

TO: City Clerk
FROM: Danny Selover
Captain
DATE: November 5, 2012
SUBJECT: Surplus Inventory

The following items need to be declared surplus and removed from the Police Department's inventory:

2000 Chevrolet Tahoe 1GNEC13TXJ105098 white in color, PD unit 15098

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 264-2012

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that City is hereby authorized to scrap damaged aluminum street signs and traffic control signs.

IT IS FURTHER ORDERED that the City Manager or Interim City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

INTERIM CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of November 6, 2012.

There came for consideration of the Mayor and Council of the City of Gautier, Mississippi the following:

RESOLUTION NUMBER 031-2012

**RESOLUTION OF THE CITY OF GAUTIER, MISSISSIPPI APPROVING
INTERLOCAL GOVERNMENTAL AGREEMENT WITH THE BOARD OF
SUPERVISORS OF JACKSON COUNTY, MISSISSIPPI FOR THE ALLEN ROAD
IMPROVEMENT PROJECT WITHIN THE MUNICIPALITY**

WHEREAS, the City of Gautier and the Board of Supervisors are desirous of entering into an interlocal governmental agreement for the Allen Road Improvement Project within the municipality;

BE IT, THEREFORE, RESOLVED, that the City of Gautier, Mississippi hereby approves the *Interlocal Governmental Agreement with the Board of Supervisors of Jackson County for the Allen Road Improvement Project Within the Municipality*, a copy of which is attached and made a part hereof, subject to final approved by the Attorney General of the State of Mississippi.

The motion to approve the foregoing resolution was made by **Mayor Fortenberry**, seconded by **Councilman Gollott** and the following vote was recorded:

Mayor Tommy Fortenberry	<u>AYES</u>
Councilman Johnny Jones	<u>AYES</u>
Councilman Hurley Ray Guillotte	<u>AYES</u>
Councilman Gordon Gollott	<u>AYES</u>
Councilwoman Mary Martin	<u>AYES</u>
Councilman Scott Macfarland	<u>AYES</u>
Councilman Adam Colledge	<u>AYES</u>

RESOLVED, this the 6th day of November, 2012.

ATTEST:

INTERIM CITY CLERK

MAYOR

There came for consideration of the Mayor and Members of the Council of the City of Gautier, Mississippi, the following:

ORDER NUMBER 265-2012

IT IS HEREBY ORDERED by the Mayor and Members of the Council of the City of Gautier, Mississippi, that the job descriptions for the Cultural Services Division of the Economic Development/Planning Department are hereby approved.

IT IS FURTHER ORDERED that the City Manager or Interim City Clerk is authorized to execute any and all documents necessary.

Motion was made by Mayor Fortenberry, seconded by Councilman Jones and the following vote was recorded:

AYES: Tommy Fortenberry
Johnny Jones
Hurley Ray Guillotte
Gordon Gollott
Mary Martin
Scott Macfarland
Adam Colledge

NAYS: None

MAYOR

ATTEST:

INTERIM CITY CLERK

PASSED AND ADOPTED by Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of November 6, 2012.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason D. Pugh, Human Resources Director
Date: October 31, 2012
Subject: Approval of Job Descriptions

REQUEST:

Approval of job descriptions for the newly created Cultural Services Division.

BACKGROUND:

To establish a Cultural Services Division responsible for parks and recreation, positions were approved for FY 2012-2013. The job descriptions are attached and will be internally posted upon council approval.

- Cultural Services Manager
- Recreation Coordinator
- Administrative Bookkeeper

RECOMMENDATION:

The Human Resources Department respectfully requests that the Gautier City Council approve the attached job descriptions.

ATTACHMENT(S):

Job Description – Cultural Services Manager
Job Description – Recreation Coordinator
Job Description – Administrative Bookkeeper

CULTURAL SERVICES MANAGER

Pay Grade: 14 (Schedule 2080)

Civil Service Class Designation: Exempt

NATURE OF WORK

This is professional and supervisory work in the Cultural Services Division of Economic Development/Planning Department.

An employee of this class is responsible for planning and coordinating special events, special interest programs, and activities sponsored by the City in accordance with all applicable laws and City policies and procedures. Work includes responsibility for planning, developing, and overseeing the maintenance of all recreation facilities; and for developing and promulgating and/or recommending policies, rules and regulations for the department. Work is performed under the general supervision of the Director of Economic Development/Planning and is reviewed through conferences, accomplishment of desired results, reports, and by observation of recreation programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Plans, organizes, and directs the activity of the Cultural Services Division; staffs, and directs all recreation activities; makes recommendations to the Director of Economic Development/Planning Department on annual budget estimates and requests; and prepares regular reports of division activities.

Develops, plans, and implements special events such as holiday programs, social and cultural events for people of all ages and abilities.

Prepares and distributes promotional literature and press releases; coordinates media coverage of special programs.

Monitors the City's contract with the Boys and Girls Clubs and coordinates the use of school system facilities for recreation programs.

Finds sponsors for special events by soliciting area businesses and organizations.

Plans the improvement of existing and the development of new facilities and equipment; recommends areas for acquisition to the parks and recreation program; plans layouts of undeveloped recreation areas.

Attends Council meetings, and recreation advisory board meetings; meets with individuals, civic and community groups, and other organizations to speak on matters pertaining to City recreation program; cooperates with such groups in planning recreation facilities and programs.

Attends conventions, seminars, and other association meetings to keep abreast of recent developments in parks and recreation management.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Directly manages the Cultural Services Division.

City of Gautier
City Manager _____

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CULTURAL SERVICES MANAGER

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the objectives and ideas of public recreation, including considerable understanding of the diverse activities which constitute a community parks and recreation program.

Thorough knowledge of the facilities and equipment needed in a broad recreation program, and of the proper physical planning and arrangement of park areas.

Considerable knowledge of public administration, including budget preparation and control, state purchasing procedures; and of administrative techniques related to purchasing, budget preparation, personnel administration and accounting.

Thorough knowledge of current literature, sources of information, and developments in recreation program administration.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups, individuals, and in reports.

Ability to initiate and organize policies and procedures pertaining to park and recreation programs and to supervise the work of subordinate personnel.

Ability to plan, direct, and coordinate the work of volunteers, and to establish and maintain effective working relations as necessitated by work assignments.

Ability to understand the park and recreation needs of the community and to coordinate activities to fulfill these needs.

Must be proficient in Microsoft Outlook, Word, Excel and Publisher.

Ability to prepare, analyze, and administer budgets, prepare reports, and keep records.

Must maintain a valid Mississippi vehicle operator's license.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

Bachelor's degree in Recreation or any related field with three (3) years of progressively responsible experience in the recreation field; or a High School diploma or GED equivalent with five (5) years of progressively responsible experience in the recreation field; and must have First Aid and CPR Certification within six (6) months.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

RECREATION COORDINATOR

Pay Grade: 11 (Schedule 2080)
Civil Service Class Designation: Non-Competitive

NATURE OF WORK

This is highly responsible administrative, supervisory, and technical work in coordinating community recreation programs for seniors, adults, and/or youth, physical activities, special interest classes and summer programs.

Work of this class involves responsibility for general administration, development, and direction of the City's parks and recreation programs; development and maintenance of an adequate park and playground system, with the necessary physical facilities to make all programs effective. Assignments are received in general form or in consultation with the Cultural Services Manager.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Oversees the development of and manages well-rounded recreational programs and activities both indoor and outdoor for all segments, groups, ages, and interest levels of the City.

Recommends the acquisition and directs the development of parks and playground areas, provides proper research, planning and written specifications.

Cooperates with and interprets recreation philosophies to City authorities, public and private groups and the general public.

Maintains and continues to develop community partnerships and identify funding and programmatic resources for the department.

Creates publicity and marketing materials for the department including but not limited to brochures, newsletters, press releases, flyers, etc.

Serves as liaison for City and Recreation Advisory Board.

Exercises technical and administrative discretion of policies as established by the City Manager and City Council.

Serves as an instructor for athletics and programs where necessary.

Practices continuous learning through individual study, classroom training, seminars and conferences.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the objectives and ideas of public recreation, including considerable understanding of the diverse activities which constitute a community parks and recreation program.

Thorough knowledge of the facilities and equipment needed in a broad recreation program, and of the proper physical planning and arrangement of park areas.

City of Gautier
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RECREATION COORDINATOR

Ability to write reports and business correspondence.

Ability to effectively present information and responds to questions from the general public and expresses oneself clearly and precisely both orally and in writing and in typing and basic computer skills.

Knowledge of occupational hazards involved in the work and the safety precautions for safe performance of the job.

Must have comprehensive knowledge of all phases of community recreation and its administration.

Comprehensive knowledge of the principles and methods of arts and playground planning and development; to develop and maintain high morale and enthusiasm.

Ability to establish and maintain effective working relations; to express ideas clearly and concisely, orally and in writing, to groups, individuals, and in reports.

Ability to initiate and organize policies and procedures pertaining to park and recreation programs and to supervise the work of subordinate personnel.

Ability to plan, direct, and coordinate the work of volunteers, and to establish and maintain effective working relations as necessitated by work assignments.

Must be able to relate well with all segments of the population.

Must attend city authorized conferences, workshops and seminars and maintain membership in professional organizations in order to broaden and upgrade professional skills.

Must be proficient in Microsoft Excel and Microsoft Word.

Ability to understand the park and recreation needs of the community and to coordinate activities to fulfill these needs.

Must maintain a valid Mississippi vehicle operator's license.

DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's degree in Recreation or any related field with three (2) years of progressively responsible experience in the recreation field; or a High School diploma or GED equivalent with five (3) years of progressively responsible experience in the recreation field; and must have First Aid and CPR Certification within six (6) months.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

ADMINISTRATIVE BOOKKEEPER
(Economic Development/Planning Department)

Pay Grade: 10 (Schedule 2080)
Civil Service Class Designation: Competitive

NATURE OF WORK

This is a complex administrative position with a high degree of responsibility, involving the initiation and coordination of clerical and secretarial functions required in effective implementation of administrative policies of the Economic Development/Planning Department. This position also requires taking and transcribing taped/notes of Recreation Advisory Board.

This administrative position will be primarily responsible for carrying out general administrative review of objectives provided by the Director of Economic Development/Planning Department. Responsibilities also includes duties related to completing difficult secretarial and administrative tasks, which often requires independent decisions based on interpretations of policies, procedures, and the Mississippi laws; transcribing taped/notes and some clerical support to the Recreation Advisory Board, as needed; developing and refining work procedures; exercising considerable initiative and independent judgment in completing tasks and assignments.

ILLUSTRATIVE EXAMPLES OF WORK

(Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Assists and relieves the head of the department of administrative duties, as needed.

Instructs and supervises staff on the procedures of fee collections and receipt writing.

Monitors, supervises, reviews, audits and balances the accounting and financial reporting of all fees collected, receipts written, cash receipt reports made, and deposits, to ensure internal control.

Performs typing and transcription duties as required.

Establishes procedures that implement operational and/or fiscal policies.

Interprets policies and procedures as established by the Department Director.

Compiles data based on research techniques and on statistical compilations involving and understanding of operating City programs, policies and procedures.

Prepares purchase requisitions for Cultural Services Division.

Accepts Cultural Services Division purchase requisitions, checks coding and has Department Director approve and process accordingly.

Collects the department's purchase orders and collates invoices with purchase orders, codes, and copies and distributes.

Prepares working papers and reviews, audits and balances all reports, receipts and petty cash of the department, for external audit.

Arranges, participates in, and implements, as directed, conferences and committee meetings.

City of Gautier
City Manager _____

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ADMINISTRATIVE BOOKKEEPER
(Economic Development/Planning Department)

Coordinates the activities of, and provides clerical services to the Recreation Advisory Board and Architectural Review Board.

Takes notes, prepare minutes, compose memorandums, letters, manuscripts, technical reports, and other items.

Operates computers, calculators, copying machines, typewriters, and other office equipment.

Answers variety of inquiries from citizens and employees, in person, by letter, and by telephone. On City services; and on policies and procedural matters.

Performs advanced secretarial and basic bookkeeping functions as directed by the Department Director; meets the public, provides information, takes messages, schedules appointments, and reserves accommodations.

Maintains and keeps a variety of records, compiles and prepares statistical and other data from such records.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Ability to operate computer, typewriter, telephone, and other office equipment.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Knowledge of occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.

Knowledge of accounting and budgeting principles, practices and procedures.

Knowledge of purchasing procedures.

Ability to accurately record and maintain records.

Must maintain a valid Mississippi vehicle operator's license.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE

High School diploma or (GED) equivalent with seven (7) years' experience in general clerical and bookkeeping. An Associate's Degree (A.A.) may be substituted for work experience. Must be proficient in Microsoft Excel and Word.

CIVIL SERVICE MINIMUM QUALIFICATIONS (Rule 4, Section 4.2)

For minimum qualifications established by the Mississippi Code, see Section 21-31-15.

Motion was made by Mayor Fortenberry, seconded by Councilman Macfarland and unanimously carried to recess the meeting until November 20, 2012 at 6:30.

APPROVED BY:

MAYOR

ATTEST:

INTERIM CITY CLERK

Submitted for approve the Mayor and Council of the City of Gautier, Mississippi at the meeting of November 20, 2012.