

MARIPOSA COUNTY
BOARD OF SUPERVISORS

AGENDA
ACTION FORM

DATE: May 7, 1996
AGENDA ITEM NO: 5-A

96-180

HOUSING AND COMMUNITY DEVELOPMENT AGENCY

BY: James F. Evans

PHONE: 966-6121

RECOMMENDED ACTION AND JUSTIFICATION: (POLICY ITEM: YES () NO (x))

Resolution adopting Class Specifications and establishment of an hourly rate of \$7.00 for the Extra Help position of Courthouse Tour Guide. (Necessary if Board authorizes the Visitors Bureau to provide Courthouse tours).

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board has authorized Courthouse tours for many years. In the past, tour guides have been County Extra Help employees, contractors, and employees of the Chamber of Commerce.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Revise specifications or establish a different hourly rate.

| | | |
|---------------------------|-------------------------|----------------------------|
| COSTS: () Not Applicable | | |
| A. | Budgeted | CURRENT FY \$ <u>2,500</u> |
| B. | Total anticipated costs | \$ <u>2,500</u> |
| C. | Required add'l funding | \$ _____ |
| D. | Internal transfers | \$ _____ |

SPECIAL INSTRUCTIONS
List the attachments and number pages accordingly:
Class Specifications

| | |
|---------------------------------|------------------------------------|
| SOURCE: () 4/5's vote required | |
| A. | Unanticipated revenues \$ _____ |
| B. | Reserve for Contingencies \$ _____ |
| C. | Source description: _____ |

Balance in Reserve for Contingencies, if approved: \$ _____

CLERK'S USE ONLY:
Resolution No.: 96-180
Ordinance No.: _____
Vote: Ayes: 5 Noes: _____
Absent: _____ Abstain: _____
 Approved Denied
 Minute Order attached.
 No Action Necessary.

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on Agenda as:
 Recommended
 Not recommended
 Policy determination
 Submitted w/ comment
 Returned for further action
Comment: _____

A.O. Initials: ME

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____

ATTEST: _____
MARGIE WILLIAMS
Clerk of the Board,
County of Mariposa,
State of California

BY: _____
Deputy

MARIPOSA COUNTY

JOB TITLE: Courthouse Guide

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide historical information on the Courthouse, the County, and historical figures to individuals or groups visiting the Courthouse. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class exercises responsibility for providing historical information to Courthouse visitors.

SUPERVISOR: As assigned

TYPICAL DUTIES

- Provides historical information about the Courthouse, the County, and historical figures to visitors
- Explains the geologic history of the area in relation to the gold rush
- Explains how current progress relates to history
- Provides slide shows of local flora and fauna
- Acts as a goodwill representative for the County
- Refers visitors to other information sources
- May provide guests with information on eating and lodging establishments
- Performs other related duties similar to the above in scope and function as required

EMPLOYMENT STANDARDS

Knowledge of:

- the history of the Courthouse
- the history of Mariposa County
- the flora and fauna of the County
- the methods and techniques of public speaking

Knowledge of (cont.)

- organizational methods and techniques

Ability to:

- organize and produce a slide show
- react quickly and calmly to the unexpected
- speak spontaneously
- observe and remember detailed information, facts, names, and places
- establish and maintain effective work relationships with those contacted in the performance of required duties

Creation Date: 4/88

Reinstated: 5/96