

Administration Job Descriptions

Manager

The Manager performs complex professional and administrative work in directing all operations of the municipal government; does related work as required. The Manager reports directly to City Council. Supervision is exercised over municipal staff and the Police Department. The Manager is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Assistant Manager

The Assistant Manager performs difficult professional and administrative work on in a variety of assignments relating to the planning, direction, control and evaluation of the operations and programs of the City government; does related work as required. The Assistant Manager will be designated specific program oversight. Work is performed under the general supervision of the Manager. In the absence of the Manager, supervision is exercised over all City staff and operations. The Assistant Manager is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Police Chief

The Police Chief is a part of the City's management team. The Chief will be responsible for a department encompassing all aspects of municipal law enforcement, including but not limited to patrol, investigations, administrative services, and management responsibilities, to include but not limited to staffing, training, budgeting, and purchasing for the police department. Within the constraints of the Third-class City Code and City Ordinances, the Chief has the ability to effectively recommend employment, promotions, and disciplinary decisions. The Chief both formulates and implements policy in the police department. Work is performed under the general supervision of the Manager. The Police Chief is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Administrative Assistant 1

The Administrative Assistant 1 provides support to the Manager and other office staff for office administration and clerical needs. The Administrative Assistant 1 is responsible for confidential and time sensitive material, answering phones, preparing agendas and taking minutes, producing, and distributing correspondence, memos, faxes and forms. The Administrative Assistant 1 researches property records and is responsible for recording records at the Courthouse, filing magisterial liens and cases, and provides back up support to other departments. Work is performed under the general supervision of the Manager. The Administrative Assistant 1 is a non-exempt employee pursuant to the Fair Labor Standards Act and is entitled to overtime or compensatory time.

Administrative Assistant 2

The Administrative Assistant 2 provides support to the Assistant Manager and Director of Public Works, and other office staff for office administration and clerical needs. The Administrative Assistant 2 is responsible for time sensitive material, answering phones, preparing agendas and taking minutes, producing, and distributing correspondence, memos, faxes and forms. The Administrative Assistant 2 provides back up support to other departments. Work is performed under the general supervision of the Assistant Manager. The Administrative Assistant 2 is a non-exempt employee pursuant to the Fair Labor Standards Act and is entitled to overtime or compensatory time.

Park/Event Manager

The Park/Event Manager oversees the management of full and part-time recreation employees and volunteers, maintenance of existing recreation programs and development of new programs on an ongoing basis, scheduling of facilities for recreation programs and affiliate programs, develops and manages the recreation budget. Work is performed under the general supervision of the Assistant Manager. The Park/Event Manager is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Redevelopment Coordinator

The Redevelopment Coordinator applies, implements, and administers the City's CDBG and other grant programs; and coordinates project activities including; real estate acquisition and disposition; building relocation, demolition, construction and rehabilitation; and building project improvements. The employee is also responsible for economic development programs and marketing in the City. Work is performed under the general supervision of the Assistant Manager. The Redevelopment Coordinator is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

IT Director

The IT Director manages and administers information technology database and systems, performs regular system back-ups, implements security systems and protocols, monitors IT systems for issues, and updates website and other City information sources. The employee also conducts training to Municipal employees on information technology related matters, conducts purchasing and procurement of information technology related equipment, supplies and training, and designs and implements solutions to information technology related problems. Work is performed under the general supervision of the Assistant Manager. The IT Director is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Finance Director

The Finance Director oversees all financial functions of the City including: monitors revenues to track performance against budget; reviews monthly financial reports and prepares accompanying quarterly narratives; prepares ad-hoc financial reports as needed; administers the City's cash management investments and debt management programs; approves monthly bank reconciliations; and oversees the year-end closing process of the City's financial records. Coordinates and prepares the Preliminary Capital

and City Budgets, as well as the final City Budget as directed by City Council and assists independent auditors with the annual review of the City's financial records including annual audits of the pension, liquid fuels, and joint project activities. The employee handles investment and disbursement of municipal funds. The employee also assists with accounts payable processing, verifying and reconciling purchase orders and invoices, ensuring invoices due are paid on time, reconciling by verifying checkbook entries, responding to vendor enquiries regarding invoices, reporting payables and checks distributed to the Treasurer for records and Council / Public Meetings, preparing checks for requested transfers between funds, and keeping all paid invoices organized and filed properly. Work is performed under the general supervision of the Manager. The Finance Director is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Human Resources/ Payroll

The Human Resources/Payroll Official prepares payrolls and related filings, processes all payroll checks and related payroll liabilities, fringe benefit enrollment/payments and preparation of various payroll billings, record-keeping, and payroll-related reports. Processes retirement, disability, and other employee benefits and calculations. Maintains all confidential human resource and payroll records, including wages, deductions, sick leave usage, etc. Serves as the Human Resources coordinator for all Union, Police, and Administrative employees and provides oversight and implementation of all Municipal Personnel Policies, and assists with contract negotiations and grievance processing. Work is performed under the general supervision of the Finance Director. The Human Resources/Payroll Official is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Billing / Collections

The Billing/Collections employee processes customer utility bills for payment and distribution along with monitoring and notifying delinquent accounts and processes payments received from customers for entry into software and accounting. The employee also reconciles payments with deposits, completes adjustments to utility accounts, applies monthly maintenance and late charges to account, uploads monthly readings to all customer accounts, reviews reports for errors in readings, extreme usage, leaks and corrections, and prints and mails utility bills monthly. Work is performed under the general supervision of the Finance Director. The Billing/Collections employee is a non-exempt employee pursuant to the Fair Labor Standards Act and is entitled to overtime or compensatory time.

Deputy Treasurer

The Deputy Treasurer assists with the collection, receiving, safekeeping and payment over public monies, including City, County, institutional district and school district taxes; assists with the management of the revenue and cash flow of the City, banking, reporting, and custody. Work is performed under the general supervision of the Finance Director. The Deputy Treasurer is a non-exempt employee pursuant to the Fair Labor Standards Act and is entitled to overtime or compensatory time.

Treasury Staff

The Treasury staff assists the Deputy Treasurer with the collection, receiving, safekeeping and payment over of public monies, including City, County, institutional district and school district taxes; assists with the management of the revenue and cash flow of the City, banking, reporting, and custody. Work is performed under the general supervision of the Finance Director. Treasurer staff are non-exempt employees pursuant to the Fair Labor Standards Act and is entitled to overtime or compensatory time.

Director of Public Works

The Public Works Director directs, supervises and administers the Public Works Department including the Water Treatment, Wastewater Treatment, Road repair and construction, park repair and construction, capital improvements, Planning, and Engineering operations of the City. The employee also oversees the development of public works, environmental, water, and wastewater treatment projects and participates in the design and review of projects, participates in the selection of private contractors for services, and performs as liaison between the Office of the City Manager and field and office operations of the department. Work is performed under the general supervision of the Manager. The Director of Public Works is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Planner / Zoning Officer / SEO

The planner/Zoning officer exercises independent judgment on planning, zoning, and assists with code enforcement matters. The employee performs difficult professional and responsible administrative work in the development and administration of planning and community development activities for the City, makes zoning determinations and issues zoning permits, and conducts work related to code enforcement services; does related work as required. The employee also conducts inspections and testing of on-lot sewage systems. Work is performed under the general supervision of the Public Works Director. The Planner/Zoning officer/SEO is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Code Enforcement Officer / Building Code Official

The Code Enforcement Officer / Building Code Official reviews properties and provides enforcement related to Municipal ordinance compliance, hears and makes investigations of complaints and takes appropriate action, prepares citations for violations, prepares evidence and attends court hearings, and assists in planning and zoning matters. The employee also conducts inspections and enforcement relating to building codes, and works closely with police department. Work is performed under the general supervision of the Public Works Director. The Code Enforcement Officer / Building Code Official is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Engineer

The Engineer performs routine and complex technical engineering work for planning, designing, and overseeing construction, such as roads, bridges, parks, capital improvements, traffic signals, water and sewage systems. The employee also ensures compliance with Municipal land development policies, rules

and regulations, flood plain and stormwater management ordinances, and coordinates work with other agencies and departments. Work is performed under the general supervision of the Department of Public Works. The Engineer is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Water/Sewer Superintendent

The Water/Sewer Superintendent plans, directs, schedules and supervises the operation of the sewage treatment plants, water treatment plant, sewage collection and conveyance systems, water conveyance systems, and laboratory. The employee analyzes plant and laboratory records and logs and directs the adjustment of processing methods to improve plant efficiency, plans and oversees the facilities and systems maintenance program, ensures timely submission of reports to superiors and regulatory agencies, develops and recommends short- and long-range plans for the improvement of facilities and systems through the acquisition and installation of improved equipment and through the use of improved techniques and processes. Work is performed under the general supervision of the Public Works Director. The Water/Sewer Superintendent is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.

Public Works Superintendent

The Public Works Superintendent plans, directs, schedules and supervises road repair and construction; sign and traffic light installation, repair, and maintenance; parks and field maintenance; stormwater facilities installation and repair; maintenance of Municipal buildings; and maintenance of Municipal fleet including police vehicles. The employee also directs snow and ice control activities, develops and recommends short- and long-range plans for the improvement of facilities, writes and updates policies and procedures for winter maintenance, park safety and maintenance, and other operations. Work is performed under the general supervision of the Department of Public Works. The Public Works Superintendent is an exempt employee pursuant to the Fair Labor Standards Act and is not entitled to overtime or compensatory time.