



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

July 14, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

AGENDA

- 1. Call to Order**
- 2. Old Business**
 1. Approval of June 23, 2026 Minutes
 2. Review & Approval of the Claims Report
 3. Consider and discuss changes to section 2-160 - Resignation or discharge
 4. Consider and discuss changes to the Parks Administrative Assistant job description
- 3. Citizens Participation**
(Citizens wishing to speak should notify Department Head or Committee Chair in advance)
- 4. New Business**
 1. Consider and discuss salary change to the Assistant Parks and Recreation Director job description
 2. Consider and discuss Assistant Public Works Director job description
 3. 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

June 23, 2026 - 6:00 PM
CITY HALL COUNCIL CHAMBERS

MINUTES

1. Call to Order

MEMBERS PRESENT: Ron Wells, Robin Harrison, Susan Reddy, Ray West

OTHER COUNCIL MEMBERS: Mayor David B. Flanigan

STAFF PRESENT: City Administrator Traci Cox, City Clerk Miranda Deal, IT Administrator Michael Keith, and HR Coordinator Michael Miller

Chair Ron Wells called the meeting to order at 06:00 PM.

2. Old Business

1. Approval of June 9, 2026 Minutes

ACTION: Motion to accept/approve item 2.1. by Ray West;
Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Review & Approval of the Claims Report

ACTION: Motion to accept/approve item 2.2. by Robin Harrison;
Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

3. Citizens Participation

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

4. New Business

1. Consider and discuss Assistant Parks & Recreation Director job description. Ms. Cox explained that the Parks and Recreation Director is the only one that does not have an assistant to cover when they are absent. The duties fall to her as City Administrator and with so many moving parts in the Parks, it would be beneficial to have an Assistant to take over in the Director's absence.

ACTION: Motion to forward to council for approval by Ray West;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

2. Consider and discuss Parks Administrative Assistant job description.

ACTION: Motion to postpone item 4.2 until the July 14 meeting by Robin Harrison;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

3. Staff Reports

Ms. Cox reported that there is still an ongoing audit happening over the golf course.

5. Adjournment

ACTION: Motion to adjourn at 6:07 pm by Robin Harrison;

Motion passed with a 4:0

AYES: Ron Wells, Robin Harrison, Susan Reddy, Ray West

JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks
POSITION TITLE: Administrative Assistant

SALARY GRADE: E
FLSA STATUS: Non-Exempt

RESPONSIBILITIES OF POSITION:

This is a responsible administrative assistant and clerical position which involves a wide variety of activities in assisting the Parks & Recreation Department in performing departmental tasks. Activities may include minute taking, skilled typing, and filing, canvassing, screening callers and visitors, and operating office machines. Work is performed with initiative and independent judgement and is evaluated upon completion for adherence to instructions and established procedures.

SUPERVISION RECEIVED:

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

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

1. Serve as initial contact for the Parks Department both on the phone and in the reception area.
2. Typing and composition of office correspondence, reports and other items as assigned. Compiles and completes data for administrative reports and other public documents. Establishes and maintains office filing system. Makes varied mathematical computations on material assembled.
3. Preparation and distribution of meeting notices and agendas.
4. Routine administrative details such as ordering supplies, checking operating reports for accuracy and conformance to policies and standards.
5. Takes and prepares minutes for assigned committee responsibilities.
6. Prepares and reconciles departmental records including petty cash, checking, accounts receivable, cash deposits, and credit cards.
7. Coordinates reservation and contract preparation and implementation for facility uses for locations such as Memorial Hall, park pavilions, etc.
8. Prepares accounts payable requisitions and payroll for the Parks Department and Golf Course.
9. Carries out any other duties as are within the scope, and spirit and purpose of the job as directed by the supervisor or Department Head.

QUALIFICATIONS:

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

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

fellow workers, subordinates, managers and the general public in a clean, concise manner; maintain attention to numerous individuals or detailed information for prolonged periods of time; provide customer service in a manner consistent with City standards; work cooperatively with others as a member of a service-oriented team; deal with distressed, agitated customers in a calming, composed manner. Communicate clearly and concisely, both orally and in writing. Maintain appropriate departmental records and prepare necessary reports. Establish and maintain effective working relationships with fellow employees and the general public.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation from high school (or HSE-High School Equivalency Credential) or related specialized training courses with supplement experience.

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

License/Certificates: Possession of, or ability to maintain an appropriate valid Missouri driver's license.

SPECIAL REQUIREMENTS:

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

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

LIMITATIONS AND DISCLAIMER:

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

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

Signed: _____ Date:



JOB DESCRIPTION CITY OF CARTHAGE

DEPARTMENT: Parks & Recreation
POSITION TITLE: Assistant Parks &
Recreation Director

SALARY GRADE: M
FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position is a responsible professional role assisting in the administration, planning, organization, and evaluation of the programs, services, facilities, and operations of the Carthage Parks and Recreation Department. The Assistant Parks & Recreation Director provides leadership support to the Parks & Recreation Director and plays a key role in contract administration, project management, capital improvement coordination, and grant development and compliance. Position is responsible for overall planning, operating, and coordinating all activities and operations associated with the running of the City's Memorial Hall building. Included is the supervision of part time personnel in compliance with City policies. The position serves as acting Parks & Recreation Director in the Director's absence.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Parks & Recreation Director, with considerable latitude for independent judgment and action within assigned areas of responsibility. Work is reviewed through reports and evaluation of results obtained. The Assistant Director may exercise supervisory authority over assigned professional, technical, seasonal, or clerical staff and may lead cross-functional project teams.

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

1. Assists in planning, organizing, directing, coordinating, and evaluating the operations, programs, and services of the Parks and Recreation Department.
2. Plans, organizes and coordinates all activities associated with running Memorial Hall in an efficient and effective manner.
3. Maintains and reports monthly and yearly attendance figures for Memorial Hall.
4. Assists with recruitment, hiring, scheduling, and workforce planning. Supports the training, supervision, and evaluation of department staff as assigned.
5. Manages and coordinates departmental projects, including park improvements, facility renovations, capital improvement projects, and special initiatives; develops project scopes, requests for proposals (RFPs), bid specifications, timelines, budgets, and performance benchmarks. Leads or assists with contract negotiations and administration.
6. Identifies grant funding opportunities and leads or supervises the preparation, submission, and administration of grant applications; ensures compliance with grant requirements, reporting deadlines, and reimbursement documentation.
7. Assists in the preparation, administration, and monitoring of the departmental operating and capital budgets; tracks revenues and expenditures and prepares reports as requested.
8. Coordinates with consultants, vendors, community partners, and other governmental agencies on projects, programs, and funding initiatives.
9. Ensures safe, clean, and properly maintained parks and facilities.
10. Assists with the development, implementation, and evaluation of departmental policies,

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procedures, and standards of service.

11. Responds to citizen inquiries and concerns in a professional and timely manner.
12. Oversight of day-to-day operations of Memorial Hall and the Fair Acres Sports Complex.
13. Builds partnerships with schools, organizations, and community groups. Represent the department at meetings, events, and public forums.
14. Performs other duties as assigned that are within the scope, spirit, and purpose of the position.

QUALIFICATIONS REQUIRED:

Knowledge:

- Principles and practices of parks and recreation administration, programming, and facility management.
- Principles of project management, including scheduling, budgeting, and contractor oversight.
- Contract development, negotiation, and administration practices within a municipal environment.
- Grant research, application development, compliance, and reporting requirements.
- Principles of municipal budgeting, purchasing, and public administration.
- Principles of supervision, training, and performance evaluation.

Abilities:

- Plan, organize, and manage multiple projects and priorities simultaneously.
- Effectively negotiate and administer contracts and professional service agreements.
- Research, write, and manage grant applications and related compliance documentation.
- Analyze operational and financial data and develop sound recommendations.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with supervisors, subordinates, elected officials, contractors, and the general public.
- Exercise sound judgment, discretion, and professionalism in a public-sector environment.
- Select, organize, direct and coordinate the work of staff members.
- Supervise subordinate employees in an efficient and effective manner.
- Ability to schedule and coordinate numerous events.

Experience, Education and Training: Experience: Three (3) to five (5) years of progressively responsible experience in parks and recreation, municipal administration, project management, or a related field. Experience with contract administration and grant writing is strongly preferred. Education: Graduation from high school (or HSE-High School Equivalency Credential)

Physical Requirements: While performing the duties of this job, the employee is regularly required to walk, stand, sit, and communicate verbally. The employee may occasionally be required to lift or move objects weighing up to 50 pounds and to perform field inspections at parks and facilities.

Licenses and Certificates: Possession of, or ability to obtain, a valid Missouri driver's license.

SPECIAL REQUIREMENTS:

Schedule: Work schedule is generally Monday through Friday during normal business hours; additional hours, including evenings or weekends, may be required to attend meetings, oversee projects, or support departmental events. Employee is subject to emergency call-in as needed.

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

SALARY GRADE: M

POSITION TITLE: Assistant Public Works Director

FLSA STATUS: Exempt

RESPONSIBILITIES OF POSITION:

This position serves as the Assistant Public Works Director in the professional and administrative work of the department. Generally responsible for assisting the Director of Public Works, City Code Inspectors, and the City's Street Department Superintendent in the execution of their duties. Also directs, manages, supervises, and coordinates assigned programs and activities within the Carthage Recycling Center. Responsible for grant writing, reporting and implementation when necessary. Coordinates, implements and manages operations involving city committee (such as P&Z, Zoning Board and Public Works) actionable items with the Public Works Department staff and the public. Develops, organizes, and maintains all contractor licensing. Oversees and implements all aspects of permit development and processes within Public Works Department. Coordinates activities with other departments within the city and outside agencies. Coordinates the implementation of the City's sidewalk reimbursement program within Public Works Department staff. Enforces law pertaining to the proper design of all structures in accordance with the City of Carthage Code and most recently adopted ICC Codes. Provides public information and referral. This position serves as acting Public Works Director in the Director's absence.

SUPERVISION RECEIVED AND EXERCISED:

Work is performed under the general direction of the Public Works Director, with considerable latitude for independent judgment and action within assigned areas of responsibility. Work is reviewed through reports and evaluation of results obtained. The Assistant Director may exercise supervisory authority over assigned professional, technical, seasonal, or clerical staff and may lead cross-functional project teams.

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

1. Assist planning, organizing, directing, coordinating, and evaluating the operations, programs, and services of the Public Works Department.
2. Reviews all departmental permit and licensing applications.
3. Assist with code enforcement interpretation with both citizens and staff.
4. Maintains a working knowledge of City Codes, ordinances, and most recently adopted ICC Codes.
5. Manage the City sidewalk reimbursement program.
6. Identifies grant funding opportunities and leads or supervises the preparation, submission, and administration of grant applications; ensures compliance with grant requirements, reporting deadlines, and reimbursement documentation.
7. Assists in the preparation, administration, and monitoring of the departmental operating and capital budgets; tracks revenues and expenditures and prepares reports as requested.
8. Coordinates with consultants, vendors, community partners, and other governmental

- agencies on projects, programs, and funding initiatives.
9. Assists with the development, implementation, and evaluation of departmental policies, procedures, and standards of service.
 10. Interprets property descriptions as required for annexation, rezoning, purchase or liquidation.
 11. Responds to citizen inquiries and concerns in a professional and timely manner.
 12. Manages Planning & Zoning, Zoning Board of Adjustment, and other committee actionable items.
 13. Supervises the daily operations of the Compost/Recycling Center.
 14. Plans and prepares the development of specifications for equipment, supplies and materials.
 15. Performs other duties as assigned that are within the scope, spirit, and purpose of the position.

QUALIFICATIONS REQUIRED:

Knowledge: Of the Carthage City Code and all adopted ICC Codes and the American Disabilities Act. Must have excellent personal computer skills. Must have excellent interpersonal and communication skills. Grant research, application development, compliance, and reporting requirements. Principles of municipal budgeting, purchasing, and public administration. Principles of supervision, training, and performance evaluation.

Abilities: Coordinate and communicate effectively with office staff in achieving the overall desired goals of the department. Coordinate the varying processes of licensing, committee action items, etc. with staff and the general public. Respond tactfully to a variety of questions, inquiries and complaints. Research, write, and manage grant applications and related compliance documentation. Analyze operational and financial data and develop sound recommendations. Establish and maintain effective working relationships with supervisors, subordinates, elected officials, contractors, and the general public. Exercise sound judgment, discretion, and professionalism in a public-sector environment. Select, organize, direct and coordinate the work of staff members. Supervise subordinate employees in an efficient and effective manner.

Experience, Education and Training: Any combination of experience and training that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be: Experience: Three (3) to five (5) years of previous experience in a similar position or demonstration of possession of the knowledge and abilities listed above. Education: Graduation for high school (or HSE-High School Equivalency Credential) or related specialized training which supplements experience.

Physical Requirements: Indoor office and outdoor work environment; seasonal heat and cold or adverse weather conditions; driving a vehicle to conduct work. Work is often performed under stress associated with the need to meet inflexible deadlines.

License or Certificate: Possession of or ability to maintain an appropriate valid Missouri

driver's license

SPECIAL REQUIREMENTS:

Schedule: Work is typically 7:00 am to 4:00 pm. Additional hours may be 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, 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:



