

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



MEETING AGENDA AND PACKET

BOARD OF ALDERMEN

Regular Meeting

October 24, 2016

7:00 p.m.

Willard City Hall

224 W. Jackson Street

Mayor

Corey Hendrickson

Board Members

Jamie Buckley

Samuel Snider

Sam Baird – Mayor Pro-Tem

Larry Whitman

David Roggensees

Donna Stewart

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
October 24, 2016
7:00 P.M.**

Posted October 18, 2016

Notice is hereby given that the City of Willard, Missouri, Board of Aldermen will conduct a meeting at **7:00 p.m.** October 24, 2016 at Willard City Hall, 224 W. Jackson, Willard, Missouri.

The tentative agenda of this meeting includes:
PLEDGE OF ALLEGIANCE

Call the meeting to order

1. **Roll Call.**
2. **Agenda Amendments/Approval of Agenda.**
3. **Approval of the Minutes from the regular meeting and closed session October 10, 2016.**
4. **Citizen Input. (5 minutes each)**
5. **City Administrator Report.**
6. **Ordinance approving a new step plan pay scale for City positions. (1st and 2nd Read) Discussion/Vote.**
7. **Resolution approving revisions to the City Organizational Chart.**
8. **Discussion/Vote to approve revised Job Descriptions.**
9. **Ordinance approving changes to the Personnel Manual. (1st and 2nd Read) Discussion/Vote.**
10. **New Business.**
11. **Unfinished Business.**
12. **Adjourn Meeting.**

IF YOU HAVE SPECIAL NEEDS, WHICH REQUIRE ACCOMMODATION, PLEASE NOTIFY CITY PERSONNEL AT CITY HALL. ACCOMMODATIONS WILL BE MADE FOR YOUR NEEDS. REPRESENTATIVES OF THE NEWS MEDIA MAY OBTAIN COPIES OF THIS NOTICE BY CONTACTING THE CITY CLERK AT 417-742-5302.

Jennifer Rowe
City Clerk

**CITY OF WILLARD
BOARD OF ALDERMEN
REGULAR MEETING
October 10, 2016
7:00 p.m.**

Staff present: Interim City Administrator, Jim Bentley; and City Clerk, Jennifer Rowe.

The City Attorney was not present.

Citizens in attendance: J.D. Landon and Mindy Latham.

Pledge of Allegiance.

The Pledge of Allegiance was led by Mayor Hendrickson.

Call to Order.

Mayor Hendrickson called the meeting to order at 7:05 p.m.

Roll Call.

The City Clerk conducted the roll call. Alderman Buckley---, Alderman Snider-present, Alderman Stewart-present, Alderman Whitman-present, Alderman Baird-present, Alderman Roggeneses-present and Mayor Hendrickson-present.

Agenda Amendments/Agenda Approval.

Motion was made by Alderman Baird and seconded by Alderman Snider to accept the Agenda. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

Approve the Minutes of the Regular Meeting September 26, 2016.

Motion was made by Alderman Roggeneses and seconded by Alderman Stewart to approve the Minutes from the regular meeting September 26, 2016. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

Citizen Input.

None.

City Administrator Report.

The Interim City Administrator Jim Bentley gave his report to the Board. The Board discussed changing the scope of the contract with Great River to allow for the staff to complete the Comprehensive Plan Revision and Great River Engineering to work on closing the lagoons. Motion was made by Alderman Roggeneses and seconded by Alderman Snider to have an Agenda item at the November 14, 2016 Meeting to discuss this. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses. The Board also discussed the sewer contract with the City of Springfield. Mr. Bentley informed the Board that there was opportunity to re-open the contract for negotiations in January 2017. Motion was made by Alderman Stewart and seconded by Alderman Roggeneses to have the City Attorney do an assessment on the contract and report back at the November 14, 2016 Meeting. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

Financial Reports.

- a) Motion was made by Alderman Snider and seconded by Alderman Stewart to accept the Financial Statements. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.
- b) Motion was made by Alderman Roggeneses and seconded by Alderman Snider to accept the Outstanding Invoices, Paid Invoices, Online Payments and Transfers. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

- c) Motion was made by Alderman Roggeneses and seconded by Alderman Baird to accept the Adjustments Report. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

Department Head Reports.

The Interim City Administrator Jim Bentley advised the Board that the Department Heads were not in attendance as this was a holiday. Mayor Hendrickson asked if there were any questions on the reports. Discussion was made on moving the water loss report from the financials over to the Public Works report. The Board agreed this would be a better plan. Mr. Bentley discussed the bathroom problem at the Parks department and stated plans for a new design would be brought to the Board at a later date. The Board requested the outline and plan to be brought to the budget meetings. Motion was made by Alderman Roggeneses and seconded by Alderman Snider to have J.C. Loveland draft and bring a plan before the Board with Mr. Bentley at the November 14, 2016 Board of Alderman Meeting. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

Mr. Bentley also informed the Board about the recognition our Police Department received from the City of Republic after their assistance in stopping a high speed chase without incident.

Ordinance calling for the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. (1st and 2nd Read) Discussion/Vote.

The City Clerk informed the Board that this was the standard Ordinance that was required every year in order to hold the elections in April. There was discussion regarding changing the term limits. The Board decided at this time to leave it as it was and move forward. Motion was made by Alderman Roggeneses and seconded by Alderman Stewart to authorize the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

The City Clerk conducted the second read.

Motion was made by Alderman Baird and seconded by Alderman Snider to authorize the regular election in the City of Willard, Missouri, for the purpose of having the qualified voters of said City elect three (3) Aldermen. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggeneses.

Discussion/Vote on approving pay for the Aldermen.

The Interim City Administrator informed the Board that Alderman Snider had brought up the subject of paying the Aldermen. Mr. Bentley felt as though three hundred dollars (\$300) per month was a good number and would be easily allocated in the budget. With the budget talks coming soon, the Board would need to make a decision quickly so it could be worked in. Alderman Snider stated he felt that paying the aldermen would draw more interest. Alderman Baird asked if that would make the Alderman employees of the City and if they would then have to follow the personnel manual. Mr. Bentley said it would not, they would receive a stipend for serving, not a paycheck. Alderman Snider brought up the desire to require training within an allotted time frame after being elected in order to receive their stipend. Alderman Baird asked about those appointed to the position and if it differed from being elected in regards to the training requirements. Mayor Hendrickson stated that the training requirement would follow elected officials, not appointed. Alderman Roggeneses discussed the benefits of a stipend covering traveling and food costs during training and meetings. Alderman Stewart stated that Aldermen really needed to be involved in many things to get to know the citizens. She feels that a benefits package that includes things like pool passes may also be beneficial. Alderman Whitman feels \$300 is high compared to other Cities. Alderman Baird stated he is not in this for the money, as money can sometimes bring potential negatives. Motion was made by Alderman Snider and seconded by Alderman Roggeneses to approve moving forward with a potential three hundred dollar (\$300) a month stipend beginning the after the next Election, dependent upon training and attendance and budgetary means. Motion carried with a vote of 4-1. Voting aye: Aldermen Snider, Stewart, Whitman and Roggeneses. Voting nay: Alderman Baird.

Discussion/Vote on Student Advisory Group.

The Interim City Administrator Jim Bentley informed the Board that he met with the Willard School Superintendent regarding the potential of a Student Advisory Group to start up with City Council. This would allow an invitation for youth to become involved with the City government. Alderman Roggenses stated that he has worked with an organization in the past that had the executive and legislative branches and he feels this would be beneficial for Willard allowing the students to research topics. Alderman Snider stated it would give the students resources to get creative. As of now, this group would just be an advisory committee with the potential of becoming more involved down the road. Mr. Bentley stated the last Comprehensive Plan completed in 1999 had no real focus on the youth of Willard, and he feels that should be changed. The Board decided to table the idea until more information can be obtained from the City Attorney regarding this type of advisory committee.

Discussion/Vote on Monthly Expense Payments.

The Interim City Administrator Jim Bentley discussed with the Board the issue of bills coming due and the inability to pay them until the Board approved. He presented the Board with a list of monthly bills that have already been approved, but are reoccurring. Allowing the City to pay bills on time would reduce the interest and late fees that are currently being charged. The Board asked Mr. Bentley to speak with the City Attorney and get his assessment on this issue as some bills are required to have Board approval. This topic is tabled until the November 14, 2016 Meeting.

New Business.

None.

Unfinished Business.

None.

Recess Open Session.

Motion was made by Alderman Roggenses and seconded by Alderman Baird to recess the Open Session at 9:25 p.m. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggenses.

Close Open Session.

Motion was made by Alderman Baird and seconded by Alderman Snider to close the Open Session. Motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggenses.

Adjourn.

Motion was made by Alderman Whitman and seconded by Alderman Snider to adjourn. The motion carried with a vote of 5-0. Voting aye: Aldermen Snider, Stewart, Whitman, Baird and Roggenses.

The meeting was adjourned at 11:47 p.m.

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor of Willard



AGENDA ITEM # 5

City Administrator Report.

ADMINISTRATOR'S REPORT

Meeting Date: October 24, 2016

STAFF

1. On the agenda for this meeting will be four items of business that are of significant importance to the City. They, collectively, are the structure of an effective and efficient municipal staff. From the functions and responsibilities of the separate positions (**job descriptions**), to the arrangement of the positions relative to each other (**organizational chart**), to the guiding principles and controls (**Personnel Policies**) I have lead the current staff through a process of revision which has produced the structure proposed to you at this meeting. And, of almost equal significance is the proposal that the staff payroll be stabilized into a structure built on a **Grade-Step Chart**.

I have managed personnel groups smaller than the current Willard group, and considerably larger ones as well. The key is in the structure and in the administration of that structure. As a group, the Department Heads have worked to present this structure to the Board.

STREETS

1. Public works staff are finding time to get the equipment ready for snow plowing. Over the next few weeks, repairs and attention will lead to mounting up the snow removal equipment,

2. At this writing, the contractor has finished the concrete work on the downtown sidewalk project; some brief delay for paperwork and some more for rain and the finishing touches – pavement – will happen shortly. I think the final appearance will be satisfactory.

FACILITIES

1. The replacement for the baseball fields' bathrooms and concession stand will probably wind up as an actual expense in the 2017 fiscal year budget simply due to timing. While I have a design provided by the Parks Department, going through the process to get out to bids and actually under construction will probably take us into the next fiscal year.

2. The rented block building (from Greenways) will apparently have to suffice for a while. The public works staff have recently emptied the east end portion of the building and power washed the walls and floor. They will replace equipment and supplies into it in some order and we may need to repair some of the electric and lights in that part of the building.

OTHER

1. After a meeting with the Superintendent of Schools, I have been contacted by the teacher who is the Sponsor of Student Government at the High School. I have responded to the Sponsor and I expect to meet with him shortly to follow through with both topics related to the City's youth.

2. In my continuing effort to find a way to "clean up downtown", I have met with an additional owner who happens to be the Chief of the fire District. While he is proud of his new fire station - and should be - he also expressed a desire to cooperate with a general effort to "clean up" along Jackson Street. And in the same effort, I have had an additional conversation with the owner of the old bank building at the corner of Main and Jackson related to fixing up that structure.

3. On the 17th I met with the Economic Development Task Force to have what was agendized as a "conversation". I am continuing to explore, through past meeting minutes, etc. the nature and past efforts of that group and what help it might need from the City Administration.

Respectfully submitted,



Jim Bentley

City Administrator

CITY OF WILLARD, MISSOURI

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AGENDA ITEM # 6

**Ordinance approving a new step plan pay scale for City positions. (1st and 2nd Read)
Discussion/Vote.**

FIRST READING: 10/24/16

SECOND READING: 10/24/16

BILL NO. 16-33

ORDINANCE NO. 161024A

AN ORDINANCE

AN ORDINANCE APPROVING THE PAY PLANS FOR THE CITY OF WILLARD, MISSOURI FOR FISCAL YEAR 2017.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, GREENE COUNTY, MISSOURI as follows:

SECTION 1: The pay plans for the General Hourly Employees, Police Hourly Employees; the Salary Schedule, with salary rates for salaried employees; and the Regular Part-Time Employees Wage Schedule are attached hereto and made a part hereof, are hereby approved and adopted.

SECTION 2: All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 3: This ordinance shall be effective October 24, 2016.

READ TWO (2) TIMES AND PASSED AT THE MEETING OF THE BOARD OF ALDERMEN, THE CITY OF WILLARD, GREENE COUNTY, MISSOURI ON THIS 24th DAY OF OCTOBER, 2016.

Approved as to form: _____
Ken Reynolds, City Attorney

ATTEST:

APPROVED:

Jennifer Rowe, City Clerk

Corey Hendrickson, Mayor

MEMBERS OF THE BOARD OF ALDERMEN:	YES	NO	ABSTAINED
FIRST(1st) READING			
_____ JAMIE BUCKLEY	_____	_____	_____
_____ SAMUEL SNIDER	_____	_____	_____
_____ DONNA STEWART	_____	_____	_____
_____ LARRY WHITMAN	_____	_____	_____
_____ SAM BAIRD	_____	_____	_____

DAVID ROGGENSEES

SALARY SCHEDULE

2.50% Between Steps

5.00% Between Pay Grades

Pay Grade	Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Hourly	7.65	7.84	8.04	8.24	8.44	8.66	8.87	9.09	9.32	9.55	9.79	10.04	10.29	10.55	10.81
	Bi-weekly	612.00	627.30	642.98	659.06	675.53	692.42	709.73	727.48	745.66	764.30	783.41	803.00	823.07	843.65	864.74
	Annually	15,912.00	16,309.80	16,717.55	17,135.48	17,563.87	18,002.97	18,453.04	18,914.37	19,387.23	19,871.91	20,368.71	20,877.92	21,399.87	21,934.87	22,483.24
2	Hourly	8.03	8.23	8.44	8.65	8.87	9.09	9.32	9.55	9.79	10.03	10.28	10.54	10.80	11.07	11.35
	Bi-weekly	642.60	658.67	675.13	692.01	709.31	727.04	745.22	763.85	782.95	802.52	822.58	843.15	864.23	885.83	907.98
	Annually	16,707.60	17,125.29	17,553.42	17,992.26	18,442.06	18,903.12	19,375.69	19,860.09	20,356.59	20,865.50	21,387.14	21,921.82	22,469.86	23,031.61	23,607.40
3	Hourly	8.43	8.64	8.86	9.08	9.31	9.54	9.78	10.03	10.28	10.53	10.80	11.07	11.34	11.63	11.92
	Bi-weekly	674.73	691.60	708.89	726.61	744.78	763.40	782.48	802.04	822.09	842.65	863.71	885.30	907.44	930.12	953.38
	Annually	17,542.98	17,981.55	18,431.09	18,891.87	19,364.17	19,848.27	20,344.48	20,853.09	21,374.42	21,908.78	22,456.50	23,017.91	23,593.36	24,183.19	24,787.77
4	Hourly	8.86	9.08	9.30	9.54	9.78	10.02	10.27	10.53	10.79	11.06	11.34	11.62	11.91	12.21	12.51
	Bi-weekly	708.47	726.18	744.33	762.94	782.01	801.56	821.60	842.14	863.20	884.78	906.90	929.57	952.81	976.63	1,001.04
	Annually	18,420.13	18,880.63	19,352.65	19,836.46	20,332.38	20,840.69	21,361.70	21,895.74	22,443.14	23,004.22	23,579.32	24,168.81	24,773.03	25,392.35	26,027.16
5	Hourly	9.30	9.53	9.77	10.01	10.26	10.52	10.78	11.05	11.33	11.61	11.90	12.20	12.51	12.82	13.14
	Bi-weekly	743.89	762.49	781.55	801.09	821.12	841.64	862.68	884.25	906.36	929.02	952.24	976.05	1,000.45	1,025.46	1,051.10
	Annually	19,341.14	19,824.66	20,320.28	20,828.29	21,348.99	21,882.72	22,429.79	22,990.53	23,565.30	24,154.43	24,758.29	25,377.25	26,011.68	26,661.97	27,328.52
6	Hourly	9.76	10.01	10.26	10.51	10.78	11.05	11.32	11.61	11.90	12.19	12.50	12.81	13.13	13.46	13.80
	Bi-weekly	781.08	800.61	820.63	841.14	862.17	883.73	905.82	928.46	951.68	975.47	999.85	1,024.85	1,050.47	1,076.73	1,103.65
	Annually	20,308.19	20,815.90	21,336.29	21,869.70	22,416.44	22,976.86	23,551.28	24,140.06	24,743.56	25,362.15	25,996.20	26,646.11	27,312.26	27,995.07	28,694.94
7	Hourly	10.25	10.51	10.77	11.04	11.32	11.60	11.89	12.19	12.49	12.80	13.12	13.45	13.79	14.13	14.49
	Bi-weekly	820.14	840.64	861.66	883.20	905.28	927.91	951.11	974.89	999.26	1,024.24	1,049.85	1,076.09	1,103.00	1,130.57	1,158.83
	Annually	21,323.60	21,856.69	22,403.11	22,963.19	23,537.27	24,125.70	24,728.84	25,347.06	25,980.74	26,630.26	27,296.01	27,978.41	28,677.87	29,394.82	30,129.69
8	Hourly	10.76	11.03	11.31	11.59	11.88	12.18	12.48	12.80	13.12	13.44	13.78	14.12	14.48	14.84	15.21
	Bi-weekly	861.15	882.67	904.74	927.36	950.54	974.31	998.66	1,023.63	1,049.22	1,075.45	1,102.34	1,129.90	1,158.14	1,187.10	1,216.78
	Annually	22,389.78	22,949.53	23,523.26	24,111.35	24,714.13	25,331.98	25,965.28	26,614.41	27,279.78	27,961.77	28,660.81	29,377.33	30,111.77	30,864.56	31,636.18
9	Hourly	11.30	11.59	11.87	12.17	12.48	12.79	13.11	13.44	13.77	14.12	14.47	14.83	15.20	15.58	15.97
	Bi-weekly	904.20	926.81	949.98	973.73	998.07	1,023.02	1,048.60	1,074.81	1,101.68	1,129.23	1,157.46	1,186.39	1,216.05	1,246.45	1,277.61
	Annually	23,509.27	24,097.00	24,699.43	25,316.91	25,949.84	26,598.58	27,263.55	27,945.14	28,643.76	29,359.86	30,093.85	30,846.20	31,617.36	32,407.79	33,217.98

SALARY SCHEDULE

2.50% Between Steps

5.00% Between Pay Grades

Pay Grade	Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
10	Hourly	11.87	12.16	12.47	12.78	13.10	13.43	13.76	14.11	14.46	14.82	15.19	15.57	15.96	16.36	16.77
	Bi-weekly	949.41	973.15	997.48	1,022.41	1,047.97	1,074.17	1,101.03	1,128.55	1,156.77	1,185.69	1,215.33	1,245.71	1,276.85	1,308.78	1,341.50
	Annually	24,684.73	25,301.85	25,934.40	26,582.76	27,247.33	27,928.51	28,626.72	29,342.39	30,075.95	30,827.85	31,598.55	32,388.51	33,198.22	34,028.18	34,878.88
11	Hourly	12.46	12.77	13.09	13.42	13.75	14.10	14.45	14.81	15.18	15.56	15.95	16.35	16.76	17.18	17.61
	Bi-weekly	996.88	1,021.81	1,047.35	1,073.53	1,100.37	1,127.88	1,156.08	1,184.98	1,214.61	1,244.97	1,276.10	1,308.00	1,340.70	1,374.21	1,408.57
	Annually	25,918.97	26,566.95	27,231.12	27,911.90	28,609.69	29,324.94	30,058.06	30,809.51	31,579.75	32,369.24	33,178.47	34,007.94	34,858.13	35,729.59	36,622.83
12	Hourly	13.08	13.41	13.75	14.09	14.44	14.80	15.17	15.55	15.94	16.34	16.75	17.17	17.60	18.04	18.49
	Bi-weekly	1,046.73	1,072.90	1,099.72	1,127.21	1,155.39	1,184.28	1,213.88	1,244.23	1,275.34	1,307.22	1,339.90	1,373.40	1,407.73	1,442.93	1,479.00
	Annually	27,214.92	27,895.29	28,592.68	29,307.49	30,040.18	30,791.18	31,560.96	32,349.99	33,158.74	33,987.71	34,837.40	35,708.33	36,601.04	37,516.07	38,463.97
13	Hourly	13.74	14.08	14.43	14.79	15.16	15.54	15.93	16.33	16.74	17.16	17.59	18.03	18.48	18.94	19.41
	Bi-weekly	1,099.06	1,126.54	1,154.70	1,183.57	1,213.16	1,243.49	1,274.58	1,306.44	1,339.10	1,372.58	1,406.89	1,442.07	1,478.12	1,515.07	1,552.95
	Annually	28,575.67	29,290.06	30,022.31	30,772.87	31,542.19	32,330.74	33,139.01	33,967.49	34,816.67	35,687.09	36,579.27	37,493.75	38,431.09	39,391.87	40,376.67
14	Hourly	14.43	14.79	15.16	15.53	15.92	16.32	16.73	17.15	17.58	18.02	18.47	18.93	19.40	19.89	20.38
	Bi-weekly	1,154.02	1,182.87	1,212.44	1,242.75	1,273.82	1,305.66	1,338.31	1,371.76	1,406.06	1,441.21	1,477.24	1,514.17	1,552.02	1,590.83	1,630.60
	Annually	30,004.45	30,754.56	31,523.42	32,311.51	33,119.30	33,947.28	34,795.96	35,665.86	36,557.51	37,471.45	38,408.23	39,368.44	40,352.65	41,361.46	42,395.50
15	Hourly	15.15	15.53	15.91	16.31	16.72	17.14	17.57	18.00	18.45	18.92	19.39	19.87	20.37	20.88	21.40
	Bi-weekly	1,211.72	1,242.01	1,273.06	1,304.89	1,337.51	1,370.95	1,405.22	1,440.35	1,476.36	1,513.27	1,551.10	1,589.88	1,629.63	1,670.37	1,712.13
	Annually	31,504.67	32,292.29	33,099.60	33,927.09	34,775.26	35,644.64	36,535.76	37,449.15	38,385.38	39,345.02	40,328.64	41,336.86	42,370.28	43,429.54	44,515.28
16	Hourly	15.90	16.30	16.71	17.13	17.55	17.99	18.44	18.90	19.38	19.86	20.36	20.87	21.39	21.92	22.47
	Bi-weekly	1,272.30	1,304.11	1,336.71	1,370.13	1,404.39	1,439.50	1,475.48	1,512.37	1,550.18	1,588.93	1,628.66	1,669.37	1,711.11	1,753.89	1,797.73
	Annually	33,079.91	33,906.90	34,754.58	35,623.44	36,514.03	37,426.88	38,362.55	39,321.61	40,304.65	41,312.27	42,345.08	43,403.70	44,488.79	45,601.01	46,741.04
17	Hourly	16.70	17.12	17.54	17.98	18.43	18.89	19.37	19.85	20.35	20.85	21.38	21.91	22.46	23.02	23.60
	Bi-weekly	1,335.92	1,369.32	1,403.55	1,438.64	1,474.60	1,511.47	1,549.26	1,587.99	1,627.69	1,668.38	1,710.09	1,752.84	1,796.66	1,841.58	1,887.62
	Annually	34,733.90	35,602.25	36,492.30	37,404.61	38,339.73	39,298.22	40,280.68	41,287.69	42,319.88	43,377.88	44,462.33	45,573.89	46,713.23	47,881.07	49,078.09
18	Hourly	17.53	17.97	18.42	18.88	19.35	19.84	20.33	20.84	21.36	21.90	22.44	23.01	23.58	24.17	24.77
	Bi-weekly	1,402.72	1,437.78	1,473.73	1,510.57	1,548.34	1,587.04	1,626.72	1,667.39	1,709.07	1,751.80	1,795.59	1,840.48	1,886.50	1,933.66	1,982.00
	Annually	36,470.60	37,382.36	38,316.92	39,274.84	40,256.71	41,263.13	42,294.71	43,352.08	44,435.88	45,546.78	46,685.45	47,852.58	49,048.90	50,275.12	51,532.00

SALARY SCHEDULE

2.50% Between Steps

5.00% Between Pay Grades

Pay Grade	Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
19	Hourly	18.41	18.87	19.34	19.83	20.32	20.83	21.35	21.88	22.43	22.99	23.57	24.16	24.76	25.38	26.01
	Bi-weekly	1,472.85	1,509.67	1,547.41	1,586.10	1,625.75	1,666.40	1,708.06	1,750.76	1,794.53	1,839.39	1,885.37	1,932.51	1,980.82	2,030.34	2,081.10
	Annually	38,294.13	39,251.48	40,232.77	41,238.58	42,269.55	43,326.29	44,409.45	45,519.68	46,657.67	47,824.11	49,019.72	50,245.21	51,501.34	52,788.87	54,108.60
20	Hourly	19.33	19.81	20.31	20.82	21.34	21.87	22.42	22.98	23.55	24.14	24.75	25.36	26.00	26.65	27.31
	Bi-weekly	1,546.49	1,585.16	1,624.78	1,665.40	1,707.04	1,749.72	1,793.46	1,838.29	1,884.25	1,931.36	1,979.64	2,029.13	2,079.86	2,131.86	2,185.15
	Annually	40,208.83	41,214.05	42,244.40	43,300.51	44,383.03	45,492.60	46,629.92	47,795.67	48,990.56	50,215.32	51,470.70	52,757.47	54,076.41	55,428.32	56,814.03
21	Hourly	20.30	20.81	21.33	21.86	22.40	22.97	23.54	24.13	24.73	25.35	25.98	26.63	27.30	27.98	28.68
	Bi-weekly	1,623.82	1,664.41	1,706.02	1,748.67	1,792.39	1,837.20	1,883.13	1,930.21	1,978.46	2,027.93	2,078.62	2,130.59	2,183.85	2,238.45	2,294.41
	Annually	42,219.27	43,274.75	44,356.62	45,465.54	46,602.18	47,767.23	48,961.41	50,185.45	51,440.08	52,726.09	54,044.24	55,395.34	56,780.23	58,199.73	59,654.73
22	Hourly	21.31	21.85	22.39	22.95	23.53	24.11	24.72	25.33	25.97	26.62	27.28	27.96	28.66	29.38	30.11
	Bi-weekly	1,705.01	1,747.63	1,791.33	1,836.11	1,882.01	1,929.06	1,977.29	2,026.72	2,077.39	2,129.32	2,182.56	2,237.12	2,293.05	2,350.37	2,409.13
	Annually	44,330.24	45,438.49	46,574.45	47,738.82	48,932.29	50,155.59	51,409.48	52,694.72	54,012.09	55,362.39	56,746.45	58,165.11	59,619.24	61,109.72	62,637.46
23	Hourly	22.38	22.94	23.51	24.10	24.70	25.32	25.95	26.60	27.27	27.95	28.65	29.36	30.10	30.85	31.62
	Bi-weekly	1,790.26	1,835.02	1,880.89	1,927.91	1,976.11	2,025.51	2,076.15	2,128.06	2,181.26	2,235.79	2,291.68	2,348.98	2,407.70	2,467.89	2,529.59
	Annually	46,546.75	47,710.42	48,903.18	50,125.76	51,378.90	52,663.37	53,979.96	55,329.46	56,712.69	58,130.51	59,583.77	61,073.37	62,600.20	64,165.21	65,769.34
24	Hourly	23.50	24.08	24.69	25.30	25.94	26.58	27.25	27.93	28.63	29.34	30.08	30.83	31.60	32.39	33.20
	Bi-weekly	1,879.77	1,926.77	1,974.94	2,024.31	2,074.92	2,126.79	2,179.96	2,234.46	2,290.32	2,347.58	2,406.27	2,466.42	2,528.09	2,591.29	2,656.07
	Annually	48,874.09	50,095.94	51,348.34	52,632.05	53,947.85	55,296.54	56,678.96	58,095.93	59,548.33	61,037.04	62,562.96	64,127.04	65,730.21	67,373.47	69,057.80
25	Hourly	24.67	25.29	25.92	26.57	27.23	27.91	28.61	29.33	30.06	30.81	31.58	32.37	33.18	34.01	34.86
	Bi-weekly	1,973.76	2,023.11	2,073.68	2,125.52	2,178.66	2,233.13	2,288.96	2,346.18	2,404.84	2,464.96	2,526.58	2,589.75	2,654.49	2,720.85	2,788.87
	Annually	51,317.79	52,600.74	53,915.75	55,263.65	56,645.24	58,061.37	59,512.90	61,000.73	62,525.74	64,088.89	65,691.11	67,333.39	69,016.72	70,742.14	72,510.69
26	Hourly	25.91	26.55	27.22	27.90	28.59	29.31	30.04	30.79	31.56	32.35	33.16	33.99	34.84	35.71	36.60
	Bi-weekly	2,072.45	2,124.26	2,177.37	2,231.80	2,287.60	2,344.79	2,403.41	2,463.49	2,525.08	2,588.21	2,652.91	2,719.23	2,787.21	2,856.89	2,928.32
	Annually	53,883.68	55,230.77	56,611.54	58,026.83	59,477.50	60,964.44	62,488.55	64,050.76	65,652.03	67,293.33	68,975.67	70,700.06	72,467.56	74,279.25	76,136.23
27	Hourly	27.20	27.88	28.58	29.29	30.02	30.78	31.54	32.33	33.14	33.97	34.82	35.69	36.58	37.50	38.43
	Bi-weekly	2,176.07	2,230.47	2,286.24	2,343.39	2,401.98	2,462.03	2,523.58	2,586.67	2,651.33	2,717.62	2,785.56	2,855.19	2,926.57	2,999.74	3,074.73
	Annually	56,577.86	57,992.31	59,442.12	60,928.17	62,451.38	64,012.66	65,612.98	67,253.30	68,934.63	70,658.00	72,424.45	74,235.06	76,090.94	77,993.21	79,943.04

SALARY SCHEDULE

2.50% Between Steps
5.00% Between Pay Grades

Steps	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
28	Hourly	28.56	29.27	30.01	30.76	31.53	32.31	33.12	33.95	34.80	35.67	36.56	37.47	38.41	39.37	40.36
	Bi-weekly	2,284.88	2,342.00	2,400.55	2,460.56	2,522.07	2,585.13	2,649.75	2,716.00	2,783.90	2,853.50	2,924.83	2,997.95	3,072.90	3,149.73	3,228.47
	Annually	59,406.76	60,891.93	62,414.22	63,974.58	65,573.94	67,213.29	68,893.63	70,615.97	72,381.36	74,190.90	76,045.67	77,946.81	79,895.48	81,892.87	83,940.19
29	Hourly	29.99	30.74	31.51	32.29	33.10	33.93	34.78	35.65	36.54	37.45	38.39	39.35	40.33	41.34	42.37
	Bi-weekly	2,399.12	2,459.10	2,520.57	2,583.59	2,648.18	2,714.38	2,782.24	2,851.80	2,923.09	2,996.17	3,071.08	3,147.85	3,226.55	3,307.21	3,389.89
	Annually	62,377.09	63,936.52	65,534.94	67,173.31	68,852.64	70,573.96	72,338.31	74,146.76	76,000.43	77,900.44	79,847.96	81,844.15	83,890.26	85,987.51	88,137.20
30	Hourly	31.49	32.28	33.08	33.91	34.76	35.63	36.52	37.43	38.37	39.32	40.31	41.32	42.35	43.41	44.49
	Bi-weekly	2,519.07	2,582.05	2,646.60	2,712.77	2,780.59	2,850.10	2,921.35	2,994.39	3,069.25	3,145.98	3,224.63	3,305.24	3,387.88	3,472.57	3,559.39
	Annually	65,495.95	67,133.35	68,811.68	70,531.97	72,295.27	74,102.66	75,955.22	77,854.10	79,800.45	81,795.47	83,840.35	85,936.36	88,084.77	90,286.89	92,544.06

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



AGENDA ITEM # 7

Resolution approving revisions to the City Organizational Chart.

RESOLUTION NO. 16-03

A Resolution authorizing and approving the implementation of a new organizational chart for the City of Willard.

WHEREAS, the City of Willard has determined the need to adjust the City organizational chart to allow the City Administrator to manage City affairs more efficiently; and

WHEREAS, the Board of Aldermen have reviewed the new organizational chart and finds that it meets with the goal of running the city governmental offices as efficiently as possible; and

WHEREAS, the City Administrator has recommended the new organizational chart as being in the best interest of the City.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF WILLARD, MISSOURI as follows:

The Board of Aldermen hereby adopt and authorize the new organizational chart attached hereto and incorporated by reference as Exhibit "A", and further authorizes the City Administrator to implement the same.

October 24, 2016

Date

Corey Hendrickson, Mayor

Attest:

Jennifer Rowe, City Clerk

CITY OF WILLARD, MISSOURI

224 W. Jackson Street P.O. Box 187 Willard, MO 65781 417-742-3033 417-742-3080 Fax



AGENDA ITEM # 8

Discussion/Vote to approve revised Job Descriptions.

CITY CLERK

POSITION DESCRIPTION

TITLE: CITY CLERK

CLASSIFICATION; ADMINISTRATIVE

SALARY RANGE: Grade 25

SUPERVISED BY: City Administrator

Functions & Responsibilities

1. Responsible for maintenance and management of the City's official records, including archives, retrieval, storage, security, and retention against an established records retention/destruction schedule;
2. Serve as the Election Official for City Elections, including all checks necessary for candidates and seeing that all notifications related to City elections are provided timely to Greene County; and to officially swear in newly elected / appointed City officials.
3. To draft all proposed Ordinances for the Board of Aldermen of the City and, upon their passage, ensure their appropriate filings into the municipal records/codes; and to ensure the municipal codes are kept accurate and current;
4. Serve as Official Deputy Registrar for Greene County and process all voter registration requests of citizens;
5. Act as agent to ensure City information is updated annually with the Missouri Ethics Commission;
6. Provide administrative support to the City Administrator, Mayor, and Board of Aldermen and to a variety of standing committees and boards including Planning and Zoning, Economic Development, and the Board of Adjustment.
7. Responsible for the City's public relations efforts through management of the City's webpage, the posting of Public Notices, processing Sunshine Requests, and representing the City before a variety of local, state, and regional agencies and groups;
8. Provide grant-writing support and research, as requested, to the Department Heads of City administration and assist with grant application processes;

9. Responsible for the advertising for all Job Postings, Requests for Bids, Requests for Qualifications, and for the maintenance of related files;
10. Oversee and maintain the issuance of business licenses, solicitor licenses, and liquor licenses for the City;
11. Serve as Flood Plain Administrator for the City and provide assistance throughout the City's plan review/development procedures;
12. Maintain Notary status and serve as Notary Public for the City of Willard and its citizens.

Minimum Requirements

Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.

Experience as a City Clerk or Deputy City Clerk is desirable; Certification as a Municipal Clerk (CMC) or credentials as a Missouri Registered City Clerk (MRCC) are preferred.

Graduation from High School with additional college-level course-work, preferably in a related field, is required.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK INVESTIGATION.

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and maybe extended not more than three (3) additional months by mutual agreement.

COURT

POSITION DESCRIPTION

TITLE: Court Clerk
CLASSIFICATION: Clerical
SALARY RANGE: Grade 21
SUPERVISED BY: City Administrator

Functions & Responsibilities

- 1. Prepares docket for arraignment, attorneys and other court sessions**
 - Assures the judge/prosecutor has necessary information
 - Creates master case docket sheet for each file
 - Prints docket from computer to each court participant
 - Assist the Prosecuting Attorney in preparing cases for trial
- 2. Attends court sessions**
 - Gives administrative support to the Municipal Court Judge and Prosecuting Attorney
 - Works with attorneys, providing necessary information for cases
 - Provides and assists defendants with necessary forms during court
- 3. Manages disposition records and procedures after court sessions**
 - Enters dispositions and other pertinent information in court software
 - Issues warrants, summons and show cause and maintains all required records
 - Recall warrants when ordered
 - Assures records of convictions submitted to state are correct
 - Criminal history reporting
 - Directs processing of bond money
 - Posts fines and fees
 - Completes necessary correspondence with attorneys
 - Makes sure all pertinent filing is done
 - Ensures all records are accessible when not confidential
 - Manages cases with Missouri Tax Offset program and Debt Collection
 - Monitors probation and conditions of probation
- 4. Manages the overall functions and requirements of the municipal court**
 - Supervise Deputy Court Clerk
 - Track excess revenue and submit reports/addendums to State Auditor each year
 - Assures all required procedures are followed, as per state and federal law
 - Complies with provisions of the Sunshine Law for record retention and disposal.
 - Handles requests for information from the public
 - Reconcile court bank statements and issues payables monthly
 - Participates in budgeting process
 - Keeps current on legislation that could affect the municipal court
 - Attends professional development sessions and conferences as needed or required
- 5. Performs all Court Clerk duties as required by state statute and local ordinances**
 - Assures the Violation Bureau is operated as required by local, state and federal law.

Issues all reports as required by local, state and federal law.

Minimum Requirements

Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.

Experience as a Court Clerk or Deputy Court Clerk is desirable; High School graduation is required; Certification as a Certified Court Administrator is preferred.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK INVESTIGATION.

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may require overtime.

This employee must possess a valid State Driver's License.

This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) additional months by mutual agreement.

FINANCE

POSITION DESCRIPTION

TITLE: Director of Finance

CLASSIFICATION: Financial/Administrative

SALARY RANGE: Grade 25

SUPERVISED BY: City Administrator

Functions & Responsibilities

1. As a member of the City Administrator's Management Team, to participate in the annual City budget development by proposing and managing the budget of the Finance Department; and by also completing the development of the City's overall computerized annual budget with inputs from all other City departments;
2. Monitor all revenues and expenditures throughout the fiscal year and make reports as requested by the City Administrator and at least monthly to the Board of Alderman as to the status of all budget line items; and prepare for semi-annual budget amendments that may be required;
3. Implement and monitor the internal controls necessary to maintain fiscal discipline and the integrity of the financial systems in place; serve as the City's internal auditor and respond to the requirement(s) of the annual external audit;
4. Provide cash flow projections at the request of the City Administrator and manage cash flow to maximize return on investments and to assure appropriate cash reserves;
5. Reconcile all City accounts receivable, accounts payable, and bank statements and provide financial statements and reports as required;
6. Monitor and maintain records related to projects funded, in whole or in part, by grants from outside funding sources; and serve as the internal auditor for grant contract compliance;
7. To supervise all positions assigned to the Finance Department, either directly or through further delegation; to assign work tasks and schedules; to oversee work performance and provide annual personnel evaluations;
8. Responsible for producing employee payroll and for maintaining payroll records, including timesheets, accrual of leave(s) as provided by policy, and for timely submission of all required payroll-related reports and taxation payments;

9. Manage employee benefits program(s) including workmen's compensation insurance and other insurance benefits made available to employees by policy;
10. Maintain the City's software licenses and the related records, and assist in selection and installation of new or replacement computer hardware or software, and coordinate the maintenance of computer systems' functions with contracted ITT services;

Minimum Requirements

Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position. Bachelor's Degree in Accounting and/or Computer Sciences is preferred. At least two years of experience as a supervisor of others in an office or a department of an agency; and demonstrated competency in municipal accounting and budget formation and management.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK INVESTIGATION.

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and maybe extended not more than three (3) additional months by mutual agreement.

POSITION DESCRIPTION

TITLE: Finance Clerk – Accounts Receivable

CLASSIFICATION: Financial/Clerical

SALARY RANGE: Grade 16

SUPERVISED BY: Director of Finance

Functions & Responsibilities

1. Collects and processes customer payments
 - Counts cash and reconciles cash drawer
 - Prepares and transports daily deposits to the bank
 - Reconciles receipts and balances deposits
 - Processes online payments reports
 - Researches available data when there are discrepancies
 - Prepares Deposit Receipt Journals and reports
 - Researches various accounts within the system and provides documentation
 - Prepares utility billing refunds for Accounts Payable clerk
2. Provides administrative support to Utility Clerks
 - Oversees the maintenance of utility customer accounts
 - Fills in as clerk when needed
 - Handles customer inquiries concerning utility billing
 - Coordinates customer utility account adjustments with Director of Finance and City Administrator
 - Enters adjustments and maintains Adjustment Log
 - Works closely with the Public Works Department personnel for field work with accounts
3. Serves as liaison with staff concerning utility connects or disconnects
 - Oversees processing of the cut-off list and reviews list with Utility Clerks and Public Works Department
 - Processes Service Cancellation reports
4. Provides administrative support as needed for other departments
 - Answers phones and assists with customers as needed
 - Directly responsible to immediate supervisors which include the City Administrator and Director of Finance
 - Responsible for all duties specifically related to utilities.

- Performs all other duties when directed as needed
5. Coordinates accounts receivables
- Posts daily deposits for all departments
 - Organizes and matches paperwork
 - Communicates with all departments to ensure correct account posting
 - Prepares account receivable reports

Minimum Requirements

The person in this position should have an Associate's Degree or its equivalent or a minimum of three (3) to five (5) years of business office experience. Experience with Tyler Incode software is a plus but not necessary. Must have computer skills to include Excel, Word and Accounting software.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week and may also require overtime

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement

POSITION DESCRIPTION

TITLE: Finance Clerk - Accounts Payable

CLASSIFICATION: Financial/Clerical

SALARY RANGE: Grade 16

SUPERVISED BY: Director of Finance

Functions & Responsibilities

1. Coordinates monthly Accounts Payables
 - Prepares requisitions and purchase orders
 - Communicates with all departments to verify purchases
 - Matches invoices to receiving documents
 - Assures appropriate account number recorded on invoices
 - Posts invoices into the computer system
 - Generates Accounts Payable monthly invoice list
 - Prepares monthly reports to be included in Aldermen packets
 - Researches vendor statements, phone calls, and discrepancies
 - Files paid and unpaid invoices and statements
 - Organizes and matches paperwork
 - Prints checks and mails payments in an accurate and timely manner
2. Assists Utility Department as needed
 - Matches daily payment transmittals to month end report
 - Assures appropriate account number and code from General Ledger
 - Prepares Accounts Receivable information for input as needed
 - Counts cash, reconciles cash drawer and prepares deposits as needed
 - Processes Utility Billing refunds
3. Assists Director of Finance with accounting procedures
 - Assists with data entry as needed
 - Assists with filing
 - Assists with the preparation of the budget
 - Assists with payroll preparation
 - Processes payroll, when required, in an accurate and timely manner
 - Assists in recording dedicated revenue and expenditures to assure compliance
 - Assists with annual audit procedures
4. Assists with preparation of the City's annual budget

- Provides historical information to department heads and other appropriate personnel
 - Answers questions and provides information about specific issues or problems
 - Assists with City budget for each fiscal year with input from department heads
 - Assists with monitoring revenues and expenditures throughout the fiscal year
 - Assists with preparation of budget amendments each July and/or December as needed
5. Supports other departments
- Answers and directs telephone calls
 - Helps with constituent walk-ins
 - Fills in for front desk staff as needed
 - Accepts and processes payments
 - Provides documentation to department heads and other appropriate personnel
 - Performs other duties as directed

Minimum Requirements

The person in this position must have at least an Associate's degree, with a minimum of three (3) to five (5) years of business office experience. An equivalent combination of education and work experience will be considered.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week and may also require overtime

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement

POSITION DESCRIPTION

TITLE: Finance Clerk - Human Resources

CLASSIFICATION: Financial/Clerical

SALARY RANGE: Grade 16

SUPERVISED BY: Director of Finance

Functions & Responsibilities

1. Assists with maintenance of the employee compensation system
 - Assists with administration of the employee benefit programs
 - Serves as an employee advocate during claims process, when needed
 - Reviews payroll and all associated records in conjunction with the overall compensation of employees
 - Manages and maintains records
 - Maintains and submits monthly employee retirement reports
2. Assists with Managing employee insurance / risk management programs
 - Assists with and participates in bidding process
 - Enrolls new employees
 - Calculates employee premiums
 - Collates employee records
 - Answers employee questions and concerns regarding insurance
 - Assists with filing worker compensation claims
 - Assures group insurance premiums are dispersed timely
3. Maintains payroll and payroll records
 - Reviews timesheets for accuracy
 - Inputs hours and submits ACH direct deposit files
 - Distributes pay stubs to employees
 - Assists with and assures correct payroll taxation practices
 - Reconciles payroll liabilities
 - Prints weekly, monthly and quarterly reports
 - Maintains employee sick leave, vacation and flex time accruals and absentee calendars
 - Maintains employee compensation records
 - Assists with completing all required tax reports within specified deadlines
4. Assists with Reconciliation of all City bank accounts and provides necessary reports
 - Reconciles bank account entries to bank statements

- Researches available data when discrepancies are present
 - Prepares and assists with financial statements and reports
 - Creates monthly reports for Board of Aldermen packets
5. Assists Director of Finance with accounting procedures
 - Assists with data entry as needed
 - Assists with filing
 - Assists in recording dedicated revenue and expenditures to assure compliance
 - Assists with annual audit procedures
 - Assists with forms and reports as needed
 6. Maintains Employee Records
 - Enters all new employee data into Incode and TimeForce software
 - Maintains changes to employee records
 - Disburses employee hire and separation packets
 - Reports new hires to state and federal entities
 - Scans employee documents and attaches to employee record in Incode software
 7. Supports other departments
 - Answers and directs telephone calls
 - Helps with constituent walk-ins
 - Fills in for front desk staff as needed
 - Provides documentation to department heads and other appropriate personnel
 - Maintains supply storage and purchase of supplies
 - Performs other duties as directed
 - Processes payment(s) if Accounts Payable Clerk is unavailable

Minimum Requirements

Must have a Bachelor's Degree, preferably in accounting or two years of experience in government finance or a related field. An equivalent combination of education and experience will be considered

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week and may also require overtime

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement

POSITION DESCRIPTION

TITLE: Utility Clerk

CLASSIFICATION: Financial/Clerical

SALARY RANGE: Grade 14

SUPERVISED BY: Director of Finance

Functions & Responsibilities

1. Provides administrative support to utility department
 - Creates and maintains utility customer accounts
 - Completes all data entry of applications, cancellations, and payments in utility billing program
 - Processes monthly utility billing
 - Addresses customer inquiries and / or complaints
 - Coordinates customer account adjustments
 - Works closely with the Public Works Department personnel regarding utility service actions
 - Assists customers with application/cancellation processes
2. Serves as liaison with customers concerning utility disconnects
 - Collects and properly documents deposits
 - Processes reminder notices
3. Provides administrative support as needed for other departments
 - Greets, assists and directs customers and general public
 - Assists with City's web site, adding new pages and updating current information when needed
 - Occasionally dispatched to other departments to handle office functions
 - Answers and directs telephone calls
 - Helps constituent walk-ins
 - Provides documentation to department heads and other appropriate personnel
 - Performs other duties as directed by the Finance Director

Minimum Requirements

The person in this position must have a High School diploma or its equivalent and a minimum of three (3) years of business office experience and working with the public. Municipal experience and/or knowledge of Incode Software is a plus but not necessary. Must have computer skills and experience using Excel and Word software.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week and may also require overtime.

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement

PARKS

POSITION DESCRIPTION

TITLE: Director, Parks and Recreation

CLASSIFICATION: Administration

GRADE/SALARY RANGE: Grade 25

SUPERVISED BY: City Administrator

FUNCTIONS AND RESPONSIBILITIES

- 1) Carries out the mission of the Parks & Recreation Department through and in response to the assessment of community needs and desires
- 2) Prepares the annual department budget and oversees budget and revenue streams; develops revenue sources, including fundraising programs, partnerships, grants and other funding sources
- 3) Creates and implements marketing promotions for the department
- 4) Solicits tournaments/special events to Willard as an economic impact vehicle
- 5) Formulates recreational rules, procedures and policies and insures their implementation
- 6) Supervises subordinates with respect to accountability for performance and behavior including approval of leave to conform with personnel needs, discipline of employees, staff development functions, completion of performance evaluations and other personnel related functions
- 7) Directs the hiring and promotional process
- 8) Develops and recommends long-range Capital Improvement Plans including acquisition, planning, design, construction and maintenance; and presents and recommends improvement projects to the public, administration and special groups
- 9) Evaluates effectiveness of recreation areas, facilities, and services, including studies of local conditions and development of immediate and long-range plans to meet the recreational needs of all age groups
- 10) Communicates with and coordinates the programs of department advisory boards, associations, and committees
- 11) Meets with the City Council and City Administration to provide information and recommendations pertinent to the Department
- 12) Carries out long-term and short-term initiatives to meet the needs of the City
- 13) Receives concerns and/or complaints made by the public and responds appropriately
- 14) Designs, evaluates, and constantly modifies a comprehensive program of recreation and park activities

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Knowledge of human resource management including hiring practices, disciplinary procedures, terminations, etc.
- 2) Knowledge of the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas

- 3) Knowledge of the principles of long-range planning, analysis of systems and facilities, and capital improvement plans
- 4) Knowledge of the principles of administration and the methods of organizing and staffing
- 5) Knowledge of State statutes and City ordinances relating to park and recreational programs, purchasing and budgeting
- 6) Ability to plan, schedule, organize, implement and evaluate park and recreational programs
- 7) Ability to read, interpret, and utilize program delivery and revenue and performance data
- 8) Ability to meet with the public and handle complaints and problems in a courteous and tactful fashion
- 9) Administrative ability to develop and carry out long-term and short-term goals
- 10) Ability to establish and maintain cooperative and effective working relationships with other departments, employees, community leaders, City officials, community-oriented groups, and the general public
- 11) Ability to communicate clearly and effectively both orally and in writing in English
- 12) Ability to analyze complex situations quickly and objectively and to determine proper courses of action
- 13) Ability to operate a computer, computer technology, and other related equipment required for job duties
- 14) Ability to manage or administer grant funds
- 15) Ability to make recommendations that impact the budget
- 16) Ability to determine allocation of budget among divisions
- 17) Ability to manage the budget within assigned department
- 18) Ability to create and guide implementation of capital improvement plans or programs
- 19) Ability to create plans for and guide implementation of major construction projects
- 20) Ability to create plans for and guide implementation of new technology systems
- 21) Graduation from an accredited four-year college or university with a bachelor's degree in Recreation Administration or a closely related field
- 22) 3 years of recreation management and supervisory experience
- 23) CPRP Certification Preferred

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must possess no felony convictions and have no serious misdemeanor convictions within the past 5 years
- 3) Must possess a high degree of integrity, strong work ethic, and ability to work with minimal supervision
- 4) Must possess strong analytical and logical problem solving skills, strong interpersonal communication and relational skills, good organizational and project management skills, sound judgment, initiative, flexibility and be detail-oriented

POSITION DESCRIPTION

TITLE: Assistant Director, Parks and Recreation

CLASSIFICATION: Administration

GRADE/SALARY RANGE: Grade 21

SUPERVISED BY: Park Director

FUNCTIONS AND RESPONSIBILITIES

- 1) Supervises subordinates with respect to accountability for performance and behavior including approval of leave to conform with personnel needs, discipline of employees, staff development functions, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process.
- 2) Assists in creating, modifying and implementing the department marketing and promotions program.
- 3) Assists with overall planning, development and implementation of all recreation programs.
- 4) Assists Director in establishing goals and objectives of the department. Is responsible for short and medium range planning.
- 5) Assists with preparation of the budget for programs and/or recreation facilities and assumes the responsibility for monitoring those budgets.
- 6) Assists in developing and implementing recreational policies and procedures relating to the operation of the recreation facilities, and rules and procedures for recreational and leisure programs.
- 7) Assists with solicitation of outside agencies and organizations to bring tournaments and special events to Willard.
- 8) Assists with cash handling and reconciliation.
- 9) Assists with verification and finalizing of department payroll.
- 10) Demonstrates strong ethical, professional and service-oriented leadership and interpersonal skills.
- 11) Exercises direct functional supervision over various programs, as assigned by the Director.
- 12) Serves as the Director of Parks & Recreation in the absence of the Director.

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- 1) Knowledge of human resource management including hiring practices, disciplinary procedures, terminations, etc.
- 2) Knowledge of the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas.
- 3) Knowledge of the principles of administration and the methods of organizing and staffing.

- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation programs.
- 5) Ability to recruit, train and supervise personnel.
- 6) Ability to communicate effectively, both orally and in writing in English.
- 7) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public.
- 8) Ability to operate a computer, computer technology, and other related equipment required for job duties.
- 9) Ability to accept, receive, and/or collect payments.
- 10) Ability to prepare and/or preserve purchase orders.
- 11) Ability to be accountable for inventory/property management.
- 12) Ability to make recommendations that impact the budget.
- 13) Ability to manage the budget within an assigned unit/division.
- 14) Graduation from an accredited four-year college or university with a bachelor's degree in Recreation Administration or a closely related field.
- 15) Five years of recreation management and supervisory experience.
- 16) CPRP Certification Preferred

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license.
- 2) Must be able to pass a background investigation.
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision.

POSITION DESCRIPTION

TITLE: Facilities and Day Camp Coordinator, Parks and Recreation

CLASSIFICATION: Management

GRADE/SALARY RANGE: Grade 16

SUPERVISED BY: Assistant Park Director

FUNCTIONS AND RESPONSIBILITIES

Facilities

- 1) Review all employee time sheets for director/supervisor approval; responsible for all front desk staff and day camp employee timesheets
- 2) Responsible for the hiring, training, scheduling and evaluation of part-time receptionists at The Rec
- 3) Oversee budget of front desk salaries
- 4) Develops and maintains various project tracking reports as needed, including special events, day camps, and advertising effectiveness
- 5) Performs relative data entry as necessary
- 6) Maintain high level of customer service, includes dress attire and phone etiquette
- 7) Provide information in response to inquiries regarding program availability, descriptions, and schedules, as well as general information
- 8) Assist with maintenance of department website and management of social media accounts
- 9) Receipts/Deposits/Reports
 - a. Count money & reconcile Deposit Report
 - b. Prepare daily financial reports, including cash check and credit card transactions
 - c. Prepare tills for outdoor concessions and gate fees with correct change
 - d. Contact patrons to collect for NSF check amount plus fee
- 10) Prepare purchase order requisitions and issue as needed
- 11) Receive and process invoices
 - a. Verify invoices with purchase order numbers issue PO (if needed)
 - b. Process program and rental refund requests
 - c. Send invoices/requests to Accounts Payable for payment
- 12) Prepare bulk mailings for registration forms, printing labels, P.O. reports
- 13) Continue to improve and market special event programming opportunities for all ages
- 14) Supervise daily operations of The Rec office
 - a. Copy machine-order toner & service calls
 - b. Criminal background checks as needed
 - c. Order/Manage office supplies inventory
- 15) Schedule facilities by contractual agreement for the Community Center and Parks Facilities
- 16) Schedule departmental staff to monitor events as necessary
- 17) Coordinate events/rentals to avoid conflict with classes, lessons, camps, other renters, gymnasium use, group reservations, etc.
- 18) Schedule appointments with customers to view the community building or other Parks venues for potential rental

- 19) Communicate with required departments about information, events, and scheduling.
- 20) Organize and coordinate all aspects of Willard Parks Special events
 - a. Recruit volunteers for special events
 - b. Seek and generate donations and sponsorships
- 21) Assist with any additional events or duties as needed

Day Camp

1. Coordinate planning, development, staff oversight, and implementation of all activities in the child care program at designated day camp site(s)
 - a. Budget and schedule field trips and arrange transportation to and from all off-site locations
 - b. Schedule all day to day camp activities
 - c. Manage the selection, inventory, and replacement of consumable and non-consumable camp supplies
2. Conduct the hiring, training, scheduling and evaluation of seasonal day camp staff
3. Produces forms, letters and pertinent documents needed for the implementation of the camp
4. Handles questions, problems, and concerns of parents/guardians before and during camp
5. Develop meaningful and sustainable relationships with participants, parents, and volunteers
6. Establish a positive relationship with each child.
7. Lead games and activities
8. Supervise staff to ensure the safety and well being of all children
9. Maintain records of all injuries and incidences
10. Ensure that all program area schedules are completed satisfactorily in a timely manner
11. Ensure the maintenance of accurate program and administrative records
12. Ensure that the site is kept clean, organized, and free of litter
13. Be responsible for knowing, understanding, training, and executing all camp policies and emergency procedures associated with the camp
14. Complete mid-summer and post-summer evaluations with Camp Staff
15. Interact effectively with the camp staff as a total system, with campers' best interest in mind
16. Be a leader in parent communication and address parent concerns in a timely manner.

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities.*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Possess a strong working knowledge of child and adult behaviors
- 4) Knowledge of modern office practices and computer skills, including Microsoft Office.
- 5) Knowledge of the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas
- 6) Knowledge of the principles of administration and the methods of organizing and staffing
- 7) Ability to plan, schedule, organize, implement and evaluate parks & recreation programs
- 8) Must possess an understanding standard English and be able to perform basic math calculations

- 9) Ability to enter data accurately
- 10) Ability to establish and maintain effective working relationships with supervisors and staff
- 11) Ability to manage and organize multiple projects and tasks simultaneously
- 12) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 13) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 14) Ability to work well with young children
- 15) Graduation from an accredited four-year college or university with a bachelor's degree in Recreation Administration or a closely related field
- 16) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license.
- 2) Must be able to pass a background investigation.
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours

POSITION DESCRIPTION

TITLE: Aquatics and Fitness Supervisor, Parks and Recreation

CLASSIFICATION: Management

GRADE/SALARY RANGE: Grade 15

SUPERVISED BY: Assistant Park Director

FUNCTIONS AND RESPONSIBILITIES

- 1) Plans, organizes, and directs programs, activities, and safety protocol for the fitness, programs, and aquatics sections Under the general supervision of the assigned Community Services Director, supervises the work of subordinate employees
- 2) Supervise, coordinate, and schedule the work within the Fitness, Programs, and Aquatics Sections of the Willard Parks System
- 3) Direct the execution and organization of the Willard Aquatic Center including staff management and training, scheduling, daily operation, adherence to fiscal accountability
- 4) Direct Willard Aquatic Center site maintenance, aquatic fitness and program development, oversight of special events and rentals
- 5) Perform routine chemical testing and maintenance to adhere to the Greene County Health Department and the State of Missouri Department of Natural Resources' standards
- 6) Maintain the Willard Aquatic Center *Snack Shack* including staffing, training, and inventory management, as well as adhere to Greene County Health Department standards
- 7) Direct the organization of various programs for adolescents including developing classes and programs, scheduling, employee oversight and training, and the execution thereof
- 8) Direct the execution and organization of various fitness classes and events including class creation, scheduling, event creation and management, employee training, and adherence to fiscal accountability
- 9) Evaluate Aquatic Center operations and insures that all aquatic maintenance and safety procedures are maintained
- 10) Serve as primary lead in the development, maintenance, and design of the Willard Parks System's websites, social media presence, mass emails, and marketing and promotion
- 11) Recruit, interview, train, schedule, and evaluate seasonal and contractual employees for the fitness, programs, and aquatics sections
- 12) Assure the compliance with legal codes and requirements within the fitness, programs, and aquatics sections including but not limited to the Greene County Health Department and the State of Missouri Department of Natural Resources standards
- 13) Schedule and plan activities, collects monies resulting from the fitness, programs, and aquatic activities
- 14) Assist with the operation of community centers, recreation centers, sports fields and other City of Willard Parks' properties including the use, care, maintenance, and preparation of the facilities
- 15) Assist in the operation and execution of special events within the Willard Parks System
- 16) Coordinate programs with neighborhood groups, civic organizations, schools, and guilds
- 17) Prepare and present required reports as well as marketing and public relations presentations regarding fitness, programs, and aquatics
- 18) Travel to a wide variety of recreation program location sites, community centers, aquatic centers, and transports equipment as required
- 19) Attend conferences, workshops, seminars, and other training for professional development purposes

- 20) Utilize appropriate computer software applications such as word processing, spreadsheet, and/or database

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Knowledge of human resource management including hiring practices, disciplinary procedures, terminations, etc
- 2) Knowledge of the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation programs
- 5) Ability to recruit, train and supervise personnel
- 6) Ability to communicate effectively, both orally and in writing in English
- 7) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 8) Ability to operate a computer, computer technology, and other related equipment required for job duties
- 9) Ability to accept, receive, and/or collect payments
- 10) Ability to prepare and/or preserve purchase orders
- 11) Ability to be accountable for inventory/property management
- 12) Ability to make recommendations that impact the budget
- 13) Ability to manage the budget within an assigned unit/division
- 14) Graduation from an accredited four-year college or university with a bachelor's degree in Athletic Training, Recreation Administration, or a closely related field
- 15) Certified Pool/Spa Operation Certification Preferred
- 16) CPRP Certification Preferred

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision

POSITION DESCRIPTION

TITLE: Building Maintenance and Grounds Supervisor, Parks and Recreation

CLASSIFICATION: Management/Technical

GRADE/SALARY RANGE: Grade 14

SUPERVISED BY: Assistant Park Director

FUNCTIONS AND RESPONSIBILITIES

- 1) Review all employee time sheets for director/supervisor approval; responsible for all Landscaping and Grounds and Facilities Maintenance employee timesheets
- 2) Oversee maintenance and grounds budget, and communicate budgetary needs to Assistant Park Director as required
- 3) Schedule employees and assignments for efficient use of time and equipment and prompt completion of tasks
- 4) Performs building and equipment maintenance duties, including rough carpentry, minor remodeling projects, plumbing, plastering, cement, painting, welding, and minor electrical repair work
- 5) Assists in the maintenance of parking lots, sidewalks, parks, trails and facilities including such duties as snow removal, insulating, and other tasks
- 6) Makes adjustments to equipment
- 7) Makes building repairs, cuts and replaces glass, and installs doors; patches cement walkways, floors and foundations, builds and installs shelves, paints, repairs drywall, changes filters, and completes light carpentry
- 8) Performs preventative maintenance and minor repairs on a wide variety of vehicles, mowers, utility vehicles, engines, pumps, motors, air compressors, piping, electric controls, boilers, air conditioners, and switches
- 9) Replaces worn parts such as bearings, wear rings, seals, shafts, sleeves, electrical breakers and controls
- 10) Maintains required records and forms and submits reports as required
- 11) Diagnoses minor problems with equipment and determines remedial action
- 12) Performs maintenance and landscaping tasks including mowing, watering, weed eating, planting, mulching, aerating, seeding, fertilization, chemical application, and general assessment
- 13) Performs trail maintenance including brush hogging, mulching, grading and trail development
- 14) Performs athletic field maintenance including grooming, lining, and repairs due to inclement weather
- 15) Measures athletic field including soccer, baseball, and softball to accurately place mark or paint field for competition
- 16) Removes and picks up trash
- 17) Perform winterization of facilities including the baseball facilities, aquatic facility, outdoor restroom facilities, and outdoor water fountains
- 18) Assist with preparation for special events
- 19) Must adhere to, and follow, City policies and procedures at all times while at work
- 20) May fill in for other positions in the Parks Maintenance Department

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation grounds keeping practices
- 5) Must possess an understanding standard English and be able to perform basic math calculations
- 6) Ability to establish and maintain effective working relationships with supervisors and staff
- 7) Ability to manage and organize multiple projects and tasks simultaneously
- 8) Problem solving and conflict resolution
- 9) Knowledge of the methods, tools, and materials used in turf, athletic field, grounds, mechanical and building maintenance work
- 10) Knowledge of work hazards and ability to take necessary safety precautions in performing assigned duties and use of tools and equipment
- 11) Knowledge of the principles of hydraulics, electricity, combustion and safety practices
- 12) Knowledge of grooming, lining, and maintaining athletic fields
- 13) Knowledge of electricity, plumbing, carpentry, and internal combustion engines
- 14) Ability to operate industrial mowers, tractors, and field and turf grooming equipment
- 15) Ability to use and perform minor repairs on equipment such as vehicles, utility vehicles, or commercial mowers
- 16) Ability to use or repair small/light equipment, such as power tools
- 17) Ability to understand, speak and write fluently in English
- 18) Ability to follow directions and operate a wide variety of construction tools and equipment
- 19) Ability to accurately record information
- 20) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 21) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 22) High school graduate or GED equivalent
- 23) One year experience in performing semi-skilled building, mechanical, construction, or grounds maintenance tasks preferred
- 24) Plumbing and Electrical experience necessary
- 25) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours

POSITION DESCRIPTION

TITLE: Landscaping and Grounds Foreman, Parks and Recreation

CLASSIFICATION: Management/Laborer

GRADE/SALARY RANGE: Grade 12

SUPERVISED BY: Park Maintenance and Grounds Supervisor

FUNCTIONS AND RESPONSIBILITIES

- 1) Oversee employees and assignments to insure efficient use of time and equipment and prompt completion of tasks
- 2) Assists in the maintenance of parking lots, sidewalks, parks, trails and facilities including such duties as snow removal, insulating, and other tasks
- 3) Makes adjustments to equipment
- 4) Diagnoses minor problems with equipment and determines remedial action
- 5) Performs maintenance and landscaping tasks including mowing, watering, weed eating, planting, mulching, aerating, seeding, fertilization, chemical application, and general assessment
- 6) Performs trail maintenance including brush hogging, mulching, grading and trail development
- 7) Performs athletic field maintenance including grooming, lining, and repairs due to inclement weather
- 8) Measures athletic field including soccer, baseball, and softball to accurately place mark or paint field for competition
- 9) Assist with preparation for special events
- 10) Must adhere to, and follow, City policies and procedures at all times while at work
- 11) May fill in for other positions in the Parks Maintenance Department

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation grounds keeping practices
- 5) Must possess an understanding standard English and be able to perform basic math calculations
- 6) Ability to establish and maintain effective working relationships with supervisors and staff
- 7) Ability to manage and organize multiple projects and tasks simultaneously

- 8) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 9) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 10) High School graduate or equivalent GED
- 11) Five years experience in Park and Recreation grounds keeping
- 12) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours

POSITION DESCRIPTION

TITLE: Sports and Concessions Specialist, Parks and Recreation

CLASSIFICATION: Management/Laborer

GRADE/SALARY RANGE: Grade 10

SUPERVISED BY: Assistant Director

FUNCTIONS AND RESPONSIBILITIES

- 1) Organizes, schedules, instructs and evaluates programs such as youth, adult, and senior recreational activities which may include aquatics, basketball, volleyball, baseball, softball, soccer, day camp, home school, tournaments, and special events
- 2) Schedules and conducts skill clinics
- 3) Prepares and maintains seasonal schedules and flyers for recreation programs and special events Assists with program and special event marketing
- 4) Recruits, assigns and schedules players, coaches, referees, volunteers, score keepers and other game officials Oversees contracted positions
- 5) Conducts training for officials
- 6) Provides various types of informational classes from assigned area of specialty
- 7) Prepares and maintains records of activities and participants and provides various reports as required
- 8) Accepts registrations and applications for programs, collects fees, and responds to public inquiries regarding programs
- 9) Prepares and maintains records of fees collected
- 10) Assists in proposing and enforcing rules and regulations
- 11) Makes budget recommendations and manages budget related to assigned recreational programs or operations
- 12) Prepares revenue/expense reports following completion of program/special event
- 13) Maintains inventory for assigned areas
 - a. Develops plans and specifications for equipment and supply purchases
 - b. Receives and verifies receipt, quality and quantity of supplies, materials, equipment, and other goods against purchase orders
- 14) Conducts customer service including responding to phone calls, greeting and assisting patrons at recreational facilities, inputting information into the computer, and handling monetary transactions
- 15) Manages for inventory control, ordering and storage of items necessary for efficient concession operations
- 16) Minimizes opportunities for waste of product
- 17) Maintains cleanliness of food and beverage facility, inside and adjacent outside areas, including specified eating areas
- 18) Keeps abreast of all issues related to security and safety, including knowledge of local health and sanitation requirements, rules and regulations

- 19) Ensures preparation of all menu items at highest possible quality
- 20) Assesses service issues including line speed and proper staffing to address any and all volume levels
- 21) Ensures customer service is perceived by park users as courteous and efficient
- 22) Ensures that all food and beverage staff is in compliance with established rules, regulations and policies
- 23) Supervises all aspects of concessions staff including scheduling, safety, appearance, new employee orientation and initial training
- 24) Monitors food and beverage budget on daily, weekly and monthly schedules via established set of systems and procedures for tracking sales, cost and profit revenues
- 25) Maintains strict cash control and accounting for daily cash register transactions
- 26) Reports daily and weekly numbers and personnel issues to supervisor in a timely manner
- 27) Fosters a work environment characterized by open communications, interaction and the sharing of information pertinent to the success of the food and beverage operation
- 28) Runs errands as necessary for completion of job duties

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation grounds keeping practices
- 5) Must possess an understanding standard English and be able to perform basic math calculations
- 6) Ability to establish and maintain effective working relationships with supervisors and staff
- 7) Ability to manage and organize multiple projects and tasks simultaneously
- 8) Ability to maintain appropriate level of confidentiality for both written and verbal information
- 9) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 10) High School graduate or equivalent GED
- 11) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours

POSITION DESCRIPTION

TITLE: Facilities Maintenance Tech II, Parks and Recreation

CLASSIFICATION: Technical

GRADE/SALARY RANGE: Grade 8

SUPERVISED BY: Building and Grounds Maintenance Supervisor

FUNCTIONS AND RESPONSIBILITIES

- 1) Performs maintenance and landscaping tasks including mowing, watering, weed eating, planting, mulching, aerating, seeding, fertilization, chemical application, and general assessment
- 2) Performs building and equipment maintenance duties, including rough carpentry, minor remodeling projects, plumbing, plastering, cement, painting, welding, and minor electrical repair work
- 3) Assists in the maintenance of parking lots, sidewalks, parks, trails and facilities including such duties as snow removal, insulating, and other tasks
- 4) Makes minor adjustments to equipment
- 5) Makes building repairs, cuts and replaces glass, and installs doors; patches cement walkways, floors and foundations, builds and installs shelves, paints, repairs drywall, changes filters, and completes light carpentry
- 6) Performs preventative maintenance and minor repairs on a wide variety of vehicles, mowers, utility vehicles, engines, pumps, motors, air compressors, piping, electric controls, boilers, air conditioners, and switches
- 7) Replaces worn parts such as bearings, wear rings, seals, shafts, sleeves, electrical breakers and controls
- 8) Maintains required records and forms and submits reports as required
- 9) Diagnoses minor problems with equipment and determines remedial action
- 10) Performs maintenance and landscaping tasks including mowing, watering, weed eating, planting, mulching, aerating, seeding, fertilization, chemical application, and general assessment
- 11) Performs trail maintenance including brush hogging, mulching, grading and trail development
- 12) Performs athletic field maintenance including grooming, lining, and repairs due to inclement weather
- 13) Measures athletic field including soccer, baseball, and softball to accurately place mark or paint field for competition
- 14) Sweep and mop floors
- 15) Clean buildings by emptying trash, sweeping, and cleaning surfaces
- 16) Steam-clean carpets
- 17) Use cleaning solutions to remove stains and clean surfaces
- 18) Mix various cleaning agents
- 19) Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees
- 20) Apply wax to coat floors and buff

- 21) Apply sealant to floors
- 22) Clean and service restrooms with mops and disinfectants
- 23) Assist with preparation for special events
- 24) Must adhere to, and follow, City policies and procedures at all times while at work
- 25) May fill in for other positions in the Parks Maintenance Department

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Problem solving and conflict resolution
- 2) Knowledge of the methods, tools, and materials used in turf, athletic field, grounds, mechanical and building maintenance work
- 3) Knowledge of work hazards and ability to take necessary safety precautions in performing assigned duties and use of tools and equipment
- 4) Knowledge of the principles of hydraulics, electricity, combustion and safety practices
- 5) Knowledge of grooming, lining, and maintaining athletic fields
- 6) Knowledge of electricity, plumbing, carpentry, and internal combustion engines
- 7) Ability to operate industrial mowers, tractors, and field and turf grooming equipment
- 8) Ability to use and perform minor repairs on equipment such as vehicles, utility vehicles, or commercial mowers
- 9) Ability to use or repair small/light equipment, such as power tools
- 10) Ability to understand, speak and write fluently in English
- 11) Ability to follow directions and operate a wide variety of construction tools and equipment
- 12) High School graduate or equivalent GED
- 13) Five years experience in Park and Recreation grounds keeping
- 14) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours

POSITION DESCRIPTION

TITLE: Landscaping and Grounds Tech I, Parks and Recreation

CLASSIFICATION: Laborer

GRADE/SALARY RANGE: Grade 8

SUPERVISED BY: Park Maintenance and Grounds Foreman

FUNCTIONS AND RESPONSIBILITIES

- 1) Assists in the maintenance of parking lots, sidewalks, parks, trails and facilities including such duties as snow removal, insulating, and other tasks
- 2) Makes minor adjustments to equipment
- 3) Diagnoses minor problems with equipment and determines remedial action
- 4) Performs maintenance and landscaping tasks including mowing, watering, weed eating, planting, mulching, aerating, seeding, fertilization, chemical application, and general assessment
- 5) Performs trail maintenance including brush hogging, mulching, grading and trail development
- 6) Performs athletic field maintenance including grooming, lining, and repairs due to inclement weather
- 7) Measures athletic field including soccer, baseball, and softball to accurately place mark or paint field for competition
- 8) Assist with preparation for special events
- 9) Must adhere to, and follow, City policies and procedures at all times while at work
- 10) May fill in for other positions in the Parks Maintenance Department

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Problem solving and conflict resolution
- 2) Strong communication skills both verbal and written
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation grounds keeping practices
- 5) Must possess an understanding standard English and be able to perform basic math calculations
- 6) Ability to establish and maintain effective working relationships with supervisors and staff
- 7) Ability to manage and organize multiple projects and tasks simultaneously
- 8) Ability to maintain appropriate level of confidentiality for both written and verbal information

- 9) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 10) High School graduate or equivalent GED
- 11) Five years experience in Park and Recreation grounds keeping
- 12) Maintain Certification in CPR, AED, and First Aid

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision
- 4) Position may require work outside the regularly scheduled program hours

PLANNING AND DEVELOPMENT

POSITION DESCRIPTION

TITLE: Director of Planning and Development

CLASSIFICATION: Administrative/Technical

SALARY RANGE: Grade 25

SUPERVISD BY; City Administrator

Functions & Responsibilities:

1. Responsible for the preparation and implementation of economic and community development plans, programs, and services for the City in accord with the development goals, zoning ordinances, building codes, and the Comprehensive Plan for the City;
2. Coordinates the review and approval processes of residential and commercial development projects among developers, contractors, citizens and appropriate city staff to assure development requirements are met and for code compliance;
3. Manages and maintains the City's library of plans and maps and the digital data banks from GIS software of public and private developments and improvements;
4. Oversees the application and permitting process for private and commercial buildings including scheduled inspections during construction;
5. Oversees the subdivision platting process relating to annexations and re-zoning; posts properties involved in annexation and re-zoning issues; mediates zoning and land use issues in accord with local and state statutes;
6. Serves as professional/technical staff to the Planning and Zoning advisory Committee of the City, and to the Board of Adjustments, and the Economic Development Task Force;
7. Represents the City to the Ozark Transportation Organization's Technical Planning Committee as a member and may be requested to represent the City in other designated regional groups;
8. Supervises the staff positions which are or may be assigned to the Planning and Development Department, including the Planning Assistant/Clerk and the contracted Building Inspector;

9. As a member of the City Administrator's Management Team, to participate in the annual City budgetary development by proposing and managing the budget of the Planning Development Department, and in the planning for long-range capital improvement projects;
10. Oversees the Planning Department's contributions to the City's webpage, provides press release information, and takes other initiatives to attract new or retain existing businesses in the City;
11. Serves as Damage Assessment Coordinator in the event the E>O>C is activated;
12. Provides technical or administrative support, as requested, to the City Administrator, the Mayor, and/or the Board of Aldermen.

Minimum Requirements

Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.

Experience in planning and development processes and economic development programs; general knowledge of all building trades' codes and of municipal government functions; and skills in staff supervision;

Graduation from High School with additional college-level work preferably in city and regional planning. Must have general computer skills in an office setting, at a variety of tasks; and must be able to read and interpret engineering or architectural drawings and blueprints.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK INVESTIGATION.

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and maybe extended not more than three (3) additional months by mutual agreement.

POSITION DESCRIPTION

TITLE **Planning Assistant/Deputy Court Clerk**

CLASSIFICATION: Technical - Clerical

SALARY RANGE: *Grade 14*

SUPERVISED BY: **Director Planning and Development**

Functions & Responsibilities

1. To provide support to the Department Director in all areas of Departmental functions, with a primary focus on the building permit process.
2. To maintain, and retrieve as requested, all files within the Department, including but not limited to correspondence, maps, plats, permits, and reports.
3. To operate and maintain the building permit software.
4. To operate GIS software and create additional maps as requested.
5. To relate with citizens and developers as to the application process for building permits, to schedule inspections,
6. To update and maintain the Department's website as needed or requested.
7. To create power-point presentations as requested.
8. To participate in grant-writing as may be needed by the Department.
9. To perform specific research for the Department as required.
10. To attend specified training programs for the Department at the request of the Director.
11. To serve as support staff, if directed, to the Economic Development Task Force, the Planning and Zoning Advisory Committee, and other Committees which may be involved with the Department.
11. **NOTE:** For at least the fiscal year 2017, to provide a back-up service as Deputy Court Clerk for up to 8 hours per week. It is anticipated that these hours would be scheduled for court days (Tuesdays) and that this function would cease by the end of fiscal 2017.

Minimum Requirements

1. *Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position..*
2. *Graduation from High School with additional college-level course work preferred, preferably in computer skills, software operation, or city and regional planning.*
3. *Demonstrated experience with dealing with the public, with computer software in an office setting,, and at a variety of tasks.*

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

1. *This position requires the employee to be on the job a minimum of 8 hours per day, 5 days per week, and may also require overtime*
2. *This employee must possess a valid State Drivers License.*
3. *This position has a probationary period of a minimum of six months and may be extended not more than three months by mutual agreement.*

POLICE

POSITION DESCRIPTION

TITLE: Chief of Police
CLASSIFICATION: Law Enforcement/Management
SALARY RANGE: Grade 25
SUPERVISED BY: City Administrator

Functions & Responsibilities:

1. To perform overall supervisory, administrative, work planning, coordinating, and directing of operations and administrative activities of the police department.
2. To plan, coordinate, and provide overall direction for various programs and activities for the police department including administrative programs, staff operations, departmental research, and planning and training coordination all while patrolling an eight (8) hour shift.
3. To direct, instruct, explain, and counsel subordinates. To initiate disciplinary action against subordinates for breaches of infractions of policy, rules, regulations, laws, or ordinances. The Chief of Police can give a subordinate the following disciplinary action (with cause) without the Mayor or Council's approval: (a) verbal warning (b) written reprimand, or (c) suspension without the loss of pay for seventy-two (72) hours. The Chief of Police must contact the Mayor within a twenty-four (24) hour period concerning the suspension. The Mayor shall be notified in advance if the situation permits.
4. To develop, write, and revise the department's operation manuals, policies, and regulations set forth by the City of Willard, and the State and Federal governments.
5. To establish departmental organization, chain of command, communications, and coordinate activities with appropriate City, County, State, Federal and other law enforcement agencies.
6. To meet and confer with other law enforcement agencies, community and business representatives, and the public on all aspects of the department's activities. To answer and inquire about all complaints and maintain a community relations program.
7. To make appointments of positions of rank and responsibility within the police department.
8. To coordinate the planning and implementation of future budget periods.
9. To oversee the training of all full and part-time officers by insuring that each officer is afforded the necessary training which will enable him to remain current on law

enforcement techniques. Upon approval by the Board of Aldermen, the Chief of Police shall attend seminars, meetings, and conferences as to also maintain current on trends in the law enforcement community. To relay acquired information to the officers of the department at departmental meetings.

10. To report as required to the Board of Alderman.
11. To evaluate work performance of subordinate officers and compose written reports of officer performances.
12. To coach and develop subordinates while giving and receiving information at a department head level. To compose correspondence dealing with subject matter that calls for discretion, judgment, negotiation, and authority.
13. To review reports and correspondence prepared by subordinates to be sent to outside destinations. To raise questions, make suggestions, adjustments, corrections, and return them back to subordinates for corrections before being sent to outside destinations.
14. To interview prospective employees and make recommendations concerning employment and terminations to the Board of Alderman.

Minimum Requirements

- The Chief of Police must possess a thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. He must have a thorough knowledge of applicable laws, ordinances, and departmental rules and regulations. He must have knowledge of principles and methods of administration, including budget development. Preference is given to candidates with a Bachelor's Degree in a leadership field or graduates of the FBI National Academy.
- The Chief of Police must be able to accept responsibility, make decisions, delegate authority, and motivate a large number of people toward a coordinated effort. He must have the ability to establish and maintain effective interpersonal relationships with employees, other departments and the public while being able to communicate effectively.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

- This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
- This employee must possess a valid State Driver's License and a MO POST certification at the executive level.
- This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE:	Lieutenant
CLASSIFICATION:	Law Enforcement – Supervisory Position
SALARY RANGE:	Grade 21
SUPERVISED BY:	Chief of Police

Functions & Responsibilities:

1. To perform administrative and supervisory law enforcement work under general supervision of the Chief of Police.
2. To assist the Chief of Police in directing, supervising, and coordinating operations, activities and services of the police department. To direct, instruct, guide, evaluate, and counsel subordinate supervisory and patrol personnel in carrying out a variety of tasks, all while patrolling a forty (40) hour work week.
3. To stand in for the Police Chief when he is unavailable or outside the jurisdiction.
4. To plan, coordinate, and provide direction for activities of subordinates, including work schedules, vacations, and training time. To assist in developing and implementing new or revised policies and procedures.
5. To maintain discipline and keep subordinates advised of new policies, procedures, and assignments.
6. To review field reports submitted by officers and provide assistance and advice when necessary.
7. To resolve problems and questions presented by subordinates and staff regarding work, processes, policies, organization, or methods.
8. To provide field patrol supervision and perform routine patrol duties as required. To answer calls, including but not limited to, automobile accidents, misdemeanors, felonies, and other miscellaneous police calls during the course of said officer's shift. To provide timely follow up to the police department and to citizens through investigations, log entries, and police reports.
9. To maintain contact with the public and other law enforcement agencies. Upon approval by the Board of Aldermen, the Lieutenant shall attend seminars, meetings, and conferences as to also maintain current on trends in the law enforcement community. To relay acquired information to the officers of the department at departmental meetings.

Minimum Requirements

- The Lieutenant must possess a thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. He must have a thorough knowledge of applicable laws, ordinances, and departmental rules and regulations. He must have knowledge of principles and methods of administration, including personnel management.
- The Lieutenant must possess the ability to plan, organize, assign, supervise, and evaluate the work of subordinates engaged in a wide variety of police duties and to provide instruction and training. The Lieutenant must possess the ability to evaluate situation and make decisions, the ability to establish and maintain effective interpersonal relationships with employees, other departments, and the public. The Lieutenant must possess the ability to react effectively to emergency and stress situations and the physical ability to respond to crisis situations requiring agility and exertion; skill in the use of firearm self defense.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

- This position requires the employee to be on the job a minimum of ten (10) hours per day, four (4) days per week, and may also require overtime.
- This employee must possess a valid State Driver's License.
- This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE:	Corporal / Investigator / FTO
CLASSIFICATION:	Law Enforcement – Supervisory Position
SALARY RANGE:	Grade 19
SUPERVISED BY:	Chief of Police/Lieutenant

Functions & Responsibilities:

1. To perform supervisory law enforcement work under general supervision of Lieutenant. This involves assisting in the command of the police department or performing highly responsible staff functions, all while patrolling a ten (10) hour shift. .
2. To assist the supervisor in directing, supervising, and coordinating operations, activities, and services of the department. To Field Train all new-hires. To manage major investigations under the supervision of the Lieutenant.
3. To relay and explain orders and written directions, give advice, and assist when necessary. To assist in developing and implementing new or revised policies and procedures. To report inefficiency, breach of duty, and commendable actions of subordinates.
4. To answer calls, including but not limited to, automobile accidents, misdemeanors, felonies, and other miscellaneous police calls during the course of said officer's shift. To provide timely follow up to the police department and to citizens through investigations, log entries, and police reports.
5. To assume the duties of superior officer during absences or as delegated or assigned. To perform special assignments including staff administrative and research tasks, training and traffic enforcement, and other related activities. To set up and implement firearms range practice and qualification courses.
6. To maintain proper knowledge of modern law enforcement principles, procedures, techniques, and equipment while also maintaining knowledge of applicable laws, ordinances, and departmental rules and regulations.

Minimum Requirements

- The Corporal will possess an ability to perform a wide variety of police duties, including but not limited to, the ability to establish and maintain effective relationships with departmental personnel and the general public, the ability to exercise sound judgment and objectivity evaluate situations while making informed decisions, and the ability to demonstrate effective reactions to emergency and stress situations. The corporal will also possess the ability to communicate in both verbal and written form.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

- This position requires the employee to be on the job a minimum of ten (10) hours per day, four (4) days per week, and may also require overtime.
- This employee must possess a valid State Driver's License.
- This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Patrol Officer
CLASSIFICATION: Law Enforcement Professional
SALARY RANGE: Grade 17
SUPERVISED BY: Chief of Police

Functions & Responsibilities:

1. To provide a variety of professional law enforcement work under general supervision of an administrative or technical supervisor.
2. To serve the citizens through law enforcement activities, including but not limited to, patrolling designated areas of town in a patrol car or on foot, preventing and discovering the commission of crimes, apprehending criminals and offenders, enforcing vehicle and traffic laws, and issuing citations for violations.
3. To answer calls, including but not limited to, automobile accidents, misdemeanors, felonies, and other miscellaneous police calls during the course of said officer's shift. To provide timely follow up to the police department and to citizens through investigations, log entries, and police reports.
4. To receive training from supervisors in the areas of patrol, investigations, officer safety department policies, law enforcement techniques, and other specialized skills.
5. To confer with the supervisor on regular bases, including but not limited to, discussing work processes, incidents, problems, plans, and ideas while receiving and learning from advice, counsel, and instruction.
6. To testify in court concerning arrest or accident investigations.
7. To attend conferences, meetings, and training to maintain knowledge on current trends in the law enforcement field.
8. To perform traffic enforcement task, duties, and other responsibilities assigned by the supervisor.
9. To maintain proper knowledge of modern law enforcement principles, procedures, techniques, and equipment while also maintaining knowledge of applicable laws, ordinances, and departmental rules and regulations

Minimum Requirements / Skill / Ability

- Officers will possess an ability to perform a wide variety of police duties, including but not limited to, the ability to establish and maintain effective relationships with departmental personnel and the general public, the ability to exercise sound judgment and objectivity evaluate situations while making informed decisions, and the ability to demonstrate effective reactions to emergency and stress situations. The officer will also possess the ability to communicate in both verbal and written form.

- ***Special Conditions***

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

- This position requires the employee to be on the job a minimum of ten (10) hours per day, four (4) days per week, and may also require overtime.
- This employee must possess a valid State Driver's License, be at least 21 years of age, be a citizen of the US, hold a high school diploma or GED, graduate from an authorized state basic law enforcement training academy, pass the Missouri Peace Officer License Exam, and not have a criminal history.
- This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Police Services Representative
CLASSIFICATION: Technical - Clerical
SALARY RANGE: Grade 15
SUPERVISED BY: Police Chief

Functions & Responsibilities:

1. To perform administrative duties associated with the Police Department and to provide administrative support to the departmental staff.
2. To maintain, prepare, review, copy, and edit all special reports, monthly reports, logs, and patrol officer reports upon request of the Police Chief, The Federal Bureau of Investigation, the State, and other command staff, including sending correspondence on various matters.
3. To create, operate, maintain, update, and edit all software, paperwork, records, and forms for the police department and the computerized data management system.
4. To serve the citizens by serving as a custodian of records and as a Public Notary including, but not limited to, preparing, reviewing, and updating all police record requests, files, subpoenas, and police reports.
5. To create files, maintain, and update all citation information for each case, and distribute said files to the appropriate personnel or agencies.
6. To collect, process, maintain, and ensure accuracy for all fingerprint cards, digital booking photographs, computerized arrest files, criminal history files, and other records as needed.
7. To serve the citizens and coordinate public relations through phone communications, directing the public to the appropriate personnel, handling various citizen requests, requesting officer response when necessary, and serving as a liaison between the police department and other city entities.
8. To create, generate, maintain, and distribute various databases and reports, including but not limited to, the Uniform Crime Report, Racial Profiling database, monthly citations report, the police department monthly statistical report, and monthly MULES entry validations.
9. To attend specified training and conferences at the request of the Police Chief.

10. To maintain, schedule, and update various licenses, certifications, and access for all officers including, but not limited to, Mules certifications, LETS4, LPR Learn, and WatchGuard.
11. To demonstrate the knowledge, skills, organizational skills, and abilities, including, but not limited to, general functions and operations of municipal court processes and procedures, city and departmental purchasing procedures, basic labor law principles and applications, general accounting principles, correspondence for attorneys and defendants, accurate typing skills, deadline accountability, federal and state statutes concerning the department work, computer software operations and applications, mathematical skills, general office practices and procedures, and the working knowledge of the Sunshine Law.

Minimum Requirements

- A high school diploma or its equivalent in combination with legal or law enforcement background preferred. Any combination of experience and education that could likely provide the required knowledge and abilities to perform this position will be considered.
- Administrative Assistant must receive and maintain MULES certification, act as the MULES Terminal Agency Coordinator (TAC), LETS4 administrator, LPR Learn Administrator, and serve as Notary Public.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION

- This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
- This employee must possess a valid State Driver's License.
- This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

PUBLIC WORKS

POSITION DESCRIPTION

TITLE: DIRECTOR OF PUBLIC WORKS

CLASSIFICATION: ADMINISTRATIVE/TECHNICAL

SALARY RANGE: GRADE 25

SUPERVISED BY; City Administrator

Functions & Responsibilities

1. Responsible for the operation and maintenance of municipal infrastructure including roads/streets/sidewalks, water production and distribution, and sewer collection and transport;
2. Responsible for the planning and development of replacement or future expansion of municipal infrastructure including roads/streets/sidewalks, water production and distribution, and sewer collection and transport; including participation in design review and review of engineering plans and drawings of proposed residential or commercial developments requiring extensions of municipal infrastructure;
3. Supervises all Staff positions assigned to the Public Works Department; assigns work tasks and schedules; oversees work performance, provides personnel evaluations and discipline;
4. As a member of the City Administrator's Management Team, participates in the annual City budgetary development by proposing and managing the budget of the Public Works Department, and in the planning for and management of long-range capital improvement projects;
5. Produces all reports required by governing and/or regulatory agencies as related to municipal water and sewer service provision;
6. Represents the City to a variety of regional and/or local agencies or groups concerned with municipal infrastructure development;
7. Provides technical assistance related to infrastructure to city officials, the general public, and developers of residential or commercial projects as may be required;

Minimum Requirements

Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.

Graduation from an accredited Engineering School, with registration as a PE preferred; at least two years of experience as a supervisor of others in a crew or a department of an agency; and demonstrated competency in budget formation and budget management.

Special Conditions

CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND CHECK INVESTIGATION.

This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.

This employee must possess a valid State Driver's License

This position has a probationary period of a minimum of six (6) months and maybe extended not more than three (3) additional months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Superintendent - Streets

CLASSIFICATION: MECHANICAL-TECHNICAL

GRADE/SALARY RANGE: 16

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Supervises, directs and coordinates the work of employees engaged in the maintenance and repair of streets, alleys, storm sewers and waterways.
2. Schedules employees and assignments for the efficient use of time and equipment and prompt completion of tasks.
3. Oversees the daily activity of contractors performing street maintenance related work for the City.
4. Assists in the repair, cleaning, and/or maintenance of city streets, storm sewers, facilities and/or property.
5. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders, skid steer loaders and sewer jetter in the repair, maintenance, cleaning of city streets, storm sewers and/or property.
6. Monitors the street maintenance budget to ensure expenditures do not exceed the budgetary limit and communicates budgetary needs to the Public Works Director.
7. Reviews street maintenance employee time for Director approval.
8. Ensures employees have the necessary training, equipment and material to perform their assigned tasks safely and efficiently.
9. Identifies needed repairs and schedules work to ensure repairs are completed.
10. Works with the Public Works Director to develop an annual street maintenance plan and associated budget.
11. Recommends equipment repairs and replacement.
12. Plows snow and spreads ice control material on the streets and sidewalks.
13. Respond to customer concerns and complaints and develops plans of corrective action as appropriate.
14. Ensures employees adhere to City safety procedures at all times.

Minimum Requirements

1. Minimum of two years as a Maintenance Technician II or any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. High school graduate or equivalent GED.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Superintendent - Water

CLASSIFICATION: MECHANICAL-TECHNICAL

GRADE/SALARY RANGE: 16

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Supervises, directs and coordinates the work of employees engaged in the maintenance and repair of the City's water wells, water towers, chlorination system and distribution system.
2. Schedules employees and assignments for the efficient use of time and equipment and prompt completion of tasks, including coordinating with other Superintendents to ensure appropriate resources are available for the project.
3. Maintains detailed records on the City's water system and submits required reports to Federal, State and Local agencies as required. Ensures that all testing is completed in accordance with the requirements set forth in the operating permit. Participates in annual inspections and schedules corrective work as required.
4. Develops and implements a comprehensive preventive maintenance plan for the pumps, valves, chlorination system, meters, ERTs, etc.
5. Addresses utility department concerns related to water meters, ERTs, etc.
6. Oversees the daily activity of contractors performing water system related work for the City.
7. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders and skid steer loader in the repair, maintenance, cleaning of city streets, storm sewers and/or property.
8. Develops the water department budget in coordination with the Public Works Director. Identifies and communicates immediate and long term needs related to the water department.
9. Monitors the water budget to ensure expenditures do not exceed the budgetary limit and communicates budgetary needs to the Public Works Director.
10. Reviews water maintenance employees' time for the Director's approval.
11. Ensures employees have the necessary training, equipment and material to perform their assigned tasks safely and efficiently
12. Recommends equipment for repairs and/or replacement.
13. Plows snow and spreads ice control material on the streets and sidewalks.

14. Respond to customer concerns and complaints and develops plans of corrective action as appropriate.
15. Coordinates requests for new water service connections including obtaining bids for and scheduling road bores and obtaining necessary permits from State and County agencies.
16. Ensures employees adhere to City safety procedures at all times.

Minimum Requirements

1. Minimum of two years as a Maintenance Technician II or any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. Water distribution operator certification level DS-2.
3. High school graduate or equivalent GED.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Superintendent - Sewer

CLASSIFICATION: MECHANICAL-TECHNICAL

GRADE/SALARY RANGE: 16

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Supervises, directs and coordinates the work of employees engaged in the maintenance and repair of the City's wastewater treatment facility, lift stations, force mains, and sewage collection system.
2. Schedules employees and assignments for the efficient use of time and equipment and prompt completion of tasks, including coordinating with other Superintendents to ensure appropriate resources are available for the project.
3. Maintains detailed records on the operation of the City's wastewater treatment facility and the wastewater collection system and submits reports to Federal, State and Local agencies as required. Ensures that all testing is completed in accordance with the requirements set forth in the NPDES operating permit. Participates in inspections and schedules corrective work as required.
4. Documents all sewer overflows and bypasses and reports them to MODNR in accordance with state statutes.
5. Develops and implements a comprehensive maintenance plan for the pumps, valves, flow meters, force mains, etc.
6. Develops and implements an annual sewer line cleaning and inspection program. Maintains records of these activities and reports as necessary to State agencies.
7. Oversee the grease trap inspections as outlined in the City's Fats, Oil and Grease program.
8. Oversees the daily activity of contractors performing sewer system related work for the City.
9. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders and skid steer loader in the repair, maintenance, cleaning of city streets, storm sewers and/or property.
10. Develops the sewer department budget in coordination with the Public Works Director. Identifies and communicates immediate and long term needs related to the sewer department.
11. Monitors the sewer budget to ensure expenditures do not exceed the budgetary limit and communicates budgetary needs to the Public Works Director.
12. Reviews sewer maintenance employees' time for the Director's approval.

13. Ensures employees have the necessary training, equipment and material to perform their assigned tasks safely and efficiently.
14. Plows snow and spreads ice control material on the streets and sidewalks.
15. Recommends equipment for repairs and/or replacement.
16. Respond to customer concerns and complaints and develops plans of corrective action as appropriate.
17. Coordinates requests for new sewer service connections including obtaining bids for and scheduling road bores and obtaining necessary permits from State and County agencies.
18. Ensures employees adhere to City safety procedures at all times.

Minimum Requirements

1. Minimum of two years as a Maintenance Technician II or any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. Wastewater Operator Certification level D.
3. High school graduate or equivalent GED.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Mechanic

CLASSIFICATION: Technical

GRADE: Grade 15

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Perform basic repairs to trucks, tractors, backhoe, skid steer, mowers, jetter, etc.
2. Ensures operation of equipment by completing preventive maintenance on vehicles, cranes, compressors, generators, tractors, utility vehicles, etc.
3. Diagnose equipment and mechanical issues using diagnostic and testing equipment.
4. Recommends equipment for major repair and/or replacement, including providing supporting documentation such as repair estimates and replacement cost.
5. Performs routine inspections on equipment to ensure it is in safe operating condition.
6. Provides the Superintendents with downtime and repair cost estimates.
7. Maintains comprehensive records on each piece of equipment including usage, maintenance and repair costs, inspection dates and issues, etc. Prepares reports as requested by the Public Works Director.
8. Installs accessories on vehicles such as warning lights, data collection equipment, etc.
9. Assists in the repair and maintenance of the City's sewer system and water system. Typical duties may include repairing pumps and valves at the wastewater treatment facility, lift stations and well houses, installing and repairing equipment, etc.
10. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders, skid steer loaders and sewer jetter in the repair, maintenance, cleaning of city streets and storm sewers, water system, sanitary sewer system and/or property.
11. Plows snow and spreads ice control material on the streets and sidewalks.
12. Utilizes appropriate safety equipment and procedures for all work performed.

Minimum Requirements

1. Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. High school graduate or equivalent GED preferred.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Maintenance Technician II - Sewer

CLASSIFICATION: MECHANICAL-TECHNICAL

GRADE/SALARY RANGE: Grade 14

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Oversees employees and assignments to insure efficient use of time and equipment and prompt completion of tasks.
2. Assists in the maintenance and repair of the City's wastewater treatment facility, lift stations, force mains and sewage collection system.
3. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders, skid steer loader.
4. Assists the Sewer Superintendent in the planning and scheduling of projects; estimates and determines material, manpower and equipment needs for projects.
5. Responsible for monitoring the operation of the wastewater treatment facility and lift stations and taking meter readings and collecting samples as required by the NPDES operating permit.
6. Responsible for implementing the sewer cleaning and inspection program utilizing the sewer jetter and CCTV inspection equipment.
7. Performs smoke testing and inspects manholes to determine I&I issues and takes corrective action to address the issues identified.
8. Maintains detailed records of sewer cleaning and inspection activities. Accurately file reports and videos for easy retrieval.
9. Inspects grease traps at local food preparation establishments as part of the City's Fats, Oil and Grease program.
10. Maintains an accurate inventory of sewer repair components and supplies and notifies the Sewer Superintendent when parts and supplies need to be replenished.
11. Plows snow and spreads ice control material on the streets and sidewalks.
12. Assists in ensuring that co-workers follow proper safety procedures and that all equipment is kept in safe working order.
13. Identifies the appropriate work zone traffic control devices for the project.
14. Utilizes appropriate safety equipment and procedures for all work performed.

15. Responds to complaints or concerns from the public.

Minimum Requirements

1. Minimum of four years as a Maintenance Technician or any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. High school graduate or equivalent GED preferred.
3. Wastewater Operator Certification level D.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Maintenance Technician II - Water

CLASSIFICATION: MECHANICAL-TECHNICAL

GRADE/SALARY RANGE: Grade 14

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Oversees employees and assignments to insure efficient use of time and equipment and prompt completion of tasks.
2. Assists in the maintenance and repair of the City's water wells, water towers, chlorination system and water distribution system.
3. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders, skid steer loader.
4. Assists the Water Superintendent in the planning and scheduling of projects; estimates and determines material, manpower and equipment needs for projects.
5. Responsible for monitoring the operation of the water wells and chlorination system and collecting daily water samples and meter readings to insure the water quality remains within the desired parameters.
6. Responsible for locating utilities in a timely manner as required by State statute.
7. Responsible for ensuring all meters are read and issues are addressed in a timely manner so utility bills can be processed on time.
8. Maintains an accurate inventory of water repair components and water treatment supplies and notifies the Water Superintendent when parts and supplies need to be replenished.
9. Plows snow and spreads ice control material on the streets and sidewalks.
10. Assists in ensuring that co-workers follow proper safety procedures and that all equipment is kept in safe working order.
11. Identifies the appropriate work zone traffic control devices for the project.
12. Utilizes appropriate safety equipment and procedures for all work performed.
13. Responds to complaints or concerns from the public.

Minimum Requirements

1. Minimum of four years as a Maintenance Technician or any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. High school graduate or equivalent GED preferred.
3. Water distribution operator certification level DS-1.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Maintenance Technician II - Streets

CLASSIFICATION: MECHANICAL-TECHNICAL

GRADE/SALARY RANGE: Grade 14

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Oversees employees and assignments to insure efficient use of time and equipment and prompt completion of tasks.
2. Assists in the repair, cleaning, and/or maintenance of city streets, sidewalks, and storm sewers.
3. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders, skid steer loaders and sewer jetter in the repair, maintenance, cleaning of city streets, storm sewers and/or property.
4. Assists the Street Superintendent in the planning and scheduling of projects; estimates and determines material, manpower and equipment needs for projects.
5. Utilizes necessary equipment including hand and power tools, asphalt tamper, roller or compactor, etc. to complete a variety of street maintenance projects.
6. Fabricates, installs and maintains street signs and other traffic control devices.
7. Maintains an accurate inventory of street maintenance material including signs and other traffic control devices, pavement marking, patching and sealing material, etc. and notifies Street Superintendent when the materials inventory needs to be replenished.
8. Plows snow and spreads ice control material on the streets and sidewalks.
9. Assists in ensuring that co-workers follow proper safety procedures and that all equipment is kept in safe working order.
10. Identifies the appropriate work zone traffic control devices for the project.
11. Utilizes appropriate safety equipment and procedures for all work performed.
12. Responds to complaints or concerns from the public.

Minimum Requirements

1. Minimum of four years as a Maintenance Technician or any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. High school graduate or equivalent GED preferred.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.

POSITION DESCRIPTION

TITLE: Public Works Maintenance Technician

CLASSIFICATION: General Labor

GRADE: Grade 12

SUPERVISED BY: Director of Public Works

Functions and Responsibilities

1. Assists in the repair, cleaning, and/or maintenance of city streets, sidewalks and storm sewers. Typical duties include street patching and crack sealing, repairing sidewalk, cleaning and repairing storm sewers and drainage structures, etc.
2. Assists in the repair and maintenance of the City's water system. Typical duties include completing daily work orders, changing meters and ERTs, repairing leaks, repairing meter pits and lids, cleaning facilities, etc.
3. Assists in the repair and maintenance of the City's sewer system. Typical duties include maintaining pumps and valves in the lift stations, cleaning sewer lines using the jetter, assisting with investigation of I&I using the sewer camera and smoke testing, maintaining pumps and irrigation system at the lagoon, etc.
4. Assists the utility department in the preparation of monthly utility bills. This includes reading meters, verifying meter accuracy and disconnecting and re-connecting service on accounts.
5. Assists with daily utility locates.
6. Installs and maintains street signs, pavement markings and other traffic control devices.
7. Maintains the City's recycling operation, including opening and closing the recycling center, transporting recycled products to the recycler and cleaning the recycling center.
8. Plows snow and spreads ice control material on the streets and sidewalks.
9. Operates dump truck, flat-bed truck, pickup, snow plows, salt spreaders, skid steer loaders and sewer jetter in the repair, maintenance, cleaning of city streets and storm sewers, water system, sanitary sewer system and/or property.
10. Utilizes necessary equipment including hand and power tools, asphalt tamper, roller or compactor, etc. to complete a variety of maintenance projects.
11. Loads, unloads and maneuvers a variety of materials and equipment such as cement bags, asphalt patching material, pumps, valves and piping, compactors, etc. as required.
12. Operates chain saws and pole saws trimming limbs and cutting trees.
13. Maintains and operates City equipment in a safe and proper operating condition.
14. Installs the necessary work zone traffic control devices.

15. Responds to complaints or concerns from the public.
16. Utilizes appropriate safety equipment and procedures for all work performed.
17. Maintains simple records and logs which may include vehicle mileage, fuel usage, sanitary sewer lift station pump hour meter readings, flow meter readings, water well readings, etc.

Minimum Requirements

1. Any combination of experience and education that could likely provide the required knowledge and abilities to perform in this position.
2. High school graduate or equivalent GED preferred.

Special Conditions

1. CANDIDATES MAY BE REQUIRED TO SUBMIT TO A BACKGROUND INVESTIGATION AND PRE-EMPLOYMENT PHYSICAL.
2. This employee must possess a valid State Driver's License.
3. This position requires the employee to be on the job a minimum of eight (8) hours per day, five (5) days per week, and may also require overtime.
4. This position may be on call to respond to emergency situations.
5. This position has a probationary period of a minimum of six (6) months and may be extended not more than three (3) months by mutual agreement.