and charges. Manages and updates databases, reports, and other administrative documentation.
- **Strategic Planning:** Assists Public Works Director in strategic departmental planning: municipal infrastructure, policy implementation, employee retention/staffing, community outreach, ensuring compliance and community satisfaction.
- **Field Work:** Conduct monthly meter reads, periodic assistance with rounds as a supplemental support.

**Qualifications:**

- Knowledge of water and wastewater treatment processes, equipment, and related regulations.
- Ability to read and interpret technical manuals, blueprints, and diagrams.
- Proficiency in using computers and relevant software applications.
- Strong analytical, problem-solving, and communication skills.
- Ability to work independently and as part of a team.
- Relevant licenses and certifications (e.g., Wastewater Operator License, CDL, etc.).
- Valid Idaho driver's license with a Class B CDL encouraged.
- Ability to interpret and apply safety practices, regulations, and policies.

**Working Conditions:**

- Majority of work will be conducted in an office setting with prolonged periods of sitting.
- Mostly in a temperature-controlled office with periodic field work.
- Must be able to consistently lift 50 pounds and exposure to varying temperatures.
- Potential exposure to chemicals, fumes, noise, and pathogens.
- May require working evenings, weekends, holidays, and being on-call for emergencies.

**Additional Information:**

This is a full-time (36 hours per week) permanent position with benefits in accordance with the City of Bellevue personnel policy.



**Job Title: Fire Chief**  
**FLSA Designation: FLSA Non-Exempt**  
**Reports To: Mayor**  
**Pay: DOE**

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## **Mission Statement**

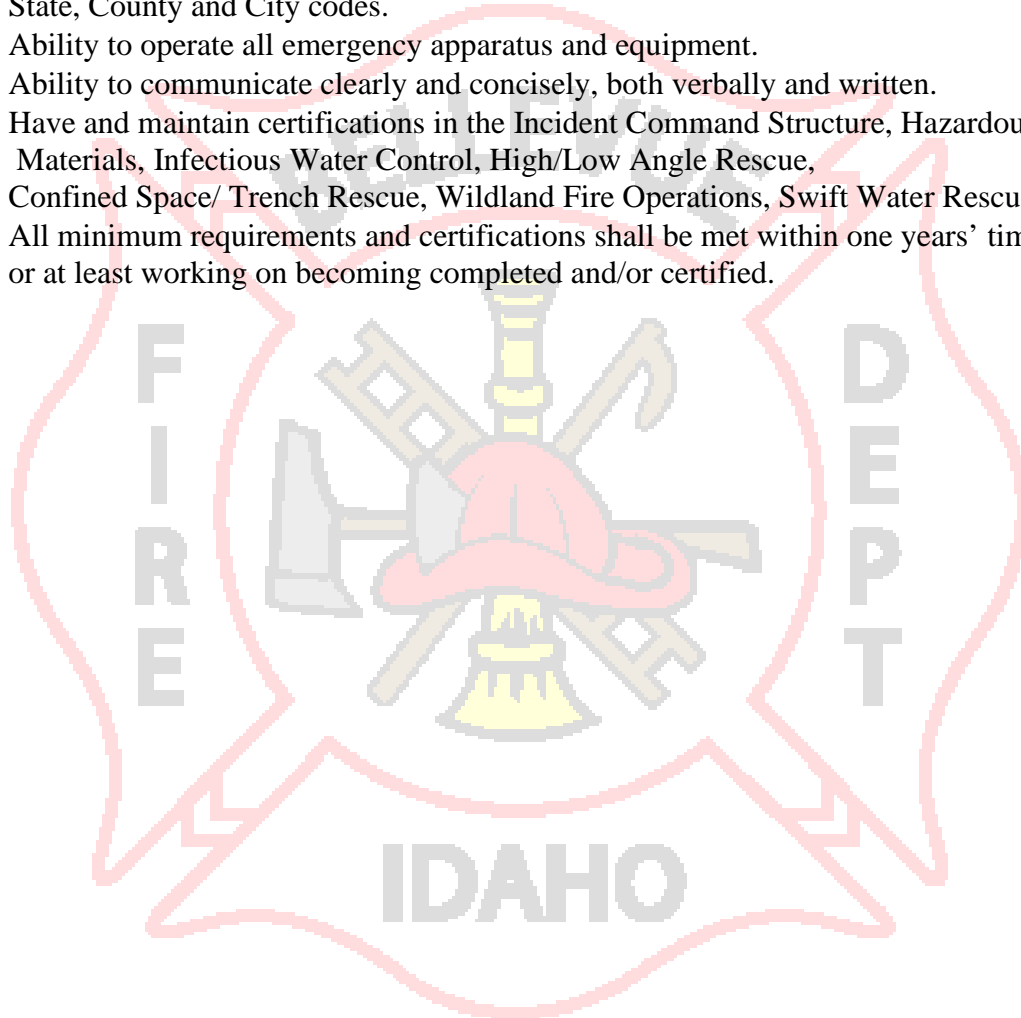
The mission of the Bellevue Fire Department is to protect the lives and property of the citizens and visitors of Bellevue by providing the highest possible levels of service through fire prevention, public education, fire suppression, and mitigation of the effects of natural and man-made disasters consistent with the resources provided as desired and dictated by the citizens and elected officials of the City of Bellevue

## **Job Description**

- Respond to all calls within City limits on a timely basis.
- The ability to organize, dispatch, and direct firefighters to and at incident locations.
- Ensure proper apparatus, personnel and equipment is dispatched to the incident.
- The ability to maintain inventory and maintenance logs.
- The ability to order equipment.
- The ability to research apparatus and equipment to improve firefighting capabilities.
- Maintain information on the City's current ISO rating and information to improve that rating.
- Act as liaison to other departments within and out of City departments.
- Maintain a good working relationship with other emergency responders and their departments.
- Recruit and facilitate trainings of new personnel.
- Conduct and facilitate weekly training meetings.
- Gathers statistics and information as required to develop a master plan. (i.e., 5 and 10 yr. plan)
- Insures current Local, State, Federal and other applicable laws/codes for fire and life safety are incorporated into department regulations and Sop's.
- Implements and maintains fire and life safety programs including but not limited to City ordinance, fire prevention, education and inspections.
- Performs duties as assigned by the City's Common Council, Mayor and City Administrator.
- Keep current on grants and other State and Federal funding.

## Minimum Qualifications

- The ability to climb, balance, stoop, kneel, crouch, crawl, reach, stand, walk, push, pull, lift (at least 125lbs), talk, hear, work in confined spaces, handle periods of stress and adverse weather conditions.
- Ability to give public presentations.
- Ability and skills in management including planning, budget development, computerization and administration with the ability to implement related Federal, State, County and City codes.
- Ability to operate all emergency apparatus and equipment.
- Ability to communicate clearly and concisely, both verbally and written.
- Have and maintain certifications in the Incident Command Structure, Hazardous - Materials, Infectious Water Control, High/Low Angle Rescue, Confined Space/ Trench Rescue, Wildland Fire Operations, Swift Water Rescue,
- All minimum requirements and certifications shall be met within one years' time or at least working on becoming completed and/or certified.



# City of Bellevue

## POSITION DESCRIPTION

### GENERAL STATEMENT OF DUTIES

The primary function of an employee in this class is to perform a wide variety of clerical library work related to such activities as circulation, patron inquiries, shelving, outreach, programming, and fundraising and to provide excellent customer service. The principal duties of the position are performed in a general office environment and the public service areas of the library.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides direct service to patrons by checking books and materials out and in;
- Places, removes, and processes incoming transit holds and notifies patrons regarding these holds;
- Searches shelves for lost and "claims returned" items;
- Sorts, shelves and organizes books, and other library media;
- Shelves and shelf reads collection materials;
- Empties the book drop;
- Keeps required statistics;
- Assists patrons in person and on the phone, answering inquiries and providing information and directions;
- Issues and renews library cards;
- Collects fines and fee payments;
- Assists in notifying patrons of overdue or lost items;
- Assists patrons in using Public Access Computers (PAC) terminals and photocopier;
- Handles initial patron complaints;
- Prints and processes hold reports, pulls hold items from shelves, and sorts items in courier boxes;
- Shifts collection materials when requested; manages Interlibrary Loans and returns
- Assists in opening and closing procedures, as required;
- Provides outreach assistance and helps establish and implement programming for all ages;
- Assists in procuring and managing library donations and active fundraising duties;
- Participates in City Council, Board of Trustees and Friends of the Library meetings;
- Helps to research and secure grants pertaining to library goals;
- Performs all work duties and activities in accordance with City policies, procedures, and safety practices.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Fundamental library principles, objectives, methods, materials, and practices;
- Library circulation operations, including automated circulation systems;
- English grammar, spelling, and punctuation;
- Operation of standard office equipment, computer, and popular/job-related software;
- Ability to assist patrons with printing and internet searches;
- Ability to provide readers advisory assistance;
- Operation of specialized library computer systems;

## **City of Bellevue POSITION DESCRIPTION**

- General office skills;
- Customer service techniques and objectives;
- Provide excellent customer service;
- Work a flexible schedule including evenings;
- Follow written and oral instructions;
- Communicate via email, written, and verbal means;
- Listen to and comprehend patron requests;
- Learn and apply City library policies and procedures;
- Build and maintain effective communication and positive working relationships with co-workers, other city employees and the general public;
- Operate a computer system used for circulating books and library materials;
- Operate standard office equipment;
- Operate a personal computer using program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Grant writing experience;
- Experience with securing major donors and monetary contributions and/or with capital campaigns;
- Ability to implement new programming requests and projects;
- Stay open to learning new processes and procedures;
- Contribute insight and suggestions for improvements and more efficient/effective strategies;
- Participate in staff discussions and activities;

<b>ACCEPTABLE EDUCATION AND EXPERIENCE</b>
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- Four year college degree is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

<b>ESSENTIAL PHYSICAL ABILITIES</b>
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- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate effectively on the telephone and in person, and to hear sounds within the normal range of conversation;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and sort and catalog a variety of books, written documents, and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, computer equipment, and other specialized library equipment;
- Sufficient personal mobility, flexibility, stamina, and agility, with or without reasonable accommodation, which permits the employee to lift and move up to 35 pounds, stand or sit for extended periods of time, maneuver heavy book carts, and to work in a library environment;
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching;



City of Bellevue  
115 E Pine Street  
Box 825  
PO Bellevue, ID 83313  
208-788-2128 Fax 208-788-2092  
[www.bellevueidaho.us](http://www.bellevueidaho.us)

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**Job title:** City Assets Operator I, II, or III  
**Department:** City Assets  
**Classification:** Full-time  
**FLSA status:** Non-exempt  
**Starting pay range:** Depending on experience

## **POSITION SUMMARY**

The City of Bellevue, Idaho, is seeking a dedicated individual who thrives on challenges and enjoys working outdoors to join our City Assets Department. The City Assets Department is vital to the maintenance and upkeep of our city streets, equipment, facilities, parks, and pathways. The City seeks a person with a strong mechanical aptitude along with the ability and willingness to learn quickly. This is a full-time, non-exempt position (eligible for overtime pay). This person works under the direction of the City Assets Manager.

## **DUTIES AND RESPONSIBILITIES:**

- Works on projects such as but not limited to street maintenance, alley maintenance, chip seal projects, sidewalk repair, snow removal, gravel or fill hauling, building maintenance, tree pruning, weed control, right-of-way mowing, curb maintenance, painting, and installing signage and banners.
- Operates equipment used in road maintenance and snow removal.
- Uses hand tools to perform daily activities.
- Responsible for operating Asset Dept. vehicles and equipment in a safe and efficient manner.
- Communicates operating conditions of City equipment to supervisor.
- Responds promptly to emergencies, including snow removal, and is available for on-call shifts at all hours as the job duties require, or as requested by management.
- Collaborates with team members to ensure efficient and effective completion of tasks and a respectful workplace.
- Always follows safe work practices and Department procedures.
- Responsible for timely filing of all incident reports, safety incidents or accidents.
- Responsible for keeping work time records and reporting timely.
- Other duties as assigned.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- High school graduate or equivalent.
- Experience in road construction and maintenance is preferred.
- Certification in the following areas: traffic control, flagging, or any satisfactory combination of experience and training as determined by management.
- Knowledge and/or ability to work within all applicable laws, rules and ordinances of the City governing safe vehicle operations.
- Experience operating heavy equipment preferred.
- Ability to work flexible hours, including nights, weekends, and holidays.
- Physical strength and stamina to perform manual labor in various weather conditions.
- • Possession of a valid Class A, B CDL, or C Commercial Driver's License or a valid Driver's (or ability to obtain within 60 days of hire);
- • Possess or have the ability to obtain a Flagging Certificate.
- OPERATOR II
- Character of this individual is paramount. One who takes initiative, self-accountability, safety minded, respect shown to all coworkers, residents and admin, while exhibiting leadership skills for themselves and the rest of the team.
- OPERATOR III
- This is a leadership role, where the person is not only capable, but also willing to stand in for the Assets Manager when needed.
- This person should have 7-10 years of heavy construction experience in running all general heavy equipment and able to teach others in proper usage and safety aspects.
- 3-5 years of working in public service "Public Works"
- LHTAC Road Scholar and Road Master Certificates
- Class A CDL with all needed endorsements. (Trailers, Tankers)
- Up to date Flaggers Certification

## **OTHER SKILLS:**

- Possess effective communication skills to present information and interact with employees, managers, elected officials and the general public.
- The ability to maintain cooperative and supportive working relationships with co-workers, staff and management.
- Ability to perform basic math skills (addition, subtraction, multiplication and division using whole numbers, common fractions and decimals).
- Ability to solve practical problems and deal with a variety of situations.
- Ability to interpret a variety of instructions (verbal and written).
- Ability to learn the materials, methods and equipment used in road maintenance and repair.
- Ability to obtain considerable knowledge of the layout, construction and condition of City roads.
- Knowledge of traffic laws and the ability to learn safety rules governing operation of motor vehicles and equipment on City roads.

**PHYSICAL DEMANDS:** The physical demands below are representative of those that are necessary to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to use hands to finger, handle, or feel objects, tools, communication devices, or controls.
- Reach with hands and arms and talk or hear.
- Frequently required to stand, walk, sit, climb or balance.
- Regularly lift and/or move up to 75 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:** The work environment described below is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works near moving mechanical parts and in outdoor weather conditions year-round and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration.
- Works in an environment with loud noise levels.

**BENEFITS:**

- Fully paid medical, vision, and dental insurance coverage for employees.
- Voluntary supplemental accident insurance.
- Paid Vacation Time.
- Paid City Holidays.
- Paid air ambulance insurance for employees and their family members.
- Membership in the Public Employee Retirement System of Idaho (PERSI).

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Bellevue is an equal opportunity employer committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals, regardless of race, ethnicity, gender, sexual orientation, age, disability, or any other legally protected characteristic.

**TO APPLY:**

- Complete a City of Bellevue Employment Application available online at [www.bellevueidaho.us](http://www.bellevueidaho.us) or in person at Bellevue City Hall, 115 E Pine Street, Bellevue, Idaho.
- Attach your resume to the application and submit either in person at Bellevue City Hall or via email to the Human Resources Manager at [aphelps@bellevueidaho.us](mailto:aphelps@bellevueidaho.us).

Deadline to Apply: Open until filled. Applications will be reviewed as they are received. The position may be filled at any point in the recruitment process.

I have read and understand my job description.

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Employee Signature

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Date

# Bellevue Public Works/Wastewater Operator II

**Department:** Public Works

**Job Title:** Public Works/Wastewater Treatment Operations Specialist II

## **General Statement of Duties:**

This position is responsible for licensed operations of the City's wastewater treatment plant and land application system. The facility operates a membrane bioreactor plant (ZeeWeed) and includes land application areas that discharge to two slow-rate fields and three rapid infiltration basins. The position reports to the Wastewater Supervisor and/or Public Works Director. Responsibilities may also include street maintenance as needed and snow removal during winter months.

## **Primary Job Requirements:**

### **General:**

- Strong communication skills.
- Ability to operate a variety of heavy equipment.
- Valid Class A CDL with tanker endorsement for waste sludge hauling, or ability to obtain within six months.
- Ability to lift a minimum of 50 pounds.
- Must live within 30 minutes of the city to be available for on-call emergency response for wastewater, water, and snow removal operations.
- Assist with snow removal from City streets.
- Assist with street maintenance and repairs as needed.

### **Wastewater Treatment and Collections:**

- Perform wastewater operations, including collection system maintenance, pump maintenance, data acquisition, mechanical equipment maintenance, cleaning, and other tasks associated with wastewater treatment and collections.
- Work under the direction of the licensed treatment and collections operator.
- Ability to work responsibly and independently with limited direct supervision.
- Organizational skills related to data collection and maintenance scheduling.
- Maintain grounds and buildings at the wastewater treatment facility.
- Wastewater Treatment I/II certification
- Wastewater Collections I/II certification
- Land Application

**Benefits:**

- Retirement plan through PERSI, the Public Employee Retirement System of Idaho.
- Paid vacation, sick leave, and holidays.
- Paid training when deemed necessary or advisable.
- The City of Bellevue offers comprehensive health insurance to employees, with family coverage available at the employee's option and expense.

**Notification:**

The City of Bellevue is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

**Job Description Overview:**

This job description describes the general nature and level of work, knowledge, skills, abilities, and essential functions expected of the incumbent, including those covered under the Americans with Disabilities Act. It is not intended to be a comprehensive listing of all activities, duties, or responsibilities required of the position. The employee may be asked to perform other duties as assigned.

# Bellevue Public Works/Wastewater Operator

**Department:** Public Works

**Job Title:** Public Works/Wastewater Treatment Operations Specialist

## **General Statement of Duties:**

This position is responsible for licensed operations of the City's wastewater treatment plant and land application system. The facility operates a membrane bioreactor plant (ZeeWeed) and includes land application areas that discharge to two slow-rate fields and three rapid infiltration basins. The position reports to the Wastewater Supervisor and/or Public Works Director. Responsibilities may also include street maintenance as needed and snow removal during winter months. City personnel working toward licensing may provide support for duties performed at the wastewater treatment facility.

## **Primary Job Requirements:**

### **General:**

- Strong communication skills.
- Ability to operate a variety of heavy equipment.
- Valid Class A CDL with tanker endorsement for waste sludge hauling, or ability to obtain within six months.
- Ability to lift a minimum of 50 pounds.
- Must live within 30 minutes of the city to be available for on-call emergency response for wastewater, water, and snow removal operations.
- Assist with snow removal from City streets.
- Assist with street maintenance and repairs as needed.

### **Wastewater Treatment and Collections:**

- Perform wastewater operations, including collection system maintenance, pump maintenance, data acquisition, mechanical equipment maintenance, cleaning, and other tasks associated with wastewater treatment and collections.
- Work under the direction of the licensed treatment and collections operator.
- Ability to work responsibly and independently with limited direct supervision.
- Organizational skills related to data collection and maintenance scheduling.
- Maintain grounds and buildings at the wastewater treatment facility.
- Wastewater Treatment I/II certification preferred, or ability to obtain state licensing within two years.
- Wastewater Collections I/II certification preferred, or ability to obtain state licensing within two years.

**Benefits:**

- Retirement plan through PERSI, the Public Employee Retirement System of Idaho.
- Paid vacation, sick leave, and holidays.
- Paid training when deemed necessary or advisable.
- The City of Bellevue offers comprehensive health insurance to employees, with family coverage available at the employee's option and expense.

**Notification:**

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**Job Description Overview:**

This job description describes the general nature and level of work, knowledge, skills, abilities, and essential functions expected of the incumbent, including those covered under the Americans with Disabilities Act. It is not intended to be a comprehensive listing of all activities, duties, or responsibilities required of the position. The employee may be asked to perform other duties as assigned.

# Bellevue Public Works/Water Distribution Operator II

**Department:** Public Works

**Job Title:** Public Works/Water Distribution Operations Specialist.

The City of Bellevue is seeking a full-time, experienced employee for the Public Works Department. This position reports to the Water Supervisor and/or Public Works Director and supports the City's water distribution operations. The Public Works Department may also require employees to assist other departments as operational needs arise.

**General Statement of Duties:**

This position supports the licensed operation, monitoring, and maintenance of the City of Bellevue's water distribution system. Responsibilities include monitoring system performance, performing maintenance duties, helping ensure compliance with state regulations, assisting with street maintenance as needed, and supporting snow removal operations during winter months.

**Primary Job Requirements:**

**General:**

- Demonstrated verbal and written communication skills.
- Ability to safely operate a variety of heavy equipment.
- Valid Class A CDL with tanker endorsement for waste sludge hauling, or ability to obtain within six months of hire.
- Ability to lift a minimum of 50 pounds.
- Preferred residence within 30 minutes of the city to be available for on-call emergency response related to wastewater, water, and snow removal operations.
- Assist with snow removal from City streets.
- Assist with street maintenance and repair as needed.

**Water Distribution System:**

- Maintain system health through routine sampling, chlorination, and data monitoring.
- Communicate professionally with the public regarding ongoing projects and customer concerns.
- Perform maintenance of facilities and system components, including:
  - Fire hydrant maintenance and repair.
  - Valve exercising and repair.
  - Building maintenance.

- Well and pump maintenance.
- Underground pipe repair and replacement.
- Utility locating services for Digline of Idaho.
- Collect and record meter readings.
- Water Distribution I/II certification Required
- Water Treatment I/II Preferred
- Backflow Tester Preferred

**Benefits:**

- Retirement plan through PERSI, the Public Employee Retirement System of Idaho.
- Paid vacation, sick leave, and holidays.
- Paid training deemed necessary or advisable by the city.
- Comprehensive employee health insurance, with family coverage available at the employee's option and expense.

**Notification:**

The City of Bellevue is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status, or any other status protected by applicable law.

**Job Description Overview:**

This job description provides a general summary of the nature and level of work, knowledge, skills, abilities, and essential functions expected of the position, including those covered under the Americans with Disabilities Act. It is not intended to be a comprehensive list of all activities, duties, or responsibilities required. The employee may be asked to perform other duties as assigned.

# Bellevue Public Works/Water Distribution Operator

**Department:** Public Works

**Job Title:** Public Works/Water Distribution Operations Specialist.

The City of Bellevue is looking to fill a full-time entry level position for the Public Works Department. This position reports to the Water Supervisor and/or Public Works Director. This position will fill the City of Bellevue's need to have a full-time employee focusing on water distribution operations. The Bellevue Public Works Department will require new hires to help out in other departments as needed.

## **General Statement of Duties:**

Licensed operations of the Water distribution system for the City of Bellevue. This includes monitoring system health and maintenance duties. Keeping the water system in compliance with state regulations. Maintenance of streets (when needed) and snow removal during the winter months. The city employs personnel working towards licensing that will provide support to duties performed in the water distribution system.

## **Primary Job Requirements:**

### **General:**

- Good communication skills
- Ability to operate a variety of heavy equipment
- Valid CDL Driver's License Class A w/tanker endorsement for waste sludge hauling or the ability to obtain one within 6 months.
- Ability to lift a minimum of 50 lbs.
- Must live within 30 minutes of the City to be available for on call emergency response for wastewater, water and snow removal.
- Help with snow removal from City streets.
- Help with street maintenance and repair when necessary.

## **Water Distribution System:**

- Maintaining system health through routine sampling, chlorination and data monitoring.
- Providing good communication with the public with ongoing projects and customer concerns.
- Maintenance of facilities and system which includes;
  - Fire hydrant maintenance and repair
  - Valve exercising and repair
  - Building maintenance

- Well and pump maintenance
- Underground pipe repair and replacement
- Locating services for Digline of Idaho
- Collecting and recording meter readings
- Water Distribution I/II Certificate or able to pass requirements within 2 years.

**Benefits:**

- Retirement plan: PERSI, Public Employees Retirement System of Idaho
- Paid vacation, sick leave and holidays.
- Paid training deemed necessary or advisable.
- Bellevue offers comprehensive health insurance to employees and offers family coverage at employee's option and expense.

**Notification:**

Bellevue is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

**Job Description Overview:**

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.



**City of Bellevue**  
115 E Pine Street  
Box 825  
PO Bellevue, ID 83313  
208-788-2128 Fax 208-788-2092  
[www.bellevueidaho.us](http://www.bellevueidaho.us)

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Job Title: Drinking Water or Wastewater Operator Apprentice  
Department: Public Works Department  
Classification: Full-Time  
FLSA Status: Non-Exempt  
Starting Pay: \$20-26.50 Per Hour

## **POSITION SUMMARY**

The Drinking Water and Wastewater Operator Apprentice will work under the supervision of experienced operators to acquire the necessary skills for operating and maintaining water treatment and wastewater facilities. This role blends classroom instruction with practical experience, offering hands-on training in water treatment plants, wastewater facilities, and related infrastructure. This job also offers the possibility for advancement post-apprenticeship completion and increased pay with licenses earned.

**This is a rare opportunity to learn from knowledgeable operators while contributing to the community's water and wastewater management. If you are passionate about environmental stewardship and eager to build a career in this field, we encourage you to apply!**

## **DUTIES/RESPONSIBILITIES AND ON-THE-JOB TRAINING (OJT):**

- Complete a minimum of 4,000 paid hours of OJT, engaging in hands-on work at water treatment plants, wastewater facilities, and associated infrastructure.
- Assist in operating and maintaining water treatment plants, distribution systems, and wastewater treatment facilities.
- Learn to conduct routine inspections, tests, and equipment repairs.
- Record meter readings, collect wastewater and sludge samples, and perform basic maintenance tasks.
- Gain practical experience in troubleshooting and repairing water and wastewater systems.
- Responsible for personal safe work practices and following Department procedures.
- Responsible for timely filing of all incident reports, safety incidents or accidents.
- Responsible for keeping work time records and reporting timely.
- Other duties as assigned.

## **RELATED TRAINING INSTRUCTION (RTI):**

- Attend classroom RTI sessions to grasp theoretical concepts concerning water treatment and wastewater management.
- Complete a minimum of 288 paid hours of RTI, covering topics like water quality analysis, process control, safety procedures, and environmental regulations.

**QUALIFICATIONS:**

- High school diploma or equivalent.
- Strong interest in water treatment and wastewater operations.
- Collaborates with team members to ensure efficient and effective completion of tasks and a respectful workplace.
- Basic proficiency in math and science.
- Possession of a valid driver's license.

**BENEFITS:**

- Fully paid medical, vision, and dental insurance coverage for employees.
- Paid Vacation Time.
- Paid City Holidays.
- Paid air ambulance insurance for employees and their family members.
- Membership in the Public Employee Retirement System of Idaho (PERSI).
- Voluntary supplemental accident insurance.

**EQUAL OPPORTUNITY EMPLOYER:**

The City of Bellevue is an equal opportunity employer committed to diversity and inclusion in the workplace. We welcome applications from all qualified individuals, regardless of race, ethnicity, gender, sexual orientation, age, disability, or any other legally protected characteristic.

**TO APPLY:**

- Complete a City of Bellevue Employment Application available online at [www.bellevueidaho.us](http://www.bellevueidaho.us) or in person at Bellevue City Hall, 115 E Pine Street, Bellevue, Idaho.
- Attach your resume to the application and submit either in person at Bellevue City Hall or via email to the Human Resources Manager at [aphelps@bellevueidaho.us](mailto:aphelps@bellevueidaho.us)

Deadline to Apply: Open until filled. Applications will be reviewed as they are received. The position may be filled at any point in the recruitment process.

I have read and understand my job description.

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Employee Signature

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Date

# ALLOCATION OF PUBLIC WORKS PAYROLL FOR FY 2027

## Water Fund Payroll Allocations

Public Works Director	Utility Operator & Admin Specialist	City Assets Manager	Water Operator 1	City Assets Operator	City Assets Operator 1	WW Operator 2	Water Apprentice	WW Apprentice
45%	50%	5%	80%	10%	20%	20%	60%	10%

## Wastewater Payroll Allocations

Public Works Director	Utility Operator & Admin Specialist	City Assets Manager	Water Operator 1	City Assets Operator	City Assets Operator 1	WW Operator 2	Water Apprentice	WW Apprentice
45%	50%	5%	10%	10%	20%	80%	20%	80%

## City Assets Payroll Allocations

Public Works Director		City Assets Manager	Water Operator 1	Public Works Operator	City Assets Operator 1		Water Apprentice	WW Apprentice
Chris 10%		90%	10%	80%	60%		20%	10%