

**CITY OF FONTANA
RETIRED ANNUITANT/CONSULTANT**

DEFINITION: Under general direction, the Retired Annuitant performs special projects of a temporary nature, based on a particular knowledge, ability or expertise. Incumbents in this classification are paid on an hourly basis.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Perform administrative studies.
- Make appropriate recommendations.
- Conduct oral briefing of study results.
- Prepare written reports.
- Establish and maintain cooperative-working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work-related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE: Extensive experience in the particular area or specialty for which the consultant's services are required, and which demonstrates a wide variety of knowledge and skills in achieving similar objectives.

EDUCATION: Job-related educational preparation appropriate to the assignment.