

STAFF REPORT

TO: Fort Jones Town Council

FROM: Town Administrator

DATE: 9/10/2026

SUBJECT: Fiscal Situation

RECOMMENDATION

Staff recommends that the Town Council:

- A. Approve resolution 1155 reclassifying certain amounts previously recorded as receipts credited to the General Fund as **interfund loans**, as identified in the attached resolution; Authorize Staff to make the necessary accounting entries to establish the corresponding interfund receivable in the Enterprise Fund and interfund payable in the borrowing fund; Approve the repayment terms described in this report, including repayment from legally available revenues of the borrowing fund; Authorize the Town Administrator to execute any documentation necessary to memorialize the interfund loans; and Direct staff to maintain an interfund loan schedule and report the outstanding balances as part of the annual budget.
- B. Approve the resolution 1156 authorizing an interfund loan for special accounting/audit expenses.
 - a) Authorize Staff to purchase accounting software not to exceed \$10,000 to establish correct Fund Accounting.
- C. Approve Job Descriptions and adjustments to salary schedule
 - a) Public Works Director
 - b) Accountant/Deputy Town Clerk
 - c) Parks & Rec Worker
- D. Approve reallocation of approved salary schedule
- E. Authorize staff to apply for OES funding for backup generators

BACKGROUND

In order to address current budget shortfalls and upcoming audits, staff need to forensically reconstruct the records since 2017 and implement correct governmental GAAP fund accounting. GAAP fund accounting is a specialized method of tracking financial resources by their specific purpose and legal restrictions, rather than measuring net income. Each fund operates as a distinct fiscal entity with its own independent set of balancing debits and credits.

The estimate for the special accounting is \$100,000 and the Audits are estimated to cost up to \$300,000. This will be at least partially reimbursed if funding is approved for the WWTP.

The necessary fund accounting can be accomplished with reasonably inexpensive software, and we have investigated several options and determines that our software needs can be met for less than \$10,000.

Staff have worked with the State to get the Park purchase grant as an advance so as not to require General Fund expenditure for the acquisition, but we are left waiting on reimbursements for our other projects which effects cash flow.

CDBG is almost complete and in good standing, but HCD is unable to waive the requirement for financial audits for future federal funding or State funding for our WWTP or other projects.

Staff have requested a waiver from the Deputy Director for completed audits in order to submit the WWTP project funding request, which if granted will allow the Town more than 6 months to complete the special accounting and audits.

Staff recommends approving the Public Works Director and Accountant/Deputy Town Clerk job descriptions as the absence of these roles has significantly contributed to the current fiscal situation.

Staff recommend approving the Parks and Rec Worker job description and laterally transferring one of the Public Works staff at the same rate of pay.

Staff recommends authorizing the Town Administrator to allocate the part time accountant salary in the approved salary schedule to increase the base pay amount for the combined position Accountant/Deputy Town Clerk, Customer Service Clerk, and Town Clerk positions to increase retention and quality of staff. Implementing these changes will significantly improve both the quality of service and the fiscal management.

PROPOSED MOTION

- A. Move to reclassify the amounts identified in Attachment A as interfund loans; adopt Resolution 1155 as presented; authorize Staff to establish the corresponding interfund receivable and payable balances and make all necessary accounting entries; approve the repayment terms described in the staff report; and authorize the Town Administrator to execute documentation necessary to memorialize the interfund loans, subject to review and approval as to form by the Town Attorney.**
- B. Move to approve Resolution 1156 authorizing an interfund loan for special accounting/audit expenses as presented.**

- a. **Authorize Staff to purchase fund accounting software not to exceed \$10,000;**
- C. **Move to approve the job descriptions as presented:**
 - a. **Public Works,**
 - b. **Accountant/Deputy Town Clerk, and**
 - c. **Parks and Rec Worker.**
- D. **Move to authorize Town Administrator to allocate the part time accountant salary in the approved salary schedule to increase the base pay amount for the Accountant/Deputy Town Clerk, Customer Service Clerk, and Town Clerk positions**
- E. **Move to authorize staff to apply for CalOES funding for backup generators for critical infrastructure.**

RESOLUTION 1155

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES RECLASSIFYING CERTAIN EXPENDITURES AS AN INTERFUND LOAN AND ESTABLISHING A REPAYMENT PLAN

WHEREAS, the Town of Fort Jones maintains multiple funds for the purpose of accounting for revenues and expenditures associated with various municipal activities; and

WHEREAS, certain receipts totaling **\$1,357,190.76** were previously recorded as receipts of the **General Fund** but were determined to have been receipts of the **Enterprise Fund**; and

WHEREAS, the Town Council has reviewed the underlying transactions and determined that the expenditures are appropriately characterized as an **interfund loan/advance** rather than an expenditure of the lending fund; and

WHEREAS, the Town desires to properly account for the transaction and establish a reasonable repayment schedule to return the funds to the lending fund; and

WHEREAS, the Town Council finds that reclassification of the identified receipts as an interfund loan is in the best interests of the Town and will provide appropriate accounting and financial control over the transaction.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fort Jones as follows:

Section 1. Reclassification

The Town Council hereby authorizes and directs the Town's financial records to be adjusted to reclassify receipts totaling **\$1,357,190.76**, originally recorded in the **General Fund**, as an **interfund loan/advance from the Enterprise Fund to the General Fund**.

The Town Clerk, Town Administrator, Treasurer, or other authorized financial officer is directed to make the accounting entries necessary to properly reflect the interfund loan in the Town's financial records.

Section 2. Repayment

The **General Fund** shall repay the interfund loan to the **Enterprise Fund** according to the following repayment plan:

- **Total principal:** \$1,357,190.76
- **Interest:** 4.11%
- **First payment due:** December 15, 2027
- **Payment frequency:** Annually
- **Payment amount:** \$87,889.45 per payment

- **Final payment due:** December 15, 2052

The Town may make additional payments or pay the outstanding balance in full at any time without penalty.

Section 3. Accounting and Documentation

All repayments shall be recorded as transfers or interfund loan repayments, as appropriate under applicable governmental accounting requirements, and shall not be treated as operating expenditures or revenues.

The Town's financial officer shall maintain documentation identifying the original transactions, the amount reclassified, the applicable funds, the repayment schedule, and all subsequent repayments.

Section 4. Compliance

The Town Clerk, Town Administrator, Treasurer, or other authorized officer is authorized to take all actions necessary to implement this Resolution, subject to applicable federal, state, and local laws, municipal policies, budget requirements, and governmental accounting standards.

Section 5. Effective Date

This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Fort Jones at a duly noticed meeting held on September 3, 2026.

TOWN OF FORT JONES

By: _____
Madeleine DeAndreis, Mayor

Attest:

Corinne Guidi, Town Clerk

Approved as to Form:

Andrew Jared, Town Attorney

Attachment A

Prime Award ID	Recipient Name	Obligations	Outlays	Award Description
12915824K4003	TOWN OF FORT JONES 10/11/2024 General Fund \$660,179.95	\$659,019.80	\$659,019.80	S120, SHELLEY, CAXNF005
1202R225K4208	TOWN OF FORT JONES 09/05/2025 General Fund	\$283,189.60	\$283,189.60	S385, ORLEANS COMPLE LAND RENTAL;
12915825K4019	TOWN OF FORT JONES 11/10/2025 General Fund	\$156,628.00	\$156,628.00	S302, KLAMATH NF ABCO LAND RENTAL;
1202R225K4157	TOWN OF FORT JONES 08/26/2025 \$128,508.61	\$128,343.72	\$128,343.72	S38, KLAMATH NF FIRE SI SERVICE - DELIVERY, PO1.
12915821K404A	TOWN OF FORT JONES 10/24/2023 General Fund	\$72,852.00	\$72,852.00	S1299, HAPPY CAMP COM USE;
12915824K4062	TOWN OF FORT JONES 02/25/2025 General Fund Note: Boise Fire	\$55,832.60	\$55,832.60	S129, Quest Systems

The values in RED indicate the deposit amount was different than the award amount.

\$1,357,190.76 is the total amount.

RESOLUTION 1156

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES AUTHORIZING AN INTERFUND LOAN AND ESTABLISHING A REPAYMENT PLAN

WHEREAS, the Town of Fort Jones maintains multiple funds for the purpose of accounting for revenues and expenditures associated with various municipal activities; and

WHEREAS, costs for special accounting services and financial audits exceed the available funds in the General Fund; and

WHEREAS, up to date financial audits are required to obtain funding for critical WWTP upgrades to avoid civil liabilities or litigation; and

WHEREAS, financial audits cannot be completed without engaging a CPA for special accounting services to remedy shortfalls in financial records; and

WHEREAS, the Town Council finds that accurate, audited records are urgently needed;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fort Jones as follows:

The Town Council hereby authorizes an interfund loan from the Enterprise Fund to the General Fund in the amount of \$400,000 to cover expenses related to special accounting services and audits from June 30, 2018 to June 30, 2025.

The **General Fund** shall repay the interfund loan to the **Enterprise Fund** according to the following repayment plan:

- **Total principal:** \$400,000.00
- **Interest:** 4.11%
- **First payment due:** December 15, 2027
- **Payment frequency:** Annually
- **Payment amount:** \$25,903.35 per payment
- **Final payment due:** December 15, 2052

The Town may make additional payments or pay the outstanding balance in full at any time without penalty.

All repayments shall be recorded as transfers or interfund loan repayments, as appropriate under applicable governmental accounting requirements, and shall not be treated as operating expenditures or revenues.

The Town's financial officer shall maintain documentation identifying the original transactions, the amount reclassified, the applicable funds, the repayment schedule, and all subsequent repayments.

The Town Clerk, Town Administrator, Treasurer, or other authorized officer is authorized to take all actions necessary to implement this Resolution, subject to applicable federal, state, and local laws, municipal policies, budget requirements, and governmental accounting standards.

This Resolution shall become effective immediately upon its adoption.

PASSED, APPROVED, AND ADOPTED by the Town Council of the Town of Fort Jones at a duly noticed meeting held on September 3, 2026.

TOWN OF FORT JONES

By: _____
Madeleine DeAndreis, Mayor

Attest:

Corinne Guidi, Town Clerk

Approved as to Form:

Andrew Jared, Town Attorney



PUBLIC WORKS DIRECTOR

Performs complex supervisory, administrative and professional work in planning, organizing and directing the various operations of the Public Works Department, including environmental, water, wastewater, traffic control, equipment maintenance facility, engineering operations and permit process, development review and other public works projects and programs; to coordinate assigned activities with Town departments, outside consultants and outside agencies; to provide highly responsible and complex administrative support to the Town Administrator's Office; and to act as a member of the Town's management team.

If a licensed Building Inspector in the State of California, may be designated as Town Building Official.

Examples of Duties

Duties may include, but are not limited to the following:

- Plans, organizes, coordinates, supervises, and evaluates programs, plans, services, staffing, equipment, and infrastructure of the Public Works Department.
- Supervises public works staff and consultant providers, either directly or through subordinate staff.
- Establishes goals and objectives for departmental operations and implements appropriate strategies to achieve departmental goals consistent with Town purposes.
- Determines work procedure, schedules, and expedites workflow.
- Issues written and oral instructions. Maintains regular and effective communication with departmental employees and contracted consultants and vendors.
- Assigns duties and reviews employee performance for conformance to established work performance standards and policies and procedures.
- Studies and standardizes department policies and procedures to improve efficiency and effectiveness of operations. Manages the department's operations consistent with Town policies and procedures, and applicable State and Federal regulations.
- Maintains harmony among workers and resolves grievances as is appropriate.
- Leads, motivates, counsels, or otherwise guides individual employees to understand the role they play within the overall organization as compared to their own personal agenda. "Sets the example".
- Responsible for oversight of preparation and documentation of departmental budget requests; administers adopted budget in assigned area of responsibility.
- Evaluates public works needs and formulates short and long range plans in all areas of responsibility, including water, wastewater, environmental issues,

engineering operations and permits processing, and development review when involving the Town.

- Responsible for the review of private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Responsible for the development (and update) and implementation of the Comprehensive Wastewater Plan, Comprehensive Water Plan, the Capital Improvement Program (CIP), the Town's Fleet Maintenance Operations and other operational plans involving the Town's infrastructure systems.
- Responsible for the oversight and/or the preparation of engineering plans and specifications, contract bidding, evaluation of competency of contractors and vendors, determination of the selection criteria for public contracts and the management of the contractor/vendor relationship.
- Provides direct and oversees project management for the construction of the municipal public works projects and other assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Manages contracts and performance of contracted consultants and/or firms contracted to the Town to work on public works projects including but not limited to the quality of work, meeting terms and conditions of contract, performance and timeline targets, budget compliance, and overall effectiveness of the consultant or firm.
- Responsible for the maintenance of infrastructure and other records.
- Responds to public and other inquiries related to department policies and procedures. Evaluates issues and options regarding municipal public works and makes recommendations.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding the Town's Public Works related activities and services.
- Monitors inter-governmental actions which may affect Town public works related operations.

Minimum Qualifications

KNOWLEDGE AND ABILITIES

- Ability to establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.
- Ability to do heavy physical work including the lifting and moving of tables/chairs
- Ability to follow written and oral instructions
- Ability to use sound judgment and maturity when dealing with unexpected issues
- Basic computer knowledge required
- Knowledge of methods, terminology, tools, procedures, and equipment common to a full range of public works activities.
- Knowledge of building maintenance/repair as well as building equipment and repair, such as electrical systems, plumbing, HVAC systems, etc.

- Knowledge of welding and tree pruning techniques.
- Knowledge of safe work, driving, and economical operation practices of and for trucks, vehicles, heavy and light power equipment, and hand tools.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear in person, during meetings, and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is also frequently required to stand, bend, twist, lift, walk, and set-up/move equipment weighing up to 50 pounds.

While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; as well as interact with Town employees and the public.

TRAINING AND EXPERIENCE

High School diploma or GED equivalent with ability to read and write at the level required. Must be 18 years or older.

Minimum of six (6) years public works experience including at least two (2) years experience with utility operations at a supervisory level or greater highly desirable;

SPECIAL REQUIREMENTS

This position requires the ability to work a flexible schedule which may include evening, holidays, and weekends.

As a condition of employment, incumbents must pass a background check and will be required to be fingerprinted in accordance with State of California law.

LICENSES AND CERTIFICATES

Licenses: Possession of a valid Class A California Driver's License and a responsible driving record required.

Certification: Possession of a State of California Grade II Water Treatment, Grade II Water Distribution, and Grade III Wastewater Operator Required.

Certification in CPR/AED and First Aid (desirable)

Supplemental Information

TO APPLY: All applicants must submit a completed Town of Fort Jones application via email to George Brenard, Town Administrator at town.administrator@fortjonesca.com. If you have any questions about this position, please contact the Town Clerk's office at 530-468-2281 or visit the Town of Fort Jones website at <https://fortjonesca.org/> for additional information.

SCREENING PROCESS: Applications will be reviewed as received and candidates with backgrounds that most closely fit our requirements may be invited for an interview.

REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting.

EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATION: The Town of Fort Jones is an Equal Opportunity Employer. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing any special accommodation must contact the Personnel, Accounting & Risk Management Department at 530-468-2281 well in advance of the testing process to allow arrangement for such accommodation.



Accountant/Deputy Clerk

Under the general supervision of the Town Administrator, the Accountant/Deputy Town Clerk oversees all financial and accounting functions for the Town of Fort Jones. Specifically, the Accountant/Deputy Town Clerk is responsible for overseeing all financial transactions related to the operation of the Town and maintaining accurate records of those transactions. The Accountant/Deputy Town Clerk manages day-to-day processing of payroll, utility billing, accounts payable, cash receipting, and other typical accounting duties. In addition, the Accountant/Deputy Town Clerk is responsible for completing necessary Town Clerk duties in the absence of the Town Clerk. These duties may include, but are not limited to, recording minutes for Council meetings, attesting to signed documents, and using the Town seal.

Supervisory Responsibilities

Although this position does not exercise direct supervision it does occasionally exercise indirect supervision over the Customer Service Clerk on accounting and financial matters.

Examples of Duties

Duties may include, but are not limited to the following:

- Oversees the accurate and timely recording of revenues and expenses, payroll and accounts payable, timely implementation of the budget process, and implementation of and oversight of all accounting processes and policies in effect at the Town
- Oversees accurate and timely implementation of all utility billing, receivables, and database tasks.
- Compiles and sorts invoices and checks substantiating business transactions.
- Verifies and posts details of business transactions.
- Audits invoices against purchase orders, researches discrepancies, and gains approvals for payment.
- Responsible for making bank transactions, recording journal entries, and reconciling bank statements.
- Prepares vouchers, invoices, checks, account statements, reports, and other records, and reviews for accuracy.
- Codes invoices for input to financial data processing system according to Town procedures.
- Assists employees, vendors, clients, or customers by answering questions related to accounts, procedures, and services.
- Prepares and issues payroll to employees.

- Completes utility billing segments (i.e. prepares utility billing information to Public Works, updates customer and meter data, sends information to billing, etc.).
- Maintains financial records and filing systems.
- Regular interaction with County offices, including Treasurer, County Clerk and Recorder, and Assessor.
- Professional interactions with real estate companies in relation to property transfers for utility customers.
- Interface with insurance companies (i.e. CIRSA, medical) regarding property and casualty, workman's compensation, and employee benefits.
- In the absence of the Town Clerk, may act as Deputy Town Clerk. Duties of this position include, but are not limited to:
 - Attending City Council meetings to provide a recording of proceedings.
 - Attests to documents signed by the Mayor, Town Administrator, or other authorized official and uses the Town Seal, as needed.

Minimum Qualifications

KNOWLEDGE AND ABILITIES

- Strong understanding of GAAP accounting principles.
- At least a working knowledge of GASB accounting principles.
- Proficient with Microsoft Office Suite and Office 365.
- Operation of various modern office equipment, including copiers and voice recorders.
- Strong analytical and problem-solving skills.
- Strong ability to work with minimal supervision.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Ability to prioritize tasks and manage workload.
- Ability to function well in a fast-paced and at times stressful environment

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear in person, during meetings, and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is also frequently required to stand, bend, twist, lift, walk, and set-up/move equipment weighing up to 50 pounds.

While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; as well as interact with Town employees and the public.

TRAINING AND EXPERIENCE

High School diploma or GED equivalent with ability to read and write at the level required. Must be 18 years or older. **Associate's Degree preferred.**

Two years' direct work experience in municipal/county/tribal government finance.

Experience working with the public is desirable.

SPECIAL REQUIREMENTS

As a condition of employment, incumbents must pass a background check and will be required to be fingerprinted in accordance with State of California law.

LICENSES AND CERTIFICATES

Licenses: Possession of a valid Class C California Drivers License and a responsible driving record required.

Certification: Certification in CPR/AED and First Aid (desirable)

Supplemental Information

TO APPLY: All applicants must submit a completed Town of Fort Jones application via email to George Brenard, Town Administrator at town.administrator@fortjonesca.com . If you have any questions about this position, please contact the Town Clerk's office at 530-468-2281 or visit the Town of Fort Jones website at <https://fortjonesca.org/> for additional information.

SCREENING PROCESS: Applications will be reviewed as received and candidates with backgrounds that most closely fit our requirements may be invited for an interview.

REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting.

EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATION: The Town of Fort Jones is an Equal Opportunity Employer. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing any special accommodation must contact the Personnel, Accounting & Risk Management Department at 530-468-2281 well in advance of the testing process to allow arrangement for such accommodation.



Parks & Rec Maintenance Worker

Under the general supervision of the Town Administrator, performs a variety of semi-skilled and skilled tasks related to the construction, maintenance, repair, installation and monitoring of City parks, facilities, and natural resource areas; and performs other related duties as assigned. This is a journey-level maintenance worker position. The Maintenance Worker performs a full range and complex duties. This class requires only general direction or assistance as new or unusual situations arise and employee is fully aware of the operating procedures and policies of the Town.

Examples of Duties

Duties may include, but are not limited to the following:

- Performs park construction, maintenance, and repair activities, including planting and maintaining lawns, plantings, shrubs, trees, and play fields; installing, repairing, and painting playground equipment and fencing; installing and maintaining landscape or park related water drainage and irrigation lines.
- Performs public building, facility and furnishing maintenance and repair activities, including cleaning buildings and facilities; sanitizing fixtures and restrooms; sweeping, vacuuming, mopping, waxing, stripping and polishing floors; emptying and cleaning wastebaskets and trash and recycling containers; and replenishing user supplies, such as toilet paper, soap, paper towels.
- Constructs, maintains and repairs recreational trails, trail markers, fences, rails, signs, gates, access roads, bridges, benches, interpretive displays and other components of the Town's natural resource, recreational and open space areas.
- Performs land stewardship functions, including revegetation, habitat enhancement, timber stand improvements, storm water infrastructure maintenance and repair, litter abatement, and watershed restoration work in creek areas; maintains drainage channels, weirs, aerators, ponds and creeks.
- Performs minor carpentry, plumbing and electrical activities, including preparing forms, installing shelves, building sheds, and minor repairs to buildings, facilities, and furniture; attaching fittings, unplugging drains, and replacing valves and fixtures; installing light fixtures and time clocks, and replacing wall outlets and photocells.
- Performs minor building and facility repairs, including painting, patching roofs, replacing damaged sections of sheetrock, installing locks, and replacing and repairing furniture, fixtures and broken windows; performs minor concrete construction and repair activities, including building simple forms, pouring concrete, and finishing concrete for footings and small slabs.
- Performs vegetation management activities, including revegetation, pruning and trimming existing vegetation, habitat enhancement, storm water infrastructure maintenance and repair, and watershed restoration work in the City's pedestrian

corridors, roadways, parks, natural resources, and other open space areas; maintains drainage channels, tidelands, wetlands and creeks.

- Coordinates and performs setup, teardown and other tasks for user events and activities as necessary; moves, arranges, and transports furniture, equipment, supplies and various materials.
- Operates, maintains, and transports a variety of hand and power tools, vehicles, and equipment, including vacuum, floor buffer, broom, mop, rake, shovel, riding and push mower, turf sweeper, athletic field prep equipment, edger, chainsaw, compass, clinometers, pickup truck, back hoe, dump truck, bobcat, loader and forklift.
- technical and functional supervision to new or seasonal employees, volunteer groups, contracted work crews, or other assigned staff.
- Coordinates with law enforcement staff to ensure compliance with the Town's rules of use in parks, facilities, and natural resource areas; provides information to the public relating to the proper use of these areas; responds to complaints and answers questions from the public; responds to nuisance abatement calls.
- Performs other related duties as assigned.

Minimum Qualifications

KNOWLEDGE AND ABILITIES

- Ability to establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.
- Ability to do heavy physical work including the lifting and moving of tables/chairs
- Ability to follow written and oral instructions
- Ability to use sound judgment and maturity when dealing with unexpected issues
- Basic computer knowledge highly desirable
- Knowledge of methods, terminology, tools, procedures, and equipment common to a full range of maintenance activities.
- Knowledge of building maintenance/repair as well as building equipment and repair, such as electrical systems, plumbing, HVAC systems, etc.
- Knowledge of welding and tree pruning techniques.
- Knowledge of safe work, driving, and economical operation practices of and for trucks, vehicles, heavy and light power equipment, and hand tools.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear in person, during meetings, and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is also

frequently required to stand, bend, twist, lift, walk, and set-up/move equipment weighing up to 50 pounds.

While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; as well as interact with Town employees and the public.

TRAINING AND EXPERIENCE

High School diploma or GED equivalent with ability to read and write at the level required. Must be 18 years or older.

Two years direct work experience in construction or maintenance work with hand tools, small and large power equipment and vehicles.

Experience working with the public is desirable.

SPECIAL REQUIREMENTS

This position requires the ability to work a flexible schedule which may include evening, holidays, and weekends.

As a condition of employment, incumbents must pass a background check and will be required to be fingerprinted in accordance with State of California law.

LICENSES AND CERTIFICATES

Licenses: Possession of a valid Class C California Drivers License and a responsible driving record required.

Certification: Certification in CPR/AED and First Aid (desirable)

Supplemental Information

TO APPLY: All applicants must submit a completed Town of Fort Jones application via email to George Brenard, Town Administrator at town.administrator@fortjonesca.com . If you have any questions about this position, please contact the Town Clerk's office at 530-468-2281 or visit the Town of Fort Jones website at <https://fortjonesca.org/> for additional information.

SCREENING PROCESS: Applications will be reviewed as received and candidates with backgrounds that most closely fit our requirements may be invited for an interview.

REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting.

EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATION: The Town of Fort Jones is an Equal Opportunity Employer. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing any special accommodation must contact the Personnel, Accounting & Risk Management

Department at 530-468-2281 well in advance of the testing process to allow arrangement for such accommodation.

EXHIBIT A

Town of Fort Jones Salary Schedule 2026-2030

Certificates Acquired: \$1.00 for each unless otherwise decided by council. Up to 3 certificate raises per employee.
Adopted: _____.

TOWN POSITIONS	FT/PT	TIME	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ADMINISTRATION							
Town Administrator	FT/PT	SALARY or CONTRACT	By Council Decision				
Accounting Clerk	PT	Hourly	\$21.00	\$21.78	\$22.59	\$23.43	\$24.30
Customer Service Clerk	FT	Hourly	\$20.00	\$20.74	\$21.51	\$22.31	\$23.14
		Annual	\$41,600.00	\$43,139.20	\$44,740.80	\$46,404.80	\$48,131.20
Town Clerk	FT	Hourly	\$23.92	\$24.81	\$25.73	\$26.68	\$27.67
		Annual	\$49,753.60	\$51,604.80	\$53,518.40	\$55,494.40	\$57,553.60
Town Deputy Clerk	FT	Hourly	\$20.00	\$20.74	\$21.51	\$22.31	\$23.14
		Annual	\$41,600.00	\$43,139.20	\$44,740.80	\$46,404.80	\$48,131.20
TOWN HALL MAINTENANCE							
Custodian/Janitor	PT	Hourly	\$18.10	\$18.77	\$19.46	\$20.18	\$20.93
PUBLIC WORKS DEPT.							
Public Works Director	FT/PT	Hourly	\$30.00	\$31.11	\$32.26	\$33.45	\$34.69
Public Works 1 (Two positions)	FT	Hourly	\$21.61	\$22.41	\$23.24	\$24.10	\$24.99
		Annual	\$44,948.80	\$46,612.80	\$48,339.20	\$50,128.00	\$51,979.20
FIRE DEPT.							
Fire Chief	FT	Salary	\$33.80	\$35.05	\$36.35	\$37.69	\$39.09
(To remain an OJ-Exempt position step one is set at 2x minimum wage)		Annual	\$70,304.00	\$72,904.00	\$75,608.00	\$78,395.20	\$81,307.20
Assistant Fire Chief		Monthly Stipend	\$200				
Recruitment and Retention Officer	FT	Salary	Remains OJ-Exempt at 2x minimum wage unless grant funding is above threshold.				
Stipend Shift Fire Fighter		24 Hr Shift Stipend	\$200.00				