



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

January 14, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of December 10, 2024 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 the City of Carthage Wellness Packet
 2. Consider and discuss updated salary schedule
 3. Consider and discuss Tourism/PIO job description
 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

December 10, 2024 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Derek Peterson (present via zoom) , Terri Heckmaster

STAFF PRESENT: Interim City Administrator Traci Cox, IT Administrator Michael Keith, and City Clerk Miranda Deal

Chair Jana Schramm called the meeting to order at 05:30 PM.

2. Old Business

1. Approval of November 26, 2024 Minutes

ACTION: Motion to accept/approve item 2.1. by Terri Heckmaster;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Derek Peterson;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

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 election filing had started that day and that there were 3 people that day who had signed up for the election. The candidate filing is open through December 31.

Ms. Cox reported that there was an applicant for the tourism position. She also said that the salary study committee had met and that the Tourism/PIO job description and the Parks and Recreation Events Coordinator description had some changes made that will go to Public Services before it comes back to Insurance Audit and Claims for approval.

5. Adjournment

ACTION:	Motion to Adjourn at 05:36 PM by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster



City of Carthage
MISSOURI

OUR VISION

To create a work environment where employees are empowered to learn about and better their nutrition, fitness, emotional well-being, and financial health.

2025 WELLNESS PROGRAM

EARN YOUR \$150 INCENTIVE

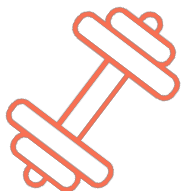
// POINT SYSTEM



	Medical Point Opportunity	Points per Occurrence	Max Allowed	Points Earned
1	Preventive visit by primary care physician (required)	25	25	
2	Age / gender screening*	10	10	
3	Blood screening at health fair or doctor	25	25	
4	Dental visit	10	10	
5	Vision visit	10	10	
6	Nicotine free or submit physician form	15	15	



	Physical Point Opportunity	Points per Occurrence	Max Allowed	Points Earned
7	Gym membership for a year	20	20	
8	30-day tracker: food diary, activity, habit	15	15	
9	Athletic event**	15	15	
10	City of Carthage challenges or events	15	30	
11	No more than 16 hours sick leave used	15	15	



	Health Point Opportunity	Points per Occurrence	Max Allowed	Points Earned
12	Weight management program (6 mos)	15	15	
13	Blood donation	10	20	
14	Flu or pneumonia shot	10	20	
15	Health fair attendance	5	5	
16	Volunteer community service***	5	10	

Tracking methods are flexible and include data from apps.
Contact a member of your wellness team with any questions and
to submit this tracking sheet **by 12/08/25**.

TOTAL POINTS



Earn 100 points & receive \$200 for non-nicotine users and \$100 for nicotine users in incentive pay on the pay period before Christmas!

City of Carthage seeks to create a culture of health for all employees and their families by promoting healthy lifestyles, educational opportunities and wellness activities. City of Carthage recognizes that a culture of wellbeing not only benefits employees and their families, but the organization as a whole.

**Such as mammogram, colonoscopy, prostate exam.*

***Athletic event examples include Heart Walk, Diabetes Walk, Maple Leaf Walk, Walk for Life, Softball Tournament, 5k, etc.*

****Volunteer community service examples include Carthage Humane Society, Vision Carthage, organize a trash clean-up/or participate in it, coach youth sport or program (Boy scouts, Girl scouts), volunteer at events like Fourth of July, Maple Leaf, kids fishing tournament, Food Truck Friday, Participate/help in city parade floats, food pantry, toy drive for the LaVerne Williams Children Christmas Party, etc.*

//PREVENTIVE CARE

WHAT HAPPENS AT AN ANNUAL PHYSICAL

Assess your general health

- Blood pressure
- Cholesterol
- Blood glucose
- Weight/height/BMI

Schedule age/gender preventive screenings covered at 100% such as:

- Colonoscopy
- Mammogram
- Pap smear

Assess risks for cancer, diabetes, etc.

Nicotine-use counseling

Make sure vaccinations are up to date

Discuss mental health:

- Stress
- Anxiety
- Depression

SCHEDULE YOUR ANNUAL
WELL-VISIT WITH YOUR
PRIMARY CARE PHYSICIAN
TODAY!

Find an Anthem in-network primary care provider here:

Sydney Health App →



www.anthem.com



IN ADDITION TO THE CITY'S INCENTIVE, ANTHEM PROVIDES UP TO
\$200 IN REWARDS FOR PREVENTIVE VISITS AND OTHER WELL-BEING
ACTIVITY.

// VALUABLE BENEFITS



Receive a \$20 monthly incentive by:

1. visiting a local gym at least 12 times in one month, or
2. 7k steps/day average per calendar month, can be tracked in Walker Tracker or personal wearable device

Turn in proof to your department wellness leader.



Free golf and cart rentals at the Carthage Municipal Golf Course during the week. (50% off Friday-Sunday from sunrise to 12:00 pm).



Earn up to \$200 by participating or completing a variety of activities such as preventive care, condition management, and wellness activities. Log into [anthem.com](https://www.anthem.com) or get the Sydney Health app to begin earning rewards.



// CITY WELLNESS GOALS

GET ACTIVE

walker tracker & other fitness challenges

STAY HEALTHY

select a Primary Care Physician and get your FREE preventive care exam

EMOTIONAL WELL-BEING

utilize our confidential Employee Assistance Program

NICOTINE CESSATION

helps employees reduce dependency on nicotine

REDUCE HEALTH INSURANCE PREMIUMS

working together to stay healthy and reduce rates

MORE THAN A HEALTH FAIR!

In addition to the annual health fair, the wellness committee works to improve the health and well-being of the City of Carthage employees and families through education, training and activities.



The committee meets the first Wednesday of the month and is open to any employees. Want to be a member? Please let us know.

The City of Carthage Wellness Program is voluntary and available to all employees on the health plan. The program is administered according to federal rules permitting employer-sponsored wellness programs that seek to improve employee health or prevent disease, including the Americans with Disabilities Act of 1990 (ADA), the Genetic Information Nondiscrimination Act of 2008 (GINA), and the Health Insurance Portability and Accountability Act (HIPAA), as applicable, among others.

Various health assessments and screenings are available and voluntary as a part of the wellness program. You are not required to complete these or other medical examinations. However, employees who choose to participate are eligible for rewards. The health testing and assessment options that are either a part of or encouraged by the wellness program include a health risk assessment, health coaching, and biometric screening of blood pressure, cholesterol lipid panel, glucose (blood sugar) and body mass index. Tobacco cessation counseling is available to waive the tobacco surcharge. If you think you might be unable to meet the standard for the reward under this wellness program or for program alternatives, contact HR and we will work with you (and, if you wish, with your doctor) to find a wellness program with the same reward that is right for you in light of your health status.

The information from the health testing can help you understand your current health and potential risks, and determine appropriate lifestyle goals. You also are encouraged to share your results or concerns with your own doctor.

Protections from Disclosure of Medical Information

We are required by law to maintain the privacy and security of your personally identifiable health information. City of Carthage may use aggregate information to design a program based on identified health risks in the workplace. Your physician and the vendors who administer and provide screenings will not disclose any of your personal information either publicly or to the employer, except as expressly permitted by law. Medical information that personally identifies you that is provided in connection with the wellness program will not be provided to your supervisors or managers and may never be used to make decisions regarding your employment. In addition, all health information obtained through the wellness program will be maintained separately from your personnel records, stored electronically and encrypted, and not be used in making any employment decision. Appropriate precautions will be taken to avoid any data breach, and in the event a data breach occurs involving information you provide in connection with the wellness program, we will notify you immediately. You will not be discriminated against in employment because of the medical information you provide as part of participating in the wellness program, nor will you be subjected to retaliation if you choose not to participate.

Your health information will not be sold, exchanged, transferred, or otherwise disclosed except to the extent permitted by law to carry out specific activities related to the wellness program, and you will not be asked or required to waive the confidentiality of your health information as a condition of participating in the wellness program or receiving a reward. Anyone who receives your information for purposes of providing you services as part of the wellness program will abide by the same confidentiality requirements. City of Carthage may be provided with an aggregate report (summary of results with no identifying information) or a list of names of participants for programs where participation is tracked for the purposes of distributing rewards.

If you have questions or concerns regarding this notice, or about protections against discrimination and retaliation contact HR.

**Contact a member of your wellness
team with any questions**

Tobacco/Nicotine/Vapor Reasonable Alternative

Company Name has a **\$600/year** health insurance incentive to encourage plan participants over the age of 18 to quit tobacco/nicotine/vapor/smoking use (cigarettes, cigars, dip, chew, snuff, pipe, e-cigs, vapor, herbal, nicotine replacement therapy, etc.).

Your health is important. We understand maintaining optimal health in today's busy and stressful environment can be difficult. For that reason, tobacco/nicotine/vapor/smoking product users who work with their physician on a cessation plan can earn the tobacco free incentive, regardless if they quit.

If you use tobacco/nicotine and have met with your physician 1 time during the past **12** months for cessation counseling, you are still eligible to waive the **\$600 annual** surcharge. Note that depending on how your provider bills insurance, you may be responsible for co-pays and/or deductible expenses.

Deliver the completed form to HR within 6 months from signing the affidavit to earn the **\$600 incentive.**

Date of Consultation: ____/____/____,

Provider Signature: _____ Date: _____

Printed Name: _____

License #: _____ Phone #: _____

****Please note that ICD10 "Z" codes provide for cessation consultation services.***

Participant Signature: _____

Printed Name: _____ Date: _____

RESOLUTION NO. 2066

A RESOLUTION ACCEPTING THE RESULTS OF THE COMPENSATION SYSTEM MARKET UPDATE BY MCGRATH HUMAN RESOURCES AND IMPLEMENTING THE SALARY ADJUSTMENTS ON THE JANUARY 23 THROUGH FEBRUARY 5, 2025 PAY PERIOD.

WHEREAS, the City of Carthage has conducted a compensation system market update to ensure that compensation for its employees aligns with market standards, reflects internal equity, and is competitive in order to attract and retain talent; and

WHEREAS, the results of the salary study have been reviewed by the Salary Study Committee, and has been determined to be appropriate and beneficial for the organization and its employees; and

WHEREAS, the recommendations outlined in the salary study include adjustments to positions according to the market standards,

WHEREAS, the Budget Ways and Means Committee met and discussed the additional funding for the salary increases at their January 13, 2025 meeting,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CARTHAGE, JASPER COUNTY, MISSOURI, THE MAYOR CONCURRING HEREIN, AS FOLLOWS:

The City hereby accepts and approves the results of the compensation system market update by McGrath Human Resources and implementing the salary adjustments on the January 23 through February 5, 2025 pay period.

PASSED AND APPROVED THIS ____ DAY OF ____, 2025.

Alan Snow, Mayor

ATTEST:

Miranda Deal City Clerk

Sponsored by: Budget Committee

2025 Salary Schedule

Performance Range	
1.02	1.4
1.03	

Pay Grade	Job Title	Dept/Div.	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
PA	School Crossing Guard			\$15.00	\$15.25	\$15.50	\$15.76	\$16.01	\$16.26	\$16.59	\$16.92	\$17.26
	Museum Guide	Museum										\$17.60
	Custodian	Parks - Memorial Hall										
	Golf Attendant	Golf Course										
	Maintenance Worker	Parks/various										
	Maintenance Worker	Golf Course										
	Taxi Driver	Police										
	Golf Maintenance	Golf Course										
	Golf Shop Attendant	Golf Course										
				\$15.64	\$16.11	\$16.59	\$17.09	\$17.60	\$17.95	\$18.31	\$18.68	\$19.05
				\$32,525.73	\$33,501.51	\$34,506.55	\$35,541.75	\$36,608.00	\$37,340.16	\$38,086.96	\$38,848.70	\$39,625.68
B	Golf Maintenance Tech I	Golf Course										\$19.43
	Park Maintenance Tech I	Parks										
	Solid Waste Attendant I	Public Works - PH										
	Street Maintenance Tech I	Public Works										
				\$16.40	\$16.90	\$17.40	\$17.92	\$18.46	\$18.83	\$19.21	\$19.59	\$19.98
				\$34,119.49	\$35,143.08	\$36,197.37	\$37,283.29	\$38,401.79	\$39,169.83	\$39,953.22	\$40,752.29	\$41,567.33
C	Equipment Operator I	Public Works	1.05									\$20.38
	Golf Maintenance Tech II	Golf Course										
	Park Maintenance Tech II	Parks										
	Street Maintenance Tech II	Public Works										
				\$17.73	\$18.26	\$18.80	\$19.37	\$19.95	\$20.35	\$20.76	\$21.17	\$21.59
				\$36,888.33	\$37,973.56	\$39,112.77	\$40,286.15	\$41,494.74	\$42,324.63	\$43,171.12	\$44,034.55	\$44,915.24
D	Accounting Tech	Administration	1.08									\$22.03
	Administrative Assistant	Parks										
	Administrative Assistant	Public Works										
	Administrative Assistant	Fire										
	Animal Control Officer	Police										
	Evidence Tech I	Police										
	Public Safety Dispatcher	Police										

E	Assistant Golf Course Operat Code Inspector I Equipment Operator II Facilities Maintenance Tech Mechanic I Public Safety Dispatcher - L Solid Waste Attendant II	Golf Course Public Works Public Works Public Works Public Works Police Public Works - PH	1.08	\$19.17	\$19.75	\$20.33	\$20.93	\$21.55	\$21.98	\$22.42	\$22.86	\$23.32	\$23.79
				\$39,875.77	\$41,072.05	\$42,282.78	\$43,529.84	\$44,814.31	\$45,710.60	\$46,624.81	\$47,557.31	\$48,508.45	\$49,478.62
F	Administrative Assistant/AP Code Inspector II Court Clerk Deputy City Clerk Evidence Tech II	Administration Public Works Admin - Court Administration Police	1.08	\$20.67	\$21.29	\$21.93	\$22.59	\$23.27	\$23.73	\$24.21	\$24.69	\$25.19	\$25.69
				\$43,002.29	\$44,292.36	\$45,621.13	\$46,989.77	\$48,399.46	\$49,367.45	\$50,354.80	\$51,361.89	\$52,389.13	\$53,436.91
G	Building Inspector - Residen Event Center Supervisor	Public Works Memorial Hall	1.06	\$21.92	\$22.58	\$23.25	\$23.95	\$24.67	\$25.16	\$25.66	\$26.17	\$26.70	\$27.23
				\$45,602.62	\$46,970.70	\$48,358.40	\$49,809.15	\$51,303.43	\$52,329.50	\$53,376.09	\$54,443.61	\$55,532.48	\$56,643.13
H	Building Inspector - Commere Court Administrator Mechanic II	Public Works Admin - Court Public Works	1.08	\$23.67	\$24.38	\$25.11	\$25.86	\$26.64	\$27.17	\$27.71	\$28.27	\$28.83	\$29.41
				\$49,229.02	\$50,705.90	\$52,227.07	\$53,793.88	\$55,407.70	\$56,515.86	\$57,646.17	\$58,799.10	\$59,975.08	\$61,174.58
I	No Position		1.06	\$25.12	\$25.86	\$26.64	\$27.42	\$28.24	\$28.80	\$29.38	\$29.96	\$30.56	\$31.18
				\$52,242.21	\$53,788.05	\$55,401.69	\$57,042.32	\$58,732.16	\$59,906.81	\$61,104.94	\$62,327.04	\$63,573.58	\$64,845.05
J	Golf Maintenance Supervisor Public Works Supervisor Recreation & Events Coordina Street Supervisor	Golf Course Public Works Memorial Hall/Parks Public Works	1.05	\$26.36	\$27.16	\$27.97	\$28.79	\$29.65	\$30.24	\$30.85	\$31.46	\$32.09	\$32.73
				\$54,829.94	\$56,496.26	\$58,169.73	\$59,893.39	\$61,668.77	\$62,902.15	\$64,160.19	\$65,443.39	\$66,752.26	\$68,087.31

			1.06	\$27.95	\$28.78	\$29.65	\$30.53	\$31.44	\$32.07	\$32.71	\$33.36	\$34.03	\$34.71
K	No Position			\$58,137.15	\$59,859.84	\$61,677.06	\$63,505.94	\$65,389.70	\$66,697.49	\$68,031.44	\$69,392.07	\$70,779.91	\$72,195.51
			1.1	\$30.72	\$31.65	\$32.60	\$33.57	\$34.58	\$35.27	\$35.98	\$36.70	\$37.43	\$38.18
L	Golf Operations Supervisor Park Superintendent Public Works Administrative Street Superintendent	Golf Course Parks (Public Works Public Works		\$63,907.69	\$65,824.92	\$67,799.67	\$69,833.66	\$71,928.67	\$73,367.24	\$74,834.59	\$76,331.28	\$77,857.90	\$79,415.06
			1.1	\$33.80	\$34.80	\$35.86	\$36.93	\$38.04	\$38.80	\$39.58	\$40.37	\$41.17	\$42.00
M	Assistant Fire Chief Assistant Police Chief City Clerk Human Resources Coordinator IT Administrator Tourism Director	Fire Police Administration Administration Administration Administration		\$70,299.06	\$72,386.61	\$74,579.63	\$76,817.02	\$79,121.53	\$80,703.96	\$82,318.04	\$83,964.40	\$85,643.69	\$87,356.57
			1.1	\$37.19	\$38.30	\$39.44	\$40.62	\$41.84	\$42.68	\$43.53	\$44.40	\$45.29	\$46.20
N	No Position			\$77,348.50	\$79,668.95	\$82,037.60	\$84,498.73	\$87,033.69	\$88,774.36	\$90,549.85	\$92,360.85	\$94,208.06	\$96,092.22
			1.08	\$40.15	\$41.36	\$42.60	\$43.87	\$45.19	\$46.09	\$47.02	\$47.96	\$48.92	\$49.89
O	No Position			\$83,514.57	\$86,020.01	\$88,600.61	\$91,258.62	\$93,996.38	\$95,876.31	\$97,793.84	\$99,749.71	\$101,744.71	\$103,779.60
			1.08	\$43.24	\$44.54	\$45.86	\$47.24	\$48.65	\$49.63	\$50.62	\$51.63	\$52.67	\$53.72
P	Fire Chief Police Chief Public Works Director Parks & Recreation Director	Fire Police Public Works Parks		\$89,942.66	\$92,640.94	\$95,398.75	\$98,260.71	\$101,187.11	\$103,231.65	\$105,296.28	\$107,381.41	\$109,549.83	\$111,740.83
			1.06	\$45.96	\$47.32	\$48.74	\$50.21	\$51.71	\$52.75	\$53.80	\$54.88	\$55.98	\$57.09
Q	Assistant City Administrator	Administration		\$95,588.15	\$98,434.37	\$101,387.40	\$104,429.02	\$107,561.89	\$109,713.13	\$111,907.39	\$114,145.54	\$116,428.45	\$118,757.02
			1.3	\$59.73	\$61.52	\$63.37	\$65.27	\$67.23	\$68.57	\$69.94	\$71.34	\$72.77	\$74.22
AA	City Administrator	Administration		\$124,237.55	\$127,964.68	\$131,803.62	\$135,757.73	\$139,830.46	\$142,627.07	\$145,479.61	\$148,389.20	\$151,356.99	\$154,384.13

2025 Salary Schedule

Performance Range	
1.02	1.4
1.03	

Pay Grade	Job Title	Dept./Div.		Step 1	Step 2	Step 3	Step 4	Step 5M	Step 6	Step 7	Step 8	Step 9	Step 10	
DPS	Firefighter in Training/FIT Auxiliary Patrol Officer	Fire Police	2912		\$17.74	\$18.26	\$18.80	\$19.37	\$19.95	\$20.35	\$20.76	\$21.17	\$21.59	\$22.03
					\$36,889.46	\$37,974.72	\$39,113.96	\$40,287.38	\$41,496.00	\$42,325.92	\$43,172.44	\$44,035.89	\$44,916.60	\$45,814.94
					\$12.66	\$13.03	\$13.42	\$13.82	\$14.24	\$14.53	\$14.82	\$15.11	\$15.41	\$15.72
EPS	No Position		1.08		\$19.17	\$19.75	\$20.33	\$20.93	\$21.55	\$21.98	\$22.42	\$22.86	\$23.32	\$23.79
					\$39,876.99	\$41,073.30	\$42,284.07	\$43,531.17	\$44,815.68	\$45,711.99	\$46,626.23	\$47,558.76	\$48,509.93	\$49,480.13
FPS	Firefighter Police Officer	Fire Police	2912		\$21.32	\$21.96	\$22.62	\$23.30	\$24.00	\$24.48	\$24.97	\$25.47	\$25.98	\$26.50
					\$44,353.27	\$45,683.87	\$47,054.39	\$48,466.02	\$49,920.00	\$50,918.40	\$51,936.77	\$52,975.50	\$54,035.01	\$55,115.71
					\$15.24	\$15.70	\$16.17	\$16.64	\$17.14	\$17.49	\$17.84	\$18.19	\$18.56	\$18.93
GPS	Fire Engineer Detective Master Police Officer	Fire Police Police	1.08		\$23.04	\$23.73	\$24.43	\$25.17	\$25.92	\$26.44	\$26.97	\$27.51	\$28.06	\$28.62
					\$47,921.73	\$49,359.38	\$50,818.74	\$52,343.30	\$53,913.60	\$54,991.87	\$56,091.71	\$57,213.54	\$58,357.81	\$59,524.97
					\$16.46	\$16.95	\$17.45	\$17.98	\$18.51	\$18.88	\$19.26	\$19.65	\$20.04	\$20.44
HPS	Fire Lieutenant	Fire	1.1		\$25.33	\$26.09	\$26.88	\$27.68	\$28.51	\$29.08	\$29.66	\$30.26	\$30.86	\$31.48
					\$52,691.69	\$54,272.44	\$55,900.61	\$57,577.63	\$59,304.96	\$60,491.06	\$61,700.88	\$62,934.90	\$64,193.60	\$65,477.47
					\$18.10	\$18.64	\$19.20	\$19.77	\$20.37	\$20.77	\$21.19	\$21.61	\$22.04	\$22.49

IPS	Police Administrative Sergeant Detective Sergeant Police Sergeant	Police Police Police	1.12	\$28.40	\$29.24	\$30.12	\$31.01	\$31.93	\$32.57	\$33.22	\$33.89	\$34.57	\$35.26
				\$59,074.13	\$60,824.93	\$62,649.68	\$64,507.75	\$66,421.56	\$67,749.99	\$69,104.99	\$70,487.09	\$71,896.83	\$73,334.76
				\$20.29	\$20.89	\$21.51	\$22.15	\$22.81	\$23.27	\$23.73	\$24.21	\$24.69	\$25.18
JPS	Fire Captain	Fire	1.12	\$31.80	\$32.76	\$33.73	\$34.73	\$35.77	\$36.48	\$37.21	\$37.95	\$38.71	\$39.49
				\$66,134.49	\$68,139.95	\$70,162.72	\$72,246.18	\$74,392.14	\$75,879.98	\$77,397.58	\$78,945.54	\$80,524.45	\$82,134.94
				\$22.72	\$23.40	\$24.10	\$24.81	\$25.55	\$26.06	\$26.58	\$27.11	\$27.65	\$28.21
KPS	Fire Marshall Fire Training Officer Police Training Lieutenant	Fire Fire Police	1.06	\$33.71	\$34.71	\$35.76	\$36.83	\$37.92	\$38.68	\$39.45	\$40.24	\$41.05	\$41.87
				\$70,119.97	\$72,202.14	\$74,389.63	\$76,599.90	\$78,876.47	\$80,454.00	\$82,063.08	\$83,704.34	\$85,378.43	\$87,086.00
LPS	Police Lieutenant	Police	1.08	\$36.39	\$37.48	\$38.60	\$39.76	\$40.96	\$41.77	\$42.61	\$43.46	\$44.33	\$45.22
				\$75,687.18	\$77,957.80	\$80,296.53	\$82,705.43	\$85,186.59	\$86,890.32	\$88,628.13	\$90,400.69	\$92,208.70	\$94,052.88
MPS	Assistant Fire Chief Assistant Police Chief	Fire Police	1.08	\$39.30	\$40.47	\$41.69	\$42.94	\$44.23	\$45.12	\$46.02	\$46.94	\$47.88	\$48.84
				\$81,742.76	\$84,173.62	\$86,720.25	\$89,321.86	\$92,001.51	\$93,841.55	\$95,718.38	\$97,632.74	\$99,585.40	\$101,577.11
NPS	Fire Chief Police Chief	Fire Police	1.1	\$43.24	\$44.54	\$45.86	\$47.24	\$48.65	\$49.63	\$50.62	\$51.63	\$52.67	\$53.72
				\$89,936.56	\$92,634.66	\$95,392.28	\$98,254.05	\$101,201.67	\$103,225.70	\$105,290.21	\$107,396.02	\$109,543.94	\$111,734.82

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: General Administration
POSITION TITLE: Tourism Director/
Public Information Officer

SALARY GRADE: M
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

Under general direction; responsible for the management and operating functions of the Tourism Department for the promotion and marketing of the City of Carthage as a tourism destination, and its growth of the local tourism industry. Effective planning, development and implementation of marketing strategies, development strategies, creative initiatives, management of volunteer personnel, funding, and budgetary management are critical. Coordinates and manages the City's public information including marketing efforts, dissemination of information to the public and media concerning City events and issues, and the implementation of strategic communication campaigns and programs. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Civil War Museum. Included is the supervision of part-time personnel in compliance with City policies.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Assistant City Administrator and Tourism Board. Position is expected to demonstrate and exercise considerable independent judgement and knowledge in the performance of assigned duties. Incumbent exercises direct supervision over staff.

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

1. Management of the City's tourism, marketing, and promotional activities, including but not limited to advertising, event planning, fundraising, social media, and similar activities.
2. Serves as a primary advisor to the City Administrator, Assistant City Administrator, City officials and other City departments related to the dissemination of information to the public, media, and social media concerning City events and issues.
3. Prepares and reconciles departmental records including payroll, accounts payable, petty cash, checking, accounts receivable, cash deposits, credit cards, personnel and facility utilization.
4. Assists in the formation of a Tourism Advisory Board by identifying key stakeholders, facilitating member recruitment, and coordinating initial meetings. Work closely with the board to develop strategic goals, provide data-driven recommendations, and support decision-making processes that enhance local tourism initiatives and align with community needs.
5. Represents the City of Carthage in support of local festivals, events, attractions, facilities, and community organization events. Represents the City with regional tourism stakeholders, community leaders, and elected officials.

6. Plans and manages the Food Truck Friday event: Oversees all aspects of the event, including vendor recruitment and coordination, securing permits, marketing and promotion, logistical planning, and on-site management to ensure a successful community event that aligns with the area's tourism and economic development goals.
7. Develops news releases, informational pamphlets/booklets, conducts news conferences and other strategies or mechanisms deemed appropriate to increase awareness and public involvement.
8. Prepares applications for grants and other financing sources available to the City, including administering grants such as the DMO.
9. Completes inventory purchases, reconciliation and sales of merchandise for the Civil War Museum.
10. Coordinates with the Emergency Management Director regarding weather or other emergencies and represents the City accordingly.
11. Prepares and administers the department budget; supervises the maintenance of required records; prepares or supervises the preparation of regular and special reports.
12. Carries out any duties as are within the scope, spirit and purpose of the job as directed.

QUALIFICATIONS REQUIRED:

Knowledge: Principles and practices of tourism and event marketing strategies and techniques. Principles and practices of municipal budget preparation and administration. Management skills to analyze programs, policies and operational needs. Principles, techniques and objectives of public relations as it applies within municipal government organization. Knowledge of accurate grammar, spelling, punctuation, and Standard English usage required; Must be able to read, understand, and interpret a variety of information including City Ordinances; Must maintain a high level of confidentiality. Knowledgeable in the operations, services and activities of a municipal museum. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluations. Plan, organize, direct and coordinate the work of staff members.

Abilities: Planning, organizing, and implementing an effective marketing/promotional strategy to increase tourism activity in the City of Carthage. Developing effective marketing/advertising materials for use in promotion tourism and visitor activity. Speak effectively before community groups and other organizations and interpret department activities to the general public. Establish and maintain effective relationships with a supervisor, subordinates and the general public. Select, organize, direct and coordinate the work of staff members. Supervise subordinate employees in an efficient and effective manner.

Education, Experience, and Training: Education: Bachelor's degree in Business Administration, Marketing, Journalism, Communications or related field preferred. Experience: 3-5 years in marketing, tourism, journalism, communications, or related field.

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 driver's license with the ability to successfully complete a thorough background check, and successfully complete a drug test.

SPECIAL REQUIREMENT:

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. Subject to emergency call-in.

LIMITATIONS AND DISCLAIMER:

The above 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. 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:

