



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

February 11, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of January 28, 2025 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 dental and vision renewal rates
 2. Consider and discuss Assistant City Administrator job description
 3. Consider and discuss City Administrator 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

January 28, 2025 - 5:30 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Jana Schramm, Derek Peterson, Terri Heckmaster

STAFF PRESENT: Interim City Administrator Traci Cox, City Clerk Miranda Deal, Deputy City Clerk Amy Taylor, HR Coordinator Michael Miller

Chair Jana Schramm called the meeting to order at 5:30 pm.

2. Old Business

1. Approval of January 14, 2025 Minutes

ACTION: Motion to accept/approve item 2.1. by Derek Peterson;
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 Terri Heckmaster;
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. Consider and discuss Parks Operations Assistant job description
Ms. Schramm stated that this job description still needed some minor changes so she motioned to table until the changes were made.

ACTION: Motion to table item 4.1 until changes were made by Jana Schramm;

Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

2. Consider and discuss Fire Department Administrative Assistant job description
Ms. Cox reviewed why this and the other job descriptions were being reviewed. The salary study that was done in 2020 did not place these positions where they should have been. Parts of the duties of the jobs were left off and so she asked Mayor Snow if those positions could be revisited and repointed. HR Coordinator Michael Miller went back and repointed this position and had Morgan, the current administrative assistant at the Fire Department, list everything she does that was not included previously. After the repointing was done, it moved her position up two grades to grade F. Her title was changed to include Fire and Emergency Management Administrative Coordinator.

ACTION: Motion to approve the changes to the job description for FD Admin Assistant and move salary up two grades to F by Terri Heckmaster;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

Ms. Cox also mentioned that since Morgan had been doing all of the duties since 2020, there is a section in the Personnel Policy that allows someone to be moved up a step on their grade with the approval of the Department Head, City Administrator, and Council. She is requesting that the committee approve the increase of one step on grade F.

ACTION: Motion to allow the current fire administrative assistant to be placed on step 2 of grade f by Jana Schramm;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

3. Consider and discuss Parks Department Administrative Assistant job description
The Parks Department Administrative Assistant job description was changed to move the position up one salary grade to E and put on step 1.

ACTION: motion to approve the changes to the job description and move the salary up one grade to e by Derek Peterson;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

4. Consider and discuss Public Works Department Administrative Assistant job description

The Public Works Department Administrative Assistant job description was changed to move the position up one salary grade to E and put on step 1.

ACTION: Motion to approve the changes to the job description and move the salary up one grade to e by Terri Heckmaster;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

5. Consider and discuss donation of Council Chambers desks to the City of Miller
Ms. Deal explained that the City of Miller expressed interest in taking the old council furniture, Carthage has no need for it anymore.

ACTION: Motion to approve donating the furniture to the city of miller
by Terri Heckmaster;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

6. Consider and discuss Resolution to correct CW&EP Board Member term expiration

Ms. Cox explained that the expiration date for Darren Collier on the CW&EP Board was incorrect due to a clerical error. There should not be three board members who expire in the same year. Whenever Mr. Collier took over for Neel Baucom, he was given a four year term rather than the one year that was left in Mr. Baucom's term. The date needs to be corrected for his term to expire in 2026.

ACTION: Approve the correction of Darren Collier's expiration date
for the CW&EP Board by Derek Peterson;
Motion passed with a 3:0

AYES: Jana Schramm, Derek Peterson, Terri Heckmaster

7. Staff Reports

Ms. Deal reported that the budget process has started and that the departments will be starting their capital requests first and then taking them to their committee meetings in February.

Ms. Cox reported that Ms. Deal would be cross-trained this year in the full budget process, HR Coordinator Michael Miller is working on updating the 5 year Personnel plan, and that the new Tourism Director has started and is in the process of getting the Tourism Board created.

Mr. Peterson mentioned he was contacted by a citizen about his mother hitting a curb and needing to have tires replaced because of it. Ms. Cox explained that it was turned into the insurance company and they denied the claim.

5. Adjournment

ACTION:	Motion to Adjourn at 05:47 PM by Terri Heckmaster
	Motion Passed with a 3:0
AYES:	Jana Schramm, Derek Peterson, Terri Heckmaster

VISION BENEFIT PROPOSAL

CUSTOMIZED FOR City of Carthage



EYE CARE WITH A BIGGER FOCUS

Your well-being is at the heart of everything we do. Like harnessing the power of eye exams to detect signs of health conditions before they become more serious. That's why it's no surprise more than 81 million people in the U.S. choose VSP® Vision Care for their eye care and eyewear. For over 65 years, we've put people before profit—pushing the limits on what's possible to help everyone see well and be well.

#1 IN ACCESS TO QUALITY CARE*

Choice of an independent doctor or popular retail chain, including Visionworks®, Walmart, and more.

#1 IN SELECTION OF EYEWEAR*

The latest styles at the lowest out-of-pocket cost* in-store or online at **eyeconic.com®**.

#1 IN MEMBER SATISFACTION*

A no-hassle benefit that members enroll in and use more than any other vision plan.*

VSP CHOICE PLAN®: CUSTOMIZED BENEFIT OPTIONS AND MONTHLY RATES

OPTION 1 Employer Pays 0-24% of Premium for Employees and Dependents 51+ Employees Enrolled Sliding 10% Commission			
FREQUENCY	COPAYS AND ALLOWANCES	ENHANCEMENTS AND SUPPLEMENTAL BENEFITS	MONTHLY RATES
Exam every 12 months	\$10 Exam Copay	Scratch-Resistant Coating	Employee Only \$18.32
Lenses every 12 months	\$25 Frame/Lens Copay	Premium Progressive Lenses	Employee + One \$29.31
Frame every 12 months	\$200 Frame Allowance	Anti-Reflective Coating	Employee + Children \$29.92
Contact Lenses every 12 months (Instead of lenses and frame)	\$200 Contact Lens Allowance	VSP LightCare™	Employee + Family \$48.23
OPTION 2 Employer Pays 0-24% of Premium for Employees and Dependents 51+ Employees Enrolled Sliding 10% Commission			
FREQUENCY	COPAYS AND ALLOWANCES	ENHANCEMENTS AND SUPPLEMENTAL BENEFITS	MONTHLY RATES
Exam every 12 months	\$10 Exam Copay	Scratch-Resistant Coating	Employee Only \$15.11
Lenses every 12 months	\$25 Frame/Lens Copay	Premium Progressive Lenses	Employee + One \$24.17
Frame every 24 months	\$200 Frame Allowance	Anti-Reflective Coating	Employee + Children \$24.68
Contact Lenses every 12 months (Instead of lenses and frame)	\$150 Contact Lens Allowance	VSP LightCare™	Employee + Family \$39.78
OPTION 3 Employer Pays 0-24% of Premium for Employees and Dependents 51+ Employees Enrolled Sliding 10% Commission			
FREQUENCY	COPAYS AND ALLOWANCES	ENHANCEMENTS AND SUPPLEMENTAL BENEFITS	MONTHLY RATES
Exam every 12 months	\$10 Exam Copay	Scratch-Resistant Coating	Employee Only \$14.97
Lenses every 12 months	\$25 Frame/Lens Copay	Premium Progressive Lenses	Employee + One \$23.96
Frame every 24 months	\$180 Frame Allowance	Anti-Reflective Coating	Employee + Children \$24.46
Contact Lenses every 12 months (Instead of lenses and frame)	\$180 Contact Lens Allowance		Employee + Family \$39.43

The Commercial Business rates quoted above for the VSP Choice Plan are valid based on: **i.** an effective date of March 1, 2025 for a client headquartered in Missouri, **ii.** 24-month rate guarantee and contract term, and **iii.** the agreement that VSP will receive these amounts over the full plan term. Rates include all applicable taxes and health assessment fees known on the date of this proposal and exclude platform participation and associated fees. Individual experience is not available for pooled groups.

OPTION 4 Employer Pays 0-24% of Premium for Employees and Dependents 51+ Employees Enrolled Sliding 10% Commission			
FREQUENCY	COPAYS AND ALLOWANCES	ENHANCEMENTS AND SUPPLEMENTAL BENEFITS	MONTHLY RATES
Exam every 12 months	\$10 Exam Copay	Scratch-Resistant Coating	Employee Only \$14.64
Lenses every 12 months	\$25 Frame/Lens Copay	Premium Progressive Lenses	Employee + One \$23.42
Frame every 24 months	\$180 Frame Allowance	Anti-Reflective Coating	Employee + Children \$23.91
Contact Lenses every 12 months (Instead of lenses and frame)	\$150 Contact Lens Allowance		Employee + Family \$38.55



THE VSP CHOICE PLAN IS FULL OF BENEFITS

The VSP Choice Plan is a full-service plan that offers choice, care, and maximum value through a VSP network provider.

AVERAGE SAVINGS OF 30% ON ALL LENS ENHANCEMENTS¹

Protection from UV,
relief from digital
eyestrain, and more.

COVERAGE FOR URGENT AND MEDICAL EYE CARE

Care for conditions like pink eye,
dry eye, diabetic eye disease
and glaucoma.

UP TO \$3,000 IN SAVINGS

Contact lens rebates and
discounts on hearing aids,
prescriptions—the list goes on.²

VSP CHOICE PLAN BENEFITS		
	In-network	Out-of-network
Vision Care		
WellVision Exam*	Covered-in-full after copay	Reimbursed up to \$45
Contact Lens Exam, Fitting, and Evaluation (Standard & Premium)	Covered-in-full after copay, not to exceed \$60	Not applicable
Routine Retinal Scanning	Covered-in-full after copay, not to exceed \$39 ³	Not applicable
Frames		
	Covered-in-full after copay, up to frame allowance ⁴	Reimbursed up to \$70
	20% off any amount above the allowance ^{3,4}	
	Extra \$20 allowance on Featured Frame Brands ^{4,6}	
Lenses		
Single Vision		Reimbursed up to \$30
Lined Bifocal		Reimbursed up to \$50
Lined Trifocal	Covered-in-full after copay	Reimbursed up to \$65
Lenticular		Reimbursed up to \$100
Standard Progressive Lenses		Reimbursed up to \$50
Lens Enhancements Enhanced coverage may apply. Refer to the option(s) under Customized Benefit Options and Monthly Rates.		
Premium Progressive Lenses	\$95 - \$105	Not applicable
Custom Progressive Lenses	\$150 - \$175	
Standard Anti-Reflective Coating	\$41	
Photochromic Lenses	\$75	
Solid Tints and Dyes	\$0	
Plastic Gradient Tints	\$17	
Polycarbonate Lenses	\$31 - \$35; \$0 for children	
Scratch-Resistant Coating	\$17	
UV Protection	\$16	
Contact Lenses Instead of lenses and frame		
Elective	Covered-in-full, up to Contact Lens Allowance	Reimbursed up to \$105 ^{3,8}
Necessary	Covered-in-full after copay	Reimbursed up to \$210

VSP CHOICE PLAN BENEFITS (CONTINUED)		
	In-network	Out-of-network
Additional Benefits		
Essential Medical Eye Care^{SM,8} Supplemental coverage beyond routine care to treat urgent issues/monitor ongoing conditions like pink eye, sudden vision changes, dry eye, diabetic eye disease and glaucoma	Covered-in-full after copay; not to exceed \$20	Not applicable ¹⁰
Low Vision Supplemental testing and coverage for approved low vision aids; for members with vision loss that prevents reading, moving around in unfamiliar surroundings, and completing desired tasks	Up to \$1,000 every two years; covers 100% supplemental testing and 75% for approved low vision aid	
VSP Laser VisionCareSM Program⁹ Discounted access for laser vision correction services	Average savings of 15-20% off retail price or 5% off promotional price	
Additional Pairs of Glasses	20% off unlimited additional pairs of prescription glasses and/or non-prescription sunglasses ^{3,4,5}	
Supplemental Benefits		
VSP LightCareTM Non-prescription blue light filtering glasses or sunglasses ^{4,11}	Covered-in-full after copay, up to frame allowance ⁴	Not applicable

Offer employees a vision benefit they're going to love.
Contact your VSP representative to get started.

Confidentiality Statement

This proposal has been designed by VSP specifically for City of Carthage. It contains confidential information that is unique to our plan designs and rate structures, all of which are critical to VSP trade secrets. For this reason, we respectfully request that the information in this proposal be treated as confidential, as allowed under applicable laws, and not released to any interested parties without VSP written consent. It is also important to note that our proposal is based on the scope of the obligations that VSP agrees to undertake. VSP will comply with state and/or federal rules and regulations as they pertain to prepaid vision plans with a defined benefit.

Exclusions and Limitations

- When covered-in-full benefits are obtained from a VSP network doctor, the member will have no out-of-pocket costs other than copays. Vision care and eyewear obtained from an out-of-network provider are subject to product availability and the same copays. For details, see above.
- Some eyewear and vision care may be limited or not covered under this plan, as follows. Please contact VSP Vision Care for more information.
 - Cosmetic materials, such as lenses with refractive correction of less than $\pm .50$ diopter, unless otherwise stated above.
 - Services and/or materials not specifically indicated on this schedule as covered plan benefits.
 - Two pairs of glasses instead of bifocals.
 - Replacement of lenses, frames, and/or contact lenses furnished under this plan which are lost/broken/damaged, except at the normal intervals when services are otherwise available.
 - Orthoptics or vision training and any associated supplemental testing. Medical or surgical treatment of the eyes and services associated with CRT or orthokeratology.
 - Contact lens insurance policies or service agreements. Refitting of contact lenses after the initial (90-day) fitting period. Additional office visits associated with contact lens pathology.
 - Contact lens modification, polishing, or cleaning.
- Local, state, and/or federal taxes, except where VSP is required by law to pay.
- Coverage shall be governed solely by the terms of your VSP contract.

Additional exclusions and limitations related to specific benefits of the VSP Choice Plan:

- Savings off average usual and customary pricing based on VSP claims data.
- Hearing aid discounts are not available in CA or WA.
- Based on applicable laws, benefits may vary by location.
- Benefits may vary at retail chain locations. Costco frame allowance is \$70 as prices already include discounts instead of those noted. Extra frame allowance on Featured Frame Brands is not available at Costco, Walmart and Sam's Club.
- 30% off applies to glasses purchased the same day as the member's eye exam from the same VSP doctor who provided the exam. Members also receive 20% off unlimited additional pairs of glasses valid through any VSP network provider within 12 months of the last covered eye exam. Exceptions at retail locations may apply.
- Reflects current promotion. Featured Frame Brands are subject to change. Available only to VSP members with applicable plan benefits through VSP network doctors and in-network locations. Not available to members whose coverage includes an additional \$50 allowance on Featured Frame Brands. In the event of a conflict between this information and your organization's contract with VSP, the terms of the contract will prevail.
- If \$100 in-network allowance is purchased, members will be reimbursed up to \$85 out-of-network.
- Essential Medical Eye Care pays secondary to the member's medical insurance.
- Discounts only available from VSP-contracted facilities.
- Essential Medical Eye Care is available out-of-network in states where it's required by law.
- Pre-made and ready-to-wear glasses are covered by plan's frame and lens benefit and is in lieu of prescription frame and lenses.

*2017 National Vision Plan Member Research

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VSP, WellVision Exam, VSP Choice Plan, VSP ProTec Safety Plan, and eyeconic.com are registered trademarks, and VSP Primary EyeCare Plan, VSP Laser VisionCare Program, and VSP Computer VisionCare Plan are service marks of Vision Service Plan. All other brands or marks are the property of their respective owners. 89283 VCXA

CITY OF CARTHAGE
326 Grant Street
CARTHAGE, MO 64836

Dear Plan Administrator,

On a promise of affordably priced comprehensive dental and vision benefits delivered through caring service professionals, you selected us. Thank you for placing your trust in us. We take the placement of your faith, your broker's faith in us very seriously.

Your plan anniversary is **March 01 2025**.

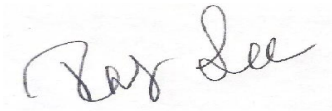
We are grateful for your business. We respect the role of your broker and consultant and will work closely with both of you to earn your renewal.

On the back is a summary of your current rates along with your renewal rates. The dental rates are guaranteed for **1 year**.

Please keep in mind that this is your annual enrollment period. Now is the time for your employees to review and make changes to their current coverage, which will become effective on your anniversary.

Thank you for your continued partnership with Delta Dental of Missouri.

Sincerely,



Robyn Lee
Account Manager

Phone:

cc: ASSUREDPARTNERS OF MISSOURI LLC

Current rates and renewal rates

Below is a summary of your current rates along with your renewal rates.

The dental rates are guaranteed for **1 year**.

Dental

	Enrollment	Current Rates	Renewal Rates
Employee	39	\$37.81	\$39.70
Employee Spouse	5	\$77.34	\$81.21
Employee Children	10	\$79.53	\$83.51
Family	8	\$126.80	\$133.14



DeltaVision®

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; participates in the development, implementation, and administration of administrative policies, procedures, guidelines and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

Under supervision of the City Administrator; 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.

REPRESENTATIVE JOB FUNCTIONS: The following responsibilities and duties will be performed under the general supervision of the City Administrator. Essential responsibilities and duties may include, but are not limited to:

1. Assists in the preparation of the annual budget with general direction from the City Administrator (Budget Officer); monitors expenditures; notifies the Budget Officer of any actual or potential budget deviations.
2. Performs duties related to the establishment of and maintenance of proper purchasing procedures for all departments, including oversight of proper purchasing

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

3. Researches and obtains 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.
4. Assist the City Administrator in the administration of any city business that may be assigned to the position.
5. Assist the City Administrator in formulation of policy concentrating on overall problems of the city.
6. Handles internal communications within the various City departments related, but not limited to, changes in policies and/or procedures.
7. Serve as project manager for a variety of capital projects; facilitate project activities and resolve problems; develop and submit project reports, and oversight of project bids.
8. Attends various standing committee meetings as assigned by the City Administrator.
9. Performs duties of the City Administrator in their absence.
10. 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.

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:

Education: A bachelor's degree in public administration, business administration, or a related field is preferred. However, an equivalent combination of education, training, and progressively responsible experience in municipal government, public policy, or administration may be considered in lieu of the stated degree requirement. Relevant professional certifications and demonstrated leadership experience in local government operations may also be considered as qualifying factors.

Experience: The Assistant City Administrator shall have at least five 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.

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 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: _____



CITY OF CARTHAGE
JOB DESCRIPTION

DEPARTMENT: General Administration
POSITION TITLE: City Administrator

SALARY GRADE: AA
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 supervision 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, City policies, and 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.
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 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 and employment policies.

Abilities: Plan, organize, direct and coordinate the work of relevant 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 administration, public administration, or related field. **Experience:** The City Administrator shall have at least five (5) years' experience in government administration 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.

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 8:00 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 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 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 February 2025