



City of Carthage, Missouri
**COMMITTEE ON
INSURANCE/AUDIT AND CLAIMS**

May 9, 2023 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of April 25, 2023 Minutes
 2. Review & Approval of the Claims Report
- 3. Citizens Participation**

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and Discuss Recreation & Event Coordinator job description
 2. Consider and Discuss Administration job description changes
 3. Consider and Discuss Court job description changes
 4. Staff Reports
- 5. Adjournment**

PERSONS WITH DISABILITIES WHO NEED SPECIAL ASSISTANCE CALL 417-237-7000 (VOICE) OR 1-800-735-2466 (TDD VIA RELAY MISSOURI) AT LEAST 24 HOURS PRIOR TO MEETING



City of Carthage, Missouri

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS

April 25, 2023 - 5:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Trudy Blankenship, Robin Blair, Tiffany Cossey

OTHER COUNCIL MEMBERS: Mayor Dan Rife, David Armstrong

STAFF PRESENT: Assistant City Administrator Traci Cox, City Clerk Miranda Deal

Vice-Chair Trudy Blankenship called the meeting to order at 05:00 PM.

2. Old Business

1. Approval of April 11, 2023 Minutes

ACTION: Motion to accept/approve item 2.1. by Tiffany Cossey
Motion passed with a 3:0

AYES: Trudy Blankenship, Robin Blair, Tiffany Cossey

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Robin Blair
Motion passed with a 3:0

AYES: Trudy Blankenship, Robin Blair, Tiffany Cossey

3. Citizens Participation

(Citizens wishing to speak should notify Department Head or Committee Chair in advance)

4. New Business

1. Staff Reports

Ms. Deal reported that the work with Opengov continues. The Opengov team will be onsite the first week of May to do in person training for all of the departments. They hope to be fully live on the new system at the end of May.

Ms. Cox reported that she has been working on the budget to get it ready to present at the May 8 budget meeting. She is hopeful that there will be no more cuts needed to next year's budget. She stated that the process this year has gone a lot smoother since the department heads did more work with their budgets. They got to decide the priority of their items and make cuts they were comfortable with.

5. Adjournment

ACTION: Motion to adjourn at 5:05 p.m. by Tiffany Cossey
Motion passed with a 3:0

AYES: Trudy Blankenship, Robin Blair, Tiffany Cossey

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks & Recreation

SALARY GRADE: J

POSITION TITLE: Recreation & Events Coordinator

FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position plans, directs, and oversees staff, operations, and activities of an assigned recreation program area. Areas of responsibility include, but are not limited to: youth recreation activities/events/programs, concession operations, rentals, cultural activities, and special events. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Memorial Hall building. Included is the supervision of part time personnel in compliance with City policies.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from and reports to the Parks & Recreation Director. Incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over technical and clerical staff.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Plans, organizes and coordinates all activities associated with running assigned public facilities in an efficient and effective manner.
2. Prepares and monitors the department budget within established guidelines.
3. Coordinates the marketing and promotion of recreation programs and facility services with Tourism Director and marketing staff through a variety of media.
4. Oversees the development, implementation and maintenance of a comprehensive community recreation program.
5. Coordinates schedules and supervises use of athletic fields and related recreational facilities for program and special event use.
6. Provides information and assistance to program instructors, leaders, participants and the general public regarding programs and special events; resolves grievances and complaints.
7. Administers departmental personnel function and supervises subordinate employees.
8. Maintains and reports monthly and yearly attendance figures for assigned public facilities.
9. Coordinates reservation and contract preparation and implementation for facility uses.
10. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: General knowledge of park ordinances, principles and practices of facility operations, basic recreation programming as it pertains to programming area, basic budgetary and accounting principles and practices and computer applications related to the work. Knowledgeable in the operations, services and activities of a comprehensive municipal Memorial Hall program. Administrative skills to analyze programs, policies and operational needs. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Skill in communicating clearly and effectively with others, orally and in writing, making public presentations, evaluating facility maintenance needs, using tact and discretion, organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimum direction. Select, organize, direct and coordinate the work of staff members.

Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public. Supervise subordinate employees in an efficient and effective manner. Observe health and safety regulations. Ability to schedule and coordinate numerous events; promote and market events for a public facility; present a friendly positive image and enjoy working with the public.

Experience, Education and Training: Experience: Three (3) to five (5) years of experience in recreation or event coordination. Education: Bachelor's Degree from a four-year college or university in Sports Recreation or related field preferred.

Physical Requirements: Must possess mobility, strength, and stamina to perform physical work for extended periods of time; to operate a wide variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone or radio. Work activities may be performed indoors and outdoors and may require frequent walking on uneven or slippery surfaces, standing, sitting, running, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, reaching, making repetitive hand movement, and related physical activities in the performance of daily duties.

Licenses and Certificates: Possession of, or ability to maintain an appropriate, valid Missouri drivers' license; must be First Aid, AED, and CPR certified or complete classes within 6 months of hire date.

SPECIAL REQUIREMENTS:

Schedule: Hours and days of work vary. May be scheduled for evenings and weekends. Additional hours are required to attend meetings and monitor events. May occasionally be required to answer calls during irregular hours.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.

Signed: _____ Date: _____



CITY OF CARTHAGE JOB DESCRIPTION

DEPARTMENT: General Administration
POSITION TITLE: Administrative Assistant/AP

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This position is responsible for administrative assistant and clerical work which involves a wide variety of activities while assisting the City Administrator in performing his tasks. Activities may include fiscal data entry, accounts payable, taking dictation, skilled typing, filing, canvassing and screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED:

Under general supervision of City Administrator, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties.

ESSENTIAL FUNCTION STATEMENT: Essential responsibilities and duties may include, but are not limited to the following:

1. Serve as initial contact for the City Administrator both on the phone and in the reception area. A pleasant personality with a customer service attitude are required.
2. Typing and composition of office correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Check, correct, and compile invoices and disbursement from departments; enters data into accounts payable computer system; balances totals, prepares dated reports; prints, mails, and distributes checks.
4. Set up and maintain vendor lists; maintains vendor files for accounts payable; prints and transfer checks.
5. Preparation of grant reimbursement requests and other record keeping including correspondence with respective State and Federal agencies.
6. Preparation and distribution of meeting notices and agendas.
7. Assistance with the preparation of significant documents such as budgets, personnel manuals, purchasing manuals, bid specifications, and others.
8. Ordering, maintaining, processing and preparation of invoices of materials and supplies for Administration Department.
9. Takes and prepares minutes for assigned committee responsibilities.
10. Preparation and maintenance of assigned economic indicators and demographics.
11. Other duties as assigned.
12. Schedule meetings of City Administrator and associated committee meetings.
13. Coordinate and schedule basic copier and office machine repairs and maintenance.
14. Keep and maintain adequate supply of office supplies.

Revised May 2023

15. Miscellaneous business related errands.
16. Carries out any other duties as are within the scope, and spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS:

Knowledge: Bookkeeping, accounting, accounts payable and receivables; basic office skills including typing and filing; computer experience with spreadsheet programs and word processing packages. Switchboard/Receptionist experience. Professional appearance, attitude and attire.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgment; maintain confidentiality, present positive professional image to the general public and other City Departments; communicate with fellow workers, subordinates, managers and the general public in a clean, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner.

Experience, Education and Training: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Two (2) to Three (3) years of increasingly responsible secretarial or clerical experience. **Education:** Graduation from high school (or HSE-High School Equivalency Credential) supplemented by secretarial training.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

Licenses and Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license;

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours may be required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly period.

Overtime: The City provides compensatory time off in lieu of cash overtime.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the American with Disabilities Act.



Signed: _____

Date:

CITY OF CARTHAGE JOB DESCRIPTIONS

DEPARTMENT: General Administration
POSITION TITLE: Deputy City Clerk

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is fiscal data entry, accounting, and processing work of some complexity. Work involves collection of license fees, and other monies due to the City. Work also involves accounting for and depositing all monies received for the Clerk. This position will also provide technical services using clerical skills to assure the liabilities for the City are met and properly recorded on the financial records.

SUPERVISION RECEIVED:

Under direct supervision of the City Clerk. Because technical skills in this fiscal, clerical and customer relations position are expected to accompany the incumbent, supervision is generally in the nature of explaining specialized assignments or assignment changes. Incumbent is expected to use good judgment, common sense, and to demonstrate some independent knowledge in the performance of assigned duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. Serves as an Assistant City Clerk and acts on behalf of the City Clerk when necessary. Assists the City Clerk with clerical duties and special projects as needed.
2. Attend meetings in the absence of the City Clerk and take minutes.
3. Prepare monthly warrant and treasurer's reports.
4. Notify Mayor of committee and board appointments due. Prepare letters for Mayor's appointments that are renewed, removed, or resigning.
5. Responsible for the Planning & Zoning records retention and communications.
6. Responsible for preparing the City of Carthage proclamations.
7. Collection and management of cigarette tax, franchise fees and rummage sale permits as directed by the City Clerk.
8. Collect monthly lodging tax and prepare reports.
9. Collection and management of dog and cat licenses.
10. Prepare occupation licenses, mail notices of renewal and delinquency as directed by the City Clerk.
11. Collection and issuance of tax liens and weed bills for nuisance properties.
12. Serves as initial contact in the City Clerk's reception area and will be the first position to answer incoming calls.
13. Organizing and filing of documents in vault.
14. Balance landfill tickets and deposit money.
15. Prepare monthly Collector's Report and reconcile to the City's books.
16. Ability to establish and maintain effective working relationships with other employees and to learn aspects of other office employees' duties in order to fill in for or supplement their work.
17. Operates a variety of office machines, including calculator, computer, typewriters and fax.
18. Carries out any other duties as are within the scope, spirit and purpose of the job

as directed by the supervisor or Department Head.

QUALIFICATIONS REQUIRED:

Knowledge: Knowledge of modern office terminology, practices and procedures including considerable knowledge of bookkeeping principles and practices, particularly as they apply to performance of a specific financial operation such as accounts payable and accounts receivable.

Abilities: Ability to accurately and independently compile statistical and fiscal reports. Ability to establish and maintain effective working relationships with the City, other officials, and the public. Ability to communicate effectively, both orally and in writing.

Experience, Education and Training: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: **Two (2) to three (3)** years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses which supplement experience are desirable.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee must frequently walk, sit, talk and hear; use hands and fingers to handle and feel objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to kneel and crouch, and lift and/or move up to 25 pounds. Specific vision ability required by this job includes close vision and vision to adjust focus.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Employee is scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time off pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodations under the American with Disabilities Act.

Signed: _____

Date: _____

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Court
POSITION TITLE: Court Administrator

SALARY GRADE: G
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is responsible for professional and administrative work in planning, organizing, directing, coordinating and evaluating the programs and services of the Municipal Court Offices and coordinating a number of citywide organizational activities. Work involves responsibility for developing and coordinating comprehensive year round administrative programs of the department including maintenance of all official records, reporting and other related activities.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the City Clerk with considerable latitude for independent judgment and action. Work is reviewed through conferences and reports for results obtained. Exercises direct authority over Court Clerk. Court personnel are under the administrative authority of the Municipal Judge while performing court duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

1. As custodian of court records, all records retention mandates from the Missouri State Archivist shall be followed.
2. Provides effective and efficient customer service and promotes and maintains responsive community relations. Shall be responsible for coordinating the Municipal Court every Thursday at Memorial Hall including all preparations necessary for the Judge, the Prosecuting Attorney and Attorneys.
3. Plans, schedules, assigns, and monitors work of subordinates; instructs and trains subordinates in proper Court methods and procedures; prepares and conducts performance evaluations of subordinates on an annual basis; interviews and selects all new Court employees.
4. Compliance with state law; performs other duties such as delivering all case documents, appeal bonds and transcripts to the County Court upon appeal, authentication of official documents of the Court by affixing the Court seal, and reports moving traffic convictions to the Missouri Department of Revenue.
5. Reviews all new state legislation pertaining to Municipal Courts and ensures that all new laws and court fees are implemented in accordance to state law and reviews all new City ordinances to ensure that all new enforcement ordinances are implemented and processed in accordance with Court policy.
6. Provide copies of City Court records upon request under provisions of the Missouri Sunshine Law. Files attorney entries, motions to withdraw, and sends discoveries as requested in accordance with Missouri Sunshine Law. Schedules attorneys to appear in court to maximize the efficiency of court proceedings.
7. Shall have knowledge of and delegate court responsibilities as listed in the Court Clerk job description confirming the completion of all listed duties.
8. Carries out any other duties as are within the scope, spirit and purpose of the job as directed

Revised May 2023

by the City Clerk and Municipal Judge.

QUALIFICATIONS REQUIRED:

Knowledge: Considerable knowledge of Missouri Statutes regarding duties and responsibilities of the Court Administrator. Any combination of experience and training that would likely provide the required knowledge and ability qualifying. Considerable knowledge of data processing equipment and applications and their application to financial information and other municipal activities. Education and/or work experience may be substituted one for the other.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Two (2) to three (3) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. **Education:** High school diploma (or HSE-High School Equivalency Credential) or related specialized training courses with supplement experience sufficient to successfully perform the essential duties of the job as listed above.

Abilities: Must possess an ability to communicate effectively both orally, and in writing. Experience in office organization is also desirable. Prior supervisory experience also desirable.

Physical Requirements: Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the City; strength to lift and carry material weighing up to 25 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Licenses and Certificates: Possession of or ability to maintain an appropriate valid Missouri driver's license; to maintain a functioning telephone. Possession of, or ability to obtain the initial level of certification as a Certified Court Administrator within five (5) years of employment and continue membership/certification in the Missouri Association of Certified Court Administrators.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. Employee is scheduled to work 80 hours during the bi-weekly work period.

Overtime: The City provides overtime or compensatory time pursuant to the Fair Labor Standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.



Signed: _____

Date: _____

Revised May 2023

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Court
POSITION TITLE: Court Clerk

SALARY GRADE: F
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is responsible general clerical work which involves a wide variety of activities in preparing and maintaining court records for Carthage Municipal Court of the City of Carthage. Activities may include skilled typing, filing, canvassing and screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established departmental procedures.

SUPERVISION RECEIVED:

Under general supervision of the City Clerk and direct supervision of the Court Administrator, incumbent is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Court personnel are under the administrative authority of the Municipal Judge while performing court duties.

ESSENTIAL JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to the following:

- Issue warrants, lift warrants, coordinate community service, monitor restitution payments using established protocol.
- Taking fine payments and entering payments into the computer system.
- Preparing Court and financial reports for the City's Finance Director, State of Missouri Court Administrator, Missouri Highway Patrol and other government agencies.
- Maintains permanent court records in accordance with the Missouri State Archivist and OSCA (Office of State Courts Administrators).
- Process signed complaints for review by the City Attorney and complete disposition
- Coordinating preparation of Municipal Court every Thursday at Memorial Hall including all preparations necessary for trials, initial arraignments, sentencings, deferrals, suspended sentences and bond forfeitures including notifications to bailiff, police officers, witnesses and the defendants
- Arrange payment of fines with clients, sets up contracts with clients for payment schedules, follow-up on payment schedules, counsels clients when problems occur in making payments, notifies the Judge when a payment contract has not been kept so a warrant may be issued.
- Collection of fines, prepare dockets for court, finish stayed dockets after court, and prepare stayed cards for new clients.
- Follow-up on warrants issued in court, assist in the clearing of warrants by locating and advising clients of their warrants and how to dispose of them.
- Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the City Clerk, Court Administrator or Municipal Judge.

QUALIFICATIONS REQUIRED:

Knowledge: General bookkeeping, accounts payable and receivables skills. Basic office skills including typing, filing, dictation and computer skills.

Abilities: Ability to follow verbal and written instructions; work independently; set priorities; meet deadlines; and exercise independent judgement; maintain confidentiality; present a positive professional image to the general public and other City Departments.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: **Experience:** Two (2) to three (3) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. **Education:** High school diploma (or HSE-High School Equivalency Credential) or related specialized training courses with supplement experience.

Physical Requirements: Work is performed in an office environment with noise and frequent interruptions. Some assignments require sitting for extended periods of time. Work is often performed under the stress associated with the need to meet inflexible deadlines.

Licenses and Certificates: Possession of or ability to maintain, an appropriate valid Missouri driver's license; to maintain a functioning telephone.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Employee is scheduled to work 80 hours during the bi-weekly period.

Overtime: The City provides overtime or compensatory time pursuant to the Fair Labor standards Act.

LIMITATIONS AND DISCLAIMER:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are representative of minimum levels of knowledge, skill and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitude to perform each duty proficiently.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable and accommodations under the American with Disabilities Act.

Signed: _____

Date: _____

