

1. Insurance Audit And Claims Packet March 8, 2022

Documents:

[INSURANCE AUDIT AND CLAIMS PACKET 03 08 22.PDF](#)

1.I. Insurance Audit And Claims Agenda March 8, 2022

Documents:

[INSURANCE AUDIT AND CLAIMS AGENDA 03 08 22.PDF](#)

1.II. Insurance Audit And Claims Minutes March 8, 2022

Documents:

[INSURANCE AUDIT AND CLAIMS MINUTES 03 08 22.PDF](#)

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
March 8, 2022
City Hall Council Chambers
5:00 PM

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

Citizens Participation

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

New Business

1. Consider and discuss changes to employee Holiday Schedule.
2. Consider and discuss changes to administrative and department head job descriptions.
3. Staff Reports
4. Other Reports

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.

Posted: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, FEBRUARY 22, 2022
CITY HALL COUNCIL CHAMBERS
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Robin Harrison. Craig Diggs was absent.

OTHER COUNCIL MEMBERS: Mayor Dan Rife

STAFF PRESENT: Assistant City Administrator Greg Dagnan and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the February 8, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.
3. **Consider and discuss changes to Resignation Notice Policy:** HR Coordinator Michael Miller explained an emergency clause had been added to the policy as previously presented to the Committee. The Code also needs to be changed to address the resignation of the City Administrator. Mr. Armstrong made a motion to approve the C.B. and forward to council. Motion carried.

NEW BUSINESS:

1. **Consider and discuss Remote Work Policy:** This policy is being created to address remote work during severe weather events.
2. **Staff Reports:** None
3. **Other Reports:** None

ADJOURNMENT: Ms. Harrison made a motion to adjourn at 5:24 PM. Motion carried 3-0.

Traci Cox

COUNCIL BILL NO. 22-11

ORDINANCE NO. _____

An Ordinance to amend Section 503 – Holidays Authorized of the Personnel Policy Manual of the City of Carthage by adding Martin Luther King Jr. Day as an authorized holiday, observed on the third Monday in January.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI as follows:

SECTION I: Section 503 – Holidays Authorized of the Personnel Policy Manual is hereby amended by adding Martin Luther King Jr. Day as an authorized holiday, observed on the third Monday in January.

503. Holidays Authorized: All full-time employees are authorized the following paid holidays each year:

New Year's Day - January 1

Martin Luther King Jr. Day – Third Monday in January

President's Day - Third Monday in February

Memorial Day - Last Monday in May

Independence Day - July 4

Labor Day - First Monday in September

Veteran's Day - November 11

Thanksgiving Day - Fourth Thursday in November

Thanksgiving Friday

Christmas Eve - December 24

Christmas Day - December 25

Personal Leave Day

In the event a holiday falls on a Saturday, the preceding Friday shall be observed. In the event that a holiday falls on a Sunday, the following Monday shall be observed. In the event Christmas Eve falls on a Sunday the preceding Friday shall be observed as the holiday. In the event Christmas Day falls on a Saturday then the preceding Thursday and Friday shall be observed as the Christmas Eve and Christmas Day holidays.

SECTION II: This Ordinance shall take effect and be in force effective from and after its passage and approval.

PASSED AND APPROVED THIS _____ DAY OF _____, 2022.

Dan Rife, Mayor

ATTEST:

Traci Cox, City Clerk

Sponsored by: Insurance, Audit and Claims

CITY OF CARTHAGE
JOB DESCRIPTION

DEPARTMENT: General Administration

SALARY GRADE: AA

POSITION TITLE: City Administrator

FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This officer shall assist the Mayor and City Council in the conduct of city business so that it will be carried out in an orderly, efficient and economical manner. The City Administrator shall plan, direct, manage, coordinate and oversee, through appointed department heads, the administration of municipal operations (under supervision of the Mayor) the various services and activities as determined by the City Council in accordance with the City's Charter and Municipal Code; including assigned activities with other City departments and outside agencies; administer policies established by the Mayor and City Council, and provide highly responsible and complex administrative support to the Mayor and City Council in legislative, policy, fiscal, and other technical matters.

SUPERVISION RECEIVED AND EXERCISED:

Under supervisory control of the Mayor and Council and within the framework of governing state and local laws and general policy established by the City Council, duties are performed with a wide latitude for independent judgment and action. Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal and related areas. Work is subject to review for results obtained and conformance with governing laws and established policies, through discussion and analysis of recommendations, actions, and reports.

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

1. Be the budget officer and work directly with the City Clerk, Budget Committee and Mayor in preparing the budget for each year. He shall have continuing responsibilities throughout the year in proper implementation and administration of the City budget.
2. Keep the Council, each Council Committee and all City Departments informed as to the financial status of the City by reporting at the first Council Meeting of each month. He shall also work with the Mayor in the investment of City funds.
3. Establish and maintain proper purchasing procedures for all the street, police and health departments. He shall also keep all other City Departments advised of proper purchasing procedures so that they are in compliance at all times with State and Federal regulations governing the purchase of equipment, goods and services.
4. Keep City Departments and Boards advised of any changes in labor regulations, such as, regulations effecting wages, hours and benefits for employees.
5. Research and obtain information for funding projects that would include, but not limited to, any situation which could not be financed entirely on a local basis

where the funds are provided by either State or Federal government. He shall make recommendations concerning the availability of such funds to the Mayor and City Council.

6. Assist the Mayor and Council Members in the administering of any City business that may be assigned to him.
7. Act as liaison for the Mayor between the Council and any City Board, Department or Officer.
8. Work directly with the Mayor and Council in formulation of policy or overall problems of the City. He shall recommend to the Council from time to time, specific measures which may be beneficial in the improvement of City Administrative services.
9. Shall consult directly with, and coordinate the activity among, operating Department Heads in overall implementation and administration of City programs. He shall recommend to the Mayor and Council any action which might be taken to improve department procedures.
10. Attend all meetings of the City Council unless excused therefrom, and provide what information he can on all matters coming before the Council.
11. Meet with Standing and Special Committees appointed by the Mayor in accordance with ordinances. He shall advise these committees on both general and special administrative and operational problems and other such matters.
12. Advise the Mayor and Council on all matters relating to personnel administration, including, but not limited to, position classification, pay plans, fringe benefit policies, employment policies and administration. He shall submit any recommendation on these matters to the Council for consideration and action.

QUALIFICATIONS REQUIRED:

Knowledge: Management skills to analyze programs, policies and operational needs. Principles and practices of municipal budget preparation and administration. Funding projects through State and Federal programs. Current on matters pertaining to personnel, employment policies.

Abilities: Plan, organize, direct and coordinate the work of lower level staff. Select, supervise, train and evaluate staff. Assist the Mayor and Council in administering city business. Keep departments informed on proper implementation and administration of budget.

Experience, Education and Training: The City Administrator shall be at least twenty-five (25) years of age, be of good moral character, and may reside outside the city while in office only with the approval of the City council. The City Administrator shall devote full time to the duties of this office. **Education:** In choosing a City Administrator the Council shall require a B.S. or B.A. degree in business or public administration. Exception to the degree requirement may be given to those with equivalent experience or who are currently pursuing a degree. **Experience:** The City Administrator shall have at least three (3) years' experience as an administrative assistant or similar position in government.

Physical Requirements: Work is performed primarily in an office or conference room setting. However, some local traveling is involved in public relations activities, attending meetings and visiting City Departments and facilities. Therefore, some walking, standing and bending is required. Exposure to adverse weather conditions is minimal.

Licenses and Certificates: Possession of, or ability to maintain an appropriate valid

Missouri driver's license; to maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:30 a.m. to 5:00 p.m. Additional hours are required to attend meetings. The City does not pay overtime for these hours but does provide compensatory time on an hour for hour basis. 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 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 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:



Revised September 2020

CITY OF CARTHAGE

JOB DESCRIPTION

DEPARTMENT: General Administration

SALARY GRADE: Q

POSITION TITLE: Assistant City Administrator

FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position serves as an integral member of City administration responsible for providing leadership support to the City Administrator by performing responsible administrative and managerial duties assisting the City Administrator in the administration of local government. The Assistant City Administrator assists in the oversight and planning, organizing, directing, managing, reviewing, and coordinating activities and operation of the departments of the City; provides a full range of multifaceted staff assistance as well as administrative and analytical support; serves as liaison between the City Administrator's Office and the general public, City staff, Council, appointed boards and committees, community organization and other governmental agencies, seeks interaction with the City administrator as assigned; participates in the development, implementation, and administration of administrative policies, procedures, guidelines and programs; oversees the general office support function of the City Administrator's Office; and performs related duties as assigned. Functions as the City Administrator in their absence.

SUPERVISION RECEIVED AND EXERCISED:

Under supervision of the City Administrator, Mayor and City Council, duties are performed with a wide latitude for independent judgment and action. Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal, and related areas. Work is subject to review for results obtained and conformance with governing laws and established policies, through discussion and analysis of recommendations, actions, and reports with the City Administrator, Mayor and City Council.

REPRESENTATIVE JOB FUNCTIONS: Essential responsibilities and duties may include, but are not limited to:

1. Assist the City Administrator (Budget Officer) in preparing the budget each year.
2. Assist the City Administrator in keeping the Council, each Council Committee, and all City Departments informed as to the financial status of the City.
3. Assist the City Administrator in the establishment of and maintenance of proper purchasing procedures for all departments, including advising of proper purchasing

procedures so they comply at all times with State and Federal regulations governing the purchase of equipment, goods, and services.

4. Assist the City Administrator in research and obtaining information for funding projects that would include, but not be limited to, any situation which could not be financed entirely on a local basis where the funds are provided by either State or Federal government.
5. Assist the City Administrator in the administration of any City business that may be assigned to the position.
6. Assist the City Administrator in communicating the Mayor and Council's direction for any City Board, Department, or Officer.
7. Assist the City Administrator in formulation of policy concentrating on overall problems of the City.
8. Assist the City Administrator in coordinating the activity among operating Department Heads in overall implementation and administration of City programs.
9. Attend and meet with assigned Standing and Special Committees assigned by the City Administrator, Mayor and City Council.
10. Serve as project manager for a variety of special projects; facilitate project activities and resolve problems; develop and submit project reports to the City Administrator.
11. Carry out any other duties as are within the scope, spirit, and purpose of the job as directed.

QUALIFICATIONS REQUIRED:

Knowledge: Management skills to analyze programs, policies, and operational needs. Principles and practices of municipal budget preparation and administration. Funding projects through State and Federal programs. Current on matters pertaining to personnel and employment policies.

Abilities: Plan, organize, direct, and coordinate the work of relevant staff. Analyze and recommend programs to select, supervise, train, and evaluate staff. Assist the City Administrator in administering City business. Keep departments informed on proper implementation and administration of City services.

Experience, Education, and Training: The Assistant City Administrator shall be devoted full time to the duties of this office.

Education: Requires a Bachelor's Degree from an accredited college or university in Public or Business Administration, Government, or a related field and a minimum of two years' directly related work experience including management and supervisory experience. Exception to the degree requirement may be given to those with equivalent experience or who are currently pursuing a degree.

Experience: The Assistant City Administrator shall have at least two years' leadership or management experience in local government. Must have a strong knowledge of personal computers and software applications, including word processing, database and spreadsheet applications; interpersonal, oral, and writing skills, and the ability to interact positively with a diverse population; must possess a valid driver's license with the ability to successfully complete a thorough background check, and successfully complete a drug test.

Physical Requirements: Work is performed primarily in an office or conference room setting. However, some local traveling is involved in public relations activities, attending meetings, and visiting City Departments and facilities.

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. Additional hours are required to attend meetings. The City does not pay overtime for these hours but does provide compensatory time on an hour for hour basis. Employee is scheduled to work 80 hours during the bi-weekly period.

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 skill 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 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: _____



Modified 6/8/2021

**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Police
POSITION TITLE: Police Chief

SALARY GRADE: P
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

To plan, direct, manage and oversee the activities and operations of the Police Department including field operations and patrol, criminal investigations, communications, jail, animal control, training programs, taxi program, school crossing, management services and records management; to coordinate assigned activities with other City Departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor.

SUPERVISION RECEIVED AND EXERCISED:

Receives general administrative direction from the Mayor. Exercises direct supervision over supervisory, professional, technical and clerical staff.

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

1. The Chief of Police shall be the Executive Head of the Police Department and shall be responsible for and have authority to establish such rules of control over all personnel, as he shall deem necessary to conserve the peace and preserve good order within the City.
2. Assume full management responsibility for Police Department services and activities including patrol, maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest and detention of law violators, and maintenance of police records; recommend and administer policies and procedures.
3. Establish, with City Policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
4. Plan, direct and coordinate, through subordinate level managers, the Police Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with Management staff to identify and resolve problems.
5. Select, train, motivate and evaluate Police Department personnel; provide or coordinate staff training, work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the Police Department budget; direct the forecast of funds needed for staffing, equipment, material and supplies; approve expenditures and implement budgetary adjustment as necessary.
7. Provide staff assistance to the City Administrator and City Council; prepare and present staff reports and other necessary correspondence.
8. Provide staff support to assigned Committees and Council.
9. Perform related duties and responsibilities as required.
10. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Mayor and Council.

QUALIFICATIONS REQUIRED:

Knowledge: Operations, services and activities of a comprehensive municipal law enforcement program. Management skills to analyze programs, policies and operational needs. Principles and practices of municipal budget preparation and administration. Law enforcement theory, principles, practices, and their application to a wide variety of services and programs. Principles of supervisor, training and performance evaluation. Pertinent Federal, State and local laws, codes and regulations.

Abilities: Plan, organize, direct and coordinate the work of staff members. Select, supervise, train and evaluate staff. Delegate authority and responsibility. Lead and direct the operations, services and activities of the Police Department. Identify and respond to community and City Council issues, concerns, and needs. Prepare and administer municipal budgets. Interpret and apply Federal, State and local policies, laws and regulations. Communicate clearly and concisely, both orally and in writing.

Experience, Education and Training: **Experience:** Six (6) years of broad and extensive law enforcement experience including three (3) years of administrative and supervisory experience. **Education:** BA Degree in Public Administration, Business Administration, Criminal Justice, Police Science, or related field required. Exception to the degree requirement may be given to those with equivalent experience or who are currently pursuing a degree.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more. Successful performance requires specific vision abilities that include close vision.

Licenses and Certifications: Possession of, or ability to maintain, an appropriate, valid Missouri driver's license. Certification and training requirements as specified by State Statutes; to maintain a functioning telephone at place of residence. Missouri POST Certification and firearms certification required.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings.

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 requires for the position. All job requirements are subject to possible modification to reasonable accommodate individuals with disabilities. Some requirements may exclude individuals whose pose a direct threat or significant risk to the health and safety of themselves or other employees. Requirements are a representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitude to perform duty proficiently.

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

Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: Fire
POSITION TITLE: Fire Chief

SALARY GRADE: P
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

To plan, direct, manage and oversee the activities and operations of the Fire Department including fire suppression, hazardous material mitigation, fire and life safety code compliance, emergency medical services and administrative support services; to coordinate assigned activities with other City Departments and outside agencies; and to provide highly responsible and complex administrative support to the Mayor and City Council.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Mayor & City Council, with considerable latitude for independent judgment and action. Work is reviewed through conferences and reports for results obtained. General oversight provided by City Council's Public Safety Committee. Exercises direct authority over supervisory, professional, technical and clerical staff.

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

1. Provides leadership to ensure maximum productivity of the Fire Department personnel.
2. Manages the divisions of the department including operations, training, communications, prevention and support services.
3. Manages the allocation of resources including personnel, equipment, and apparatus for the continuing operation of the department.
4. Develops, formulates, and manages the department budget. Allocates department resources to maintain daily operations.
5. Serves as City spokesman in the areas of fire protection, rescue services, hazardous material response and Emergency Management.
6. Performs duties of Emergency Management Director during City-wide disasters or emergencies including making operation decisions.
7. Acts as liaison to other professional organizations regarding fire, rescue, hazardous materials, and emergency management and to community groups to ensure support and understanding of the Fire Department's role.
8. Provides long range planning for the department and communicates needs to the City Administrator and elected officials.
9. Prepares specifications, purchase orders, and purchasing documents. Coordinates with purchasing and vendors.
10. Carries out any duties as are within the scope, spirit and purpose of the job as directed by the Mayor and Council.

QUALIFICATIONS REQUIREMENTS:

Knowledge: Knowledgeable in the use of modern fire protection, emergency medical, rescue, hazardous materials, and emergency management principles, used in firefighting. Preparation and administration of municipal budgets. Occupational hazards and standard safety

precautions necessary in the work. Management skills to analyze programs, policies, and operational needs. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of lower level staff.

Abilities: Plan and organize diversified programs in fire department administration, training and fire prevention. Lead and manage organization of diverse individuals and to ensure that both department and City goals and objectives are accomplished. Delegate authority and responsibility. Prepare and administer municipal budgets. Communicate clearly and concisely, both orally and in writing. Enforce, Federal, State and City Fire codes, laws and ordinances. Physically participate in fire suppression and emergency activities if needed. Work courteously and tactfully with customers and employees.

Experience, Education and Training: **Experience:** Ten (10) years of broad and extensive experience as a full-time paid firefighter with at least four (4) years of experience at rank of Lieutenant or higher serving in an administrative or supervisory capacity in municipal firefighting, is desirable; **Education:** BA Degree in Public Administration, Business Administration, Fire Science or related field required. Exception to the degree requirement may be given to those with equivalent experience or who are currently pursuing a degree. Educational background in all areas of emergency management, hazardous materials operations, personnel management, public education, fire investigation and fire department safety.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more. Successful performance requires specific vision abilities that include close vision.

Licenses and Certificates: Possession of, or ability to obtain an appropriate valid Missouri driver's license; certification and training requirements as specified by State Statutes; Firefighter I & II or equivalent certification; and maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENTS:

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

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: Public Works
POSITION TITLE: Public Works Director

SALARY GRADE: P
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

The Director of Public Works shall have the responsibility to plan, organize, direct, coordinate, maintain and evaluate the operations of the Public Works office of the City including but not limited to program effectiveness and demands for expanded or new program offerings. Programs include: oversee and superintend the grading of streets and the construction and repair of all bridges, sidewalks and gutters ordered to be constructed, repaired, graded or built building inspection, property maintenance, permitting, subdivision development, code compliance, comprehensive planning, Public Works projects, land use planning, environmental standards, flood plain administration, contract engineer administration, capital improvements administration, solid waste contract administration and Compost/Recycling landfill operations. Responsibilities also include processing various land use, zoning and building permit applications, plans and specifications which are submitted to the City in accordance with the Municipal Code and standard building codes, conducting short and long-range program planning; identifying sources of grant funding and supervise the preparing of grant applications.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Mayor & City Council, with considerable latitude for independent judgment and action. Work is reviewed through conferences and reports for results obtained. General oversight provided by City Council's Public Works Committee. Exercises direct authority over supervisory, professional, technical and clerical staff.

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

1. Manages the day to day administration of the Department, including the budget, employee/ labor relations issues, purchasing, record keeping, contract administration and customer requests.
2. Oversees the preparation and update of short and long range strategic plans to ensure the department's contribution to the City's overall plans and strategies.
3. Plans, directs, and supervises the repair and maintenance of streets, alleys, traffic maintenance program, and storm sewers.
4. Participates in and supervises a variety of informational and public relations activities to make the public aware of program offerings.
5. Manages and directs Street maintenance activities, such as removal of ice, snow and debris, cutting of brush and grass affecting pedestrian and vehicular movement.
6. Coordinates the Department's activities with those of other City Departments and offices to ensure a consistent approach toward common projects and interests.

Revised September 2020

7. Assists Planning & Zoning Commission with the evaluation, update and revisions to the comprehensive plan elements and supervises the preparation of recommendations to the land use plan, zoning code and zoning map.
8. Serves as environmental coordinator for the City; reviews all environmental impact statements, environmental checklists and other technical reports for private and public developments including stormwater regulations and National Flood Insurance Program requirements.
9. Serves as chief building official, reviews for code compliance, reviews all utility easements, supervises the enforcement and compliance of building and zoning codes and ordinances, through subordinate personnel.
10. Reviews and checks all plumbing tests, and interviews all personnel seeking a new City Plumbing License.
11. Supervises the operation of the Compost/Recycling Landfill operations.
12. Prepares an annual report on rate schedules and the required adjustments for solid waste pickup within the Corporate Limits.
13. Attends all applicable committee and City Council Meetings.
14. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Mayor or Council.

QUALIFICATIONS REQUIRED:

Knowledge: Land use and general planning and zoning processes; methods and techniques of problem resolution and public contact; basic statistics and data gathering methods; basic organization and services of local government are desirable; modern office procedures and equipment. Operations of all types of city owned utilities, including but not limited to sanitary sewers, storm sewers, and water systems. Knowledgeable in the use of the newest materials, construction methods, techniques, and maintenance practices and equipment, used in constructing, maintaining, repairing, and cleaning streets, sidewalks, curbs and gutters. Occupational hazards and standard safety precautions necessary in street work. Working knowledge of all types of drafting procedures and drafting and surveying equipment. Working knowledge of all applicable building codes. Principles and practices of comprehensive urban planning, housing, redevelopment, and building code enforcement; policy development processes and implementation approaches; statutes relating to general plans, environmental matters, zoning and land divisions.

Abilities: Deal effectively with builders, engineers, architects and the general public; read and interpret maps, construction drawings and blueprints; learn and apply a variety of zoning, land use and planning-related requirements and code provisions; communicate clearly and concisely, orally and in writing; quickly and accurately review plans in accordance with established laws, ordinances and policies; respond tactfully to a variety of questions, inquiries and complaints.

Experience, Education and Training: A minimum of three (3) to five (5) years of prior municipal experience in a similar position preferred. Three (3) to five (5) years supervisory experience is required. Experience - Sufficient years of public construction and contract administration experience, preferably in an engineering or planning office, which demonstrates possession of the knowledge and abilities listed above; Education – Bachelor's Degree in Urban

Planning, Engineering, Public Administration, Business Administration, or related field required. Exception to the degree requirement may be given to those with equivalent experience or who are currently pursuing a degree.

Physical Requirements: Primarily office environment with frequent field inspections.

License or Certificate: Must be certified in the field of Solid Waste Management by the MDNR or be able to become certified within one year of employment.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. The City does not pay overtime for these hours but does provide compensatory time on an hour for hour basis. Employee is scheduled to work 80 hours during the bi-weekly work 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 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 American with Disabilities Act.

Signed: _____ Date: _____



**JOB DESCRIPTION
CITY OF CARTHAGE**

DEPARTMENT: General Administration
POSITION TITLE: City Clerk/Finance Officer

SALARY GRADE: O
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This officer is responsible for professional and administrative work in planning, organizing, directing, coordinating and evaluating the programs and services of the City Clerk's Office 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 city records, accounting, budget document preparation, personnel record keeping, and other fiscal activities.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Mayor and City Council, with considerable latitude for independent judgment and action. Work is reviewed through conferences and reports for results obtained. Exercises direct authority over supervisory, professional, technical and clerical staff.

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

1. Attends all meetings of the Council and acts as secretary of the Council; keeps the journal of its proceedings; records in a permanent record and authenticates all the minutes, ordinances, resolutions, orders and hearings pursuant to Council action or charter provision; notifies all members of the Council and the Mayor of all special meetings of the Council; and is the custodian of the laws of the City and of all records of the City pertaining to the office.
2. Assists in the preparations of the annual budget; monitors expenditures; prepares and submits to the Council a monthly budget report; notifies the Mayor and Council of any actual or potential budget deviations.
3. Shall be the custodian of the seal of the City, and shall affix the same to all public documents, and all other documents requiring the seal of the City.
4. Plans, organizes, and directs the management and administration of fiscal records in compliance with Federal and State Statutes and City code; supervises the accounts payable and receivable activities of the City; supervises the City Collector and payroll operations of the City; signs all City checks and warrants along with the Mayor.
5. Manages the investment of the City Funds and provides current status. Generates financial statements and cash balance fund reports for the City Council. Works with auditors at year-end.
6. Accepts and files nominating petitions and petitions for referenda. Prepares election ballots and forwards to County Clerk.
7. Supervises the City's participation in various groups providing health, dental, life, liability, worker's compensation, fleet, and property insurance.

8. Provides effective and efficient customer service and promotes and maintains responsive community relations.
9. Carries out any other duties as are within the scope, spirit and purpose of the job as directed by the Mayor and City Council.

QUALIFICATIONS REQUIRED:

Knowledge: Considerable knowledge of Missouri Statutes regarding duties and responsibilities of the City Clerk. Extensive knowledge of generally accepted accounting principles (GAAP) and internal control standards, and accepted accounting practices. Considerable knowledge of accounting or bookkeeping sufficient to handle the City's financial records. 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: Degree from a four-year college or university with major course work in accounting, finance, business or public administration or a field related to the work required. Exception to the degree requirement may be given to those with equivalent experience or who are currently pursuing a degree. Minimum of three (3) years of supervisory, office administrative, related experience, preferably in a public agency or an equivalent combination of education 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 at place of residence. Possession of, or ability to obtain certification as a Certified Municipal Clerk (CMC) within three (3) years of employment.

SPECIAL REQUIREMENTS:

Schedule: Work is typically 8:00 a.m. to 5:00 p.m. Additional hours are required to attend meetings. The City does not pay overtime for these hours but does provide compensatory time on an hour for hour basis. Employee is scheduled to work 80 hours during the bi-weekly work 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 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:

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks

SALARY GRADE: O

POSITION TITLE: Parks & Recreation Director

FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This officer is a responsible professional and completes administrative work in planning, organizing, directing and evaluating the programs and services of the Carthage Parks and Recreation Department. Work involves responsibility for developing and administering a comprehensive year round Parks and Recreation program. Work requires the development and planning of programs and facilities to meet the needs of the City, and assuring that program objectives are accomplished at City Parks and related physical facilities.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Mayor & City Council, with considerable latitude for independent judgment and action. Work is reviewed through conferences and reports for results obtained. General oversight provided by City Council's Public Services Committee. Exercises direct authority over supervisory, professional, technical and clerical staff.

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

1. Plans, organizes, directs, coordinates, and evaluates the Parks and Recreation program; evaluates program effectiveness and demands for expanded or new programs offerings; recommends and implements changes as appropriate.
2. Evaluates the need for and feasibility of new programs; conducts short and long-range program planning; identifies sources of grant funding and supervises the preparation of grant applications.
3. Supervises the recruitment, selection, and training of regular and temporary employees; supervises directly, or through subordinate supervisory personnel, all employees of the department.
4. Confers with civic and special interest groups regarding the Parks and Recreation program; participates in and supervises a variety of informational and public relations activities to make the public aware of program offerings and facilities available.
5. Provides long range planning for the department and communicates needs to the City Administrator and elected officials.
6. Prepares specifications, purchase orders, and purchasing documents. Coordinates with purchasing and vendors.
7. Prepares and administers the department budget; supervises the maintenance of required records; prepares or supervises the preparation of regular and special reports.
8. Carries out any duties as are within the scope, spirit and purpose of the job as directed by the Mayor and Council.

QUALIFICATIONS REQUIRED:

Knowledge: Principles and practices of park design and construction and maintenance requirements. Principles and practices of municipal budget preparation and administration. Management skills to analyze programs, policies and operational needs. Principles of supervision, training and performance evaluations.

Abilities: Plan, direct and supervise comprehensive parks and recreation programs. Evaluate and organize diverse data into sound program recommendations. Lead and manage organization of diverse individuals and to ensure that both department and City goals and objectives are accomplished. Communicate effectively both orally and in writing. Speak effectively before community groups and other organizations and to interpret department activities to the general public. Establish and maintain effective relationship with a supervisor, subordinates and the general public.

Education, Experience, and Training: Education: Bachelor's degree in Parks & Recreation Management, Public Administration, Business Administration or related field required. Exception to the degree requirement may be given to those with equivalent experience or who are currently pursuing a degree. Experience: 5-10 years in Parks and Recreation Management.

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more.

License/Certificate: Possession of, or ability to obtain an appropriate valid Missouri Class E driver's license; and maintain a functioning telephone at place of residence.

SPECIAL REQUIREMENT:

Schedule: Work is typically 7:30 a.m. to 4:00 p.m. Additional hours are required to attend meetings. The City does not pay overtime for these hours but does provide compensatory time on an hour for hour basis. Employee is scheduled to work 80 hours during the bi-weekly work period.

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

LIMITATIONS AND DISCLAIMER:

The above description is meant 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. Some 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 March 2009

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
March 8, 2022
City Hall Council Chambers
5:00 PM

Old Business

1. Consideration and Approval of Minutes from Previous Meeting
2. Review and Approval of the Claims Report

Citizens Participation

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

New Business

1. Consider and discuss changes to employee Holiday Schedule.
2. Consider and discuss changes to administrative and department head job descriptions.
3. Staff Reports
4. Other Reports

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.

Posted: _____

COMMITTEE ON INSURANCE/AUDIT AND CLAIMS
TUESDAY, MARCH 8, 2022
CITY HALL COUNCIL CHAMBERS
5:00 p.m.

COMMITTEE MEMBERS PRESENT: Ceri Otero, David Armstrong and Craig Diggs. Robin Harrison was absent.

OTHER COUNCIL MEMBERS: Mayor Dan Rife and Ed Barlow

STAFF PRESENT: Assistant City Administrator Greg Dagnan and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

OLD BUSINESS:

1. **Approval of minutes from previous meeting:** On a motion by Mr. Diggs, the minutes of the February 22, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mr. Armstrong moved to approve the claims. Motion carried 3-0.

NEW BUSINESS:

1. **Consider and discuss changes to employee Holiday Schedule:** HR Coordinator Michael Miller surveyed surrounding cities and most other cities were giving the Martin Luther King Jr Holiday to their employees. Mr. Diggs moved to add MLK Day to the holiday schedule. Mr. Armstrong moved to amend the motion to include Juneteenth as a holiday as well. Motion carried 3-0. Changes to the employee holiday schedule as amended passed 3-0.
2. **Consider and discuss changes to administrative and department head job descriptions.** Mr. Miller discussed adding the requirement to have a college degree to the job descriptions for all administrative and department head positions. An exception to this is included by substituting experience in lieu of a degree. Ms. Otero noted the job descriptions should be gender neutral and the overtime changed to reflect exempt status. After discussion, no decisions were made on the college degree requirement.
3. **Staff Reports:** Ms. Cox reported the liability and property insurance is estimated to increase 7-9%. Ollis, Akers and Arney will be providing an insurance quote in the near future. Mr. Dagnan reported staff had looked at a different dental and vision plan but currently plan to stay with existing plans.
4. **Other Reports:** None

ADJOURNMENT: Mr. Diggs made a motion to adjourn at 5:37 PM. Motion carried 3-0.

Traci Cox