



City of Smithville, Missouri

Board of Aldermen - Work Session Agenda

July 19, 2022

5:00 p.m. – City Hall Council Chambers and Via Videoconference

Anyone who wishes to view the meeting may do so in real time as it will be streamed live on the City's FaceBook page through FaceBook Live.

For Public Comment via Zoom, please email your request to the City Clerk at ldrummond@smithvillemo.org prior to the meeting to be sent the meeting Zoom link.

1. Call to Order
2. Discussion of EDC Development Incentives
3. Discussion of Changes to Terms of Office
4. Discussion of Senior Center Contract
5. Discussion of Sale or Lease of City Land
6. Discussion of Employee Compensation Plan
7. Adjourn

Join Zoom Meeting
<https://us02web.zoom.us/j/84111377917>
Meeting ID: 841 1137 7917
Passcode: 403129





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	<div>STAFF</div> <div>REPORT</div>
Date:	7/19/2022
Prepared By:	Anna Mitchell, Assistant City Administrator
Subject:	Discussion of EDC Incentives

Beginning in September of 2021, the Economic Development Committee received information and education on all available development incentives. Following this review, the EDC identified and approved a draft revised Incentive Policy as a whole to be recommended to the Board of Aldermen.

Throughout the process, Megan Miller from Gilmore and Bell provided education and guidance on the incentives, allowing the Economic Development Committee to make thoroughly informed decisions that are now before the Board. The full incentive policies and associated recommendations are attached in the draft Incentive Policy. A summary of the recommendations is provided below:

Neighborhood Improvement Districts: the EDC recommends NIDs are only to be placed on pre-existing developments with individual lots separately owned, excluding new developments without individual ownership.

Community Improvement Districts: the EDC recommends limiting the years of a CID to be in place to 20 years and expressed a preference for the CID Board to be Developer controlled with City representation.

Tax Increment Financing: The recommendations are as follows:

- 20% maximum on reimbursable Project Costs
- Outside public improvements highly recommended to be included in the project such as additional parking or public parking arrangement
- City to require approval of business types, emphasis on sales generating businesses.
- 15-year cap on overall timeline highly recommended
- Minimum total project Cost at \$1,000,000

Staff is seeking direction on the recommendations brought by the Economic Development Committee. Following incorporation of Board changes, a revised policy will be placed on a future action agenda for approval.



Economic Development Programs Incentive Policy



CITY OF SMITHVILLE, MISSOURI

ECONOMIC DEVELOPMENT PROGRAMS/ INCENTIVES POLICY

Draft Update: May 24, 2022



On a journey from a fundamentally familiar small town to becoming a positively progressive small city, Smithville is nearly there. An intentional growth strategy has been identified to create a rural-urban balance for residents and businesses alike. Smithville will remain humble.

Uncluttered. Spacious. Peaceful. Sincere. Smithville is Thriving Ahead.



Economic Development Programs/Incentives Policy

The intent of this Economic Development Programs/Incentives Policy is to express various Economic Development Programs or Incentives that the City of Smithville is willing to consider implementing, or participating in, on eligible prospective projects.

The programs contained in this policy are local level programs and this Policy is not intended to be an all-inclusive program listing. Project eligibility will determine possible participation in any particular program. Not all projects are eligible for each, or any, of the Economic Development Programs listed in this Policy.

The City of Smithville and the Board of Aldermen may consider use of any of these programs, while the City of Smithville is not obligated to participate in, or make application for, any of the programs listed in this Adopted Policy. These programs are discretionary and most require Public Process. Maximum benefit of any program will not be standard practice for consideration.



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Program Summary

Development/Cooperation Agreements (Sales Tax Rebate) (Local Sales Tax Only)

Formation – Transaction structure occurs through an executed agreement between City and property owner or developer

Public Hearing – Not Required

Revenue Sources – Reimbursed from portion of incremental increased sales taxes generated by project – with interest

Use of Funds – Public Improvements (roads, traffic signals, utilities)

Term – Typically One Year – to comply with Missouri Statute for revenue pledged for obligations exceeding one year – that would require voter approval- Governing Body may appropriate annually

Retail - Eligible

Neighborhood Improvement District (NID)

Formation – NID is created by Election or Petition of Voters and/or Property Owners within proposed boundaries

Public Hearing – Required

Revenue Sources – Special tax assessments to property owners within the district bonds issued (a form of General Obligation Bonds)

Use of Funds – Public Improvements (see attachment for examples of eligible public improvements)

Term – Bonds Issued – bond maturity cannot exceed 20 years

Economic Development Committee Recommendations – NIDs are only to be placed on pre-existing developments with individual lots separately owned, excluding new developments without individual ownership.

Community Improvement District (CID)

Formation – May form as either a Political Subdivision or a Not-For Profit Corporation

Public Hearing – Required

Revenue Sources – Special assessments, rents, fees, charges, grants, gifts, donations – within district boundaries property tax and sales tax – **IF CID organized as a political subdivision**

Use of Funds – Facilities or improvements for use by the Public – includes landscapes, streetscapes, sidewalks, parking lots (refer to attachment for more comprehensive list)

Term – Not to exceed 20 years

Retail – Eligible

Economic Development Committee Recommendations - Limit the years of a CID to be in place to 20 years; Set a preference for the CID Board to be Developer controlled with City representation.

Special Business District (SBD)

Formation – A political subdivision

Public Hearing – Required

Revenue Sources – Real property tax – business license tax – special assessments – bonds

Use of Funds- Refer to attachment for eligible infrastructure improvements and public services

Term – Bonds can be issued for a maximum of 20 years

Tax Increment Financing (TIF)

Formation – Governing body or municipality required to form a TIF Commission (composition dictated by Mo. Statute)

Public Hearing – Required

Revenue Sources – Real property taxes and sales taxes (local)

Use of Funds – Professional soft costs, land acquisition, structure demolition, public infrastructure

Term – Maximum 23 years

Retail – Eligible

Economic Development Committee Recommendations –

The recommendations are as follows:

- 20% maximum on reimbursable Project Costs
- Outside public improvements highly recommended to be included in the project such as additional parking or public parking arrangement
- City to require approval of business types, emphasis on sales generating businesses.
- 15-year cap on overall timeline highly recommended
- Minimum total project Cost at \$1,000,000

Chapter 353 Urban Redevelopment

A Chapter 353 Redevelopment project acts similarly to that of a TIF, with similar powers. Some of the differences relate to the length (25 years) and how the tax abatements occur.

Transportation Development District

A Transportation Development District (TDD; District) may be created by the Missouri Highways & Transportation Commission (Commission) if the Project involves any of the state's highways or transportation system to fund or operate one or more projects that would assist the promotion, design, construction, improvement or operations of this infrastructure. A separate political subdivision of the state, a TDD 'Project' includes any public bridge, street, highway, intersection, signing, signals, parking lot, bus stop, garage, terminal, aircraft hangar, rest area, dock, wharf, river port, airport, railroad, light rail and any similar or related transportation infrastructure. If the Project is not intended to be merged into the state's highways or transportation system, in addition to the Commission, the District must also submit the proposed project to the local transportation authority that will become owner of the project. Funding TDDs is accomplished through an add-on sales or property tax and/or real property special assessments. Tolls may also be charged to users of certain infrastructure, such as bridges or highways, with the approval of a majority of qualified voters in the District.

Development/Cooperation Agreements (Sales Tax Rebate)

Another alternative to TIF financing is for a municipality to enter into an agreement (commonly referred to as a “sales tax rebate agreement” or “development agreement”) with a property owner, whereby the owner of a retail establishment agrees to fund the costs of certain public improvements. The municipality agrees to reimburse the owner for the cost of those improvements, with interest at an agreed-upon taxable interest rate, from the incremental taxes, and not from any other funds of the municipality.

Statutory Authority

Section 70.220 of the Revised Statutes of Missouri (the “Cooperation Law”) authorizes any municipality or other political subdivision to contract with any other political subdivision, private person or firm for the “planning, development, construction, acquisition or operation of any public improvement or facility”. The political subdivision may authorize the contract by ordinance or resolution.

Typical Structure of Transaction

Many retail developments require the installation of public improvements (such as roads, traffic signals and utilities) to accommodate the development. Under the typical agreement, the developer agrees to advance the costs of the public improvements. The political subdivision agrees to reimburse the developer for such costs, with interest, over a specified period of time. The agreement usually provides that only a portion of the incremental (i.e., new) sales tax revenues generated from the development will be used to reimburse the cost of the public improvements. This results in immediate new revenue to the municipality, while also providing a source of repayment for the public improvements.

The Missouri Constitution generally requires voter approval if a political subdivision pledges tax revenue to the repayment of indebtedness that lasts more than one year. Therefore, sales tax rebate agreements specifically provide that the political subdivision’s obligation is from year-to-year only and is subject to annual appropriation by the governing body.

Because the developer usually assumes responsibility for the initial construction of the public improvements, it’s important that the agreement provide for payment of the prevailing wages, payment and performance bonds, and indemnification of the governing body.

Undertaking a sales tax rebate agreement is a fairly simple process, since the governing body is obligating only its funds – not the funds of any other political subdivision. No public hearing or consultation with other political subdivisions is required.

Neighborhood Improvement District (NID)

A Neighborhood Improvement District (NID) may be created in an area desiring certain public-use improvements that are paid for by special tax assessments to the property owners in the area which the improvements are made. The kinds of projects that can be financed through an NID must be for facilities used by the public and must confer a benefit on property within the NID.

Local Government / Voter Initiative

An NID is created by election or petition of voters and/or property owners within the boundaries of the proposed district. Election or petition is authorized by a resolution of the governing body of the municipality in which the proposed NID is located. Language contained in the narrative or ballot question must include certain information including, but not limited to a full disclosure of the scope of the project, its cost, repayment, and assessment parameters to affected property owners within the NID.

Typical Budget Items

1. Acquisition of property
2. Improvement of street, sidewalks, crosswalks and related components
3. Drainage, storm and sanitary sewer systems and service connections from utility mains, conduits and pipes
4. Improvement of streetlights and street lighting systems
5. Improvement of waterworks
6. Improvement of parks, playgrounds and recreational facilities
7. Improvement of flood control works
8. Improvement of pedestrian and vehicle bridges, overpasses and tunnels
9. Landscaping streets or other public facilities including improvement of retaining walls and area walls on public ways
10. Improvement of property for off-street parking

Responsibilities and Challenges

Public hearings concerning the specifics of the project, its costs, and other specific information pertinent to the project, must be conducted prior to commencement of work on any project of the NID so that any written or oral objections may be considered.

The ability of Missouri's neighborhoods to establish NIDs for the purpose of improving their public use facilities for the enjoyment, convenience, safety and common good of all citizens is an outstanding example of local economic development excellence. The Missouri Department of Economic Development has additional information available and strongly recommends retaining qualified professional consultation or assistance of counsel in the formation of a special district.

Economic Development Committee Recommendations – NIDs are only to be placed on pre-existing developments with individual lots separately owned, excluding new developments without individual ownership.

Community Improvement District (CID)

A Community Improvement District (CID) may be either a political subdivision or a not-for-profit corporation. CID's are organized to finance a wide range of public-use facilities, establishing and managing policies and public services relative to the needs of the district.

Organizing a CID

By request petition, signed by property owners owing at least 50% of the assessed value of the real property, and more than 50% per capita of all owners of real property within the proposed CID, presented for authorizing ordinance to the governing body of the local municipality in which the proposed CID would be located. Language in the petition narrative must include a five-year plan, describing the purpose of the proposed district, the services it will provide, the improvements it will make and an estimate of the costs of those services and improvements, and the maximum rates of property taxes and special assessments that may be imposed within the proposed district. Other information must state how the CID would be organized and governed, and whether the governing board would be elected or appointed. There are rules that provide the required elements of a CID petition, and the procedures for publication, public hearings, etc. Missouri Department of Economic Development will be happy to provide details of these rules upon request.

Supporting Organizations

Unlike a Neighborhood Improvement District, a CID is a separate legal entity, and is distinct and apart from the municipality that creates the district. A CID is, however, created by ordinance of the governing body of the municipality in which the CID is located, and may have other direct organizational or operational ties to the local government, depending upon the charter of the CID.

Typical Budget Items and Responsibilities

A CID may finance new facilities or improvements to existing facilities that are for the use of the public. Public-use facilities include:

1. Convention centers, arenas, meeting facilities, pedestrian or shopping malls and plazas
2. Paintings, murals, fountains or kiosks
3. Parks, lawns, gardens, trees, or other landscapes
4. Streetscapes, lighting, benches, marquees, awnings, canopies, trash receptacles, walls
5. Lakes, dams and waterways
6. Sidewalks, streets, alleyways, bridges, ramps, tunnels, traffic signs and signals, utilities, drainage works, water, storm and sewer systems and other site improvements
7. Parking lots, garages
8. Child care facilities and any other useful, necessary or desired improvement

A CID may also provide a variety of public services, some of which may be:

1. Operating or contracting for the operation of parking facilities, shuttle bus services
2. Leasing space for sidewalk café tables and chairs
3. Providing trash collection and disposal services
4. With consent of the municipality, prohibiting, or restricting vehicular and pedestrian traffic and vendors on streets
5. Within a designated “blighted area”, contract with any private property owner to demolish, or rehabilitate any building or structure owned by such property owner
6. Providing or contracting for security personnel, equipment or facilities

Financial Resources

Funding of CID projects and services must be set forth in the requesting petition that is presented to the local governing body of the municipality in which the CID is located. Funding may be accomplished by district-wide special assessment, rents, fees, and charges for the use of CID property or services, grants, gifts, or donations. If the CID is organized as a political subdivision, property and sales taxes may also be imposed within the boundaries of the CID.

Economic Development Committee Recommendations – Years that a CID may be in place is limited to 20 years. It is preferred for the CID Board to be Developer controlled with City representation.

Special Business Districts (SBD)

A Special Business District (SBD) is a political subdivision with the power to impose a real property tax, a business license tax and special assessments, depending upon the size of the City in which the SBD is created. The funding sources can be spent on certain public improvements and services listed in the statute. The SBD is created by a city following submission of a petition by property owners that pay real property taxes within the proposed district.

An SBD is a separate legal entity distinct and apart from the City that creates the district. In cities with 350,000 or more people, the SBD board consists of seven members appointed by the city and serves as the governing body of the SBD. In all other cities the governing body of the city also serves as the governing body of the SBD and the SBD board is only a recommending body. Therefore, in all cities except those with 350,000 or more people, the city governing body needs to operate the SBD as a separate political subdivision of the city and not as another board or commission of the city.

Authority

Sections 71.790 to 71.808 of the Revised Statutes of Missouri govern Special Business Districts

Kinds of Infrastructure Improvements

Specific types of public improvements can be financed with a special business district:

1. Widen or narrow existing streets and alleys
2. Construct or install pedestrian or shopping malls, plazas, sidewalks or moving sidewalks, parks, meeting and display facilities, convention centers, arenas, bus stop shelters, lighting, benches or other seating furniture, sculptures, telephone booths, traffic signs, fire hydrants, kiosks, trash receptacles, marquees, awnings, canopies, walls and barriers, paintings, murals, alleys, shelters, display cases, fountains, restrooms, information booths, aquariums, aviaries, tunnels and ramps, pedestrian and vehicular overpasses and underpasses, and each and every other useful or necessary or desired improvement.
3. Landscape and plant trees, bushes and shrubbery, flowers and each and every other kind of decorative planting
4. Install and operate or lease public music and news facilities
5. Construct and operate child-care facilities
6. Construct lakes, dams and waterways of whatever size.
7. Construct, reconstruct, extend, maintain or repair parking lots or parking garages, both above and below ground, or other facilities for the parking of vehicles, including the power to install such facilities in public areas, whether such areas are owned in fee or by easement

Public Services

A special business district may provide a variety of public services, including:

1. Purchase and operate buses, minibuses, mobile benches, and other modes of transportation
2. Lease space within the district for sidewalk café tables and chairs
3. Provide special police or cleaning facilities and personnel for the protection and enjoyment of the property owners and the general public using the facilities of such business district
4. Maintain all city-owned streets, alleys, malls, bridges, ramps, tunnels, lawns, trees and decorative plantings of each and every nature, and every structure or object of any nature whatsoever constructed or operated by the city
5. Grant permits for newsstands, sidewalk cafés, and each and every other useful or necessary or desired private usage of public or private property
6. Prohibit or restrict vehicular traffic on such streets within the business district as the governing body may deem necessary and to provide the means for access by emergency vehicles to or in such areas
7. Promote business activity in the district by, but not limited to, advertising, decoration of any public place in the area, promotion of public events which are to take place on or in public places, furnishing of music in any public place, and the general promotion of trade activities in the district
8. With the city's consent, prohibiting or restricting vehicular and pedestrian traffic and vendors on the streets

Petition Requesting Formation and Resolution of Intent

The process to form a special business district starts with a petition. The petition must be signed by one or more owners of real property on which is paid the ad valorem real property taxes within the proposed district. The status does not specify what the petition must contain. Once a petition is filed, the governing body may adopt a "resolution of intent" to form the SBD, which must contain the following:

1. Description of the boundaries of the proposed area;
2. The time and place of a hearing to be held by the governing body considering establishment of the district;
3. The proposed uses to which the additional revenue shall be put and the initial tax rate to be levied

Survey and Investigation

Prior to adopting an ordinance which approves an SBD, the city must conduct a survey and investigation for the purposes of determining:

1. The nature of and suitable location for business district improvements
2. The approximate cost of acquiring and improving the land therefore
3. The area to be included in the business district or districts
4. The need for and cost of special services, and cooperative promotion activities, and
5. The percentage of the cost of acquisition, special services, and improvements in the business district which are to be assessed against the property within the business district and that part of the cost, if any, to be paid by public funds

The cost of the survey and investigation must be included as part of the cost of establishing the business district. A written report of this survey and investigation must be filed in the office of the City Clerk and must be available for public inspection

Public Hearing

The governing body of the city must hold a public hearing prior to approval of the SBD by ordinance. The hearing must be preceded by two publication notices between 10 and 15 days before the hearing and mailed notice to all property owners and licensed businesses within the proposed district.

Ordinance to Approve District

If the city adopts an ordinance to approve the SBD, the ordinance must contain:

1. The number, date and time of the resolution of intention pursuant to which it was adopted;
2. The time and place the hearing was held concerning the formation of the area;
3. The description of the boundaries of the district;
4. A statement that the property in the area established by the ordinance shall be subject to the provisions of additional tax as provided in the petition;
5. The initial rate of levy to be imposed upon the property lying within the boundaries of the district;
6. A statement that a special business district has been established;
7. The uses to which the additional revenue shall be put;
8. In any city with a population of less than 350,000, the creation of an advisory board or commission and enumeration of its duties and responsibilities.

Governance

The district is a separate political subdivision of the state. In the cities with less than 350,000 population, the governing body of the city serves as the governing body of the SBD. Care should be taken to hold separate meetings of the SBD board rather than incorporating SBD legislative actions into legislative actions of the governing body of the city. In cities with less than 350,000 population, the SBD board serves as an advisory capacity to the SBD governing body.

Real Property Taxes

An SBD may impose a real property tax that does not exceed 85¢ per \$100 of assessed valuation. In St. Louis only, the real estate tax imposed by an SBD may be imposed and collected even though the property is subject to tax abatement pursuant to a redevelopment plan adopted under Chapter 353 of the Revised Statutes of Missouri.

Business License Tax

An SBD may impose a tax on businesses and individuals doing business within the SBD. The rate

of the SBD business license tax cannot exceed 50% of the other business license taxes imposed within the district.

Bonds

The statute authorizes an SBD to issue general obligation bonds or notes for a maximum of 20 years and in a maximum amount of 10% of the total assessed value of all land within the district.

It also authorizes the SBD to issue revenue bonds and refunding revenue bond to pay the cost of acquiring, constructing, improving, or extending any revenue-producing facilities, and such bonds are payable solely from the operation of such revenue-producing facility.

There are some concerns that the real estate tax imposed by an SBD is unconstitutional because it is not subject to voter approval. While the Attorney General has issued an opinion that the SBD tax is valid, no court has ever given a definitive ruling. Accordingly, if bonds are being considered as a funding mechanism, a Community Improvement District is a better economic development tool because it can achieve many of the same goals as an SBD but does not have constitutional concerns that might impact the marketability of any bonds.

Local Tax Increment Financing (TIF)

Local Tax Increment Financing (Local TIF) permits the use of a portion of local property and sales taxes to assist funding and redevelopment of certain designated areas within your community. Areas eligible for Local TIF must contain property classified as a “blighted”, “conservation”, or a “Economic Development” area, or any combination thereof, as defined by Missouri Statutes.

Typical Budget Items

TIF may be used to pay certain costs incurred with a redevelopment project. Such costs may include, but are not limited to:

- Professional services such as studies, surveys, plans, financial management, legal counsel
- Land acquisition and demolition of structures
- Rehabilitating, repairing existing buildings on site
- Building new infrastructure in the project area such as streets, sewers, parking, lighting
- Relocation of resident and business occupants located in the project area

Supported by Local Tax Incremental Revenues

The idea behind Local TIF is the assumption that property and/or local sales taxes (depending upon the type of redevelopment project) will increase in the designated area after redevelopment, and a portion of the increase of these taxes collected in the future (up to 23 years) may be allocated by your municipality to help pay certain project costs, partially listed above.

Responsibilities of the Governing Body of the Municipality and the Local TIF Commission

Missouri’s TIF Act defines a “Municipality” as an incorporated city, town, village or county. The governing body of your municipality is required to establish a TIF Commission, composed of certain members including representatives of other local taxing authorities within the redevelopment project area as defined by state statute. The municipality is also responsible for the approval of ordinances (or resolutions if a county) that establish a comprehensive Redevelopment Plan, and for approval of the specific TIF Redevelopment Project. Responsibilities of the TIF Commission are many, and may include working with the local government in creating Redevelopment Plan and TIF Redevelopment Project parameters, holding public hearings, preparing economic impact reports and revenue projections, blight studies and other documents to justify the need for TIF and as required by state statutes governing Local TIF projects.

The use of TIF is helping dozens of Missouri communities thrive by creating new and better jobs while increasing tax revenue streams from formerly non-productive, unattractive and substandard areas. TIF benefits redevelopment in the urban core areas of our largest metropolitan cities, as well as in smaller Missouri communities, wherever the need exists.

Economic Development Committee Recommendations

The recommendations are as follows:

- 20% maximum on reimbursable Project Costs
- Outside public improvements are highly recommended to be included in the project such as additional parking or a public parking arrangement
- City requests the approval of business types and holds emphasis on sales generating businesses.
- 15-year cap on overall timeline highly recommended
- Minimum total project cost at \$1,000,000

Chapter 100 Bonds

Missouri Law (Sections 100.010 to 100.200 Missouri Revised Statutes) authorizes municipalities to issue Industrial Development Bonds (IDBs) to finance industrial development projects for private corporations, partnerships or individuals (the "Company"). IDBs issued by a municipality do not require voter approval and may be issued as tax-exempt or non-tax-exempt (taxable). It is upon the issuance of taxable Chapter 100 IDBs that local ad valorem taxes on bond-financed property may be abated, resulting in a significant financial incentive package your community may offer to new industrial prospect companies.

Supporting Organizations

The government of the local municipality (city, town, county etc.) issues the IDBs, and must maintain legal ownership of the property while the bonds are outstanding in order for the property to be eligible for tax abatement.

Typical Budget Items

IDB's are issued to finance various industrial projects, including:

1. Costs of industrial plants, warehouses, distribution facilities
2. Research and development facilities, office industries providing interstate commerce
3. Agricultural processing industries
4. Land, buildings, fixtures and machinery in connection with the IDB-financed development project

Financial Resources

Full or partial abatement of real property or personal property tax on the industrial development project for up to the total period the IDB's are outstanding. The municipality and the company may determine partial tax abatement is desirable, and the company may agree to make "payments in lieu of taxes" to the municipality under a negotiable grant agreement. In a typical IDB transaction, the company will convey to the municipality fee simple title to the site on which the industrial development project will be located. At the same time, the municipality will lease the project site, together with all improvements thereon back to the company pursuant to a lease agreement. Included in the lease agreement will be the requirement that the company, acting on behalf of the municipality, to use the proceeds of the IDB's to purchase and construct the project. The company will be unconditionally obligated to make payments in amounts that will be sufficient to pay principal and interest on the IDB's as they become due.

Chapter 353 Urban Development Tax Abatement

Chapter 353 Tax Abatement is an incentive that can be utilized by cities to encourage the redevelopment of blighted areas by providing real property tax abatement.

Authorization

Chapter 353 of the Revised Statutes of Missouri (the "Urban Redevelopment Corporation Law").

Eligible areas

"Blighted areas" in Missouri.

Eligible applicants

Tax abatement is only available to for-profit "Urban Redevelopment Corporations" organized pursuant to the Urban Redevelopment Corporations Law. The articles of association of Urban Redevelopment Corporations must be prepared in accordance with the general corporations laws of Missouri and must contain certain items set forth in Section 353.030, RSMo. of the Urban Redevelopment Corporations Law. There are also special requirements for life insurance companies operating as Urban Redevelopment Corporations.

Eligibility criteria

Tax abatement under the Urban Redevelopment Corporations Law is only extended to real property that has been found to be a "blighted area" by the city. For purpose of 353 tax abatement the term "blighted area" is defined as:

That portion of the city within which the legislative authority of such city determines that by reason of age, obsolescence, inadequate or outmoded design or physical deterioration, have become economic and social liabilities, and such conditions are conducive to ill health, transmission of disease, crime or inability to pay reasonable taxes.

Real property may be property found to be blighted even though it contains improvements, which by themselves do not constitute blight. Tax abatement may also be extended to a tract of real property, which by itself does not meet the definition of a blighted area if such tract is necessary to the redevelopment project and the area on the whole constitutes a blighted area.

Program benefits/eligible uses

Tax abatement is available for a period of 25 years, which begins to run when the Urban Redevelopment Corporation takes title to the property. During the first 10 years, the property is not subject to real property taxes except in the amount of real property taxes assessed on the land, exclusive of improvements, during the calendar year preceding the calendar year during which the Urban Redevelopment Corporation acquired title to the

real property. If the property was tax exempt during such preceding calendar year, then the county assessor is required to assess the land, exclusive of improvements, immediately after the Urban Redevelopment Corporation takes title. During the next 15 years, the real property may be assessed up to 50% of its true value. This means that the city may approve a development plan, which provides full tax abatement for 25 years.

Payments in lieu of taxes (PILOTS) may be imposed on the Urban Redevelopment Corporation by contract with the city. PILOTS are paid on an annual basis to replace all or part of the real estate taxes, which are abated. The PILOTS must be allocated to each taxing district according to their proportionate share of ad valorem property taxes.

Application/Approval Procedure

Urban Redevelopment Corporations have the power to operate one or more redevelopment projects; however, such projects must be pursuant to a development plan which has been authorized by the city after holding a public hearing on the development plan. It may acquire property in its own name or in the name of nominees by gift, grant, lease, purchase, or otherwise. It may borrow funds and secure the repayment by mortgage.

Urban Redevelopment Corporations are required to maintain reserves for depreciation, obsolescence and the payment of taxes. The purpose of this requirement is to ensure that the redevelopment does not become blighted again.

Special Program Requirements

The Urban Redevelopment Corporation must carefully plan the point in time at which it takes title to real property to ensure that it maximizes the benefits of 353 tax abatement. The 25 years starts to run as soon as the Urban Redevelopment Corporation takes title. Unless the current improvements on the real property have a significant assessed value, the Urban Redevelopment Corporation should not take title to the real property until the improvements to be made under the redevelopment project are completed. Until that time, title to the real property may be held by a related entity.

Transportation Development Districts (TDD)

A transportation development district ("TDD") may be created pursuant to Sections 238.200 to

238.275 of the Revised Statutes of Missouri, as amended (the "TDD Act") to fund, promote, plan, design, construct, improve, maintain and operate one or more projects or to assist in such activity. A TDD is a separate political subdivision of the state. "Project" includes any bridge, street, road, highway, access road, interchange, intersection, signing, signalization, parking lot, bus stop, station, garage, terminal, hangar, shelter, rest area, dock, wharf, lake or river port, airport, railroad, light rail, or public mass transportation system and any similar or related improvement or infrastructure.

Projects, Submission of Plans

Before construction or funding of any project (except for public mass transportation systems), the TDD must submit the proposed project to the Missouri Highways and Transportation Commission (the "Commission") for its prior approval. If the Commission finds that the project will improve or is a necessary or desirable extension of the state highways and transportation system, the Commission may preliminarily approve the project subject to the TDD providing plans and specifications for the project and making any revisions in the plans and specifications required by the Commission and the TDD and Commission entering into a mutually satisfactory agreement regarding development and future maintenance of the project. After such preliminary approval, the TDD may impose and collect such taxes and assessments as may be included in the Commission's preliminary approval. After the Commission approves the final construction plans and specifications, the TDD must obtain prior commission approval of any modification of such plans or specifications.

The proposed project is not intended to be merged into the state highways and transportation system, the TDD shall also submit the proposed project and proposed plans and specifications to the local transportation authority that will become the owner of the project for its prior approval. "Local transportation authority" is a county, city, town, village, county highway commission, special road district, interstate compact agency, or any local public authority or political subdivision having jurisdiction over any bridge, street, highway, dock, wharf, ferry, lake or river port, airport, railroad, light rail or other transit improvement or service.

In those instances where a local transportation authority is required to approve a project and the Commission determines that it has no direct interest in that project, the Commission may decline to consider the project. Approval of the project then vests exclusively with the local transportation authority subject to the TDD making any revisions in the plans and specifications required by the local transportation authority and the TDD and the local transportation authority entering into a mutually satisfactory agreement regarding development and future maintenance of the project. After the local transportation authority approves the final construction plans and specifications, the TDD

must obtain prior approval of the local transportation authority before modifying such plans or specifications.

FUNDING METHODS

Sales Tax

Any TDD may impose a sales tax in increments of one-eighth of one percent up to a maximum of one percent on all retail sales made in the TDD that are subject to taxation under Missouri law, with certain exceptions. The sales tax must be approved by approval of a majority of the "qualified voters" within the TDD. The "qualified voters" are the registered voters within the TDD, and/or the property owners within the TDD (who shall receive one vote per acre). Any registered voter who also owns property must elect whether to vote as a registered voter or a property owner. Notwithstanding the foregoing, the owners of all of the property in the TDD may implement the sales tax by unanimous petition in lieu of holding an election. The sales tax rate must be uniform throughout the TDD.

Special Assessments

The TDD may also, with majority voter approval, make one or more special assessments for project improvements that specially benefit the properties within the TDD. A TDD may establish different classes or subclasses of real property within the TDD for the purpose of levying different rates of assessments.

Property Tax

The TDD may also, with approval by at least four-sevenths of the voters, impose a property tax in an amount not to exceed the annual rate of ten cents on the hundred dollars assessed valuation. The property tax must be uniform throughout the TDD.

Tolls

If approved by a majority of the qualified voters voting on the question in the TDD, the TDD may charge and collect tolls or fees for the use of a project.

Bonds

The TDD may issue bonds, notes and other obligations for not more than 40 years, and may secure any of such obligations by mortgage, pledge, assignment or deed of trust of any or all of the property and income of the TDD. The TDD cannot mortgage, pledge or give a deed of trust on any real property or interests that it obtained by eminent domain.

Creation of TDD

To create a TDD, the owner must file a petition in the circuit court of the county in which a majority of the TDD is located. The law requires a specific set of facts be presented to the court. The court hears the case without a jury. If the court determines the petition is not legally defective and the proposed TDD and method of funding are neither illegal nor unconstitutional, the court shall enter its judgment to that effect. If the petition was filed by registered voters or by a governing body, the court shall then certify the questions

regarding TDD creation, project development and proposed funding for voter approval. If the petition was filed by the owners of record of all the real property located within the proposed TDD, the court shall declare the TDD organized and certify the funding methods stated in the petition for qualified voter approval. If a petition is filed pursuant to the resolutions of two or more local transportation authorities calling for the joint establishment of a TDD, the court shall then certify the single question regarding TDD creation, project development and proposed funding for voter approval. If the petition for the establishment of the TDD is filed by the owners of all real property in the proposed TDD, at least one public hearing must be held regarding the establishment of the TDD. If the court certifies the petition for voter approval, a majority vote is required to approve the formation of the TDD in accordance with the law.

Since the TDD is a separate political subdivision, it has its own board of directors that serves as the governing body of the TDD. Unless the TDD is formed at the request of two or more local transportation authorities, directors are elected by the qualified voters within the TDD (i.e., registered voters or property owners, as the case may be).

The TDD may condemn land for a project in the name of the state of Missouri, upon prior approval by the Commission, or the local transportation authority as appropriate, as to the necessity for the taking of the description of the parcel and the interest taken in that parcel.

If the board proposes to discontinue a project, it must first obtain approval from the Commission if the proposed project is intended to be merged into the state highways and transportation system or approval from the local transportation authority if the proposed project is intended to be merged into a local transportation system under the local authority's jurisdiction.


The board may modify the project previously approved by the TDD voters, if the modification is approved by the Commission and, where appropriate, a local transportation authority.

Audit Required

The state auditor is required to audit each TDD at least once every three years and may audit more frequently if the state auditor deems appropriate or if a petition for audit is submitted by the requisite percentage (most likely 25%, but potentially as low as 5% in TDDs with large populations of registered voters) of voters within the TDD under Section 29.230 of the Revised Statutes of Missouri. Most TDDs that have issued bonds are required by the bond underwriter to obtain an annual independent audit.

Projects, Transfer to Commission or Authority

Within six months after development and initial maintenance costs of its completed project have been paid, the TDD shall pursuant to contract transfer ownership and control of the project to the commission or a local transportation authority which shall be responsible for all future maintenance costs pursuant to contract. Such transfer may occur sooner with the consent of the recipient.

	<div>STAFF</div> <div>REPORT</div>
Date:	July 19, 2022
Prepared By:	Linda Drummond
Subject:	Discussion of Changes to Terms of Office

On April 19, 2022, Alderman Hartman requested that staff begin to research the steps needed to change the elected official's office terms from two years to four years.

Per Missouri State Statutes Section 79.050 (RSMo) the Board of Aldermen may approve an Ordinance to pose the question of term of Mayor and/or Alderman to the voters at a municipal election. The question must pass by a majority vote.

The position of Mayor can be extended to the term of three or four years with majority voter approval.

The position of Alderman may also be extended to a term of four years with majority voter approval.

The extended term would go into effect upon passage of an Ordinance acknowledging the election results. Anyone serving at the time or elected during that same election would serve out their current two-year term. Following adoption of the Ordinance those elected shall serve a four-year term.

Should the board wish to take this question to voters, ballot language would have to be certified by Ordinance in advance. (Sample Ordinance language is attached).

Timing for Upcoming Elections:

- In order to place this on the November 8, 2022, General Election ballot, the language would have to be certified by August 30, 2022.
- In order to place this on the April 4, 2023 General Municipal Election ballot, the language would have to be certified by January 24, 2023.

BILL NO.

ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI INCREASING THE TERM OF OFFICE FOR SAID MAYOR AND BOARD OF ALDERMEN FROM TWO YEARS TO FOUR YEARS AND CALLING FOR THE QUESTION REGARDING THE LENGTH OF THE TERM OF OFFICE FOR THE BOARD OF ALDERMEN TO BE PLACED ON THE APRIL 4, 2023 ELECTION BALLOT

WHEREAS, Section 79.050.3 R.S.Mo. provides that the Board of Aldermen may provide by ordinance, after approval by a majority of the voters of the city voting at an election at which the issue is submitted, for a four-year term for the Mayor and for members of the Board of Aldermen; and

WHEREAS, the Board deems it advisable and in the best interest of the citizens of the City of Smithville to provide a four-year term of office for the Mayor and the members of the Board of Aldermen.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI AS FOLLOWS:

SECTION ONE: The term of office for the Mayor and Aldermen is hereby increased from two (2) years to four (4) years.

SECTION TWO: The questions of the length of the term of office for the Mayor and the members of the Board of Aldermen shall be submitted to the qualified voters of the City of Smithville, Missouri, for their approval, as required by § 79.050.3 R.S.Mo., at the election hereby called and to be held in the City of Smithville on April 4, 2023. The ballot of submission shall contain substantially the following language:

Shall the Board of Aldermen of the City of Smithville, Missouri provide by ordinance for a four-year term for Mayor as provided for by the Statutes of the State of Missouri?

[] YES

[] NO

If you are in favor of the question, place an "X" in the box opposite "YES."

If you are opposed to the question, place an "X" in the box opposite "NO."

Shall the Board of Aldermen of the City of Smithville, Missouri provide by ordinance for a four-year term for members of the Board of Aldermen as provided for by the Statutes of the State of Missouri?

[] YES
[] NO

If you are in favor of the question, place an "X" in the box opposite "YES."

If you are opposed to the question, place an "X" in the box opposite "NO."

SECTION THREE: This ordinance shall only become effective after receiving a majority vote of the citizens of the City of Smithville, Missouri.

SECTION FOUR: The effective date of this ordinance shall be immediately upon certification by the Clay County Board of Elections that a majority of the voters voting in the April 4, 2023 election approved the issue submitted.

**PASSED AND APPROVED BY THE BOARD OF ALDERMEN AND
APPROVED BY THE MAYOR OF THE CITY OF SMITHVILLE, MISSOURI,
THIS _____ DAY OF _____, 2022.**

Damien Boley, Mayor

Attest:

Linda Drummond, City Clerk

Date:	July 19, 2022
Prepared By:	Matt Denton, Parks and Recreation Director
Subject:	Senior Center Facility Discussion

In 2020, the Board provided short-term guidance on the direction of the Senior Center to staff. Board direction was to have the Parks and Recreation Department manage the rentals of the facility, add more rental availability when the seniors were not using the facility and increase the fee to be more in line with other facility rentals in the area.

Since then, staff has worked to utilize the Senior Center more through rentals. In 2020, the Senior Center brought in around \$1,300 in facility rental revenue. In 2021, the Senior Center brought in \$4,000 facility rental revenue. It should be noted that the senior center was closed four months in 2021 due to COVID19. Staff predicts another significant increase in rental revenue in 2022. Through 8-months rental revenue totals \$3,43, with 4,500 in revenue projected by the end of the budget year.

Staff is bringing this discussion back to the Board as the Senior Center lease is up for renewal in 2023. Staff is seeking Board direction on the long-term direction of the senior center facility and lease.

LEASE SUMMARY

The City's lease agreement with the Smithville Senior Citizen Center was signed on August 6, 2013 and runs through August 5, 2023. The agreement is included for your reference.

The agreement allocated an original funding amount of \$250,000 from Clay County Senior Services on behalf of the Smithville Senior Citizen Center to be used towards "renovations/rent" of the building. The Clay County Senior Services funding was provided in two \$125,000 payments received in October 2013 and April 2014. The total renovation cost was \$285,775 and work was completed around June 2014. The \$35,775 construction costs over and above the Clay County Senior Services funding was taken on by the City, and, therefore, none of the \$250,000 was attributable to rent.

TENANT USE

The agreement allows for use of the building by the Smithville Senior Citizen Center from 9:00 AM to 4:00 PM Monday through Friday of each and every week for a rental fee of \$1 per year. Currently, the group uses the building Monday, Wednesdays, and Fridays for meals and activities. The building is used on Tuesday and Thursdays are for office hours. In the Senior Center there is an office, a room for a pool table and a

storage room for senior's use only. Just last summer, staff was able to access these three rooms after a meeting with the Seniors to obtain the keys. The pool table room has two cabinets that store decorations and a pool table. The storage room holds leftover tables, shelves with holiday decorations, games, and candy. The office has a desk with a computer, WIFI, printer, and a filing cabinet.

The agreement requires the City to:

- maintain an insurance and a flood policy on the building
The FY23 budget includes \$3,409 for insurance premiums.
- provide utilities services for the building, including gas and electricity
The FY23 budget includes \$3,300 for these utilities.
- repair and maintain the building
The FY23 budget includes \$480 for pest control and \$500 for miscellaneous repairs and maintenance.
- provide *weekly* janitorial services
The FY23 budget includes \$2,200 for janitorial services to be performed *three times per week* - Monday, Wednesday, and Friday evenings after meals are served in the building.

The agreement states that the Smithville Senior Citizen Center is responsible for telephone and internet. However, the City currently takes on those costs.
The FY23 budget includes \$1,970 for those services.

The total FY23 expenditure budget for the Senior Center operations is \$11,842

CITY USE

The agreement allows the City to use the building for City use outside of 9:00 AM to 4:00 PM Monday through Friday, including for third-party rentals.

The current third-party rental rate is \$100 + \$200 deposit for a weekly rental and \$250 + \$200 deposit for a weekend rental. Rentals are now done online using the Parks and Recreation facility rental software.

In FY20, the City returned to making weekday evening rentals available, and weekend rentals are offered once per day (one renter can rent the building Saturday and another on Sunday).

In FY23 we are predicting five rentals on weekend and 10 rentals during the weeks. 10 months' worth of recurring rentals.

Therefore, the City recoups \$4,000 of the \$11,842 operating expenses from rental revenue. The remaining \$7,842 operating loss is funded through General Fund revenues (sales and property taxes).

SHORT-TERM DISCUSSION

As it pertains to the upcoming FY23 budget year, staff seeks Board clarification regarding the goal for the Senior Center. Is the Board satisfied with the changes made? To this end, staff is asking Board feedback on the following in relation to the FY23 budget:

- Should the time allocated to the seniors be just M-W-F from 9:00 AM – 2:00 PM and eliminate the office hours on Tuesday and Thursday?
- Do the Seniors need specific rooms for Billiards, Office Space and Storage? Should their personal items like piano, bookshelves, etc. be removed?
- Are there any changes to expenses the Board wishes to change by canceling additional services?
- Does the Board desire to create additional youth, teen, adult, and/or senior programming to take place at the facility?

Staff as allocated funds to paint and purchase equipment to better the rental space.

LONG-TERM DISCUSSION

Since the current contract runs through August 2023, it has been recommended to us by Clay County Senior Services that we renew the contract in January rather than August as the contract states.

The building was renovated in conjunction with Clay County Senior Services to provide the Smithville Senior Citizens Center a place to improve the health, nutrition, and quality of life of Clay County residents sixty years or older.

**LEASE AGREEMENT FOR OCCUPANCY
OF THE SENIOR CENTER
109 WEST MAIN STREET SMITHVILLE, MO 64089**

This Lease Agreement (the "**Lease**") is entered into as of August 6, 2013 (the "**Effective Date**"), between the City of Smithville (the "**City** "), a fourth class city in the State of Missouri, and Smithville Senior Citizen Center, a Missouri Non-Profit Corporation (the "**Tenant**").

RECITALS

- A. The City owns the property located at 109 W. Main Street Smithville Mo ("**Leased Property**") and desires to lease the property to foster ties to the community and to promote learning and growth opportunities for its citizens, and in particular its Senior Citizens.
- B. The Tenant has applied for, and has been granted, acceptance as a tenant in the Leased Property on the basis of the suitability of the Tenant to take advantage of the resources and services of the Leased Property in contributing to the fulfillment of the City's purpose.
- C. In furtherance of these purposes, the Tenant wishes to lease from the City and the City wishes to lease to the Tenant, space located in the Leased Property facility, on the terms and conditions set forth in this Lease.
- D. The parties acknowledge that the Clay County Senior Services on behalf of Tenant is providing \$250,000.00 in funds ("**Grant Funds**") toward the renovations/rent of the below described Leased Premises for use as a senior citizen center, which funds/renovations will upon acceptance thereupon immediately become the property of the City of Smithville.
- E. The City of Smithville has determined that the Operation of a center for its Senior citizens provides a public purpose.

NOW, THEREFORE, in consideration of the premises and the mutual promises made herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties hereto agree as follows:

1.1 Leased Premises.

1.1 The City, in consideration of the rents to be paid and the agreements to be performed by the Tenant, hereby leases to the Tenant and the Tenant hereby leases from the City the space located in the Leased Property, which space is described on **Exhibit 1.1** attached hereto. The space leased to the Tenant is referred to as the "**Leased Premises.**" Any special provisions concerning improvements and payment for such improvements to be made to the Leased Premises are specified in **Exhibit 1.1**. Tenant

shall pay for the improvements referenced in **Exhibit 1.1** from the Grant Funds prior to moving into the Leased Premises. Further, all improvements, including fixtures and/or trade fixtures, to the property referenced in **Exhibit 1.1** shall immediately become the property of the City of Smithville, unless otherwise agreed to in writing by the City.

1.2 The Tenant shall also have a nonexclusive right to access common areas of the Leased Property for the use of its invitees.

1.3 This Lease is subject to all easements, mortgages, zoning and governmental restrictions, rules and regulations and encumbrances and restrictions of record, applicable to the Leased Property.

1.4 The Tenant acknowledges that neither The City nor anyone on its behalf has made any representations, warranties or promises with respect to the Leased Premises or this Lease, except as expressly set forth in this Lease and the exhibits attached hereto.

1.5 The Leased Premises shall be leased to the Tenant for use by the Tenant Monday through Friday of each and every week, between the hours of 9:00 a.m. and 4:00 p.m. The City may also grant Tenant additional use of the Leased Premises at no additional cost at other times in the reasonable discretion of the City.

1.6 The Leased Premises, at times other than as set forth in Section 1.5 above, shall be available for use by the City for any purposes, including for third party rentals by the City, with any and all proceeds being the property of the City.

2. Lease Term.

2.1 Unless terminated earlier as provided in the Lease, the **"Lease Term"** shall consist of the Initial Term and any Renewal Terms.

2.2 The **"Initial Term"** of this Lease shall begin on the Effective Date specified above, and shall expire at midnight preceding the tenth anniversary of the Effective Date.

2.3 Upon the expiration of the Initial Term, this Lease may be renewed for successive Renewal Terms of five years each, on the following conditions:

(a) The Tenant shall have given the City written notice of the Tenant's desire to renew this Lease at least 365 days prior to the scheduled expiration of the Initial Term or the then current Renewal Term. If the Tenant fails to give such notice the City may require in writing that such notice be given within 30 days of the City's notice. Failure of the Tenant to give such notice within the 30 day period shall cause the lease to terminate at the end of the then current term (not to exceed 11 months) or thirty days which ever is longer; and

(b) The Tenant is current in the payments due to Smithville under this Lease; and

- (c) No event shall have occurred and be continuing which is a default of the Tenant under this Lease which would be such a default upon the giving of notice or the passage of time, or both if such default is such that it could not be cured within the cure period, unless Tenant has commenced to remedy such default and been proceeding diligently to remedy such default; and
- (d) The City shall have determined in its reasonable discretion that continued tenancy of the Tenant would be consistent with the purposes of the Leased Property and the City;

2.4 The Tenant may terminate this Lease at any time after completion of the renovations in **Exhibit 1.1** without incurring any additional liability by giving the City written notice at least 90 days prior to the effective date of such termination. Such termination shall not affect the obligations of the Tenant under this Lease arising through the date of such termination. In the event of such termination, Tenant shall not be entitled to any refund, repayment or otherwise of the monies paid by Tenant or on behalf of Tenant or otherwise to the City for the renovation of the Leased Property.

3. Use of the Leased Premises.

3.1. The Leased Premises shall be used and occupied by Tenant only as a senior citizens center and will comply with all applicable federal state and local laws and regulations with regard to the operation and maintenance of the Senior Center. Without the express written consent of the City, neither the Tenant and/or anyone on Tenant's behalf will allow the consumption, storage or possession of alcohol or tobacco on or in the Leased Premises.

3.2 The City reserves the right from time to time in its reasonable discretion to make, modify and revoke rules and regulations applicable to the Leased Property in which the Leased Premises are located. The Tenant agrees to comply with such rules and regulations within a reasonable amount of time after the Tenant has received written notice of them from the City. The making, modification or revocation of such rules and regulations will not be deemed an amendment of the Lease, but the Tenant's failure to materially comply with such rules and regulations will be a default under this Lease. The initial rules and regulations are, and any changes to the rules and regulations will be, provided by the City to Tenant in writing, and Tenant shall take reasonable efforts to post the rules and regulations in the Leased Premises.

4. Possession and Quiet Enjoyment.

4.1. Possession of the Leased Premises shall be given to the Tenant on the Effective Date specified above.

4.2 So long as the Tenant fully and promptly pays rent provided for in this

Lease and performs all of the other terms of this Lease, the Tenant shall at all times during the Lease Term peacefully and quietly enjoy the Leased Premises without any disturbance from the City.

4.3 The Tenant agrees to prevent, correct or abate, within a reasonable time after receiving notice from the City, any excessive noise, fumes, vibrations, or other nuisances from occurring on the Leased Premises.

4.4 The City shall have at all reasonable times, access to the Leased Premises for the purposes of examining or showing the Leased Premises or for any other purposes of the City not inconsistent with Tenant's purposes. Without the consent of the City, the Tenant shall not install security systems or devices that impede The City's right of access to the Leased Premises.

5. Rent.

5.1. Rent shall be paid by the Tenant to the City at the the City's address, unless it designates another place. The rent for the Leased Premises shall be as provided in this Section 5 and shall be paid without abatement, deduction or set off for any reason except as specifically provided in this Lease.

5.2 For the Initial Term of this Lease, the payment of the Grant Funds to the City by or on behalf of Tenant plus One Dollar (\$1.00) annually shall constitute full payment of rent for the entire Initial Term. The rent for each year of any renewal period shall be One Dollar (\$1.00) per year.

6. Maintenance.

6.1 The City shall perform or cause to be performed all necessary or reasonably requested repairs, replacements, and required or reasonably requested maintenance with respect to the Leased Property and Leased Premises, including all plumbing, wiring, roofing, supporting structural members, locks, heating, ventilation and air conditioning, and shall provide or cause to be provided routine cleaning and janitorial services and exterior maintenance, including lawn care, snow removal and outside lighting. The City shall have at all reasonable times, and on reasonable notice, access to the Leased Premises for the purposes of performing any such repairs, replacements or maintenance. The City shall have no other repair, replacement or maintenance obligations. Notwithstanding the above, any repairs or replacements caused by Tenant and/or its patrons, shall be paid for by Tenant.

6.2 The Tenant agrees to maintain the Leased Premises, as well as all of the Tenant's fixtures and the Tenant's improvements, in good condition and repair, ordinary wear and tear excepted, during any Lease Term, to the reasonable satisfaction of the City. Tenant shall make sure the Leased Premises is clean at the end of each day. The City shall provide weekly janitorial services.

6.3 The City shall be responsible to clean the Leased Premises at the end of any use by the City or its tenants/licensees, other than Tenant.

7. Utilities and Services.

7.1 The City agrees that all utilities and municipal services (including gas, electricity, water, sewer, and nonhazardous waste disposal but excluding telephone, internet access, cable and/or satellite television) shall be available to the Leased Premises and in operating condition at the beginning of the Lease. Except for telephone services, internet access and cable or satellite television services, such utilities and municipal services shall be included in the Tenant's rent. Tenant shall be responsible for telephone, internet access and cable or satellite television and the Tenant shall pay for any special fixtures, connection charges and equipment required for such telephone, internet access and cable and/or satellite television in the Leased Premises.

7.2 The City shall have the right to grant easements in areas of the Leased Premises for the installation of utilities provided the use of such easement areas for such purposes does not interfere substantially with the Tenant's use of the Leased Premises in the reasonable judgment of the City. The Tenant shall not be entitled to any compensation or abatement of rent for the use of such easement areas.

7.3 Reasonable parking will be available to Tenant, its agents, employees and patrons.

7.4 Lost keys or fobs will be replaced at a fee according to then applicable rates of The City.

8. Tenant's Assistance.

The Tenant shall permit the City and any party designated by the City to erect, use, maintain, and repair pipes, cables, conduits, plumbing, vents and wires in, to and through the Leased Premises, to whatever extent the City may deem reasonably necessary or appropriate for the proper operation, maintenance or repair of the Leased Property or in connection with easements granted under this Lease so long as this does not result in the substantial interference with the use of the Leased Premises. All such work will be done in such practicable manner as to avoid interference with the Tenant's use of the Lease Premises. The Tenant agrees to report immediately to the City any defective condition in or about the Leased Premises.

9. Alteration by the Tenant.

9.1. Tenant shall make no alterations in or additions to the Leased Premises without the prior written consent of the City, which the City may withhold in its sole discretion. The City may consent to alterations to the Leased Premises on the condition that the City perform the work or arrange for such work to be performed, in either case at the Tenant's expense.

9.2 At the termination of any Lease Term, and with the prior written consent of the City, the Tenant may remove any alterations or additions which it has made pursuant to this section, so long as such removal is done without damaging the Leased Premises or the Leased Property. Any alterations or additions left after termination of the Lease Term shall become the property of the City without cost to the City.

10. Renovation by the City.

Other than the renovations required pursuant to the terms of this lease, if the City determines that it is necessary to effect renovations of the Leased Property in which the Leased Premises are located, or of the improvements of which the Leased Property is a part, such action shall be made at the City's expense under this Lease. Renovation shall be done as far as is practicable in such a manner as to avoid substantial interference with the Tenant's use of the Leased Premises.

11. Property of the Tenant.

11.1 So long as the Tenant is not in default under this Lease, (other than fixtures and equipment procured with the Grant Funds) the Tenant may, prior to the expiration of this Lease, remove all fixtures and equipment that it has placed in the Leased Premises, but the Tenant shall repair all damage to the Leased Premises caused by such removal.

11.2 If the Tenant fails to remove all of its effects from the Leased Premises upon the termination of this Lease for any cause whatsoever, the City may, at its option, remove the same in any manner that the City shall choose and may store such effects without liability to the Tenant for the loss thereof. The Tenant agrees to pay the City all reasonable expenses incurred in such removal and storage, including court costs, attorney's fees and storage charges for any length of time such effects are in the City's possession. The City may, at its option, without notice, sell all or any part of such effects at a private sale and without legal process for such price as the City may obtain, and may apply the proceeds of such sale at its discretion to the amounts due under this Lease from the Tenant and to the expenses incident to the removal, storage and sale of such effects.

12. Damage or Theft of Property.

The Tenant agrees that all fixtures, equipment and personal property brought into the Leased Premises shall be at the risk of the Tenant only, and that the City shall not be liable for the theft thereof or for any damage thereto occasioned from any act of other occupants of the Leased Property or any other person. The Tenant understands and agrees that the City has no obligations to provide security services for the Leased Premises or the Leased Property. The Tenant agrees that provision by the City of any security services for the Leased Premises or the Leased Property shall not be deemed to imply a duty to provide security or continue to provide security and that the City shall not be responsible for the Tenant's failure to properly use securing systems or devices provided by the City, if any.

13. Holding Over.

In the event of holding over by the Tenant subsequent to the expiration or other termination of this Lease, and without regard to the City's acquiescence or consent, the Tenant shall pay for such holding over, as liquidated damages and not as a penalty, the sum of five thousand dollars per month, or if after a Renewal Term, monthly rent double the reasonable monthly rent payable immediately prior to such period.

14. Governmental Requirements and Environmental Law Compliance.

14.1 The Tenant agrees to promptly comply, at its own expense, with all requirements of any legally constituted public authority applicable to the Tenant made necessary by reason of the Tenant's occupancy of the Leased Premises, including, but not limited to, all health, safety and fire codes and regulations of the State of Missouri, Clay County, and the City of Smithville.

14.2 The Tenant shall obtain, at its own expense, all required licenses or permits (if any are required) for the conduct of its business within the terms of this Lease. The Tenant shall, on the City's request, provide proof that all required licenses and permits have been obtained.

14.3 The City and the Tenant acknowledge that there are certain federal, state and local laws, regulations and guidelines now in effect, and that additional laws, regulations and guidelines may hereafter be enacted, relating to or affecting the Leased Premises and the Leased Property, concerning the impact of the environment of construction, land use, maintenance and operation of structures, and the conduct of activities.

14.4 The Tenant will not cause or permit any act or practice, by negligence, omission or otherwise, that would adversely affect the environment or do anything or permit anything to be done that would violate any of such laws, regulations or guidelines. The Tenant shall establish such safety and monitoring procedures as are necessary to ensure compliance with all applicable federal, state and local laws, regulations and guidelines.

14.5 The City reserves the right to reasonably enter and inspect the Leased Premises from time to time to ensure the Tenant's compliance with these covenants. Any violation of these covenants shall be an event of default under this Lease. The Tenant shall have no claim against the City by reason of any changes that the City may make in the Leased Premises or the Leased Property, pursuant to any federal, state or local laws, regulations or guidelines.

15. Destruction of or Damage to Leased Premises.

15.1. If the Leased Premises are totally destroyed (or so substantially damaged as to be untenantable or not usable for the occupancy and uses permitted under this Lease) by storm, fire, tornado, earthquake, or other casualty, this Lease shall at the option of the City be terminated as of the date of such destruction or damage.

15.2. If the Leased Premises are damaged but are not subject to Section 15.1, rent shall abate in such proportion as the Leased Premises have been destroyed until the City has restored the Leased Premises to substantially the same condition as before such damage, whereupon full rent shall resume. Nothing in the Lease shall require the City to make such restoration if, in its sole discretion, the City deems such restoration not to be advisable. The City shall make known to the Tenant in writing within 90 days of such occurrence whether or not the City intends to restore the Leased Premises to substantially the same conditions as before such damage. If the City decides against such restoration or fails to provide such notice within the 90-day period, then the Tenant may, at its option, terminate this Lease as of the date of the event causing such damage.

16. Indemnification and Insurance.

16.1 The Tenant agrees to be liable to the City for any damage to the Leased Premises or to other areas of the Leased Property or furnishings or equipment included therein to the extent caused by the actions or omissions of Tenant's Officers, Directors, Agents, employees and/or invitees. The Tenant also agrees to defend, indemnify and hold harmless the City its elected officials, officers, employees, agents, representatives and contractors, from all costs, expenses (including reasonable attorney's fees), liabilities, obligations, damages and claims to the extent caused by the actions or omissions of Tenant's Officers, Directors, Agents, employees or breach of any provision of this Agreement by Tenant or any other person participating in or using Tenant's programs or services by the express or implied invitation of the Tenant.

16.2 The City shall at all times during the Lease Term maintain or cause to be maintained, for its benefit, a policy or policies of insurance (which may include self-insurance by the City) insuring the Leased Property against loss or damage by fire, explosion or other hazards and contingencies, but the City shall not be obligated to insure any furniture, equipment, machinery, goods or supplies and/or trade fixtures, unless provided pursuant to this Lease, that the Tenant may bring upon the Leased Premises, or any additional improvements that the Tenant may construct on the Leased Premises. If the premiums payable for such casualty insurance exceed the standard rates due to actions or additional hazards created as a result of the Tenant's occupancy of the Leased Premises, then the City shall notify Tenant in writing of such increase in premium and Tenant shall, upon receipt of appropriate premium invoices, reimburse the City for such increase in premiums.

16.3. The Tenant shall, at its own expense, at all times during the term of this Lease, maintain in force a policy or policies of insurance, written by one or more responsible insurance carriers subject to the reasonable approval of the City, that will insure the City its elected officials, officers, employees, agents, representatives and contractors, against liability for injury to or death of persons or loss or damage to property occurring as the result of the Tenant's use of the Leased Premises or the Leased Property. The liability under such insurance shall not be less than \$1,000,000 combined single limit. Tenant shall use commercially reasonable efforts to cause all liability insurance obtained by the Tenant under this Lease to contain a provision by which the insurance company waives

any right of subrogation it may have against the City , its elected officials, officers, employees, agents, representatives and contractors. Tenant shall also obtain insurance covering its furniture, equipment, machinery, goods or supplies and/or fixtures located at the Leased Premises

16.4. The Tenant shall maintain and keep in force all workers' compensation insurance required under the laws of the State of Missouri, and such other insurance as may be reasonably necessary to protect the City against any other liability of person or property arising hereunder by operation of law, whether such law is now in force or is adopted subsequent to the execution hereof, as the result of the Tenant's use of the Leased Premises or the Leased Property.

16.5 Tenant shall use commercially reasonable efforts to cause the policies of insurance carried pursuant to this Lease to provide that at least 30 days' (or to the extent 30 days is not reasonably available, at least 15 days') prior written notice shall be given to the City by the underwriters of any proposed termination, cancellation, lapse or modification of such insurance. If the Tenant receives any notice referred to in the preceding sentence, the Tenant shall promptly deliver a copy of such notice to the City.

16.6 Should the Tenant fail to keep in effect and pay for such insurance as it is required to maintain under this Lease, the City may do so, in which event the Tenant shall be required to reimburse the City for the insurance premiums paid by the City. If the City receives notice of termination, cancellation, or lapse of such insurance, it may elect to notify the Tenant to cease operations in the Leased Premises immediately and not to resume operations in the Leased Premises until the City receives copies of policies evidencing that the insurance required under this Lease is in full force and effect.

16.7 All policies of insurance to be kept and maintained in force by the respective parties hereto shall be obtained from good and solvent insurance companies, rated no less than A VIII by A.M. Best, licensed under the laws of the State of Missouri.

16.8 The Tenant shall provide to the City a copy of the insurance policies required under this Lease.

17. Signs.

The City will provide all signs and signage and no others will be used.

18. No Assignment or Sublease.

Without the prior written consent of the City, which the City may withhold in its sole discretion, the Tenant may not assign this Lease or any interest in this Lease, or sublet the Leased Premises or any part thereof, or permit the use of the Leased Premises by any party other than the tenant. Consent by the City to one assignment or sublease will not waive this provision with respect to any other assignments or subleases, and all other assignments and subleases shall be made only with the prior written consent of the City, which it may withhold in its sole discretion. Assignees or subtenants shall become liable

to the City for all of the obligations of the Tenant under this Lease, without relieving the Tenant of any of its liabilities or obligations under this Lease.

The City shall retain the right at all times, other than during the times the Leased Premises are leased to Tenant, to lease/license or use the Leased Premises.

19. Default of the Tenant.

19.1. A default shall occur in the event that:

(A) The rent specified herein is not paid at the time and place when and where due;

(B) The Leased Premises shall be deserted or vacated by the Tenant prior to the expiration or termination of the Lease Term in accordance with the terms of this Lease;

(C) The Tenant shall fail to comply with any provision of this Lease other than the payment of rent, or any of the rules and regulations now or hereafter established by the City for the use of the Leased Property;

(D) Any event occurs that would become such a default with the giving of notice or the passage of time, or both;

(E) Any petition is filed by or against the Tenant under any federal or state bankruptcy or insolvency law, or the Tenant shall become insolvent, or the Tenant shall make a general assignment of its assets for the benefit of creditors, or a receiver is appointed for a substantial part of the Tenant's assets;

(F) Tenant shall cease to be a Missouri Not-For-Profit Corporation in Good standing for a period of 30 days or more and receipt of notice from either the State of Missouri or the City of the fact that it is no longer in good standing.

19.2. If the Tenant shall not cure any such default event, other than payment of rent, within 30 days after the sending of written notice thereof from or if the default is such that it could not be cured within said 30 days and Tenant has not commenced to remedy such default and has not proceeded diligently to remedy such default, then the City shall have the option to proceed according to any one or more of the following courses of action in addition to any other remedies at law or in equity:

(A) The City may terminate this Lease, in which event the Tenant shall immediately surrender the Leased Premises to the City, but if the Tenant shall fail to do so, the City may, without further notice and without prejudice to any other remedy that the City may have for possession or arrearages in rent, enter upon the Leased Premises and remove the Tenant and its effects, without being liable for any claim for damages, other than claims and damages resulting from recklessness or willful misconduct, and the Tenant agrees to indemnify the City for all loss and damages that the City may suffer by reason of such termination, whether through inability to re-let the Leased Premises, decrease in rent, or otherwise after the City has used commercially reasonable efforts to mitigate any such loss and damage.

(B) As agent of the Tenant, the City may do whatever the Tenant is obligated to do by the provisions of the Lease and may enter the Leased Premises, without being liable for any claim for damages, in order to accomplish this purpose. The Tenant agrees to reimburse the City for any expense that it may incur in obtaining compliance with this Lease on behalf of the Tenant. The City **Shall Not Be Liable** for any Damages Resulting to the Tenant From such action, whether caused **By The Negligence** of The City Of Smithville or Otherwise.

(C) Pursuit of any of the above remedies shall not preclude the City from pursuing any of the other remedies provided in this Lease or any other remedies provided by law.

19.3. Nothing done by the City or its agents during the Lease Term shall be deemed an acceptance or surrender of the Leased Premises, and no agreement to accept a surrender of the Leased Premises shall be valid unless it is made in writing and signed by the Mayor of the City of Smithville. Neither the mention in this Lease of any particular remedy that the City might have, either at law or in equity, nor the waiver of, or redress for, any violation of any provision of this Lease or of any of the rules and regulations set forth in this Lease or subsequently adopted by the City, shall prevent a subsequent act that would have originally constituted a violation from having all of the force and effect of an original violation. In case it should be necessary for the City to bring any action for the enforcement of the City's rights under this Lease and it is judicially determined the City was legally entitled to such right, then the Tenant shall be liable for the reasonable attorneys' fees and court costs and litigation expenses incurred by the City of Smithville in connection with such action. The receipt by the City of rent with the knowledge of the breach of any provision of this Lease will not be deemed a waiver of such breach.

19.4 The Tenant hereby appoints as its agent to receive the service of all legal papers concerning possession of the Leased Premises, legal notices and notices required under the Lease, the person in charge of the Leased Premises at the time, or occupying the Leased Premises and/or its Missouri registered agent. If there is no person in charge of, or occupying, the Leased Premises, then such service or notice may be made by attaching the same on the main entrance of the Leased Premises.

20. General Provisions.

20.1. If any provision of the Lease is illegal, invalid or unenforceable under present or future laws effective during the Lease Term, then it is the intention of the parties that the remainder of this Lease shall not be affected, and it is also the intention of the parties that, in place of each provision of this Lease that is illegal, invalid or unenforceable, there be added a part of this Lease a provision as similar in terms to such illegal, invalid or unenforceable provision as may be possible and be legal, valid and enforceable. If such illegal, invalid, or unenforceable provision is, in the sole determination of the City, essential to the rights of both parties, then the City has the right to terminate the Lease on written notice to the Tenant.

20.2 All rights, powers and privileges conferred under this Lease on the parties shall be cumulative and not restricted to those given by law.

20.3 This Lease contains the entire agreement of the parties with respect to the subject matter of such agreements. No representations, inducements, promises or agreements, oral or otherwise, between the parties shall be of any force or effect if not set forth in such agreements.

20.4. No failure of either party to exercise any right of such party under the Lease, or to insist upon strict compliance by the other party of any obligation under this Lease, and no custom or practice or the parties at variance with the terms of this Lease, shall constitute a waiver of such party's right to demand exact compliance with the provision of this Lease.

20.5. Time is of the essence of this Lease.

20.6. The relationship of the parties under this Lease is solely that of landlord and tenant, and no partnership or joint venture between the City and the Tenant shall arise as the result of this Lease.

20.7. The headings of each section are added as a matter of convenience only and shall not be considered in the construction of any provision of this Lease.

20.8. Any notice, demand, request or other communication provided for in this Lease shall be in writing and shall be effective when delivered personally or one business day after being deposited in the United States mail, certified mail, postage prepaid, return receipt requested, addressed to the address listed in this Lease or to such other address as may from time to time be designated by notice given to the other party in accordance with this section. Notices to either party shall be given as set forth below or as set forth in section 19.5:

20.9.

Notices to the City of Smithville:

City Administrator
107 West Main Street
Smithville, MO 64089

Notices to Tenant:

Smithville Senior Citizen Center, a Missouri Non-Profit Corporation
109 West Main Street
Smithville, MO 64089

or

Such address designated by the Tenant in writing.

20.10. Any amount due to the City from the Tenant under the provisions of this Lease that is not paid when due, shall at the City's option, bear interest at the rate set by the

City not to exceed the highest rate allowed by law) per annum from the date due until paid in full.

20.11. The Lease shall be governed by, and construed in accordance with, the laws of the State of Missouri, with regard to the principles thereof concerning the choice of law. Any action in regard to the consent or arising out of the terms and conditions shall be instituted and litigated in the courts of the State of Missouri, County of Clay and in no other. Tenant is validly registered to do business in Missouri. In accordance, the parties submit to the jurisdiction of the courts of the State of Missouri and to venue in Clay County.

20.12. The language of this Lease reflects negotiations between Tenant and the City, each of whom have had the opportunity to modify the text. In the event of litigation or other dispute concerning the language of this Contract, general rules construing ambiguities against the drafter shall not apply. It is agreed that if more than one copy of this document may be executed and that the original filed with the City Clerk shall pursuant to §432.080 R.S.Mo shall be deemed to be the controlling original.

20.13 All exhibits to this Lease Agreement are hereby incorporated by reference into this Lease Agreement as though more fully set forth herein.

IN WITNESS WHEREOF, the parties hereto have caused this Lease Agreement to be executed as of the day and year first written above.

CITY OF SMITHVILLE

By: B. Fullmer
Name: Brian Fullmer
Title: Mayor

SMITHVILLE SENIOR CITIZEN CENTER

TENANT

By: Larry Thomas
Name: Larry Thomas
Title: President Smithville Senior Citizens

Exhibit 1.1 to Lease Agreement
Description of Leased Premises and Build Out Plans

Leased Premises:

The Leased Premises is the space outlined on Exhibit 1.1 (A) attached hereto and contained within the Leased Property generally located at 109 W. Main Street, Smithville Missouri.

Plans and Specifications:

Attached hereto as Exhibit 1.1 (B) is a copy of the plans and specifications for the improvements to the Leased Premises to be undertaken by the City. All improvements will be undertaken by the city at its cost and expense, but The City shall be paid for all such improvements prior to Tenant taking possession of the Leased Premises with the Grant Funds.

Improvement Payment Terms:

Attached hereto as Exhibit 1.1 (C) is a copy of the terms of the payments to be made with the Grant Funds by or on behalf of Tenant for the improvements referenced in Exhibit 1.1.

Exhibit 5.2 to Lease Agreement
LEASE RATES

Tenant shall pay the sum of one dollar per year during the Initial Term as, and for rent, in addition to the full and complete payment for all of the improvements to be completed by the City to the Leased Premises pursuant to Exhibit 1.1.

During any Renewal Term hereof, Tenant shall pay one dollar per year.

	<div>STAFF</div> <div>REPORT</div>
Date:	7/19/2022
Prepared By:	Anna Mitchell, Assistant City Administrator
Subject:	Sale of Land – Courtyard Alleyway

In early 2021, staff received and presented to the Board a request for proposed use of the parkland at 111 North Bridge Street for outdoor dining space for Humphrey's Bar and Grill. At the May 4, 2021 Work Session, the Board directed staff to research options for potential use of this space to bring back for review and discussion.

The proposal submitted is included as is a map of the Downtown area with the potential area of use outlined in black (in the alleyway portion of Courtyard Park).

The land that the proposed patio would be located on is City Land and part of the adjacent Courtyard Park. The owner is asking for the use of the property to then construct the patio with no financial help from the City. The options below hold the assumption that the constructed patio is for private use only and not available for public use.

Because the proposal uses park land (the area used as an alleyway is technically park land and not designated as an official alley or parking lot) and in the Downtown area, the original proposal was reviewed by both the Parks and Recreation Committee and the Main Street group.

At the September 21, 2021 Work Session, staff presented three separate options on how to move forward with the submitted proposal. The Board directed staff to develop an RFP for the sale of the portion of land. The draft RFP is attached.

On December 2, 2021, staff provided the proposed RFP to the Board in a work session for further direction. The Board directed staff to post the RFP as presented. RFP #22-06 was posted on December 10, 2021 with a deadline date of January 3, 2022 at 10:00 AM. Staff received one bid from Kansas City Properties and Investments LLC in the amount of \$26,100.

On February 15, 2022, Bill No. 2933-22, Award of Bid No. 22-06 was placed on the action agenda to be approved on first reading. Following public comment and Board discussion, Bill No. 2933-22 failed, 1-4.

Since the February meeting, Alderman Hartman has requested that the item be placed on the agenda again for further considerations. To ensure all proper steps are taken,

staff reached out to the City Attorney and it was advised that if the item were to be placed on the agenda for a second time, the RFP should also be released a second time for any interested parties to submit a proposal.

To ensure that the Board wanted to continue, staff brought the reissuing of the RFP to the Board during the City Administrators report. From the discussion with the Board, it was requested that the options of how to handle the property be brought forward again.

Staff has consulted the City legal team and has formulated three possible paths forward on this proposal.

Option 1: Lease the property: An RFP would be posted for the lease of the property and a bid process completed.

Pros

- Any improvement on the property would be accepted as City property at the end of any lease.
- Any structure built on the property would be subject to approval from the board
- If the restaurant and or owner no longer have an interest in the property, it will still remain the City's property
- Insurance and maintenance would be solely on the private business with the City listed as an additional insured.
- Revenue generated according to a lease agreement.

Cons

- The land is currently park land where alcohol is not permitted except on a temporary basis for short term events. To allow for the consumption of alcohol on the premises, our legal team would have to do further research as there is no clear way to allow it at this time.
- The construction of the patio will decrease parking and ease of accessibility to the parking behind the Courtyard Park Stage.

Option 2: Sale of property: An RFP would be posted for the sale of the property and a bid process completed.

Pros

- As the property would no longer be public land, the process of doing private business on public land would not be necessary.
- Revenue generated according to a purchase agreement.

Cons

- The City would not have any say, other than codes set by Planning and Zoning, on what happens with the property.
- The construction of the patio will decrease parking and ease of accessibility to the parking behind the Courtyard Park Stage.
- New property lot lines would need to be drawn to accommodate the sale.

Option 3: Do nothing/provide alternatives: Staff is willing to discuss other alternatives to a patio that is on that specific portion of land. Options may include using the space behind the building.

Pros

- Parking would not be decreased, access continues
- Existing space that is available is being used by the property owner

Cons

- If the property owner decides not to go with any of the alternatives, the outdoor dining feature would not be available for this restaurant.

Public correspondence received related to this item is included in this packet.

Staff seeks direction from the Board regarding next steps.



Dear Mayor:

Please consider this my full support for outdoor restaurant seating in the alleyway of the courtyard. While I'm not a Smithville resident, I am a small business owner and vendor in your quaint town.

I encourage just about anything that brings people, new and familiar, to the downtown area. Being a lake community, outdoor seating seems to me to be a natural and welcome asset to any restaurant as well as a feature that would make people feel more comfortable in these challenging times.

Thank you for your consideration

Tracey Martin
Red Geranium Restorations

202 N. Bridge St.

June 20, 2022

Smithville, MO

Board of Aldermen

Mayor Damien Boley

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

This could also create a safe and fun environment for our teenagers to spend time with friends during school functions and after school.

Sincerely,
Amber Brooks
Owner of Rose Cottage Boutique

June 21, 2022

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

What you have been doing with your Square lately has been amazing. This would add one more amenity to Smithville.

Sincerely,



David Slater, executive director
Clay County Economic
Development Council 7001 N.
Locust
Gladstone, MO 64118

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

My husband is hard of hearing. He enjoys a place to eat where he can hear people talk. Inside a restaurant can be very noisy. Outside options would be perfect for us. We are in Smithville often.

Sincerely,

Sara Willdermood

I watched the last city council meeting and I noticed that sale or lease of the courtyard alley is going back on the city council meeting agenda. This was voted down last time so I am unsure why it is allowed to be brought back on the agenda.

I am opposed to this being brought back on the agenda and totally opposed to it being sold or leased. The courtyard is a wonderful place to have events such as the market, festville, lake festival and hot summer nights to name a few. Allowing the alley to be sold or leased will block the access for people to get in and out of the courtyard to sell their items.

Why did we do so much work down there with a nice stage, a 911 memorial, getting power, etc. to give up a part of it to somebody to expand their business? This business is a great asset to our community but when he opened his business he knew the square footage.

As a tax paying citizen but not in your ward, I ask that you please not allow the sale or lease to happen.

I also respectfully ask you to vote based on what your constituents want and not your personal wishes.

Thank you for your time. Barbara Lamb

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. With all due respect to the people speaking out in opposition of this, I do feel that the opposed instances are more narrow in scope and the benefits to an outdoor seating area greatly outweigh the drawbacks. If anything, the added advantage of people in our community enjoying the outdoor space will help bring awareness to all of the great events that take place on the square as well as everything else our downtown has to offer. An anchor tenant in our downtown offering more diverse seating options for dining would definitely be rewarding for our community.

Speaking for myself but as someone who is involved in several different Smithville organizations, Humphrey's Restaurant owners Tiffany and David Cox are always there and willing to support the town. As they have been open for over a year, they have demonstrated good discernment with serving customers - MUCH more than any tenant in that space over the last five years. Owning a business on the square and frequenting many others, I have seen almost an immediate benefit to the buildings Shane Crees has restored. Our downtown was fairly stagnant and over the last two years, Shane has invested millions of his own money and has not asked for a dime from the city in return. I believe we can trust that he will do justice to this outdoor dining area and that we can be sure it will be cared for in the future regardless of any change in residency within the space.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside. Several members of my family are hard of hearing and when we dine out together, there is often too much background noise indoors for them to be able to actively participate in conversations and eating outside can greatly eliminate this struggle. When events geared towards youth are held in the courtyard, it seems it would be a great incentive for parents to stick around to spend time eating and enjoying the downtown also while keeping an eye on their children. The owners of Humphrey's are already cognizant of events being held the same nights they host a band or karaoke and will close their garage door and offer to do anything else they can to assist with the overall enjoyment downtown.

With regards to the concern that the sale of park property "will set a precedent" of the city continuing to do this in the future, again I feel our city staff and elected officials will perform due diligence to each individual circumstance. This is why we have a parks board, Board of Aldermen, etc. It seems as though this sale just makes sense for a number of reasons and I hope you will take my thoughts into consideration.

Sincerely,

Alicia Neth

June 16, 2022

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

Sincerely,

Sent from my iPhone
Agent Jo, Broker/Owner
Elite Realty
ABR CRS GRI SFR SRS MRE ePRO
816.617.4412
MAR State Director

June 16, 2022

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or the lease of the park property at Courtyard Park. I believe in the sale/ lease of the alleyway would create a diverse environment for the downtown square and as a modern addition to Courtyard Park. The outdoor seating will make the downtown feel lively and fun. It will continue to show the residents of Smithville what an inclusive environment the downtown is and encourage people to walk around, stimulate the downtown economy, relax, and to participate in downtown events. Whoever leases or owns the alleyway will give the space the update that it truly deserves, as the alleyway has been neglected and does not give the appearance of inclusiveness

I ask that my letter of support inspires the Aldermen, Mayor, City Staff, and Committees involved to allow the sale/ lease of the alleyway so that Humphreys may build a deck. Humphreys will do the right thing and create an environment that we all would like to see happen. Thank you for your time and consideration, I appreciate all of you!

--

With Kind Regards,

Miss Allyson Attigliato

MCCKC- Maple Woods Student

7406 NE 160th Terrace, Smithville, MO 64089

(816)510-9989

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

Sincerely,

Lara Cummins

June 15, 2022

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

Sincerely,

Thanks,
Karic Brown
Realtor®
ReeceNichols Kansas City North
A Berkshire Hathaway affiliate

June 15, 2022

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community and here's the reasons I think so!

I personally struggle with anxiety issues. Most of the time eating inside restaurants is work for me. I hate having people walk behind my back or having my back to an open room. Outdoor seating definitely helps to relieve some of the anxiety that I have when it comes to situations like this. Not to mention that it will only increase business for people that are still worried, as they should be, about things like covid and being indoors around food with different people handling it.

Outdoor seating will help people to feel way more comfortable in there environment. Not to mention that it'll make Smithville especially the main Street look like it's a up-and-coming city not one that a lot of people think about when they think of rural Missouri. Which is not really known for it's up and comingness.

Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

Best Wishes,
Jena Workman
m. 816-399-7009

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

Sincerely,

Bruce Cramer

June 16, 2022

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

I was a resident in Smithville years ago. I do believe that this project would be terrific for you, the residents and the many visitors that come to Smithville for various events and activities in and around the lake.

Sincerely,

Best Wishes,
Robert Workman
m. 816-786-7403

Please do not sell, or lease the public area near the courtyard to any business. This area is for the people. Business already has enough. Our great town is getting bigger. Please don't take space away from the public.

Thank You
Todd Johnson

Good morning,

We were surprised to hear during the Zoom meeting last week that the prospect of the sale or lease of the alleyway & parking at Courtyard Park is up for reconsideration. This issue was voted on and rejected at the Alderman meeting on February 15, 2022. Much opposition was presented at that time with very convincing concerns.

According to the 2022 Annual Operating Budget, the Parks and Stormwater Fund carried over \$340,960, expects a revenue of \$627,555, an expenditure of \$485,000, leaving an ending balance of \$483,515. The argument that the sale would generate needed funds is therefore misleading. It implies that the sale &/or lease is something other than represented.

The parks land is an investment for the citizens of the community and not a benefit for an individual business.

Several reasons I oppose this measure, have been voiced before in public comments at previous Board of Aldermen meetings, but worth restating. The Courtyard Park is used by many groups for various festivals and events that benefit the entire community, including the Lake Festival, Lighted Christmas Parade, Jukeville, Larson's Cruise, Smithville Farmers and Makers Market, 5th Quarter, Homecoming, Hot Summer Nights, to name a few.

The Community in Action Committee promotes anti-drug and anti-alcohol events, some of which are held at the Courtyard Park, and would not be in the best interest to have outdoor seating with alcohol being served at the same location.

The downtown area has lost parking due to the street scape project and the sale or lease would further reduce the number of parking spaces in the area possibly hurting local businesses and events.

Music from Humphrey's could interfere, or compete with any music or presentations on the stage.

IF the Parks Department actually needs more funding, perhaps pending projects at Smith's Fork Park, Hawthorn Court Park, Heritage Park, Helvey Park Loop Trail, Wildflower Neighborhood Park or Smith's Fork Destination Development, could be reduced or rescheduled to makeup any financial shortfalls the sale &/or lease would makeup.

We oppose the sale &/or lease at Courtyard Park. The parks are for the citizens of the community and need to remain as such.

Thank you,
Wayne and Joy Bailey

June 15, 2022

Dear Board of Aldermen and Mayor,

This letter is in support of the sale or lease of the park property (aka alleyway) located on the square at Courtyard Park. An anchor tenant in our downtown offering more diverse seating options for dining would definitely benefit our community.

Outdoor seating for dining can help people to feel more at ease in a neutral environment, enhance curb appeal, and be more relaxing. Being a "lake town" many people like to come to eat after being on a boat, trails, or fishing all day and feel more comfortable eating outside.

Sincerely,

Dawn and Bruce Cramer

Still voting NO!!!
Heather McGuire-Dunphy

Sent from my iPhone

Begin forwarded message:
From: Heather McGuire <heather@heathermcguire.net>
Date: June 14, 2022 at 12:43:37 PM CDT
To: mail@smithvillemo.org
Subject: Ally at Humphreys
WHY is this coming back up???!!

The people voted NO! Stop trying to slickyboy this! The vote hasn't changed in one month!
Your corruption is shining through loud and clear!

Heather McGuire-Dunphy

From: Statham, Mike <mstatham@missouriwestern.edu>
Sent: Tuesday, June 14, 2022 6:22 PM
To: Ronald Russell <rrussell@smithvillemo.org>
Subject: Alleyway sale/lease

Sir I don't care what alderman Kelly Kobylski thinks about the above issue. This matter was once voted down and seems she not happy with the results.

We the people said No once, why is this even on the agenda again. Exactly who is she thinking she serving because it's not the will of the people.

Just my opinion.

Alderman Hartman,

I am concerned that you have voiced your opinion to revisit consideration of selling a piece of Courtyard Park to the owners of the property being occupied by Humphrey's Bar and Grill, Kansas City Properties and Investments LLC despite the measure failing earlier this year by a vote of 4 to 1 in the regular meeting on February 15, 2022. Although you were not present on February 15th, the vote failed 4 to 1. Only Alderman Kobylski voted for the proposition, it should have been apparent this was a non-starter for our community.

I have many questions that I feel should be answered regarding the sale of a strip of Courtyard Park to Kansas City Properties and Investments, LLC. Who is Kansas City Properties and Investments, LLC and why do they want to purchase this small strip of land? What are their motives behind this purchase? What happens to the strip of land if Humphrey's closes? Is anyone tied to the city a partner or investor in KCPI, LLC? How did the land become a Courtyard Park in Smithville? If the land was taken by Eminent Domain, is it legal for the land to be sold? No one in Smithville has been able to forecast accurately any additional revenue the sale of the land would generate for the city according to the minutes of the Alderman. This issue was defeated in February by a vote of 4 to 1, why is it being revisited? I look forward to hearing from you that it is your plan to rescind your request to revisit the proposition of selling public land that is used by many groups in our community.

I look forward to hearing from you that it is your plan to rescind your request to revisit the proposition of selling public land that is used by many groups in our community.

Joel Schroeder
1702 NE 197th Ct
Smithville MO 64089
Cell: 417-770-1126

Hi Damien,

Just wanted to let you know that I am super excited about the possibility of Humphrey's adding on an outdoor deck. The only outdoor dining that I am aware of in Smithville is Kozaks and we could certainly use more outdoor dining options.
Let me know how I can show my support?

Thanks,
Dawn

Dawn Adams
Consulting Manager
Office: 816-201-1003
dawn.adams@cerner.com

	<div>STAFF</div> <div>REPORT</div>
Date:	7/19/2022
Prepared By:	Anna Mitchell, Assistant City Administrator
Subject:	Discussion of Employee Compensation Plan

The Employee Compensation Plan sets the pays scale and includes job descriptions for all city positions. The Plan is revised annually for adjustments and changes. The Plan was last revised in 2000. Revisions in 2021 awaited completion and recommendations from the Classification and Compensation Study completed earlier this year.

The work by the consultant in the the Classification and Compensation Study project included a complete update of all employee job descriptions to be consistent and revise actual work duties, and minimum requirements for positions. Staff has reviewed the consultant's recommended changes and updated to create the final version of the fully updated compensation plan.

Included in the packet are all updated job descriptions as well as an updated pay grade schedule.

Based on discussions of the positions, one position, Management Analyst in the Public Works Department has been re-titled to Assistant to the Public Works Director and reclassified. As a result of Board discussion at the retreat, two new positions have been added to the plan: Water Treatment Plant Shift Supervisor and Recreation Coordinator.

Staff is looking for direction on any changes that would like to be completed on the proposed job descriptions and pay grade schedule. The revised Plan will be brought back to the Board for consideration with other budget documents this fall, to be effective November 1, 2022.



DRAFT

Compensation Plan

Effective November 1, 2022

Executive Summary

Purpose

The purpose of the Compensation Plan is to define the philosophy of compensation in the City of Smithville for regular employees, and to specifically define how compensation increases for various job classifications are determined, in accordance with Article 6 of the Employee Handbook. In order to attract and retain qualified personnel at all levels of the organization, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraint of the City and the labor market in which we compete.

Effective Date

This compensation plan is effective November 1, 2022. It will remain in effect until such time a subsequent compensation plan supersedes it.

Industry Comparison

As stated in the purpose, it is the policy of the City of Smithville to maintain fair and competitive salary ranges consistent with the economic constraints of the City and the labor market in which we compete to attract and retain qualified personnel at all levels of the organization. As such, the City entered into a contract with McGrath Consulting in 2021 to complete a classification and compensation study. The study brought several recommendations including the update of the pay grade schedule, the increase of benefits available to employees, and updated job descriptions for all positions which are included below. The completion of this study confirms that the City of Smithville is provide competitive and equitable pay and benefit packages to employees.

Cost of Living Allocations

It is the intent of the City of Smithville to provide cost of living adjustments to the pay grade schedule, subject to the discretion of the Board of Aldermen. For the purposes of this section, "consumer price index" means, for any fiscal year, the previous year's total consumer price index from July 1 through June 30, using the official current base, compiled by the bureau of labor statistics, United States department of labor for all urban consumers (CPI-U) for the Midwest Region. The Consumer Price Index for the period of July 1, 2021, through June 30, 2022, was 9.1%. The 2022-2023 compensation plan reflects a 2% cost of living adjustment to the pay ranges.

Merit Increases

It is the intent of the City of Smithville to provide compensation based on a merit-based system with salary increases occurring consistent with successful performance reviews. The 2022-2023 budget includes a recommended 3% merit pool which will be allocated to employees based on individual performance reviews completed in May.

2022 Smithville Employee Salary Schedule

Pay Grade	Recommended Title	Department	SALARY RANGE		
			Minimum	Market	Maximum
5			\$15.00	\$17.25	\$21.00
			\$31,200.00	\$35,880.00	\$43,680.00
10			\$16.75	\$19.26	\$23.45
			\$34,840.00	\$40,060.80	\$48,776.00
	Maintenance Worker I - Parks Maintenance Worker I - Public Works Administrative Assistant I - Public Works	Parks and Recreation PW PW			
15			\$18.09	\$20.80	\$25.33
			\$37,627.20	\$43,264.00	\$52,686.40
	Permit Technician Finance Specialist I Administrative Assistant II- Utilities O&M Technician/ Plant Operator I	Development Finance PW PW			
20			\$18.99	\$21.84	\$26.59
			\$39,499.20	\$45,427.20	\$55,307.20
	Police Administrative Assistant/Prosecutor Assistant Maintenance Worker II - Parks Maintenance Worker II- Public Works O&M Technician/ Plant Operator II Recreation Coordinator	Police Parks and Recreation PW PW Parks and Recreation			
25			\$19.94	\$22.93	\$27.92
			\$41,475.20	\$47,694.40	\$58,073.60
	Police Recruit	Police			
30			\$21.14	\$24.31	\$29.60
			\$43,971.20	\$50,564.80	\$61,568.00
	Code Inspector I Finance Specialist II	Development Finance			
35			\$22.41	\$25.77	\$31.37
			\$46,612.80	\$53,601.60	\$65,249.60
	Police Officer Building Inspector I Code Inspector II O&M Technician/ Plant Operator III Crew Leader -Public Works Crew Leader -Parks Engineering Technician I	Police Development Development PW PW Parks and Recreation PW			
40			\$23.75	\$27.31	\$33.25
			\$49,400.00	\$56,804.80	\$69,160.00
	Building Inspector II Finance Analyst Detective Water Treatment Plant Shift Supervisor	Development Finance Police PW			
45			\$26.13	\$30.05	\$36.58
			\$54,350.40	\$62,504.00	\$76,086.40
	Building Inspector III Recreation Manager Engineering Technician II	Development Parks and Recreation PW			
50			\$27.70	\$31.86	\$38.78
			\$57,616.00	\$66,268.80	\$80,662.40
	Police Sergeant Water Treatment Plant Manager Utilities Operations Manager Assistant to the Public Works Director	Police PW PW PW			
55			\$30.47	\$35.04	\$42.66
			\$63,377.60	\$72,883.20	\$88,732.80
	Streets Superintendent	PW			
60			\$35.04	\$40.30	\$49.06
			\$72,883.20	\$83,824.00	\$102,044.80
	Police Captain Utilities Superintendent	Police PW			
65			\$40.30		\$60.45
			\$83,824.00		\$125,736.00
	Assistant City Administrator Development Director Finance Director Parks and Recreation Director Police Chief Public Works Director	Administration Development Finance Parks and Recreation Police PW			



JOB DESCRIPTION

Job Title: Assistant City Administrator	Reports to: City Administrator
Department: Administration	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public affairs, city planning or a related field. A Master's degree is highly desirable.	
Minimum Experience: Five (5) years of progressively responsible public sector management and human resources experience. Three (3) years previous supervisory experience.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position assists the City Administrator in the development and coordination of City functions and programs. The position serves as a department head overseeing the activities of the human resources and economic development. Work also includes assisting the City Administrator in the development and implementation of special programs and projects. This position provides professional, strategic assistance to the City Administrator, Mayor, Board of Aldermen, City departments and City boards and commissions; and serves as the Acting City Administrator in the Administrator's absence.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assists the City Administrator, Mayor, and Board of Aldermen with developing and maintaining strategic plans, including evaluating operations and functions, developing strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, analyzing financial and operations data, and related activities.

2. Assists the City Administrator and the Board of Aldermen in developing the City's short and long-range goals, and anticipates and resolves organizational and community issues, concerns and opportunities for improvement.
3. Provides strategic advice to the City Administrator, department heads, and other City management staff in accomplishing the City's goals and addressing a wide variety of complex daily operational challenges.
4. Assumes the responsibilities of the City Administrator during an absence.
5. Fulfills the role of Human Resources Director. Administers a broad range of human resource management functions city-wide, including, employment relations, staffing, compensation, employee benefits, policy and procedure development, training and development, performance management, and records management.
6. Assists the City Administrator in planning, organizing and directing economic development and business activities including development and implementation of strategies and programs included in the Economic Development Incentive Policy.
7. Serve as staff liaison to the Economic Development Committee.
8. Negotiates complex contracts, franchises, multi-agency coordination initiatives, and joint powers agreements.
9. Analyzes contracts, reports, bids and similar items; directs high profile administrative studies, investigations and surveys; develops and presents recommendations for the Board of Aldermen on a wide variety of subjects.
10. Researches, interprets, and stays current with National, State, and local legislative and political initiatives and changes, as well as business developments and opportunities, and summarizes and shares information and analysis with the City's senior management and elected officials.
11. Oversees basic administrative functions of the organization, including but not limited to public correspondence, general department oversight and guidance, assists with organizational strategy and communication with the Board of Aldermen.
12. Participates in community events and partnerships, serves on community boards, committees, or groups, and speaks at events and local meetings.
13. Serves as the liaison to the Smithville Main Street Association, acts as the City representative as an ex officio member on their board and attends all meetings.
14. Oversees special projects at the direction of the City Administrator focused on priorities of the Mayor and Board of Aldermen.
15. Responds to citizen questions, complaints and concerns in a respectful manner.
16. Other job-related duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of local government management and business theory, practice and administration in order to assist in the planning and implementation of all City functions; to assist in the preparation of reports/analyses, policies and budgets.
2. Have the interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, citizens, community groups, elected officials and vendors supplying goods or services to the jurisdiction.
3. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.

4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Knowledge of principles, practices, and techniques of public personnel administration and human resources management.
6. Knowledge of Human Resources techniques utilized in employee relations, discipline, recruitment, job classification, job analysis, record-keeping, labor relations, and training.
7. Knowledge of application and interpretation of Federal, state, and local laws, regulations, codes, ordinances, and legal precedents governing human resources administration, labor relations, and civil rights.
8. Ability to effectively utilize the principles of strategic and long and short-range planning.
9. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
10. Ability to research and analyze detailed information and make appropriate recommendations.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department-specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software including word processing, spreadsheet and database applications consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.

33. Ability to maintain professionalism at all times.
34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: City Clerk	Reports to: Board of Aldermen
Department: Administration	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade:
Minimum Education: High School diploma or equivalent. Associates degree preferred.	
Minimum Experience: Three (3) years' experience in a progressively responsible administrative support position. Previous experience in a municipal setting preferred.	
Minimum Certification: Missouri City Clerk & Finance Officer Association Certification (MOCCFOA) IIMC certification preferred.	
Other Requirements:	

POSITION SUMMARY

The City Clerk shall be responsible for administrative work in the maintenance of records documents for the Board of Aldermen and a wide variety of clerical activities pertaining to the operation of the City government.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides leadership in the delivery of superior services to City residents and businesses.
2. Oversees preparation of agendas, packets and minutes for the Board; assists City staff with preparation of materials; meets with the Mayor to discuss and review agenda items and to address any Board issues, concerns and plans.
3. Responsible for notifications, agendas and information packets; serves as Clerk to the Board of Alderman; records official Board actions as determined by statute.
4. Oversees the publication and re-codification of City ordinances. Signs and certifies City ordinances, resolutions, contracts, reports and other documents and supervises their transmittal and filing in appropriate books.

5. Responsible for the custody and maintenance of all City records and devises, develops, and maintains a system record accessibility.
6. Takes custody of the corporate seal and official documents; attaches seal to bonds, deeds, contracts, notes and other City documents as required.
7. Record appropriate documents with the County and State when necessary.
8. Administers official oaths.
9. Performs all duties in association with City elections and interacts with the County election authority as needed.
10. Provides administrative and staff support to Board of Alderman and designated boards, commissions and committees; assists with organizational strategy and communication with the Board of Aldermen.
11. Responds to citizen questions, complaints and concerns in a respectful and timely manner.
12. Maintains the City website and social media sites using various content and desktop publishing software in accordance with City Policy.
13. Assists departments with developing content for departmental web pages to ensure effective communications and uniformity of presentation.
14. Provides front line help desk support for a wide variety of computer applications; and serves as primary contact to outsourced IT vendor.
15. Coordinates City assets to be auctioned.
16. Other job-related duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Ability to establish and maintain accurate records of assigned activities and operations.
3. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
4. Skill in organization and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
5. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
6. Ability to think quickly, maintain self-control, and adapt to stressful situations.
7. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
11. Skill in researching and understanding complex written materials.
12. Ability to prepare and maintain accurate and concise records, reports, and meeting minutes.
13. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
14. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.

15. Ability to maintain professionalism at all times.
16. Ability to maintain effective working relationships with individuals within and outside the organization.
17. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
18. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
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- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Building Inspector I/II/III	Reports to: Development Director
Department: Development	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35/40/45
Minimum Education: High School diploma or equivalent	
Minimum Experience: Building Inspector I: Previous plan review or construction related experience. Building Inspector II & III: Minimum 18 months previous inspection experience.	
Minimum Certification: Building Inspector I: Obtain Certification in at least one element of residential building code inspections within 18 months of appointment and continue to obtain additional certifications required to become fully certified as a Residential Building Code Inspector. Building Inspector II: Certified as a Residential Building Code Inspector. Building Inspector III: Certified as a Residential Building Code Inspector and Commercial Building Code Inspector.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The position performs plan reviews and on-site field inspections of properties to verify compliance with the approved construction documents, adopted codes, and ordinances of the City, to safeguard public health, safety and general welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Successfully trained Building Inspectors will be assigned higher level functions based upon experience and certification obtained.

1. Performs inspections and reviews building plans for compliance with building, electrical, mechanical, or plumbing codes, ordinances and regulations.
2. Reviews construction plans and specifications to verify compliance to all applicable codes and ordinances.
3. Performs expedited plan reviews.
4. Conducts onsite inspections to verify compliance to approved drawings and applicable codes, ordinances and construction standards.
5. Conducts plan review meetings with contractors, owners, and design professionals to discuss code violations found during the plan review.
6. Conducts onsite meetings with the contractor and owner during construction to discuss code violations found during inspections.
7. Explains code references as requested and provides public assistance. Provides information to the public regarding building and zoning codes and inspections.
8. Conducts specialized inspections related to framing, electrical, and mechanical systems. May be involved in grading and drainage inspections.
9. Conducts building permit plan reviews for new construction, additions and alterations to residential, commercial and industrial buildings to determine compliance with the provisions of the building code and local zoning ordinances.
10. Prepare plan reviews for multi-disciplines and project-types. Draft plan review comments for the Director's review and to ensure plans for a structure or a building follow current City ordinances, building codes and standards.
11. Develops, maintains and updates electronic and paper records of inspections and plan reviews.
12. Enters inspection results in permit tracking software. Prepares written notices and letters as needed.
13. Documents inspections and assists with information to correct non-compliance situations. Conducts follow-up inspections, and monitors progress of projects.
14. Assist with hearings to resolve code enforcement problems; prepare case reports for court or administrative proceedings; testify in court and at administrative proceedings as necessary.
15. Educates customers and all stake holders of code and ordinance requirements.
16. Provides technical assistance and explains and interprets codes, ordinances, and regulations for design professionals, contractors, owners and the general public.
17. Represents the Department at public meetings and Court proceedings, as assigned.
18. Provide internal customer service assisting with support and coverage as needed of other positions in the Department.
19. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Extensive working knowledge of residential building construction including structural framing, electrical, heating/air conditioning and plumbing systems.
2. Working knowledge of pertinent construction codes and ordinances, proper inspection methods, and legal procedures involving enforcement of building codes and ordinances.
3. Knowledge of safety codes, related laws and ordinances and building standards.
4. Knowledge of the principals and practices of code compliance programs.
5. Knowledge of blueprints, layouts, construction plans, parcel maps, and zoning maps.

6. Skill in identifying technical and operational problems and recommending appropriate corrective actions.
7. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
8. Knowledge of computer software consistent for this position.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
12. Ability to perform word processing and/or data entry.
13. Ability to perform mathematical calculations required of this position.
14. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
15. Skill in researching and understanding complex written materials.
16. Ability to prepare and maintain accurate and concise records and reports.
17. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
18. Ability to define problems, exercise sound judgment, and address a variety of situations.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Ability to maintain professionalism at all times.
21. Ability to maintain confidentiality.
22. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
23. Ability to establish and maintain effective working relationships with others.
24. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work involves occasional lifting of up to 50 pounds within a limited range for access to storage boxes; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling, climbing stairs and ladders and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.
- Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.
- Work is generally in a moderately noisy office setting and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Code Inspector I/II	Reports to: Development Director
Department: Development	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 30/35
Minimum Education: High School diploma or equivalent	
Minimum Experience: Code Inspector I: Previous experience in code enforcement or related land use experience preferred. Code Inspector II: Two (2) years' work experience in code enforcement or related land use experience.	
Minimum Certification: Code Inspector I: None Code Inspector II: Certified as a Property Maintenance & Housing Inspector. ICC Certified Code Enforcement Officer (CCEO).	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position inspects and investigates complaints to verify compliance with adopted codes and ordinances of the City; to safeguard public health, safety and general welfare. This position is also responsible for related administrative functions as it relates to documentation of inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Receives, records, and investigates complaints regarding potential violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs, writing reports, and recording other pertinent data; researches ownership records,

prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.

2. Surveys (on foot and/or by vehicle) nuisance conditions and code violations.
3. Initiates contacts with residents, business representatives and other parties to explain the nature of incurred violations and establish compliance requirements with municipal codes, ordinances, and community standards.
4. Meets with City staff regarding complaints; coordinates follow up activities as needed.
5. Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violation; as appropriate, affixes notice of violation on property to abate fire and public safety hazards and public nuisances.
6. Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners if applicable; conducts follow-up investigations to ensure compliance with applicable codes and ordinances.
7. Prepare non-compliance case information for legal action when requested. Testifies in court or administrative hearings as needed.
8. Makes drive-by or on-site inspections of residential, industrial, and/or commercial areas in compliance with requirements of law; notes possible violations at other property sites during the course of field investigations.
9. Provides information to violators, witnesses and the general public, business community and other government agencies regarding codes, laws and ordinances; respond to questions, complaints and inquiries.
10. Maintains files and records related to citations and violations; prepares written reports, memoranda and correspondence.
11. Photographs nuisance conditions and code violations.
12. Maintains and updates records, logs and reports utilizing knowledge of principles of record keeping and reporting.
13. Develops public announcements on code enforcement activities as directed.
14. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of municipal building safety codes, related laws and ordinances and building standards.
2. Knowledge of the principals and practices of modern building safety inspections and related code compliance programs.
3. Skill in interpreting the building safety codes to the public, staff, local, State and Federal agencies, and to professionals in the development and construction community.
4. Skill in identifying technical and operational problems and recommending appropriate corrective actions.
5. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
6. Ability to research and analyze detailed information and make appropriate recommendations.
7. Ability to maintain a professional demeanor when dealing with the public.
8. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
9. Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

10. Knowledge of City policies, procedures and practices.
11. Knowledge of local government organization and its departmental operating requirements.
12. Considerable knowledge of modern office practices and procedures.
13. Ability to analyze and prepare organizational and functional reports from research data.
14. Ability to work the allocated hours of the position.
15. Ability to explain relevant information effectively to various audiences.
16. Ability to communicate effectively with other members of the staff, supervisor, and the public.
17. Ability to communicate clearly and concisely in both written and verbal form.
18. Must be proficient in workplace English and spelling.
19. Ability to read City policies and procedures; written instructions, general correspondence; SDS sheets, safety manuals, maps, etc.
20. Ability to perform mathematical calculations.
21. Ability to understand and effectively carry out verbal and written instructions.
22. Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
23. Ability to define problems and deal with a variety of situations.
24. Ability to think quickly, maintain self-control, and adapt to stressful situations.
25. Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal Statutes and Regulations.
26. Organizational and time management skills needed to meet deadlines.
27. Must have ability to work accurately with attention to detail.
28. Ability to maintain confidentiality.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to analyze facts and to exercise sound judgment in arriving at conclusions.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work may involve mobility over rough or difficult terrain. Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work may also be performed above or below ground, to include heights over 10 feet, as well as underground crawl spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.

- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is generally in a moderately noisy office setting and in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Development Director	Reports to: City Administrator
Department: Development	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's degree from an accredited college or university with major course work in Planning, Public Administration, or a related field. Master's degree is highly desirable.	
Minimum Experience: Five (5) years of progressively responsible related experience. Three (3) years previous supervisory experience.	
Minimum Certification: Certification through the American Institute of Certified Planners (AICP) preferred.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Department. This position is responsible for the administration and enforcement of building codes, property maintenance codes, zoning regulations, subdivision regulations and environmental health regulations. Additionally, the position has overall program administration and coordination for all long-range community planning, zoning and land use, and building and construction activities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Determines strategic direction for department based on understanding of fundamental needs of community.
2. Enforces all codes, regulations and ordinances formally adopted by the City of Smithville with regard to building and structures, including all phases of commercial and residential construction.
3. Inspects for and enforces all codes, regulations and ordinances and monitors all phases of construction within the City that are related to Residential and Commercial Structures.
4. Mentors and coaches' staff to achieve primary job objectives.

5. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
6. Directs the work of and manages the staff of the Department. Interviews and selects new employees. Provides training and instruction and identifies ongoing training needs. Provides coaching and/or counseling. Assigns tasks, reviews work and prepares performance evaluations. Reviews and approves staff payroll. Coordinate use of time off. Recommends employee transfers, promotions, disciplinary action, and discharge.
7. Identifies training needs and opportunities for the department.
8. Defines and implements the goals and objectives for department operations.
9. Researches, recommends, develops and implements policy and procedures for operational effectiveness, sustainability, and safety; monitors all operations for effective application of department policies, procedures and standards.
10. Reviews applications, plans, and issues construction permits for any new or additions to residential or commercial construction projects.
11. Reviews applications and administers the Floodplain Development Regulations.
12. Reviews complaints and ordinance violations; consults with the City Attorney to determine actions when needed.
13. Serves as staff representative at planning and zoning meetings and Board of Aldermen meetings.
14. Coordinates and facilitates the actions of the Planning Commission through the scheduling of meetings, drafting agendas, monitoring submittal deadlines for all items to come before planning and zoning, submission of necessary public notices to the newspaper, preparation of necessary information for the Planning Commission and the Board of Aldermen with regard to planning and zoning issues.
15. Oversees the voluntary annexation process.
16. Provides detailed recommendations to the Planning Commission and Board of Aldermen.
17. Provides advisory information to professional clients, the media and the general public on codes such as UBC, UMC, NEC, APWA and the City of Smithville's codes, ordinances and comprehensive plan.
18. Coordinates with other city departments to monitor construction and development activities in the community to ensure compliance with all applicable regulations.
19. Monitors compliance with the City of Smithville's sign ordinance.
20. Conducts staff site plan reviews for new business.
21. Responsible for the records management of all inspections plat submissions and related items with regard to all construction, development and planning and zoning activities in the City of Smithville.
22. Develops, recommends, and implements annual departmental budget, forecasts necessary funding for staff, equipment, material and supplies. Monitors budget throughout the year.
23. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices and theories of urban planning, architecture, and civil engineering.
2. Knowledge of the principals of land use and development.

3. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Ability to effectively utilize the principles of strategic and long and short-range planning.
6. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
7. Ability to research and analyze detailed information and make appropriate recommendations.
8. Ability to develop department goals and objectives.
9. Ability to plan, develop, implement, and evaluate projects and programs.
10. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
11. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
12. Knowledge of administrative policies and procedures of the City.
13. Ability to establish and maintain accurate records of assigned activities and operations.
14. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
15. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
19. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
20. Ability to instruct and train in methods and procedures.
21. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
22. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
23. Knowledge of computer software consistent for this position.
24. Ability to perform mathematical calculations required of this position.
25. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
26. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
27. Skill in researching and understanding complex written materials.
28. Ability to prepare and maintain accurate and concise records and reports.
29. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

30. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
31. Ability to handle sensitive interpersonal situations calmly and tactfully.
32. Ability to maintain professionalism at all times.
33. Ability to maintain effective working relationships with individuals within and outside the organization.
34. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
35. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has occasional exposure to environmental conditions.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Development Director



JOB DESCRIPTION

Job Title: Permit Technician	Reports to: Development Director
Department: Development	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 15
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Two (2) years' experience related to building construction, code enforcement or plan review. An equivalent combination of higher education for experience may be considered by the City.	
Minimum Certification: Obtain ICC Permit Tech certification within 18 months of appointment.	
Other Requirements:	

POSITION SUMMARY

This position is responsible to facilitate and process applications and plan reviews for general construction to verify compliance with the adopted codes and ordinances of the City. This position is also responsible for administrative functions relative to the documentation and record keeping of applications and issued permits; assists in providing staff support to the Department and Planning Commission.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Receives, examines, processes, and issues permits within area of responsibility.
 - a. Receives applications at counter or via e-mail or permitting software and checks for completeness
 - b. Enters application data into computer software
 - c. Ensures correct routing of applications to staff and consultants
 - d. Coordinates submission of revisions as needed
 - e. Assists, as necessary, with computation of permit application fees
 - f. Notifies applicants of permit issuance and generates invoices
 - g. Generates building permits, certificates of occupancy and other approval documents
 - h. Upon request, researches and communicates permit and inspection status to applicants
 - i. Issues same-day building permits; routes plans to staff, and consultants for review as needed.

- j. Provides general information to the public regarding permitting processes, building codes, zoning regulations, environmental health regulations and land use development processes. Schedules building permit and other inspections as necessary.
2. Assists visitors with submitting new plans, revised plans, payments, and schedules inspections.
3. Balances daily monies received, assigning to proper accounts, reconciling deposits to cash register, balancing cash drawer and closing the day's receipts.
4. Receives requests for inspections, schedules inspections, assigns the appropriate inspector, and assists requestors with information regarding policies, regulations, and codes applicable to inspections.
5. Drafts documents associated with the permit for staff review.
6. Provides customer service to internal and external customers; greets, receives and screens visitors and customers, on phone and in person; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
7. Receives complaints and public concerns. Directs information for proper disposition.
8. Composes correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
9. Updates and maintains department electronic and paper databases, files, forms and records.
10. Assists with research, analysis, and administrative support to special projects.
11. Processes, compiles, and researches information and statistics, prepares and verifies data, reports, correspondence, and other documents and assists with compiling and producing the department's annual report and similar documents.
12. Prepares correspondence, minutes, agendas, and packets for the Planning Commission. Ensures that all legal notices, posted notices, and publications are published/issued in a timely manner.
13. Prepares and sends out decision letters.
14. Participates in maintaining web page(s) for assigned area of responsibility.
15. Prepares and processes invoices, payment vouchers, bills, and verifies accounting records for the Director. Reviews invoices and submits for approval of payment; notifies of discrepancies; codes to appropriate funds; enters required information into financial software; maintains active account files. Reconciles monthly credit card statements.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of building construction and building code enforcement.
2. Ability to read, understand and interpret building construction plans and blueprints.
3. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
4. Knowledge of administrative policies and procedures of the City.
5. Ability to establish and maintain accurate records of assigned activities and operations.
6. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
7. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
8. Ability to perform detailed work accurately and independently in compliance with stringent time

limits with minimal direction and supervision.

9. Ability to think quickly, maintain self-control, and adapt to stressful situations.
10. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
11. Knowledge of computer software consistent for this position.
12. Ability to perform mathematical calculations required of this position.
13. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
17. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
18. Ability to handle sensitive interpersonal situations calmly and tactfully.
19. Ability to maintain professionalism at all times.
20. Ability to maintain effective working relationships with individuals within and outside the organization.
21. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

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work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Permit Technician



JOB DESCRIPTION

Job Title: Finance Analyst	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 40
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, finance or a related field. Master's degree preferred.	
Minimum Experience: Previous related work experience preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for providing analysis of finance operations, functions and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives; and will work closely with all City department employees as well as Governing Body members and the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assists with budget preparation and monitoring, including, but not limited to:
 - a. Coordinating the City's performance management and benchmarking initiatives; including recommending performance measures; data collection and analysis; collaborating with departments to research, analyze and develop performance improvements; and participating in a network for performance improvement professionals.
 - b. Reviewing departmental budget submissions and analyze for trends.
 - c. Review position control data to assist in review of staffing costs and projections.
 - d. Assisting with coordination and monitoring of the capital improvement budget process, including project accounting.
 - e. Assisting Finance Director in development of the annual budget document for submission for GFOA review.

2. Assists the Finance Director with oversight and management of tax increment financing, community improvement district and other economic development districts and allocation of funds.
3. Assists the Finance Director in review and analysis of utility rates including the development and update to jurisdictional rate comparisons, and maintenance of rate tables.
4. Assists Finance Director with user fee research and preparation of the proposed Schedule of Fees in the budget process.
5. Conducts analytical research for various City operations, functions, and programs.
6. Assists with research regarding economic development projects and strategies.
7. Manages special projects as directed by the City Administrator and Finance Director.
8. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
9. Collects, organizes, analyzes, and interprets information from various sources, facts or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
10. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
11. Assists in the preparation of various newsletters for internal and external use.
12. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
13. Provides customer service as needed.
14. Serves as back-up to accounts payables, payroll, and utility billing, as needed.
15. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
3. Skill in preparing accounting transactions, financial statements and reports.
4. Skill in applying accounting principles to work activities in a municipal accounting system.
5. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information.
6. Ability to analyze and prepare organizational and functional reports from research data.
7. Knowledge of computer software consistent for this position including knowledge of Microsoft Office and prior experience with financial management systems.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
10. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
11. Ability to perform word processing and/or data entry.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to perform mathematical calculations required of this position.

14. Skill in researching and understanding complex written materials.
15. Ability to prepare and maintain accurate and concise records and reports.
16. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
17. Ability to define problems, exercise sound judgment, and address a variety of situations.
18. Ability to think quickly, maintain self-control, and adapt to stressful situations.
19. Ability to maintain a professionalism at all times.
20. Ability to maintain confidentiality.
21. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of Freedom of Information Act and other applicable State and Federal statutes and regulations.
22. Ability to establish and maintain effective working relationships with others.
23. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Finance Director	Reports to: City Administrator
Department: Finance	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's Degree in Finance, Accounting, Business Administration or other related field. Master's Degree in Business Administration, Public Administration, or Accounting is preferred. An equivalent of higher education and for experience may be considered by the City.	
Minimum Experience: Five (5) years of progressively responsible public sector finance management experience. Three (3) years previous supervisory experience.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and management of the Finance Department for the City. This position also manages and directs the operations of the Finance Department, including investments, financial forecasting, budget development and monitoring, central financial accounting and reporting, and administration of the City's financial system.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages the staff of the Finance Department. Interviews and selects new employees. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Provides leadership and management to all assigned staff. Directs staff on difficult projects and interpreting the application of accounting practices, policy and procedure.
3. Analyzes and evaluates existing objectives, goals, standards, priorities, policy and procedures.
4. Researches, recommends, develops and implements policy and procedures for program effectiveness.

5. Develops work plans and strategies to meet business needs-both short term and long term; develops and directs the implementation of goals, objectives, policies, procedures and work standards to ensure success. Ensures proper implementation and City conforms to related legislative requirements.
6. Advises and assists in preparing budget documents and make related budget recommendations. Collaborates with the City Administrator, department directors and related staff to review, analyze, and clarify budget document submissions and related budget entries on the financial system. Prepare required budget documents and attend budget hearings. Determines tax levy. Ensures publication of annual budget.
7. Responds to citizen questions, complaints and concerns in a respectful manner.
8. Establishes, maintains, and directs the City's accounting functions (including general ledger, accounts receivables, accounts payable, payroll and fixed assets; cash management and internal control requirements; debt management activities including sale of bonds and record keeping; and bond rating) and reporting systems pursuant to Government Accounting Standards Board (GASB) rules and Generally Accepted Accounting Principles (GAAP) to provide for timely and accurate financial recording and reporting both internally and with outside agencies of City wide fiscal and payroll transactions, including procedural controls.
9. Develops, recommends and implements accounting policies and procedures, reporting and accounting methods for all departments.
10. Responsible for investment and management of the City's idle operating funds.
11. Provides professional consultation and staff support to the City Board, governing committees, and City Administrator. Provide professional advice. Provide financial, statistical, and analytical data.
12. Recommends and assists in development of long-range fiscal programs and financial management including maintaining the five-year capital improvement plan.
13. Assists in ensuring the requisite standards for maintaining the City's national credit rating are met on long term debt and bond issues organization, budget balancing, tax collection delinquency, stability of tax levy, and maintenance of adequate fund balances.
14. Develops and maintains both annual and long-term debt management plan that is in accordance with regulations and that provides a consistent source of funds for capital improvements. Prepares required documents and analysis for bond and other long-term debt issuance.
15. Exercise financial audit control over City financial records. Assist outside auditors and consultants and provide pre-audited financial reports. Perform internal audits of Departments.
16. Updates and maintains the multiyear financial model, which includes forecasts of revenues, expenditures across the City's multiple budgeted funds, and other relevant items to project property tax rates.
17. Reviews revenues and expenditures to ensure compliance with the appropriation ordinance; monitors and communicates shifts in revenue trends.
18. Prepares year-end close of financial records, researches proper accounting methods and prepares general ledger entries for accounting issues.
19. Oversees the design, selection and implementation of all manual and automated systems for the City's financial systems.
20. Prepares and presents financial reports to the City Board regarding department budgets, operating funds, special grants, fixed assets and related data.
21. Advises Administrator and City Board regarding fiscal impact of resolutions, ordinances, contracts, and staffing or program changes. Give advice regarding budget variations.
22. Oversees administration and application of Tax Increment Financing (TIF) and Community Improvement District (CID) funds and any other future special districts; oversees TIF distribution

and PILOTs into Special Allocation Fund, oversees revenue collections of CID and reporting requirements.

23. Administers the City's insurance policies in coordination with Human Resources.
24. Performs special financial studies/projects as directed.
25. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
2. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques, and performance management
3. Knowledge of the principles, theories and concepts of accounting including Governmental Accounting Board Standards (GASB) for all fund types.
4. Skill in preparing accounting transactions, financial statements and reports.
5. Skill in applying accounting principles to work activities in a municipal accounting system.
6. Skill in conducting thorough analytical work, including designing statistical analyses of budgetary information; ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
7. Ability to analyze and prepare organizational and functional reports from research data.
8. Ability to effectively utilize the principles of strategic and long and short-range planning.
9. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
10. Ability to research and analyze detailed information and make appropriate recommendations.
11. Ability to develop department goals and objectives.
12. Ability to plan, develop, implement, and evaluate projects and programs.
13. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
14. Knowledge of computer software, including knowledge of Excel formulas and functions, consistent for this position.
15. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
16. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
17. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
18. Ability to perform mathematical calculations required of this position.
19. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
20. Skill in researching and understanding complex written materials.
21. Ability to prepare and maintain accurate and concise records and reports.
22. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
23. Ability to define problems, exercise sound judgment, and address a variety of situations.
24. Ability to think quickly, maintain self-control, and adapt to stressful situations.

25. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
26. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
27. Ability to instruct and train in methods and procedures.
28. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
29. Ability to maintain professionalism at all times.
30. Ability to maintain confidentiality.
31. Ability to maintain discretion regarding business-related files, reports and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
32. Ability to establish and maintain effective working relationships with others.
33. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name

Finance Director



JOB DESCRIPTION

Job Title: Finance Specialist I	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 15
Minimum Education: High school diploma or equivalent. Associate degree in a related field preferred.	
Minimum Experience: Two (2) years utility billing and accounts receivable experience, or other related experience. An equivalent combination of experience and training may be considered.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible to provide administrative, fiscal, and program support to the Department and provide exemplary customer service to members of the public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides first line customer service to internal and external customers; greets, receives and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
2. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
3. Composes routine correspondence; proofreads and edits documents; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
4. Assists customers with utility billing questions and information including rates, abnormal or erroneous readings, requests for changes in services, new services, coordinates with utility service crews in connecting new services or disconnections/terminations of service.
5. Performs weekly accounts payable processing, including entering invoices into the computer system; printing and mailing checks; maintaining vendor files including accurate and up-to-date supporting tax documents (i.e., W-9s).

6. Receives payments from public for all utility bills; issues receipts and distributes to appropriate funds by accurately entering information into the cash receipting system(s); sets up payment plans when applicable.
7. Coordinates business license renewals, and fireworks permits.
8. Coordinates the Meals on Wheels program, including reconciliation of monthly invoicing and billing of meals; coordinates all aspects of senior center rentals; maintaining recipient and volunteer schedules.
9. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
10. Serves as the backup for utility billing to other department staff, as needed.
11. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of administrative policies and procedures of the City.
2. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of computer software consistent for this position.
9. Ability to perform mathematical calculations required of this position.
10. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
11. Ability to understand and effectively carry out verbal and written instructions.
12. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
13. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
14. Ability to handle sensitive interpersonal situations calmly and tactfully.
15. Ability to maintain effective working relationships with individuals within and outside the organization.
16. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
17. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

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- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive.
- Work is conducted in an office setting (e.g., business office, light traffic).

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Finance Specialist II	Reports to: Finance Director
Department: Finance	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 30
Minimum Education: Associate degree in an accounting or related program. Bachelor's degree preferred.	
Minimum Experience: Four (4) years previous payroll or accounting/bookkeeping experience. Previous experience in a municipal setting preferred.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position provides accounting functions including payroll, benefit administration, bank reconciliation, and utility billing processes for the City; and provides responsive, courteous, and efficient customer service in support of services provided.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Performs timely and accurate payroll and benefit processing. Analyzes, verifies status changes, wages, benefits, proofs time entry, answer inquiries from department staff, and coordinates processes to complete payroll.
2. Ensures payroll, benefits, and accruals are in accordance with applicable laws, policies, and procedures for all employees.
3. Verifies employee master file updates; pay rate changes, benefit elections, marital status, tax withholdings and exemptions, etc.
4. Reconciles, reports, and remits federal and state withholdings, new hire reporting, and unemployment reporting as mandated by law.
5. Coordinates with Human Resources to ensure retroactive pay, termination pay, garnishments, special levies, and retiree benefit continuation and payment are processed timely and accurately.
6. Assists, reviews, and works with Human Resources (HR) on employee benefit enrollment, pay type, benefit, deduction and accrual set up and terminations.

7. Performs year-end payroll processes. Reconciles year-end earnings, taxes, and benefit reporting information. Prepares, mails, and remits W-2s and Affordable Care Act reporting to employees and remits to federal and state agencies per mandates.
8. Maintains payroll software. Researches, tests, implements, and prepares changes for issues that arise and accommodates changes negotiated in the payroll software per accounting procedures.
9. Serves as backup to accounts receivable duties for utility account billings; prepares monthly late fee assessments and shut-off of services for delinquent accounts and corresponds with service crews to reconnect when paid; processes bad-debt write-offs.
10. Processes and follows-up on wage garnishments and levies by Federal, State, and county court orders.
11. Assists in preparation of check requests for weekly accounts payable processing, including the specific preparation of drafts for automatic clearing house (ACH) bank activity.
12. Conducts regular and surprise audits of cash drawers in relation to the Cash Management Policy.
13. Assists Human Resources and the Finance Director with human resources related tasks including insurance elections, letters, and notification of state agencies and insurance carriers. Occasionally serves as back up for human resource tasks.
14. Completes monthly bank reconciliations of all City accounts, ensuring proper documentation is retained for annual audit, and performs a daily banking account review and reports revenues for receipting into the City's financial system
15. Assist other departmental personnel in collecting data for a variety of research projects and programs; assist in the analysis and preparation of a variety of reports.
16. Serves as the backup to department personnel, as needed.
17. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles governing payroll administration, payroll accounting methods and procedures, and employee benefit administration.
2. Knowledge of computerized payroll systems and personnel, supervision, and accounting principles.
3. Knowledge of administrative policies and procedures of the City.
4. Ability to establish and maintain accurate records of assigned activities and operations.
5. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
6. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to think quickly, maintain self-control, and adapt to stressful situations.
9. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
10. Knowledge of computer software consistent for this position.
11. Ability to perform mathematical calculations required of this position.
12. Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.

15. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
16. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
17. Ability to handle sensitive interpersonal situations calmly and tactfully.
18. Ability to maintain professionalism at all times.
19. Ability to maintain effective working relationships with individuals within and outside the organization.
20. Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
21. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

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- Work has standard vision requirements.
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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Crew Leader - Parks	Reports to: Parks and Recreation Director
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35
Minimum Education: High School diploma or equivalent. Post high-school education in a skilled trade of HVAC, electric, carpentry, plumbing, welding, mechanical preferred.	
Minimum Experience: Five (5) years' work experience in horticulture, groundskeeping, equipment operations or maintenance work. Previous supervisory or lead experience preferred.	
Minimum Certification: Certified Playground Safety Inspector certification preferred.	
Other Requirements: High Level of knowledge of and experience with heavy equipment or machinery.	

POSITION SUMMARY

This position is responsible for planning and coordinating of the maintenance and repair to carry out the parks and city recreation services; provides for safe, sustainable and attractive active and passive-use parks and recreational opportunities for residents and the general public; and ensures effective and efficient operations under the direction of the Director.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Leads and trains maintenance employees and coordinates cross-training opportunities and mentors staff to meet goals and maintain motivation.
2. Schedules daily work assignments and reprioritizes assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville facilities, including buildings, restrooms, landscaping, athletic fields, campground, and walking trails.

4. Performs inspections on playground equipment, public facilities, trails, and other equipment to ensure the safety of parks and proper working condition of equipment in recreation facilities.
5. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation and pruning and or removal of trees.
6. Ensures proper care and maintenance of tools and equipment is completed; coordinates maintenance as needed.
7. Responds to customer service inquiries, providing appropriate follow-up, referral or resolution.
8. Ensures inventory and orders supplies as needed.
9. Responds to emergency situations concerning malfunctioning building, equipment, tools, systems; analyzes situation and takes appropriate action.
10. Notifies Supervisor of servicing required by outside vendor.
11. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
12. Reports all accidents to the appropriate authority. Follows all policies for reporting.
13. Provides backup assistance to other department personnel as needed.
14. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data. Completes written records of labor and materials used for each work project.
15. Performs minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
16. Prepares athletic field playing surfaces for leagues as scheduled. Includes dragging, lining, setting bases, repairing fences, trimming, mowing, and trash pick-up
17. Provide the Director with important information for budgeting, bids, grants, and statistical reports. Compare, shop, and bid out on supplies and equipment
18. Reports to work for on-call after hour needs, as assigned.
19. Performs emergency repairs and work as necessary.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
5. Knowledge of Personal Protective Equipment.
6. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
7. Ability to instruct and train in methods and procedures.
8. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.

9. Ability to understand and follow oral and written instructions.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
13. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
14. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
15. Ability to define problems, exercise sound judgment, and address a variety of situations.
16. Ability to think quickly, maintain self-control, and adapt to stressful situations.
17. Ability to maintain professionalism at all times.
18. Ability to work as a member of a team.
19. Ability to establish and maintain effective working relationships with others.
20. Ability to perform mathematical calculations required of this position.
21. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Maintenance Worker I/II -Parks	Reports to: Crew Leader - Parks
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 10/20
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Maintenance Worker I: Previous work experience in horticulture, groundskeeping, equipment operations or maintenance work preferred. Maintenance Worker II: Three (3) years' experience in horticulture, groundskeeping, equipment operations or maintenance work.	
Minimum Certification: Maintenance Worker II: <ul style="list-style-type: none">• Certified Playground Safety Inspector certification preferred.	
Other Requirements: Valid Driver's license.	

POSITION SUMMARY

The position performs the maintenance and repairs to carry out the parks and city recreation services; provides for safe, sustainable and attractive active and passive-use parks and recreational opportunities for residents and the general public.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Performs ongoing inspections on exterior spaces. Establishes priority maintenance needs and forwards to supervisor for consideration.
2. Maintenance of City Parks facilities, including but not limited to mowing, irrigation, turf and equipment repair and maintenance related to the operation and maintenance of City of Smithville facilities, including buildings, restrooms, landscaping, athletic fields and campground

3. Maintains walking trails with concrete or asphalt patches; ensures trail is clear of any obstructions.
4. Controls and manages invasive vegetation in and around parks and greenways.
5. Maintains grounds by fertilizing, mowing & trimming grass, raking leaves, picking up debris, etc.
6. Pick up garbage and recyclables as well as litter on the grounds as needed.
7. Performs landscape maintenance, including edging and mulching beds, weeding, watering, fertilizing, turf renovation and pruning and or removal of trees.
8. Performs minor plumbing, electrical, and structural repairs and construction to all City facilities, parks, campgrounds and open spaces.
9. Cleans, lubricates, and performs minor maintenance or repair to equipment.
10. Operates maintenance equipment, including but not limited to, field drag, lawn mower, utility tractor, weed eater, chain saw, pole saw, dump truck, sod cutter, chemical sprayer, tiller, bush hog, etc.
11. Maintains and cleans all areas of the building and grounds.
12. Maintains up-to-date records of all maintenance activities.
13. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
14. Follows all worker protection directives, especially Personal Protective Equipment (PPE).
15. Reports all accidents to the appropriate authority. Follows all policies for reporting.
16. Completes work orders, daily activity reports, inspection reports, and time sheets; maintains maintenance and service records/logs, and other pertinent information.
17. Provides backup assistance to other department personnel as needed.
18. Reports to work for on-call after hours needs, as assigned.
19. Other duties as assigned.

Additional Duties for Maintenance Worker II

20. Performs playground maintenance to existing playgrounds. Assists with the repair and replacement of playground equipment at the playground, under the supervision of a certified playground safety inspector.
21. Maintains accurate chemical application records as required by State and Federal laws. Assists in the proper storage of chemicals and ensure compliance with all chemical label instructions.
22. Rebuilds and repairs equipment requiring cutting, welding, or fabricating steel items, including cleaning equipment in preparation for repairs.
23. Operates heavy equipment and machinery
24. Assists with schedules of daily work assignments, reprioritizing assignments as needed to ensure timely completion of work. Prepares documents with Crew Leader to record daily work activities
25. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
26. Leads, trains, and mentors part-time and seasonal maintenance staff to meet goals and maintain motivation

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, weed eater, welders, power saws, drills, sewer snakes, earth drills, aerators, sprayers and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Knowledge of and experience with parks and park systems, irrigations systems, trees, shrubs, turf management, other plant material.
5. Knowledge of Personal Protective Equipment.
6. Ability to understand and follow oral and written instructions.
7. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
8. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
9. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
10. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
11. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
12. Ability to define problems, exercise sound judgment, and address a variety of situations.
13. Ability to think quickly, maintain self-control, and adapt to stressful situations.
14. Ability to maintain professionalism at all times.
15. Ability to work as a member of a team.
16. Ability to establish and maintain effective working relationships with others.
17. Ability to perform mathematical calculations required of this position.
18. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.

- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions.
- Frequently exposed to aquatics and occasionally exposed to other chemicals.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Parks and Recreation Director	Reports to: City Administrator
Department: Parks and Recreation	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's degree from an accredited college or university with major course work in park management, recreation, landscape architecture or related field. Master's degree preferred.	
Minimum Experience: Five (5) years of progressively responsible experience in park management, recreation, landscape architecture or related field. Three (3) years previous supervisory experience.	
Minimum Certification: Certified Parks and Recreation Professional preferred.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the overall administrative oversight, visioning, leadership, planning, coordinating and control of the parks and city recreation services; provides for safe, sustainable, and attractive active and passive-use parks and recreational opportunities for residents and the general public; and ensures effective and efficient operation of all divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages the supervisory staff of the Department. Interviews and select new employees. Provides training and instructions and ongoing training needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations. Recommends employee transfers, promotions, disciplinary action, and discharge.
2. Coordinate with Parks Crew Leader to address requests for information, determine relevancy and schedule work associated with requests for service
3. Defines and implements the goals and objectives for department operations, including new services.

4. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures, and standards.
5. Establishes long and short-range goals and objectives for department division supervisors and monitor the progress toward reaching these goals.
6. Develops work plans and strategies to meet business needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
7. Analyzes and evaluates existing objectives, goals, standards, priorities, policy, and procedures.
8. Monitors program status; identifies community interest and needs; develops and enhances recreation opportunities, partnerships, and sponsorships.
9. Prepares short and long-term capital improvement plans associated with Parks and Recreation. Identifies capital projects/assets requiring rehabilitation or replacement and prioritizes so critical projects/assets are addressed in a proactive manner.
10. Prepares and administers the Department's budget to control expenditures and maintain fiscal integrity.
11. Researches and applies for new grants and donation sources; ensures compliance with regulatory requirements.
12. Markets and promotes the Department and its services; makes presentations at community meetings and functions on behalf of the Department and the City.
13. Responds to citizen inquires and complaints.
14. Oversees special events on City property in coordination with the Police Department.
15. Coordinates and participates in snow removal operations for City Hall and other City property.
16. Conducts ongoing field inspections of all parklands, facilities, programs, and any related new construction projects or renovations.
17. Conducts studies and surveys of citizen needs, assesses the effectiveness of facilities and programs to meet these needs.
18. Works with the Board of Aldermen, Legacy Fund and Parks and Recreation Committee to implement recommendations from the Parks and Recreation Master Plan and Strategic Plan.
19. Provides advisory information to the Mayor, City Council, media sources, and the general public.
20. Responsible for selection and supervision of campground hosts for Smith's Fork Campground. Coordinate with camp hosts to oversee Smith's Fork Campground including but not limited to scheduling camping clubs, special events, collection of campground fees, ice and firewood sales, and maintenance of all facilities in the campground.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of recreation administration.
2. Knowledge of public facility management.
3. Knowledge of horticulture and landscaping.
4. Knowledge of a broad range of recreational and athletic activities and related facilities and equipment.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and

practices; and local, State, and Federal regulations related to department programs and operations.

6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.
33. Ability to maintain professionalism at all times.

34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, equipment and machinery, airborne materials, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Recreation Coordinator	Reports to: Recreation Manager
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 20
Minimum Education: High School diploma or equivalent. Two (2) years post high school education in a related program preferred. An equivalent combination of higher education may be considered for experience.	
Minimum Experience: Two (2) years of progressively responsible experience in recreation management.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position is responsible for assisting the Recreation Manager in a variety of duties related to planning, organizing, implementing, and supervising all assigned youth and adult recreation programming, and special events. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Delivers a safe and excellent customer service experience to City residents, members, and patrons; ensures that safety practices are enforced throughout all recreational activities.
2. Assists the Recreation Manager in developing program goals.
3. Assists in the planning, coordination, supervision and evaluation of recreation program activities, special events, and senior center.
4. Directs and coordinates daily operations and maintenance activities for assigned programs.
5. Performs related marketing functions, including the use of social media, community media outlets and website.
6. Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
7. Assist in handling participant registrations, recruiting, onboarding, and training volunteers
8. Act as the on-site supervisor for assigned events and programs; point of contact for staff and volunteers, ensure safety procedures are followed, and manage needs throughout the assigned event.

9. Assist in support and customer service duties. Handling reservations and public relations duties, answers phone and visitor inquiries in a timely manner
10. Assist in developing, implementing, and supervising departmental special events
11. Assist in preparing, coordinating, and distributing all recreation marketing including brochures, flyers, and email information
12. Assist in maintaining records, developing, and preparing participation reports, conduct program evaluations and surveys
13. Assist in maintaining parks and recreation facilities including athletic field maintenance, senior center facility set up, and shelter house reservations; ensure safety and maintenance of facilities during assigned times
14. Responds to citizen inquiries and complaints.
15. Performs clerical support and customer service duties as needed.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles, practices, and techniques utilized in planning, organizing, and supervising recreation programs, events, and activities.
2. Ability to work a flexible schedule to include days, evenings, weekends, and some holidays as supervisor on Duty.
3. High level of organization demonstrating sound judgment, initiative, and independent thinking.
4. Ability to organize and supervise volunteers and contractors.
5. Ability to communicate effectively in oral and written form.
6. Knowledge of current recreation programming trends.
7. Ability to obtain the knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
8. Ability to plan, develop, implement, and evaluate projects and programs.
9. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
10. Ability to establish and maintain accurate records of assigned activities and operations.
11. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
12. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
13. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
14. Ability to think quickly, maintain self-control, and adapt to stressful situations.
15. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
16. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
17. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
18. Knowledge of computer software consistent for this position.
19. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.

20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
22. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
23. Ability to handle sensitive interpersonal situations calmly and tactfully.
24. Ability to maintain professionalism at all times.
25. Ability to maintain effective working relationships with individuals within and outside the organization.
26. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
27. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, equipment and machinery, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Recreation Coordinator



JOB DESCRIPTION

Job Title: Recreation Manager	Reports to: Parks and Recreation Director
Department: Parks and Recreation	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 45
Minimum Education: Two (2) years post high school education in a related program. Bachelor's degree in recreation management or related field preferred.	
Minimum Experience: Three (3) years of progressively responsible experience in recreation management or related field to include marketing and communications responsibilities. Two (2) years previous supervisory experience.	
Minimum Certification: Certified Park and Recreation Professional (CPRP) preferred.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for planning, organizing, implementing, and supervising all assigned youth and adult recreation programming, facility rentals and special events. This position may be assigned to a flexible schedule as work will be required in the evenings and on weekends.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Delivers a safe and excellent customer service experience to City residents, members, and patrons; ensures that safety practices are enforced throughout all recreational activities.
2. Assists the Director in developing program goals.
3. Plans, coordinates, supervises, and evaluates recreation program activities, special events, and facility rentals.
4. Revises, updates, and interprets waivers, policies, and guidelines for recreation programs.
5. Directs and coordinates daily operations and maintenance activities for assigned programs.
6. Develops and maintains communications with media representatives, school officials, community, and special interest groups. Fosters relationships with businesses, sponsors, and service partners in furthering the mission of the Department.

7. Researches and applies for new grants and donation sources; ensures compliance with regulatory requirements.
8. Recruits program staff and volunteers including coordinators, on-site supervisors, coaches, referees etc.; Interviews and select new employees. Provides training and ongoing instructions. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations.
9. Develops program cost projections and recommends budgets; monitors program expenditures to assure compliance with established financial guidelines; develops and monitors budget(s) and monitors fiscal condition of the department.
10. Controls use of public facilities by scheduling reservations for use; inspects the condition, safety and security of facilities required for programming.
11. Compiles statistics and analyzes data to monitor program performance, services, resource availability, and staffing needs.
12. Coordinates the administration of special projects, program evaluations and surveys. Promotes and markets the City recreation programs, activities and facilities. Develops an on-going public relations program. Responds to citizen needs and changing trends regarding program improvements and facilities.
13. Performs related marketing functions, including the use of social media, community media outlets and website; broadens social networking and directs social media monitoring process as needed; maintains email lists for internal and external communications.
14. Handles complaints from coaches, participants, organizations; negotiates to achieve solutions which better the recreation programs and services.
15. Performs program contract management, negotiates fees, facilities, and independent contractor services to provide programs or special events.
16. Assists in maintaining parks and recreation facilities as needed; ensure safety and maintenance of facilities during assigned times.
17. Responds to citizen inquires and complaints.
18. Serves as a Liaison to various community organizations.
19. Performs clerical support and customer service duties as needed.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of modern theories, principles, and practices of recreation administration.
2. Knowledge of community relations and marketing techniques.
3. Knowledge of facility operations management.
4. Knowledge of current recreation programming trends.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.

11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices and principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
28. Skill in researching and understanding complex written materials.
29. Ability to prepare and maintain accurate and concise records and reports.
30. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
31. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
32. Ability to handle sensitive interpersonal situations calmly and tactfully.
33. Ability to maintain professionalism at all times.
34. Ability to maintain effective working relationships with individuals within and outside the organization.
35. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
36. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, equipment or machinery, chemicals, and live animals.
- Work is generally in a moderately noisy setting.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Detective	Reports to: Police Captain
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 40
Minimum Education: High School diploma or equivalent. Associates degree preferred.	
Minimum Experience: Two years law enforcement experience	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position performs investigative follow-up of all major and serious crimes. This position also performs general duty law enforcement activities for traffic regulation, the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under general supervision.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Responds to all major crime scenes, when requested, in order to assist with case management and assumes evidence gathering duties.
2. Gathers, secures, and oversees any physical evidence seized.
3. Conducts interviews, questions suspects, gathers evidence, obtains witness statements, and makes arrests.
4. Detains anyone wanted through the serving of warrants.
5. Prepares detailed reports, affidavits, search warrants and other necessary legal documents.
6. Prepares evidence for issuance of complaints; serves criminal process, including warrants and subpoenas.
7. Completes clear and concise reports; compiling factual data and evidence.
8. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
9. Assists in death investigations as assigned.
10. Inspects scenes of crimes, accident sites, and other appropriate locations to identify possible physical evidence
11. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
12. Takes appropriate measures to preserve potential evidence including taking photographs, making casts, taking custody, making detailed notes, and/or calling in appropriate experts as necessary.
13. Interviews victims of criminal activity and potential witnesses or suspects.
14. Arrests or detains suspects in accordance with proper legal procedure.
15. Serves as liaison to Prosecutor's Office.
16. Prepares cases for court hearings and testifies in such hearings as required.
17. Acts in a relief capacity, working in other areas of the department as assigned.
18. Performs public relations duties as required or assigned.
19. Carries out any lawful order or duty as prescribed by the Chief or other supervisor.
20. Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs, and referral resources.
21. May be assigned special assignments, as directed by the Chief or other supervisor.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Knowledge of the operations of the criminal justice system.
5. Knowledge of Court operations and the administration and execution of Civil processes.
6. Skill in the evaluation of tactical and operational requirements.
7. Ability and skill to make appropriate decisions quickly.
8. Ability and skill to accurately interpret individuals' mental and physical conditions.
9. Ability and skill to perform effectively under ever-present stressful conditions.

10. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
11. Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
12. Knowledge of computer software consistent for this position.
13. Knowledge of the operation of standard office equipment and software.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform word processing and/or data entry.
17. Ability to perform mathematical calculations required of this position.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
19. Skill in researching and understanding complex written materials.
20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
22. Ability to define problems, exercise sound judgment, and address a variety of situations.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Ability to maintain professionalism at all times.
25. Ability to maintain confidentiality.
26. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
27. Ability to establish and maintain effective working relationships with others.
28. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name

Detective



JOB DESCRIPTION

Job Title: Police Administrative Assistant / Prosecutor Assistant	Reports to: Chief of Police
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 20
Minimum Education: High School diploma or equivalent. Associate degree in paralegal or criminal justice preferred.	
Minimum Experience: Three (3) years' work experience in a law office or legal setting.	
Minimum Certification: Ability to obtain REJIS Certification within timeframe specified by City.	
Other Requirements: Must successfully pass a background investigation. Failure to pass this will result in the employment offer being revoked. Ability to be bonded.	

POSITION SUMMARY

The Administrative Assistant III/Prosecutor Assistant position provides operational and administrative support to the Police Department and provides responsive, courteous, and efficient customer service in support of departmental operations. Under the general supervision of the Municipal Prosecutor, the position performs a wide variety of routine clerical, accounting, and administrative support to the Municipal Prosecutor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Enters and withdraws warrants in the Rejis System. Maintains records of all active and cancelled warrants. Maintaining fingerprints of the department for security purposes. Processing fingerprints for the public.
2. Logs evidence in the system, releasing evidence to the crime lab, returns evidence back from the crime lab and destroys evidence as directed. Testifies in court when needed.
3. Processes liquor licenses.
4. Develops, maintains and updates departmental electronic and paper records, files, and databases. Maintains cumulative records and conducts periodic audits, as necessary.

5. Assists and provides backup for other departmental employees when necessary; covers other areas within the department due to employee absence or heavy work volume.
6. Monitors online attorney entry website to process attorney entries and recommendations, send out discovery documents, prepare subpoenas for trial, verify probation cases before expiration, prepare motions to revoke probation and obtain record for the hearing.
7. Provides administrative support in office and in court to assist the prosecuting attorney in the preparation for and disposal of criminal and traffic cases including:
 - Conducting legal research;
 - Searching criminal history and DOR information;
 - Preparing criminal casework documents and files;
 - Maintaining complete and accurate information and files on each case.
8. Establishes and maintains an office filing system for all prosecution-related correspondence, docket, documents within each case file assuring that all files are accurate and prepared for trials and other Court use.
9. Prepares complaints, information for warrants and warrant applications, notifies Public Safety Department of warrant application refusals, prepares ordinances, enters warrant cases into software, communicates with victims and legal representation.
10. Prepares correspondence, citations, accident reports and police reports.
11. Provides customer service to internal and external customers; greets, receives, and screens visitors and customers; addresses and resolves customer questions as able and refers complex inquiries, requests, or complaints to appropriate staff.
12. Picks up, sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; sorts and prepares outgoing mail and documents for pickup; retrieves, delivers, and sends faxes.
13. Composes routine correspondence; proofreads and edits; enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
14. Creates and maintains a department filing and record system.
15. Prepares and processes requisitions, invoices, payment vouchers, bills, and verifies any accounting records. Reviews invoices and submits for approval of payment; notifies of discrepancies; codes to appropriate funds; enters required information into financial software; maintains active account files. Reconciles monthly credit card statements.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge, skill, and ability to understand and use legal terminology, legal format, and processes.
2. Knowledge of standard and legal office practices, procedures, and clerical techniques.
3. Basic knowledge of Missouri Statutes with the ability to recognize statutory, procedural and format changes.
4. Skill to take notes or dictation and accurately incorporate essential details in preparing legal documents.
5. Ability and skill to prepare Court documents in a timely and accurate and error free manner.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
7. Ability to maintain accurate and legible notes.
8. Ability to establish and maintain accurate records of assigned activities and operations.

9. Ability to understand and implement local court rules, local policies, and procedures, written or oral instructions, general correspondence, or directions.
10. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
11. Ability to think quickly, maintain self-control, and adapt to stressful situations.
12. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
13. Knowledge of computer software consistent for this position.
14. Ability to perform mathematical calculations required of this position.
15. Ability to communicate clearly, concisely, calmly, and effectively in English in both written and verbal form.
16. Skill in researching and understanding complex written materials.
17. Ability to prepare and maintain accurate and concise records and reports.
18. Ability to apply sound judgment and discretion in performing duties, resolving problems, and interpreting policies and regulations.
19. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
20. Ability to handle sensitive interpersonal situations calmly and tactfully.
21. Ability to maintain professionalism at all times.
22. Ability to maintain effective working relationships with individuals within and outside the organization.
23. Ability to maintain confidentiality and discretion regarding confidential and sensitive files, reports, materials, and conversations in compliance with applicable State and Federal statutes and regulations.
24. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require dealing with persons who are verbally hostile or aggressive

- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Police Captain	Reports to: Police Chief
Department: Police	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 60
Minimum Education: Bachelor's Degree in Criminal Justice, Public Administration, Management, or related field. Management level program completion through the FBI-National Academy or equivalent program preferred.	
Minimum Experience: Eight (8) years law enforcement experience. Three (3) years supervisory experience preferred.	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position is responsible for administrative oversight, visioning, leadership, planning, coordinating and management of the Police Department. This position provides the Chief assistance with leadership, managing and development and administration of department policies, procedures, and programs for the assigned division. The Captain assumes command in the absence of the Chief of Police.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides overall supervision, leadership, and direction for department personnel; ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for assigned division. Provides guidance in resolving/improving performance standards. Maintains knowledge of all division activity.
3. Assures minimum staffing levels are met; plans, allocates, and monitors time, people, equipment, and other resources to ensure efficient organization and completion of work.
4. Exercises authority over division staff including recommendations for hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
5. Evaluates the effectiveness and efficiency of the department and makes recommendations to the Chief accordingly.
6. Evaluates the effectiveness of law enforcement activities and develops procedures to efficiently meet all law enforcement goals.
7. Assists with development of policies and ensures division compliance with standards and guidelines.
8. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department-wide program objectives.
9. Assists in the development and administration of immediate and long-range budgets and recommends equipment purchases. Researches, applies for, and administers grants if directed by the Chief.
10. Recommends and plans long-range goals, objectives, organizational structure, and overall direction for the department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the department are developed and maintained in accordance with the objectives of the City.
11. Develops and maintains liaison with various governmental agencies, community groups and the general public.
12. Handles public relations and represents the Department as directed by the Chief.
13. Responds to and takes command of major operations or emergencies involving division operations, coordinate division activities with other departments and law enforcement agencies.
14. Investigates, or directs, internal investigations; investigates citizen complaints if directed by the Chief
15. Prepares cases for court hearings and testifies in such hearings as required.
16. Serves as project manager for major department initiatives, as necessary.
17. Serves as Acting Chief of Police during an absence of the Chief.
18. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, and operation of emergency vehicles.
2. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
3. Thorough knowledge of the operations of the criminal justice system.
4. Thorough knowledge of court operations and the administration and execution of civil processes.

5. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
6. Skill in the evaluation of tactical and operational requirements.
7. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
8. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
9. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop department goals and objectives.
15. Ability to plan, develop, implement, and evaluate projects and programs.
16. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
17. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
18. Knowledge of administrative policies and procedures of the City.
19. Ability to establish and maintain accurate records of assigned activities and operations.
20. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
25. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
26. Ability to instruct and train in methods and procedures.
27. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
28. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
29. Knowledge of computer software consistent for this position.
30. Ability to perform mathematical calculations required of this position.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.

34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Police Captain



JOB DESCRIPTION

Job Title: Police Chief	Reports to: City Administrator
Department: Police	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's Degree in Criminal Justice, Public Administration, Management, or related field. Masters degree preferred. Management level program completion through the FBI-National Academy, Northwestern University Center for Public Safety, or equivalent program.	
Minimum Experience: Ten years law enforcement experience. Five years of directly related and progressively responsible administrative and supervisory experience.	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked. Residency must be within the City Limits of Smithville preferred.	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, budgeting, coordinating and management of the Police Department. This position directs and administers the overall operations, programs, maintenance, development, and promotion of the Department, to include its systems, resources, programs, and responsibilities.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Provides overall supervision, leadership, and direction for command staff; ensures competent performance. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
2. Provides professional guidance, training, and policy interpretation for all divisions. Provides guidance to managers in resolving/improving performance standards. Assists Command Staff, as necessary. Maintains knowledge of all department activity.
3. Exercises authority over all department staff including hiring, promotion, transfer, discipline, and termination of individual employees within established City policies.
4. Oversees the effective and efficient administration of the Police Department directly, and through the efforts of the Captain and through subordinate supervisors and staff.
5. Identifies and plans for current and future law enforcement needs in a rapidly changing environment through tracking crime trends, demographic influences, projected community growth, available resources, and researching other communities' efforts at maintaining public safety.
6. Evaluates the effectiveness and efficiency of the Department. Review procedures and policies to develop improvements in department operations.
7. Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department wide program objectives.
8. Approves training plans and programs for the Department.
9. Develops and administers immediate and long-range budgets. Ensures the department operates within the annual budget and directs the annual budget process for the department. Monitors expenditures and revenues. Forecasts spending, staffing and revenue levels and recommends equipment purchases. Researches, applies for, and administers grants.
10. Recommends and plans long range goals, objectives, organizational structure, and overall direction for the Department. Monitors, reviews, and communicates the implementation phases of the department's strategic plans to ensure long-range goals are met. Ensures the programs and objectives of the Department are developed and maintained in accordance with the objectives of the City Council.
11. Advises, develops, and provides oversight on standards of conduct issues for the Department, and continually reviews and advises concerning the conduct of all Departmental personnel.
12. Attends advisory meetings with department heads, elected officials, employees, and representatives from other law enforcement agencies.
13. Researches legal issues, ordinance changes and statutory revisions to determine their impact on public safety and the department's policies.
14. Assumes responsibility for leading, directing and managing, either directly or through delegation, all criminal investigations, and police response for calls for service within the community.
15. Directs and manages the Captain to ensure the flow of information into and from the department through a wide variety of reports and documents is maintained.
16. Coordinates law enforcement activities with other departments and outside agencies and organizations; cooperates with other cities, state and federal officers in the apprehension and detention of wanted persons.
17. Develops strategies to anticipate the community's needs and resolve law enforcement problems; studies impact of changes and formulates strategies to implement.
18. Approves news releases specific to the Department.

19. Address organizations and other groups regarding the activities and programs of the Department to explain and promote public understanding of its work and to promote good community relations.
20. Meets and plans with local emergency management personnel to maintain preparedness for natural and manmade disasters within the community.
21. Represents the Department in major initiatives or as assigned.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, and operation of emergency vehicles.
2. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
3. Thorough knowledge of the operations of the criminal justice system.
4. Thorough knowledge of court operations and the administration and execution of civil processes.
5. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
6. Skill in the evaluation of tactical and operational requirements.
7. Knowledge of management and supervisory principles and practices, including program planning, contract requirements, budgeting, direction, coordination, and evaluation.
8. Knowledge of principles, procedures, and techniques of labor contracts and negotiations.
9. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
10. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
11. Ability to effectively utilize the principles of strategic and long and short-range planning.
12. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
13. Ability to research and analyze detailed information and make appropriate recommendations.
14. Ability to develop department goals and objectives.
15. Ability to plan, develop, implement, and evaluate projects and programs.
16. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
17. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
18. Knowledge of administrative policies and procedures of the City.
19. Ability to establish and maintain accurate records of assigned activities and operations.
20. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
21. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.

24. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
25. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
26. Ability to instruct and train in methods and procedures.
27. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
28. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
29. Knowledge of computer software consistent for this position.
30. Ability to perform mathematical calculations required of this position.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.
34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.

- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name

Police Chief



JOB DESCRIPTION

Job Title: Police Recruit	Reports to: Police Sergeant
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 25
Minimum Education: High School diploma or equivalent	
Minimum Experience:	
Minimum Certification:	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older at the time of graduation from an accredited Missouri Police Academy.• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must graduate from a Basic Law Enforcement Training Center and pass the Missouri Peace Officer License Exam to become certified as a Missouri Peace Officer. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position is training for general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under direct supervision.

Upon successful completion of academy instruction and graduation, the employee receives further training, as a sworn Police Officer in the Field Training Officer Program and is responsible for performing duties outlined in the Police Officer position description.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Attends, participates, and successfully completes the police academy.
2. Performs rigorous physical training.
3. Learns the use and care of firearms, chemical agents, and other weapons.

4. Learns to drive a motor vehicle under normal and emergency conditions safely.
5. Learns to write clear, comprehensive, and accurate reports legibly, with correct grammar and spelling.
6. Learns to establish and maintain effective working relationships with those contacted in the course of employment; learns principles and practices of effective interpersonal communication and good customer service.
7. Learns to understand, interpret, and apply criminal and civil laws, court decisions, regulations, policies, and procedures with particular reference to the laws of arrest, use of force, custody, search and seizure, juvenile laws and procedures, property crimes, crimes against persons, crimes against children, sex crimes, domestic violence, missing persons, weapons violations, alcohol, and controlled substances.
8. Learns to demonstrate command presence in conflict situations.
9. Learns standard broadcasting procedures of a police radio system.
10. Demonstrates the ability to learn and implement police methods and procedures including patrol techniques, vehicle stops, response to crimes in progress, apprehension of suspects, defensive tactics, traffic enforcement, control and collision investigation, and crowd control.
11. Demonstrates the ability to learn and implement crime scene management, forensics, collection, preservation, and presentation of evidence; identification techniques; interviewing and interrogation techniques.
12. Demonstrates the ability to learn first aid, CPR, hazardous materials awareness, emergency management, and the Incident Command System.
13. Demonstrates the ability to learn the community policing philosophy, crime prevention, victimology/crisis intervention, cultural diversity/discrimination, and interacting with people with disabilities.
14. Learns to use modern law enforcement equipment, communications devices, computers, and information systems.
15. Demonstrates computer literacy with the knowledge and ability to use word processing and specialized law enforcement software programs.
16. Delivers outstanding internal and external customer service; solves problems and supports the City's mission, policies, goals, and objectives.
17. Exercises initiative, courtesy, and independent judgment; establishes and maintains effective working relationships with members of the Department and City staff, other agencies, and the public.
18. Communicates effectively both orally and in writing.
19. Provides sound decision making skills and critical thinking to provide professional recommendations, decisions and completed staff work.
20. Works cooperatively with personnel, co-workers, and the management team; exercises tact, self-restraint, and good judgment; takes initiative to achieve positive, timely results for the organization with diplomatic skills and ethical conduct.
21. Conducts duties, responsibilities, tasks and assignments with a constructive, positive, and professional attitude and demeanor.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Ability and skill to make appropriate decisions quickly.
3. Ability and skill to accurately interpret individuals' mental and physical conditions.
4. Ability and skill to perform effectively under ever-present stressful conditions.
5. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
6. Knowledge of computer software consistent for this position.
7. Knowledge of the operation of standard office equipment and software.
8. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
9. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
10. Ability to perform word processing and/or data entry.
11. Ability to perform mathematical calculations required of this position.
12. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
13. Skill in researching and understanding complex written materials.
14. Ability to prepare and maintain accurate and concise records and reports.
15. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
16. Ability to define problems, exercise sound judgment, and address a variety of situations.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Ability to maintain professionalism at all times.
19. Ability to maintain confidentiality.
20. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
21. Ability to establish and maintain effective working relationships with others.
22. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

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- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.

- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Police Officer	Reports to: Police Sergeant
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35
Minimum Education: High School diploma or equivalent	
Minimum Experience:	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position performs general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances on an assigned shift under general supervision. Duties may also include in-depth investigation of criminal offenses as assigned.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Answers all emergency and non-emergency calls for service.
2. Discovers and prevents the commission of crimes, enforces ordinances and all state and motor vehicle laws for designated areas.

3. Conducts preliminary investigations, gathers evidence, obtains witness statements, makes arrests, and escorts prisoners from the scenes of crimes.
4. Detains anyone wanted through the serving of warrants.
5. Investigates motor vehicle accidents and assists local fire department and ambulance personnel.
6. Makes dispositions of all complaints or inquiries or directs people to the proper organizations to handle the complaints.
7. Prepares evidence for issuance of complaints; serves criminal process, including warrants
8. Completes reports compiling factual data, evidence and conducts interviews and interrogations when appropriate.
9. Performs investigative duties that cover a wide range of cases including, but not limited to sexual assault, child abuse, assault, battery, forgery, arson, burglary, theft, vandalism, and background investigations.
10. Inspects scenes of crimes, accident sites, and other appropriate locations to identify possible physical evidence.
11. Takes appropriate measures to preserve potential evidence including taking photographs, making casts, taking custody, making detailed notes, and/or calling in appropriate experts as necessary.
12. Interviews victims of criminal activity and potential witnesses or suspects.
13. Arrests or detains suspects in accordance with proper legal procedure.
14. Prepares cases for court hearings and testifies in such hearings as required.
15. Acts in a relief capacity, working in other areas of the department as assigned.
16. Performs public relations duties as required or assigned.
17. Carries out any lawful order or duty as prescribed by the Chief or other supervisor.
18. Participates in and presents preventative education and information through community and school awareness projects; teaches and counsels those within the community on law enforcement activities, programs, and referral resources.
19. May be assigned special assignments, as directed by the Chief or other supervisor.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Knowledge of the operations of the criminal justice system.
5. Knowledge of Court operations and the administration and execution of Civil processes.
6. Skill in the evaluation of tactical and operational requirements.
7. Ability and skill to make appropriate decisions quickly.
8. Ability and skill to accurately interpret individuals' mental and physical conditions.
9. Ability and skill to perform effectively under ever-present stressful conditions.
10. Ability to safely perform occasional physical encounters which may be necessary related to self-defense, defense of fellow officers, apprehending criminal suspects, and protecting public safety.
11. Knowledge of police department policies and procedures, current law enforcement practices, techniques and procedures, and criminal and traffic codes.
12. Knowledge of computer software consistent for this position.

13. Knowledge of the operation of standard office equipment and software.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform word processing and/or data entry.
17. Ability to perform mathematical calculations required of this position.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits requiring minimal direction and supervision.
19. Skill in researching and understanding complex written materials.
20. Ability to prepare and maintain accurate and concise records and reports.
21. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
22. Ability to define problems, exercise sound judgment, and address a variety of situations.
23. Ability to think quickly, maintain self-control, and adapt to stressful situations.
24. Ability to maintain professionalism at all times.
25. Ability to maintain confidentiality.
26. Ability to maintain discretion regarding business-related files, reports, and conversations, within the provisions of open records laws and other applicable State and Federal statutes and regulations.
27. Ability to establish and maintain effective working relationships with others.
28. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.
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- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.

- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Police Officer



JOB DESCRIPTION

Job Title: Police Sergeant	Reports to: Police Captain
Department: Police	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: Associates degree in Criminal Justice or related field. An equivalent combination of education and experience may be considered by the City in lieu of the Associates degree.	
Minimum Experience: Three (3) years law enforcement experience. Previous supervisory experience preferred.	
Minimum Certification: Certified as a Missouri Peace Officer. An equivalent certification from another state to qualify for reciprocity will be considered. Valid Motor Vehicle Operators license.	
Other Requirements: Must meet eligibility requirements as set forth by the State of Missouri in accordance with Department of Public Safety Peace Officer Standards & Training (POST) with the following: <ul style="list-style-type: none">• 21 years of age or older• US Citizenship• has no criminal history as outlined in Section 590.080.1 and Section 590.100.1, RSMo. Must successfully pass Pre-employment and Post-Offer Testing, including a background investigation and drug screen. Failure to pass these will result in the employment offer being revoked.	

POSITION SUMMARY

This position is responsible for the daily operational activities of an assigned unit within the Police Department. Provides supervision to assigned staff, training in new methods and procedures, coaching and mentoring, and enforcing policies, rules, and regulations; and performs general duty police work for the apprehension of criminals, prevention of crimes, protection of life and property, and general enforcement of all laws and ordinances under general supervision.

Performs duties in compliance with all state and federal laws, standards, and guidelines and departmental policies, procedures, and directives. Maintains conduct toward individuals, which displays a firm and fair attitude, respect for personal rights, and concern for safety.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Assigns work to employees while on shift and monitors staff workloads.
2. Supervises and monitors employees in the field on a daily basis for purposes of observing and evaluating work methods and ensuring work is complete, correct, and performed efficiently and in accordance with all laws, departmental rules, regulations and policies.
3. Conducts inspections of staff, equipment, and documentation of activities to ensure operational readiness and adherence of established standards.
4. Provides guidance and direction relating to questions, issues or problems that arise during field operations.
5. Adjusts staffing among patrol zones as necessary to address high crime areas, traffic matters, citizen complaints, special details, and other issues.
6. Identifies and analyzes staff problems and recommends and implements approved solutions to the Police Captain.
7. Conducts shift briefings as appropriate to convey information received from previous shift. Briefs on-coming sergeant to report on shift activity and provide other pertinent information before going off duty.
8. Reviews reports from the shift to ensure accuracy and conform to department standards.
9. Prepares follow-up reports for case completion by shift personnel.
10. Responds to criminal investigations, traffic crashes, and death investigations in a supervisory capacity to ensure departmental policies and procedures are being followed and departmental expectations are being met.
11. Calls for aid from other agencies or resources to control an existing or potential emergency in the absence of Command Staff.
12. Carries out the goals and objectives of the department.
13. Provides input to policy reviews regarding recommendations, changes, and updates to ensure department policy conforms to the Chief's expectations and other law enforcement standards as prescribed by State.
14. Makes recommendations regarding personnel, equipment, and adjustment of patrol strength in assigned areas and activities.
15. Documents performance of patrol officers and other subordinate staff to support performance improvement plans, discipline and address complaints and resolve problems with or among subordinate staff.
16. Reviews initial citizen complaints. Investigates citizen complaints as assigned.
17. Schedules shifts in accordance with staffing levels designated by the Chief; Approves overtime for completion of investigations, follow-up, and reports; Approves requests for time-off.
18. Responds to calls for assistance from subordinate personnel.
19. Conducts preliminary investigations of incidents as required based on available staffing; collects and preserves physical evidence, protects crime scenes, and reports and records all facts of an incident.
20. Responds to calls for service as required by department/division standard operating procedure.

21. Enforces ordinances and state and federal laws and participates in the detection and apprehension of violators of the law.
22. Makes arrests and prepares arrest reports as necessary consistent with recognized department policies and procedures.
23. Takes appropriate action toward aiding officers or emergency service providers exposed to danger or any situation where danger may be impending.
24. Prepares cases for court hearings and testifies in such hearings as required.
25. May be assigned special assignments as designated by the Chief.
26. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Must be able to render credible testimony in a court of law.
2. Knowledge of and proficiency in the use of all police-related equipment including, but not limited to personal computer, communication equipment, cameras, weapons, radios, alcohol detection devices, speed detection devices, and operation of emergency vehicles.
3. Ability and skill to manage, direct, and command people in such a manner as to obtain maximum cooperation with minimum use of coercion and minimum creation of hostility and rebellion.
4. Thorough knowledge of the operations of the criminal justice system.
5. Thorough knowledge of court operations and the administration and execution of civil processes.
6. Knowledge of police administration including organization, staffing, financing, equipment management and maintenance, records, and reports.
7. Skill in the evaluation of tactical and operational requirements.
8. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.

23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.
33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- Work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Situations may require physical ability to perform such activities as direct pursuit or wrestling with individuals.
- Work requires operating motor vehicles or equipment and observing general surrounding and activities. This may involve driving in inclement weather conditions.
- Work occasionally requires exposure to outdoor weather conditions.
- Work may require working in dangerous, life-threatening situations.

- Work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Work requires wearing specialized personal protective equipment.
- May be subject to exposure to blood/body fluids and infectious and communicable diseases.
- Work is primarily in the field and office.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name

Police Sergeant



JOB DESCRIPTION

Job Title: Assistant to the Public Works Director	Reports to: Director of Public Works
Department: Public Works	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, engineering, or a related field. A Master's degree preferred.	
Minimum Experience: Two (2) years of related work experience.	
Minimum Certification: MoDOT LPA Certification.	
Other Requirements: Floodplain Management Training identified by the City.	

POSITION SUMMARY

This position is responsible for providing analysis of operations, functions, and programs; participate in and/or lead a variety of projects contributing to the continued success of department- and organization-wide initiatives.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Manages right-of-way acquisition process for City projects and City land acquisition.
2. In coordination with Finance Director, Public Works Director, and other City staff, manages and monitors the capital improvement budget process, including project accounting and project management, as necessary.
3. Supports Public Works Director in development, management, and analysis of departmental budget.
4. Conducts analytical research for various City operations, functions, and programs.
5. Coordinates bid process and contract management for public works projects.
6. Manages various contracts, including but not limited to, the City's solid waste disposal contract and janitorial services for City facilities.
7. Coordinates and manages Equipment Replacement Schedule; monitors financial performance of the system.
8. Manages the implementation of stormwater management plan. Including the development of staff training.

9. Utilizes advanced knowledge to collect, organize, analyze, and interpret information from various sources, facts, or circumstances; analyzes processes to identify opportunities for improvement and presents findings.
10. Responds to public inquiries; provides information within the area of assignment; distributes and receives forms and documents related to departmental business; assists the public in filling out forms; receives fees and payments for departmental services or businesses as appropriate.
11. Assists other departmental personnel in collecting data for a variety of research projects and programs; assists in the analysis and preparation of a variety of reports.
12. Conducts a wide variety of reporting tasks which may include grant writing, monitoring, and reporting.
13. Manages the community engagement and social media communications for the department. And monitors the city-wide report-a-concern submissions and email accounts.
14. Serves as the Missouri Department of Public Safety's SEMA Floodplain Administrator for the City.
15. Provides project management and contract management functions for capital improvement projects as designated by the Director of Public Works.
16. Organizes the City's solid waste events.
17. Prepares staff reports, resolutions, and ordinances. Presents information and updates to the Board of Aldermen and Management Team, as necessary.
18. Assists in the preparation of requests for proposals to solicit statements of qualifications from consultants, participates in the selection process, negotiates pricing, and prepares contracts for the successful bidder. Performs contract management as assigned.
19. Maintains the City's GIS data and system.
20. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety.
21. Manages special projects as directed by the City Administrator and Public Works Director.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices, and procedures of civil engineering.
2. Knowledge of applicable laws, regulations and procedures related to engineering, surveying, and land development.
3. Knowledge of contract language, fair labor standards, right of way acquisition process and policies.
4. Knowledge of ADA requirements.
5. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.

11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of the codes, regulations, and specifications regarding public works construction.
15. Knowledge of symbols and terminology used in civil, architectural, or electronic engineering drawings.
16. Skill in reading and interpreting engineering plans and specifications, plats, and other related documents.
17. Ability to research and analyze detailed information and make appropriate recommendations.
18. Ability to maintain a professional demeanor when dealing with the public.
19. Skill in reading and understanding schematics and blueprints.
20. Ability to understand and follow oral and written instructions.
21. Knowledge of computer software consistent for this position including GIS
22. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
23. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
24. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
25. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
26. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
27. Ability to define problems, exercise sound judgment, and address a variety of situations.
28. Ability to think quickly, maintain self-control, and adapt to stressful situations.
29. Ability to maintain professionalism at all times.
30. Ability to establish and maintain effective working relationships with others.
31. Ability to perform mathematical calculations required of this position.
32. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work has no exposure to environmental conditions.
- Work is conducted in an office setting and may also be in the field (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Crew Leader – Public Works	Reports to: Streets Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Five (5) years' work experience in streets or utility construction, inclusive of heavy equipment operation. Previous supervisory or lead experience preferred.	
Minimum Certification: Class B CDL driver's license.	
Other Requirements:	

POSITION SUMMARY

A Public Works Crew Leader performs supervisory duties related to the operation, maintenance, and preparation of the Streets Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Leads and trains new employees and coordinates cross-training opportunities; coaches and mentors staff to meet goals and maintain motivation.
2. Schedules daily work assignments and reprioritizes assignments as needed to ensure timely completion of work. Prepares documents to record daily work activities.
3. Completes time sheets and completes work schedule to accommodate approved time off.
4. Ensures proper care and maintenance of tools and equipment is completed; coordinates maintenance as needed.
5. Responds to customer service inquiries, providing appropriate follow-up, referral, or resolution.
6. Ensures inventory and orders supplies as needed.
7. Responds to emergency situations concerning malfunctioning equipment; analyzes situation and takes appropriate action. Notifies Supervisor of servicing required by outside vendor.
8. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.

9. Reports all accidents to the appropriate authority. Follows all policies for reporting.
10. Performs operational duties with crewmembers. Operates heavy and light equipment, and power and hand tools as needed.
11. Provides backup assistance to other department personnel as needed.
12. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
13. Completes written records of labor and materials used for each work project.
14. Reports to work for after hour needs, as assigned.
15. Performs emergency repairs and work, as necessary.
16. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of safe operation and maintenance of tools, equipment, and facility systems.
2. Knowledge of and experience with the operation and maintenance of grounds care equipment, construction equipment, and shop tools including, but not limited to chainsaws, blowers, string trimmers, welders, oxy-acetylene torches, power saws, drills, sewer snakes, earth drills, aerators, sprayers, and spraying equipment.
3. Knowledge of and experience with the operation and maintenance of heavy equipment such as, but not limited to mowing equipment, tractors, dump trucks, motor graders, backhoes, wheel loaders, trenchers, aerators, seeders, personnel lifts, skid-steer loaders, and full-size pickups.
4. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
5. Ability to instruct and train in methods and procedures.
6. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines. Knowledge of traffic safety principles.
7. Knowledge of safe operations of heavy-duty trucks and equipment.
8. Knowledge of basic mechanical and electrical equipment maintenance procedures.
9. Ability and skill to drive and operate mobile equipment in a safe and proper manner.
10. Knowledge of operation and maintenance of assigned equipment and machinery.
11. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
12. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
13. Knowledge of legal load limits for assigned equipment and vehicles.
14. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
15. Ability to read and understand grade and alignment stakes set by others.
16. Ability to safely load, unload, and transport equipment to and from job sites.
17. Ability to understand and follow oral and written instructions.
18. Knowledge of computer software consistent for this position.
19. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
20. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.

22. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
23. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
24. Ability to define problems, exercise sound judgment, and address a variety of situations.
25. Ability to think quickly, maintain self-control, and adapt to stressful situations.
26. Ability to establish and maintain effective working relationships with others.
27. Ability to understand and follow oral and written instructions.
28. Ability to maintain professionalism at all times.
29. Ability to work as a member of a team.
30. Ability to perform mathematical calculations required of this position.
31. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Engineering Technician I/II	Reports to: Director of Public Works
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 35/45
Minimum Education: A technical degree or one year of college credit in a related field.	
Minimum Experience: Four (4) years of experience in technical inspections or related field experience. Eight (8) years of progressive experience in engineering and construction inspection without post-secondary education may be considered.	
Minimum Certification: Engineering Technician I: <ul style="list-style-type: none">• Missouri Department of Transportation L.P.A. Certification within one year from date of employment• MO-LTAP Scholar Level 1 or MUTCD Certified Engineering Technician II: <ul style="list-style-type: none">• Certified as a Public Infrastructure Inspector (APWA)• Qualified Compliance Inspector of Stormwater• MO LTAP Scholar Level II• ACI Certified	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position is responsible for technical inspections for new and replacement water, sewer, street, and stormwater infrastructure installations by the City and any developer installing infrastructure to be dedicated to the City; performs inspections, data collection and enforcement of Municipal Separate Storm Sewer Permit and codes; and performs general Code Enforcement Inspections.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Enforces all codes, regulations and ordinances formally adopted by the City with regard to all phases of construction within the City that are related to Street, Stormwater, Water and Sewer systems.
2. Serves as a technical resource regarding the different and current codes being used to govern infrastructure construction and the municipal codes, zoning, and subdivision ordinances within the City.
3. Reviews applications for and issues construction and/or Right of Way permits for any infrastructure projects or stormwater management projects.
4. Conducts the following inspections: Development Utilities, City Utilities or Street projects, and Code Enforcement.
5. Monitors construction and development activities in the community to ensure compliance with all applicable regulations.
6. Maintains detailed records of all inspections and related items with regard to construction activities.
7. Assists with current projects by preparing maps and researching, performing inspections, surveying, and staking. Operates survey equipment and performs surveying computations.
8. Provides technical support and guidance for GIS, Asset Management, AutoCAD, file information etc. for other project personnel.
9. Retrieves, reviews, enters, or edits data within the City's asset management and GIS programs for accurate reporting and record keeping.
10. Develops maps, project plans, and cost estimates.
11. Determines information to conduct surveys from prints, sketches, maps, or notes. Check plans and specifications for infrastructure projects for compliance with codes and accepted engineering practices.
12. Attends pre-construction meetings and updates for project tracking items.
13. Conducts research on issues pertaining to sight distance and corner clearance, and entrance sign locations. Communicates with residents and between departments to ensure safety requirements are met and city ordinance is followed.
14. Evaluates and inspects private and public works projects. Ensures construction standards are met on multiple projects. Approves modifications in the field as appropriate.
15. Communicates with and schedules construction/inspection with contractors and engineering consultants.
16. Participates in pre-bid and pre-construction conferences. Participates in field check meeting on City projects Assists with field activities on City projects
17. Researches the historical records for Streets plans, construction plans, surveys, road right-of- way, dedications and vacations, resolutions, Board minutes and packets relating to City Roads.
18. Provides updates and issues to engineering staff.
19. Performs project management of City projects by inspecting and testing work in progress and processing contractor payment requests on projects that include roadway, sidewalks, new building infrastructure, parks, utilities, and storm water.
20. Reviews and approves construction plans and specifications for accuracy and compliance with City requirements.
21. Meets with developers, contractors, engineers, and surveyors to discuss various aspects of construction projects.

22. Monitors detailed records and reports of construction projects. Reviews and makes changes to construction plans.
23. Identifies preconstruction documents and fees that developers need to submit prior to applying for land disturbance and/or building permits.
24. Reviews material supply sheets for compliance with specifications prior to construction.
25. Creates punch lists for private development and public capital construction projects and performs follow-up inspections.
26. Interprets engineered drawings, blueprints, and computer images of utilities.
27. Investigates, trouble-shoots, and resolves complaints with homeowners, contractors, and developers.
28. Performs mapping updates and maintenance of new and existing civil maps for subdivisions, road right of ways, city public utilities infrastructure through the use of manual drafting, computer aided mapping and Geographical Information System (GIS).
29. Assists surveyors, engineers, other departments, and general public in researching information, records, and interpreting and resolving questions and inquiries.
30. Performs scoping, calculations, CAD design, and plans and specification preparation for capital construction projects as assigned.
31. Issues right-of-way, grading, or other permits as directed.
32. Other duties as assigned.

Additional duties assigned to Engineering Technician II

33. Reviews applications and administer the Floodplain Development Regulations.
34. Monitors construction sites for NPDES permit compliance.
35. Performs inspection and reporting for stormwater management
36. Serves as a field project manager over utility projects by directing public works employees in the gathering of information for contract design, directing consultant activities, inspecting work in progress, approving pay requests, and handling legal issues.

REQUIRED JOB COMPETENCIES

1. Knowledge of principles, practices, and procedures of civil engineering.
2. Knowledge of applicable laws, regulations and procedures related to engineering, surveying, and land development.
3. Ability to make independent investigations and conduct inspections of engineering problems.
4. Ability to read, interpret and apply information from construction plans and documents.
5. Ability to analyze facts and exercise sound judgment and decision making, knowledge of OSHA safety requirements.
6. Knowledge of the principles and practices of various types of construction and the stages in the construction process when defects can be detected.
7. Knowledge of the codes, regulations, and specifications regarding public works construction.
8. Knowledge of the types of tests performed on construction materials.
9. Knowledge of possible defects in construction materials and corrective applications.
10. Knowledge of symbols and terminology used in civil, architectural, or electronic engineering drawings.
11. Knowledge of GPS surveying and mapping techniques and principles.
12. Knowledge of database design, computer systems design and programming.

13. Skill in reading and interpreting engineering plans and specifications, plats, and other related documents.
14. Ability to research and analyze detailed information and make appropriate recommendations.
15. Ability to maintain a professional demeanor when dealing with the public.
16. Skill in reading and understanding schematics and blueprints.
17. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
18. Ability to understand and follow oral and written instructions.
19. Knowledge of computer software consistent for this position.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
22. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
23. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
24. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
25. Ability to define problems, exercise sound judgment, and address a variety of situations.
26. Ability to think quickly, maintain self-control, and adapt to stressful situations.
27. Ability to maintain professionalism at all times.
28. Ability to work as a member of a team.
29. Ability to establish and maintain effective working relationships with others.
30. Ability to perform mathematical calculations required of this position.
31. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Maintenance Worker I/II - Public Works	Reports to: Crew Leader- Public Works
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 10/20
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Previous work experience in public works construction or equipment operation.	
Minimum Certification: Maintenance Worker II: <ul style="list-style-type: none">• Class B CDL driver's license• Work Zone Safety Certification, Flagger Certification• Completion of NIMS level ICS100 and ICS700 training	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The position performs semi-skilled maintenance and repair tasks for the City, responsible for maintenance, construction and repair of City streets, sidewalks, rights-of-way, and other assignments to assist with overall department operations.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department/division assigned and qualification of assigned work/equipment.

1. Safely operates construction equipment, machinery, and tools for maintenance and construction related operations.
2. Performs general road maintenance and related activities including flagging traffic, mowing, temporary and permanent asphalt surface repairs, patching holes, sawing pavement, concrete repair and pouring, clearing brush and trees, vegetation control, sweeping, routing, and sealing road cracks, and removing dead animals and trash.
3. Maintains ditch, waterways, and storm drain for proper drainage.
4. Maintains street signage.
5. Performs snow/ice removal operations.

6. Repairs bridge decks (full and partial) and drains, and clean bridge bents/caps at heights on ladders or utilizing scaffolding.
7. Installs signs, including structural and large signs at overhead positions, inspect truss signs, pour concrete sign footings, weld, and cut steel sign posts, and repair and maintain break away and/or overlay signs.
8. Stripes streets, install or remove pavement markings, and clean striping equipment; may operate rollers (glue and tamper), propane torches, shot/turbo blaster, walk behind grinder and other hand tools.
9. Performs pavement leveling, sand blasting and mud jacking, as well as concrete mixing, finishing, and replacement; uses various saws (concrete, diamond, wheel), jack hammers, and other pieces of heavy equipment.
10. Performs roadside duties, including mowing and spraying; planting grass seed, trees, flowers, or shrubbery; pruning and removal of trees; chipping brush and removing debris.
11. Performs signal and lighting duties, including repairing roadway lighting; trenching for conduit installations; installing and maintaining radio equipment; and assisting in installation, repair, and maintenance of camera, message boards, roadway detection devices, and signal masts, arms, heads, and poles.
12. Maintains and cleans the City's Storm sewer system including ditches, inlets, storm sewer pipe, culverts, RCB's and manholes
13. Maintains and constructs sidewalks and ADA Ramps and implements the City's sidewalk replacement program.
14. Cleans and performs routine maintenance on vehicles, equipment, buildings, and grounds.
15. Maintains up-to-date records of all maintenance activities.
16. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
17. Reports all accidents to the appropriate authority. Follows all policies for reporting.
18. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.
19. Completes written records of labor and materials used for each work project.
20. Performs emergency repairs and work, as necessary.
21. Reports to work for after hour needs, as assigned.
22. Provides backup assistance to other department personnel as needed.
23. Other duties assigned.

Additional duties assigned to Maintenance Worker II

24. Operates specialized equipment designated by the supervisor.
25. Leads team members on assigned projects and duties.
26. Performs mechanical service and repairs on vehicles and equipment.

REQUIRED JOB COMPETENCIES

1. Knowledge of traffic safety principles.
2. Knowledge of safe operations of heavy-duty trucks and equipment.
3. Knowledge of basic mechanical and electrical equipment maintenance procedures.
4. Ability and skill to drive and operate mobile equipment in a safe and proper manner.

5. Knowledge of operation and maintenance of assigned equipment and machinery.
6. Knowledge of, utility markings and clearances and rules for safe equipment operation in close proximity to underground and overhead utility facilities.
7. Knowledge of construction industry safety rules and ability to utilize all Personal Protective Equipment necessary.
8. Knowledge of legal load limits for assigned equipment and vehicles.
9. Ability to operate assigned machinery and equipment skillfully and safely in close proximity to vehicular traffic, grade and alignment stakes, slopes, trucks, other construction equipment, laborers and utilities.
10. Ability to read and understand grade and alignment stakes set by others.
11. Ability to safely load, unload, and transport equipment to and from job sites.
12. Ability to understand and follow oral and written instructions.
13. Knowledge of computer software consistent for this position.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
18. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
19. Ability to define problems, exercise sound judgment, and address a variety of situations.
20. Ability to think quickly, maintain self-control, and adapt to stressful situations.
21. Ability to maintain professionalism at all times.
22. Ability to work as a member of a team.
23. Ability to establish and maintain effective working relationships with others.
24. Ability to perform mathematical calculations required of this position.
25. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.

- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Public Works Director	Reports to: City Administrator
Department: Public Works	FLSA Classification: Exempt
Revision Date: June 2022	Pay Grade: 65
Minimum Education: Bachelor's Degree in Civil Engineering.	
Minimum Experience: Ten (10) years of professional work experience in public works/utilities or engineering. Five (5) years of directly related progressively responsible administrative and supervisory experience.	
Minimum Certification: Professional Engineering License (P.E.) preferred.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of a comprehensive public works program including Engineering, Streets, Stormwater and Wastewater Utilities, in order to ensure essential services are provided to maintain the public infrastructure and provide for public safety, health and welfare; and ensures effective operation of all divisions.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Interviews and select new employees; provides training and instructions and ongoing training needs; provides coaching, counseling, and mentoring to allow for optimal performance; assigns tasks, reviews work and prepares performance evaluations; recommends employee transfers, promotions, disciplinary action, and discharge.
2. Identifies training needs and opportunities for the department.
3. Defines and implements the goals and objectives for department operations.
4. Directs staff on complex work and interpreting the application of policy and procedure.
5. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors all operations for effective application of department policies, procedures, and standards.
6. Develops work plans and strategies to meet business needs-both short term and long term; Ensures clear direction, proper implementation, and City conformance to legal requirements.

7. Develops, recommends, and implements annual departmental budgets, forecasts necessary funding for staff, equipment, material, and supplies. Monitors budget throughout the year with assistance from division managers. Identifies and develops future capital improvement projects.
8. Prepares short and long-term capital improvement plans associated with Public Works. Identifies capital projects/assets requiring rehabilitation or replacement and prioritizes so critical projects/assets are addressed in a proactive manner. Prepares and administers the Department's budget to control expenditures and maintain fiscal integrity.
9. Conducts or administers special research and studies for the City Administrator and City Council. Conducts and provides technical guidance to other Departmental heads and governing bodies on various public works issues. Reviews designs and studies prepared for the City by Consulting Engineers.
10. Represents the Department and City on external matters when dealing with public and private agencies and organizations, the media, general public and state and federal agencies. Represents the Department on internal issues to the City Administrator and City Council, and other boards and governing bodies.
11. Serves as a resource to communicate engineering standards and ordinance requirements for project planning meetings, pre-construction meetings, or other communications for engineers, consultants, developers, residents, and technicians.
12. Manages Department capital projects including budget management and payments, and construction.
13. Plans, develops, bids, and manages the implementation of design and construction contracts and projects.
14. Directs the department's capital project design review and private development site plan review. Assists and guides engineering staff as needed.
15. Oversees services provided by external engineering vendors contracted by the Department.
16. Serves as the City's right-of-way administrator; reviews and processes applications for private use of the public right-of-way and make recommendations regarding the same.
17. Prepares National Pollutant Discharge Elimination Systems (NPDES) renewal permits and annual reports.
18. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to public construction projects and Department matters.
19. Responds to citizen complaints, concerns, or inquiries regarding the Department.
20. Responds to emergency situations outside of business hours as needed.
21. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of civil engineering principles and practices.
2. Knowledge of methods and techniques in the design, construction and maintenance of municipal facilities and projects.
3. Knowledge of the City and Department's operating requirements, policies, procedures, and practices; and local, State, and Federal regulations related to department programs and operations.
4. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
5. Ability to effectively utilize the principles of strategic and long and short-range planning.
6. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.

7. Ability to research and analyze detailed information and make appropriate recommendations.
8. Ability to develop department goals and objectives.
9. Ability to plan, develop, implement, and evaluate projects and programs.
10. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
11. Ability to prepare, recommend and monitor an operating and Capital Improvement Plan budget, including line-item budgeting, short and long-term capital planning.
12. Knowledge of administrative policies and procedures of the City.
13. Ability to establish and maintain accurate records of assigned activities and operations.
14. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
15. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
16. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
17. Ability to think quickly, maintain self-control, and adapt to stressful situations.
18. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
19. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
20. Ability to instruct and train in methods and procedures.
21. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
22. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
23. Knowledge of computer software consistent for this position.
24. Ability to perform mathematical calculations required of this position.
25. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
26. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
27. Skill in researching and understanding complex written materials.
28. Ability to prepare and maintain accurate and concise records and reports.
29. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
30. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
31. Ability to handle sensitive interpersonal situations calmly and tactfully.
32. Ability to maintain professionalism at all times.
33. Ability to maintain effective working relationships with individuals within and outside the organization.
34. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.

35. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- Work is performed daily both in and outdoors under all weather conditions and includes exposure to inclement weather, noise, vibrations, airborne materials, and active construction sites. Work outdoors is limited.
- Work is generally in a moderately noisy setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Streets Superintendent	Reports to: Public Works Director
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 55
Minimum Education: High school diploma or equivalent. Associate degree in Engineering, construction management, or a closely related field preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Eight (8) years' work experience in public works. Five (5) years of directly related progressively responsible supervisory experience.	
Minimum Certification:	
Other Requirements: Class B CDL driver's license.	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of the Streets Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned division. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations, and performs disciplinary action. Recommends employee transfers, promotions, and discharge.
2. Identifies training needs and opportunities for the division.
3. Implements the goals and objectives for department and division operations.
4. Provides leadership and management to all assigned staff. Audits work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of policy and procedure.
5. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective application of department and division policies, procedures, and standards.

6. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
7. Assists in the development of the annual department budget, providing budgetary requests for the Division's operational and capital needs. Monitors budget throughout the year.
8. Approves and records all streets invoices.
9. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
10. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
11. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers, contractors, architects and surveyors within the City's purchasing guidelines and state rules and regulations.
12. Develop and prepare bids, contracts, and related reports specific to division operations.
13. Coordinates efforts with other City departments to facilitate construction, repair, installation, and alteration projects.
14. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
15. At the direction of the Director, conducts special research and studies. Conducts and provides technical guidance to infrastructure issues as needed.
16. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to streets/infrastructure matters.
17. Responds to citizen complaints, concerns or inquiries regarding streets.
18. Responds to and calls out after hours on-call crews for emergency requests.
19. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of all phases of Public Works maintenance activities, heavy emphasis on area of assigned responsibility.
2. Knowledge of materials used in municipal street maintenance programs.
3. Knowledge of safe operations of heavy-duty trucks and equipment.
4. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
5. Knowledge of storm water drainage systems.
6. Knowledge of the Manual on Uniform Traffic Safety Devices (MUTCD) traffic safety standards related to signing, striping, and signalization of public roadways.
7. Knowledge of safety precautions and potential hazards encountered in maintenance activities.
8. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.

12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
31. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
32. Skill in researching and understanding complex written materials.
33. Ability to prepare and maintain accurate and concise records and reports.
34. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
35. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
36. Ability to handle sensitive interpersonal situations calmly and tactfully.
37. Ability to maintain professionalism at all times.
38. Ability to maintain effective working relationships with individuals within and outside the organization.
39. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
40. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 75 pounds of force; work regularly requires sitting, frequently requires using hands to finger, handle or feel and repetitive motions and requires walking on uneven terrain, stooping, kneeling, crouching, crawling, climbing stairs and ladders, and reaching with hands and arms.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed daily both indoors and outdoors under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, exhaust fumes, and pesticide.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Streets Superintendent



JOB DESCRIPTION

Job Title: Administrative Assistant	Reports to: Public Works Director / Utilities Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 10
Minimum Education: High School diploma or equivalent.	
Minimum Experience: Two (2) years' work experience in an administrative support position.	
Minimum Certification:	
Other Requirements:	

POSITION SUMMARY

This position provides administrative and operational support to the Public Works Department; and provides courteous and efficient customer services to Smithville residents.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

Not all duties may be assigned to each position. The allocation of duties for this position will be dependent upon the department assigned.

1. Provides first line customer service to internal and external customers; greets, receives, and screens visitors and customers.
2. Addresses and resolves customer questions/concerns as able and refers complex inquiries, requests, or complaints to appropriate staff.
3. Sorts, copies, and distributes a variety of correspondence, deliveries, and mail; opens, logs, and routes office mail; retrieves, delivers, and sends faxes.
4. Composes routine correspondence; proofreads and edits documents.
5. Enters, scans, updates, and maintains information in spreadsheets, databases, and reports.
6. Maintains department specific electronic and paper filing and record systems and documents to provide easy access to records and information; provides retention of records as required; assists with FOIA requests as requested.
7. Schedules appointments for department personnel as assigned.
8. Receives and processes payments, applying payment to proper account and providing receipt of transaction when necessary.
9. Verifies petty cash receipts for accuracy; balance daily cash intake drawer; resolves discrepancies.

10. Enters requisitions for purchase orders. Prepares invoice for payment approval.
11. Reviews and processes accounts payables for payment.
12. Compiles and reconciles monthly departmental purchasing card reports. Verifies coding of purchases, reviews supporting documentation, account number coding, reconciles vendor and credit card statements, and posts activity to general ledger and accounts payable.
13. Purchases and monitors office and operational supplies.
14. May assist in the preparation of budget documents as assigned.
15. May assist with updating department related web content and social media updates within city social media guidelines.
16. Assists other department personnel as needed.
17. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the City's and Department's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
2. Knowledge of administrative policies and procedures of the City.
3. Ability to establish and maintain accurate records of assigned activities and operations.
4. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
9. Knowledge of computer software consistent for this position.
10. Ability to perform mathematical calculations required of this position.
11. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
12. Skill in researching and understanding complex written materials.
13. Ability to prepare and maintain accurate and concise records and reports.
14. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
15. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
16. Ability to handle sensitive interpersonal situations calmly and tactfully.
17. Ability to maintain professionalism at all times.
18. Ability to maintain effective working relationships with individuals within and outside the organization.
19. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
20. Ability to work the allocated hours of the position.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May be subject to infectious diseases carried by animals when assigned to the animal shelter.
- Work requires wearing specialized personal protective equipment when assigned to the animal shelter.
- Work is conducted in an office setting (e.g., business office, light traffic).

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Administrative Assistant



JOB DESCRIPTION

Job Title: O&M Technician / Plant Operator I/II/III	Reports to: Utilities Operations Manager
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 15 /20 / 35
Minimum Education: High School diploma or equivalent.	
Minimum Experience: I: Previous experience in utility maintenance or utility operation preferred. II: Four (4) years of related utility experience required to obtain certification. III: Five (5) years of related utility experience required to obtain certification.	
Minimum Certification: I: DS1 and Class D Wastewater Treatment Plant Operator Certification required within timeframes specified by City. II: DS2 and C and B Wastewater Treatment Plant Operator Certification. III: DS3 and B and A Wastewater Treatment Plant Operator Certification.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

This position is responsible for the maintenance of the City's water distribution and sewer collection systems.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Inspects, repairs, rehabilitates, and maintains the wastewater collection system, including locating sanitary sewer and water; repairing wastewater and water lines; installs flow meters; makes sewer taps; maintains air relief and sewer valves; and lift stations.
2. Inspects manhole covers.
3. Locates sewer and storm drains using electronic equipment.
4. Inspects, maintains, and repairs and wastewater lines and water lines.
5. Cleans, televises, and repairs sanitary sewers.
6. Transports equipment and materials to and from work sites.
7. Cleans, lubricates, and performs preventive maintenance or repair on equipment.

8. Reads meters and gauges to ensure plant equipment is working properly.
 - Takes samples and run tests to determine the quality of the water being treated.
 - Collects, prepares, and analyzes water, wastewater, and sludge samples.
 - Collects and handles water and wastewater samples for process control and industrial sampling.
 - Documents and prepares test results for Federal, state, and local reports.
 - Calculates, reviews, and reports results.
 - Confers with Manager on laboratory findings that may affect compliance with state and federal regulations.
9. Adjusts chemical feed rates and treatment plant processes added to the wastewater based on test results.
10. Operates, maintains, and performs repairs of the wastewater treatment facility, equipment, buildings, and grounds, including system lines, equipment, meters, and pumps.
11. Performs proper effluent quality monitoring, and all processes involved with facility functions, including sampling, monitoring, analysis, and treatment, as necessary.
12. Inspects system operations and equipment, diagnoses and repairs mechanical, electrical and process control problems.
13. Installs and replaces pumps, compressors, motors, and related equipment.
14. Lubricates bearings, replaces seals, gaskets, springs, and gears.
15. Inspects and cleans pumps, mechanical drives, electrical components, feeding systems, etc. as part of a formal preventive maintenance schedule to avoid unnecessary equipment malfunctions.
16. Performs routine building clean and grounds maintenance, including mopping, bush trimming, lawn mowing and similar activities.
17. Maintains and updates record keeping and performs data entry regarding equipment repairs, maintenance, and discharge monitoring data for various local state and federal reporting requirements.
18. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
19. Reports all accidents to the appropriate authority. Follows all policies for reporting.
20. Provides backup assistance to other department personnel as needed.
21. Performs emergency repairs and work, as necessary.
22. Reports to work for after hour needs, as assigned.
23. Other duties as assigned.

Additional duties assigned to Level II:

24. Maintains and repairs lift stations including electrical equipment, pumps, floats, structures, piping, and valves.
25. Inputs, updates, and maintains information and records using computer programs.
26. Operates sewer camera system to visually inspect and document sewer line conditions.
27. Adjusts, repairs, and replaces manhole rings and covers.
28. Maintains up-to-date records of all maintenance activities.
29. Informs plant personnel of test results to make necessary adjustments to plant processes.
30. Troubleshoots complex systems using a wide variety of diagnostic equipment to determine source of malfunction.

Additional duties assigned to Level III:

31. Collects wastewater samples for sanitary sewer overflows
32. Performs daily testing and lab work required by Federal, State, County, and local regulations.
33. Prepares maintenance monthly reports for the Missouri Department of Natural Resources.
34. Performs snow/ice removal operations at the treatment plant.

REQUIRED JOB COMPETENCIES

1. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
2. Ability to understand and follow oral and written instructions.
3. Ability to understand and effectively carry out local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
4. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
5. Ability to communicate clearly, concisely, and effectively in English with staff, administration, and the public in both written and verbal form.
6. Ability to define problems, exercise sound judgment, and address a variety of situations.
7. Ability to think quickly, maintain self-control, and adapt to stressful situations.
8. Ability to maintain professionalism at all times.
9. Ability to work as a member of a team.
10. Ability to establish and maintain effective working relationships with others.
11. Ability to perform mathematical calculations required of this position.
12. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends, and holidays due to adverse weather conditions, construction projects, or other emergency service.
13. Knowledge of computer software consistent for this position.
14. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
15. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
16. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.

Additional Competencies for Level II:

17. Basic knowledge of the principles and practices of wastewater plant, wastewater collection system, Lift station repair, water line repairs.
18. Basic knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems. Knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
19. Skill in reading and understanding schematics and blueprints.
20. Ability to take liquid and solid samples and perform routine laboratory tests.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.

Additional Competencies for Level III:

22. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.

PHYSICAL AND WORK ENVIRONMENT

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- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces per training.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires handling of hazardous chemicals and materials.
- Periodically works in unsanitary and potentially hazardous areas and confined space.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, vibrations, airborne materials, heavy traffic conditions, and exhaust fumes.

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Utilities Operations Manager	Reports to: Utilities Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: High School diploma or equivalent. Associate degree preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Six (6) years' experience in water treatment and water distribution systems. Three (3) years' direct supervisory experience.	
Minimum Certification: Class B Wastewater Treatment Plant Operator Certification. DS-III Public Drinking Water Distribution System Operator Certification.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The Utilities Operations Manager assists the Utilities Superintendent with the supervision, coordination, and operation of the water and sewer distribution/Wastewater Plant systems; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned crews. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.

4. Oversees all aspects of ongoing programs to include hydrants, valve, backflow, and inventory (repair parts, and bench stock for all aspects of water and wastewater distribution), and lift station maintenance.
5. Assists the Utilities Superintendent with budget preparation and maintains budget expenditures for all line items pertaining to water and wastewater distribution.
6. Organizes preventative maintenance, checks, and services of vehicles, tools, and equipment.
7. Produces monthly reports regarding work orders, water breaks, customer assistance and locates.
8. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
9. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
10. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
11. Provides support to assigned crew and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
12. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
13. Performs daily inspections of the crews/project, reporting any issues to the Superintendent concerning safety or repair and maintenance procedures.
14. Inspects work completed by crews to document if needed.
15. Monitors expenditures and approves purchase requests within assigned area of authority.
16. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
17. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
18. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
19. Responds to and calls out after hours on-call crews for emergency requests.
20. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
21. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
22. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Comprehensive knowledge of and extensive experience with the principles and practices of water distribution systems, sewage treatment and sewer collection systems.
2. Knowledge of Federal, State, county, and local regulations as they relate to water and sewer systems, knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
3. Knowledge of the chemical and physical processes involved in the treatment of water or wastewater.
4. General knowledge of laboratory operations and water testing.

5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.
6. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
7. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
8. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
9. Ability to effectively utilize the principles of strategic and long and short-range planning.
10. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
11. Ability to research and analyze detailed information and make appropriate recommendations.
12. Ability to develop department goals and objectives.
13. Ability to plan, develop, implement, and evaluate projects and programs.
14. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
15. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
16. Knowledge of administrative policies and procedures of the City.
17. Ability to establish and maintain accurate records of assigned activities and operations.
18. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
19. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
20. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
21. Ability to think quickly, maintain self-control, and adapt to stressful situations.
22. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
23. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
24. Ability to instruct and train in methods and procedures.
25. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
26. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
27. Knowledge of computer software consistent for this position.
28. Ability to perform mathematical calculations required of this position.
29. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.

33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Utilities Superintendent	Reports to: Public Works Director
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 60
Minimum Education: High school diploma or equivalent. Associate degree in Engineering, an environmental science, or a closely related field preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Eight (8) years' work experience in utilities management. Five (5) years of directly related progressively responsible supervisory experience.	
Minimum Certification: Class A Wastewater Treatment Plant Operator Certification. Class A Water Treatment Plant Operator Certification.	
Other Requirements:	

POSITION SUMMARY

This position is responsible for the administrative oversight, visioning, leadership, planning, coordinating and control of the Utilities Division; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages assigned divisions. Interviews and selects new employees. Provides training and instructions and ongoing development needs. Provides coaching, counseling, and mentoring to allow for optimal performance. Assigns tasks, reviews work and prepares performance evaluations, and performs disciplinary action. Recommends employee transfers, promotions, and discharge.
2. Implements the goals and objectives for department and division operations.
3. Provides leadership and management to all assigned staff. Audits and inspects work on a regular basis to ensure adherence to pertinent regulations. Directs staff on complex work and interpreting the application of regulation, policy, and procedure.

4. Researches, recommends, develops, and implements policy and procedures for operational effectiveness, sustainability, and safety. Monitors operations for efficient and effective application of department policies, procedures, and standards.
5. Develops work plans and strategies to meet Department needs-both short term and long term; develop and direct the implementation of goals, objectives, policies, procedures, and work standards to ensure success. Ensures clear direction, proper implementation and City conforms to legal requirements.
6. Prepare, submit, and review reports required by the Missouri Department of Natural Resources.
7. Provides training for lab testing, chemical handling and other tasks as required. Ensures employees work in a safe manner.
8. Assists in the development of the annual department budget, providing budgetary requests for the Divisions' operational and capital needs. Monitors budget throughout the year.
9. Approves all related invoices.
10. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
11. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
12. Prepares requests for purchase of services, materials and supplies and solicit quotes from suppliers and contractors within the City's purchasing guidelines and state rules and regulations.
13. Develop and prepare bids, contracts, and related reports specific to division operations.
14. Coordinates efforts with other City departments to facilitate construction, repair, installation, and alteration projects.
15. Reviews facilities costs, progress of work projects, preventative maintenance programs, and to identify potential problems and determine possible solutions.
16. At the direction of the Director, conducts special research and studies. Conducts and provides technical guidance to related infrastructure issues.
17. Receives and handles questions and concerns from the public, elected officials, and City staff pertaining to utility infrastructure matters.
18. Responds to citizen complaints, concerns or inquiries regarding utilities.
19. Responds to and calls out after hours on-call crews for emergency requests.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Comprehensive knowledge of the principles and practices of wastewater treatment systems, wastewater collection systems, water treatment, and water distribution systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water and sewer systems, knowledge of the maintenance, repair, and installation of equipment in wastewater collection systems.
3. Knowledge of care and use of equipment and tools utilized in the performance of department functions.
4. Knowledge of safety precautions and potential hazards encountered in maintenance activities.

5. Knowledge of the City's, Department's, and Divisions' operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
6. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
7. Ability to effectively utilize the principles of strategic and long and short-range planning.
8. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
9. Ability to research and analyze detailed information and make appropriate recommendations.
10. Ability to develop department goals and objectives.
11. Ability to plan, develop, implement, and evaluate projects and programs.
12. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
13. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
14. Knowledge of administrative policies and procedures of the City.
15. Ability to establish and maintain accurate records of assigned activities and operations.
16. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
17. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
18. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
19. Ability to think quickly, maintain self-control, and adapt to stressful situations.
20. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
21. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
22. Ability to instruct and train in methods and procedures.
23. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
24. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
25. Knowledge of computer software consistent for this position.
26. Ability to perform mathematical calculations required of this position.
27. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
28. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
29. Skill in researching and understanding complex written materials.
30. Ability to prepare and maintain accurate and concise records and reports.
31. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

32. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
33. Ability to handle sensitive interpersonal situations calmly and tactfully.
34. Ability to maintain professionalism at all times.
35. Ability to maintain effective working relationships with individuals within and outside the organization.
36. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
37. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name

Utilities Superintendent



JOB DESCRIPTION

Job Title: Water Treatment Plant Shift Supervisor	Reports to: Water Treatment Plant Manager
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 40
Minimum Education: High School diploma or equivalent. Associate degree preferred.	
Minimum Experience: Five (5) years' experience in water treatment and water distribution systems. Two (2) years' direct supervisory or lead experience.	
Minimum Certification: Class A Water Treatment Plant Operator Certification.	
Other Requirements:	

POSITION SUMMARY

This position assists the Water Treatment Plant Manager with the supervision, coordination, and operation of the Water Treatment Plant during the second shift; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages plant personnel during second shift. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Reviews written reports and work orders, determines priorities and schedules assignments.
4. Develops and monitors operating procedures and makes changes to plant operations to improve plant efficiency.
5. Oversees, performs, and assigns maintenance of equipment, pumps, etc. at the treatment plant and other facilities.

6. Collects water samples and performs chemical and bacteriological tests to check for purity as needed. Records chemical and biological test results; prepares required water samples for analysis and testing as required by Federal, State, County, and local agencies.
7. Assists in the preparation of monthly required reports and submit to City, State and Federal agencies.
8. Assists the Water Treatment Plant Manager and Utilities Superintendent with budget preparation for all line items pertaining to the water plant.
9. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
10. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
11. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
12. Provides support to plant personnel and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
13. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
14. Performs daily inspections of the crews/project, reporting any issues to the Water Treatment Plant Manager concerning safety or repair and maintenance procedures.
15. Inspects work completed by crews to document if needed.
Assists in the planning and prioritization of necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
16. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
17. Responds to and calls out after hours on-call crews for emergency requests.
18. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
19. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
20. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of water plants systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water system, knowledge of the maintenance, repair, and installation of equipment in water distribution system.
3. Knowledge of the chemical and physical processes involved in the treatment of water.
4. General knowledges of laboratory operations and water testing.
5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water treatment plant operations.
6. Ability to take liquid and solid samples and perform routine laboratory tests.
7. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.

8. Ability to obtain the knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to plan, develop, implement, and evaluate projects and programs.
14. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
15. Ability to obtain the knowledge of administrative policies and procedures of the City.
16. Ability to establish and maintain accurate records of assigned activities and operations.
17. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
18. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
19. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
20. Ability to think quickly, maintain self-control, and adapt to stressful situations.
21. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
22. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
23. Ability to instruct and train in methods and procedures.
24. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
25. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
26. Knowledge of computer software consistent for this position.
27. Ability to perform mathematical calculations required of this position.
28. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
29. Skill in researching and understanding complex written materials.
30. Ability to prepare and maintain accurate and concise records and reports.
31. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
32. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
33. Ability to handle sensitive interpersonal situations calmly and tactfully.
34. Ability to maintain professionalism at all times.
35. Ability to maintain effective working relationships with individuals within and outside the organization.

36. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
37. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

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Employee Signature

Date

Employee Printed Name



JOB DESCRIPTION

Job Title: Water Treatment Plant Manager	Reports to: Utilities Superintendent
Department: Public Works	FLSA Classification: Non-Exempt
Revision Date: June 2022	Pay Grade: 50
Minimum Education: High School diploma or equivalent. Associate degree preferred. A combination of higher education for experience may be considered.	
Minimum Experience: Six (6) years' experience in water treatment and water distribution systems. Three (3) years' direct supervisory experience.	
Minimum Certification: Class A Water Treatment Plant Operator Certification.	
Other Requirements: Valid Driver's License.	

POSITION SUMMARY

The Water Treatment Plant Manager assists the Utilities Superintendent with the supervision, coordination, and operation of the Water Treatment Plant; to ensure essential services are provided to maintain the public infrastructure to provide for public safety, health, and welfare.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

1. Directs the work of and manages plant personnel. Provides training and instructions and ongoing training needs. Assigns tasks, reviews work and provides performance evaluation feedback. Provides input into employee transfers, promotions, disciplinary action, and discharge. Reviews and approves time sheets, job assignment sheets.
2. Provides appropriate training for staff on all assigned equipment and areas of work and maintains required documentation.
3. Reviews written reports and work orders, determines priorities and schedules assignments.
4. Develops and monitors operating procedures and makes changes to plant operations to improve plant efficiency.
5. Oversees, performs, and assigns maintenance of equipment, pumps, etc. at the treatment plant and other facilities.

6. Collects water samples and performs chemical and bacteriological tests to check for purity as needed. Records chemical and biological test results; prepares required water samples for analysis and testing as required by Federal, State, County, and local agencies.
7. Monitors and orders chemicals, supplies and service needs for treatment and maintenance of the plant.
8. Prepare monthly required reports and submit to City, State and Federal agencies.
9. Assists the Utilities Superintendent with budget preparation and maintains budget expenditures for all line items pertaining to the water plant.
10. Ensures all activities are carried out in a safe manner; adheres to all City safety regulations; ensures equipment is safely operated and driving laws are obeyed; ensures all regulations pertaining to the safe use of equipment are understood and followed.
11. Reports all accidents to the appropriate authority. Follows all policies for reporting, investigating, and follow-up of equipment incidents, or personal injuries. May investigate incidents as assigned.
12. Provides direction of work perform, if need, to meet project standards and to adhere to City policies and procedures.
13. Provides support to plant personnel and acts as a resource for alternatives and suggestions. Makes critical decisions affecting the outcome of the assigned work and project completion.
14. Communicates status and concerns of projects, assignments, and crew members to Superintendent.
15. Performs daily inspections of the crews/project, reporting any issues to the Superintendent concerning safety or repair and maintenance procedures.
16. Inspects work completed by crews to document if needed.
17. Monitors expenditures and approves purchase requests within assigned area of authority.
18. Plans and prioritizes necessary maintenance, and repair in accordance with Department policies. Ensures all work is completed accurately and timely. Secures supplies, materials, and equipment for daily work projects.
19. Prepares daily work reports involving the materials inventory, cost, status of assigned projects and inspections, crew updates and accidents as necessary and directed.
20. Orders parts and equipment as needed in preparation for upcoming assignments and projects.
21. Responds to and calls out after hours on-call crews for emergency requests.
22. Receives and responds to inquiries and complaints from the general public on a wide range of areas.
23. Ensures proper care and maintenance of tools and equipment. Coordinates maintenance as needed.
24. Other duties as assigned.

REQUIRED JOB COMPETENCIES

1. Knowledge of the principles and practices of water plants systems.
2. Knowledge of Federal, State, County, and Local regulations as they relate to water system, knowledge of the maintenance, repair, and installation of equipment in water distribution system.
3. Knowledge of the chemical and physical processes involved in the treatment of water.
4. General knowledges of laboratory operations and water testing.
5. Knowledge of how to read, interpret and calibrate gauges and other recording devices related to water treatment plant operations.

6. Ability to take liquid and solid samples and perform routine laboratory tests.
7. Knowledge of industry safety rules and ability to utilize all Personal Protective Equipment necessary.
8. Knowledge of the City's, Department's, and Division's operating requirements, policies, procedures, and practices; and local, state, and federal regulations related to department programs and operations.
9. Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
10. Ability to effectively utilize the principles of strategic and long and short-range planning.
11. Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives and recommending methods, procedures and techniques for resolution of issues.
12. Ability to research and analyze detailed information and make appropriate recommendations.
13. Ability to develop department goals and objectives.
14. Ability to plan, develop, implement, and evaluate projects and programs.
15. Ability to develop, interpret and implement regulations, policies, procedures, written instructions, general correspondence, and other department specific documents.
16. Ability to prepare, recommend and monitor an operating budget, including line-item budgeting.
17. Knowledge of administrative policies and procedures of the City.
18. Ability to establish and maintain accurate records of assigned activities and operations.
19. Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
20. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
21. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
22. Ability to think quickly, maintain self-control, and adapt to stressful situations.
23. Knowledge of management and supervisory practices & principles, including the ability to make final employment recommendations, preparing performance evaluations, managing time off, and maintaining personnel records.
24. Ability to adapt and take control of situations, dictating subordinate activities in a responsible manner.
25. Ability to instruct and train in methods and procedures.
26. Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
27. Knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
28. Knowledge of computer software consistent for this position.
29. Ability to perform mathematical calculations required of this position.
30. Ability to communicate clearly, concisely, and effectively in English in both written and verbal form.
31. Skill in researching and understanding complex written materials.
32. Ability to prepare and maintain accurate and concise records and reports.
33. Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.

34. Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
35. Ability to handle sensitive interpersonal situations calmly and tactfully.
36. Ability to maintain professionalism at all times.
37. Ability to maintain effective working relationships with individuals within and outside the organization.
38. Ability to maintain confidentiality and discretion regarding business-related files, reports, and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
39. Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.

- This work requires the occasional exertion of up to 50 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals and materials.
- Work is performed primarily in a plant environment
- Frequently works near moving mechanical parts and is frequently exposed to cold, wet and/or humid conditions, noise, and vibrations.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

EMPLOYEE ACKNOWLEDGMENT

I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential functions as well as skills and abilities described therein. Furthermore, I understand this document will change over time, as necessary. From time to time, I understand I may be asked to perform duties and handle responsibilities that are not specifically addressed in my job description. I understand that this does not constitute an employment agreement.

Employee Signature

Date

Employee Printed Name