

Certified officer 10

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
FIRE DEPT					
Fire Chief	2080	22	1		
Fire Marshal	2080	15	1		
Admin Asst- Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	18		
P/T Firefighters ****	N/A	N/A		3	
Total Funded			30	3	
Total Non-Funded					

*** Probationary firefighter 9

Firefighter 10

**** PT Firefighters (\$10.00/hr.)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
ECONOMIC DEV DEPT					
Director	2080	22	1		
Administrative Bookkeeper	2080	40	4		
Planning Tech	2080	11	1		
Administrative Clerk	2080	8	1		
Building & Zoning					
Building & Zoning Administrator	2080	13	1		
GIS Analyst/Draftsman	2080	11	1		
Neighborhood Services					
Grants and Projects Manager	2080	13	1		
Code Enforcement Officer	2080	10	1		
Planning Tech	2080	44	4		
Animal Control/ Code Enforcement Officer	2080	9	1		
Neighborhood Improv Coord	2080	10	unfunded		
Cultural Services					
Cultural Services Manager	2080	14	1		
Administrative Bookkeeper	2080	10	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	1		
Equip Operator	2080	8	1		
Total Funded			13		
Total Non-Funded			1		

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
PUBLIC WORKS DEPT					
Utility Services					
Division Manager	2080	14	1		
Field Supervisor *	2080	13	1		
Total Funded			2		
Total Non-Funded					

* Field Supervisor budgeted through Jan. 31, 2014

Summary of Authorized Positions	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
Judicial Dept: Funded		<u>2</u> 1	
Executive Dept: Funded	2		
Finance Dept: Funded	3		
Human Resources Dept: Funded	6		
City Clerk Dept: Funded	6		
Police Dept: Funded	50	4	21
Non-Funded			
Fire Dept: Funded	30	3	
Econ Dev Dept: Funded	13		
Public Works Dept: Funded	2		
Non-Funded	1		
Total	112	<u>9</u> 8	21
Total Non-Funded	1		

SECTION 2. The City Manager is authorized and encouraged to supplement authorized personnel strength with voluntary workers, community service workers, and prisoners labor from any available source.

SECTION 3. The City Manager or City Clerk is authorized to execute any and all documents necessary.

Motion was made by Councilman Jones, seconded by Councilwoman Martin and the following vote was recorded:

AYES: Gordon Gollott
 Mary Martin
 Johnny Jones
 Hurley Ray Guillotte
 Casey Vaughan
 Rusty Anderson
 Adam Colledge

NAYS: None

MAYOR

ATTEST:

CITY CLERK

PASSED AND ADOPTED by the Mayor and Members of the Council of the City of Gautier, Mississippi, at the meeting of September 17, 2013.

**CITY OF GAUTIER
MEMORANDUM**

To: Samantha Abell, City Manager
From: Jason Pugh, Human Resources Director
Date: 09/10/13
Subject: Approval of Schedule of Authorized Positions and revised Job Descriptions

REQUEST:

The Human Resources Department requests that the Gautier City Council approve the attached Schedule of Authorized Positions and modified job descriptions.

BACKGROUND:

Prior the start of FY2014, the Gautier City Council must approve a Schedule of Authorized Positions. This approval is required at the start of each budget year and any time during the year that changes are made to the Schedule.

DISCUSSION:

The attached Schedule of Authorized Positions and modified job descriptions require council approval prior to the start of FY2014. Revisions to the Schedule of Authorized Positions needing approval are:

1. Police Records Clerk changed from Grade 7 to Grade 8. The salary for this position will remain the same. The position is currently vacant and the grade change is for parity as this is the lowest grade in the city, save one. No financial impact.
2. Police and Fire Department Administrative Assistants title changed to Executive Assistant. The title change is for position parity interdepartmentally. No financial impact.
3. Remove the City Attorney from the Schedule of Authorized Positions as a part-time employee.
4. Public Works Field Supervisor will only be funded through January 31, 2014 as notated on the Schedule. (Due to retirement)
5. The planning technician job description is being revised to change who the position directly reports to on the job description. This position is currently reporting to the Grants and Project Manager and should be reporting directly to the Department Director. No financial impact.

There are no other changes to this Schedule of Authorized Positions and no financial impact to the city from any of the changes.

RECOMMENDATION:

Mississippi Code Annotated 21-9-45 establishes that the City Council may authorize positions upon recommendation of the City Manager. The City Manager recommends approval of the attached Schedule of Authorized Positions and revised job descriptions.

ATTACHMENT(S):

Schedule of Authorized Positions

Organizational Chart

Executive Assistant (Police Chief) Job Description

Executive Assistant (Fire Chief) Job Description

Records Clerk Job Description

Planning Technician Job Description

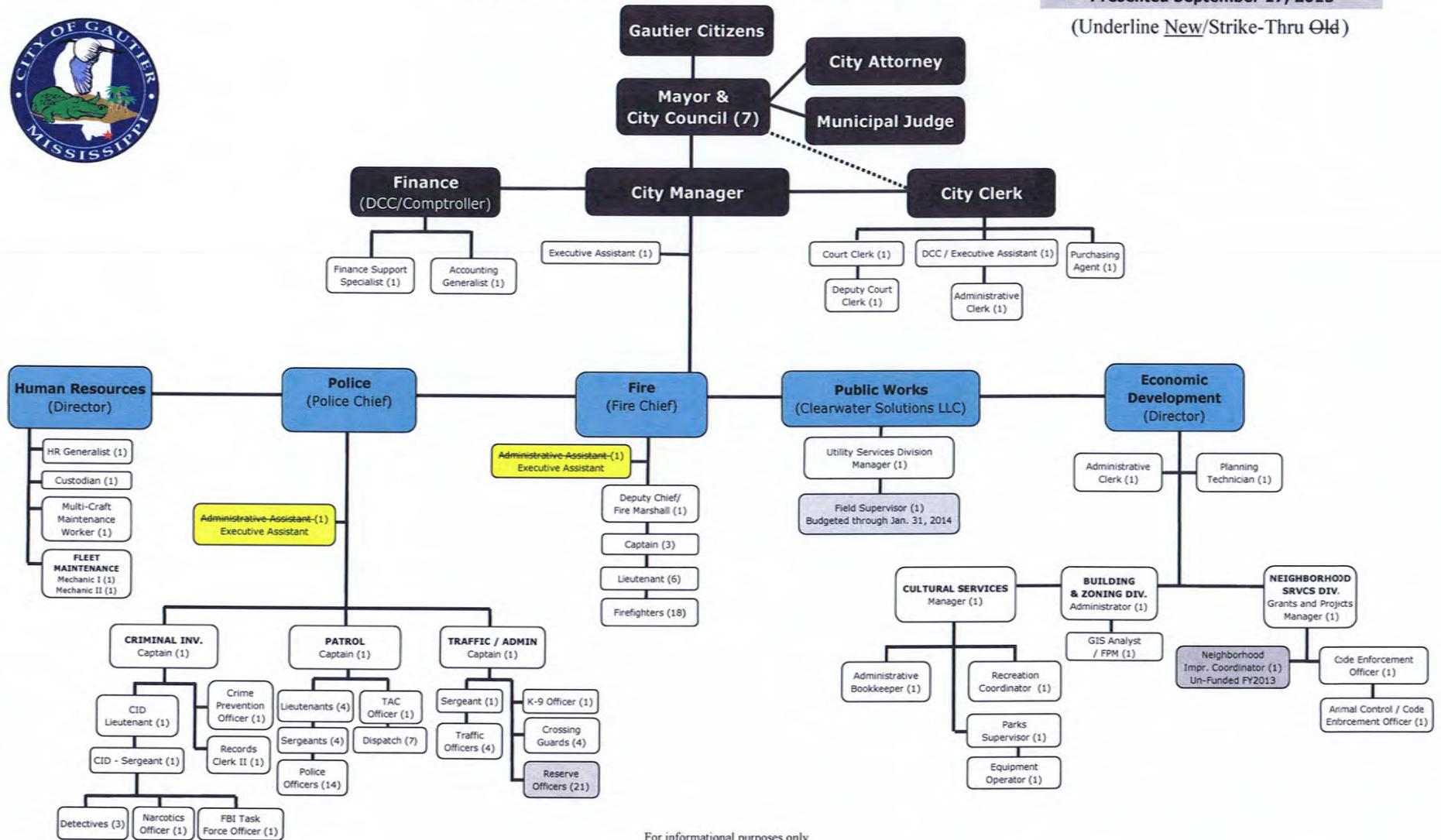


CITY OF GAUTIER ORGANIZATION CHART

FY 2013 - 2014

Presented September 17, 2013

(Underline New/Strike-Thru Old)



For informational purposes only.



ADMINISTRATIVE ASSISTANT EXECUTIVE ASSISTANT
(Police Department)

Department:	Police Department	Pay Grade:	09 (Schedule 2080)
Reports To:	Police Chief	Exempt (Y/N):	N
Competitive (Y/N):	Y		

SUMMARY:

Employ in this class performs secretarial tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and new assignments, although regular routine assignments may be performed more independently and the exercise of initiative, independent judgment and discretion is expected as experience is gained. Work is subject to general supervision and is usually reviewed for content, accuracy and adherence to established standards.

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.)

- Acts as receptionist and performs routine secretarial functions for a superior; meets the public, provides information, takes messages, schedules appointments, reserves accommodations, transmits orders and instructions with the authority of a superior; and relieves a superior of varied and routine details.
- Prepares purchase requisitions for the department.
- Answers a variety of inquiries from citizens and employees, in person, by letter and by telephone, on City services; on policies and procedural matters.
- Maintains files on relatively complex subject matters; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.
- Types forms, letters, memorandum, reports, tabulations, statements and other materials from rough draft or detailed instructions.
- Checks, spelling, punctuations, grammar, format, etc. in draft or final form.
- Prepares budget estimates; assists in controlling expenditures of departmental operations.
- Assists in the development and maintenance of departmental policies and procedures, rules and regulations.
- Implements policies and procedures approved by department director.
- Assists other members in the department with complex personnel matters.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.
- Performs special projects and other duties as assigned by the Department Head.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to write professional reports and correspondence.
- Ability to post entries from supporting documents to ledgers, journals and other computer files/software and make mathematical computations rapidly and accurately.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to operate standard office equipment and must possess strong Microsoft Office skills, specifically in Word, Excel.
- Knowledge of occupational hazards involved in the work place and the proper safety precautions for the safe performance of the job.
- Must be able to come to work promptly and regularly.
- Must be able to work under stress and deadlines.
- Must be able to concentrate and perform accurately.
- Must be able to react to change productively and to handle other tasks as assigned.



ADMINISTRATIVE ASSISTANT EXECUTIVE ASSISTANT
(Police Department)

- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Must possess and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Associate's degree (A.A.) or equivalent from a two-year college or technical school and two (2) years related experience; or High school diploma or equivalent and six (6) years related experience of which must have included supervision, organization, coordination and performance of duties at a responsible level.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

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



ADMINISTRATIVE ASSISTANT EXECUTIVE ASSISTANT
(Fire Department)

Department:	Fire Department	Pay Grade:	09 (Schedule 2080)
Reports To:	Fire Chief	Exempt (Y/N):	N
Competitive (Y/N):	Y		

SUMMARY:

Employ in this class performs secretarial tasks in accordance with well established procedures. Detailed instructions and close supervision are received at the beginning of work and new assignments, although regular routine assignments may be performed more independently and the exercise of initiative, independent judgment and discretion is expected as experience is gained. Work is subject to general supervision and is usually reviewed for content, accuracy and adherence to established standards.

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.)

- Acts as receptionist and performs routine secretarial functions for a superior; meets the public, provides information, takes messages, schedules appointments, reserves accommodations, transmits orders and instructions with the authority of a superior; and relieves a superior of varied and routine details.
- Prepares purchase requisitions for the department.
- Answers a variety of inquiries from citizens and employees, in person, by letter and by telephone, on City services; on policies and procedural matters.
- Maintains files on relatively complex subject matters; keeps a variety of moderately complex records; compiles and prepares statistical and other data from such records.
- Types forms, letters, memorandum, reports, tabulations, statements and other materials from rough draft or detailed instructions.
- Checks, spelling, punctuations, grammar, format, etc. in draft or final form.
- Prepares budget estimates; assists in controlling expenditures of departmental operations.
- Assists in the development and maintenance of departmental policies and procedures, rules and regulations.
- Implements policies and procedures approved by department director.
- Assists other members in the department with complex personnel matters.
- Prepares technical and administrative reports.
- Acts as liaison with Federal, State, local and other agencies.
- Performs special projects and other duties as assigned by the Department Head.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to write professional reports and correspondence.
- Ability to post entries from supporting documents to ledgers, journals and other computer files/software and make mathematical computations rapidly and accurately.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to operate standard office equipment and must possess strong Microsoft Office skills, specifically in Word, Excel.
- Knowledge of occupational hazards involved in the work place and the proper safety precautions for the safe performance of the job.
- Must be able to come to work promptly and regularly.
- Must be able to work under stress and deadlines.
- Must be able to concentrate and perform accurately.
- Must be able to react to change productively and to handle other tasks as assigned.



ADMINISTRATIVE ASSISTANT EXECUTIVE ASSISTANT
(Fire Department)

- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Must possess and maintain a valid Mississippi vehicle operator's license.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception. The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Associate's degree (A.A.) or equivalent from a two-year college or technical school and two (2) years related experience; or High school diploma or equivalent and six (6) years related experience of which must have included supervision, organization, coordination and performance of duties at a responsible level.

CIVIL SERVICE MINIMUM QUALIFICATIONS: (Rule 4, Section 4.2)

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



RECORDS CLERK II (Police Department)

Department:	Police Department	Pay Grade:	07 08(Schedule 2080)
Reports To:	CID-Captain	Exempt (Y/N):	N
Competitive (Y/N):	Y		

SUMMARY:

This is general and technical work of complexity and variety which involves the responsibilities for all matters pertaining to the operation of the records function in the Public Safety area.

Work involves the performance of a variety of clerical and office tasks in accordance with established procedures. Instructions and supervision may be available on new assignments, but regular assignments must be performed independently and initiative must be exercised as experience is gained. Although skilled and rapid typing is an essential duty, the volume of typing varies in this class. Employee in this class is required to exercise tact and sound judgment in dealing with the public. Work is reviewed for accuracy upon completion; adherence to procedures; through reports and conferences; and accomplishment of desired results.

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.)

- Receives, reviews, classifies, and assigns case or file numbers and processes all reports.
- Processes criminal and traffic charges, and files them per procedures.
- Processes traffic accident reports by filing, numbering and making proper copies for dissemination.
- Processes juvenile related offenses; filing; numbering and making proper copies for dissemination.
- Transcribes tapes for Detective Division.
- Prepares monthly statistics to include but not limited to the Uniform Crime Report.
- Operates adding machines, calculators, copying machines, typewriters, computer key board, fax machines, and other office equipment.
- May answer variety of inquiries from citizens in person, by letter, and by telephone.
- Performs other duties as assigned.

City Manager _____

Date _____

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

- Ability to classify, file, and retrieve files on a variety of matters.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to use common computer software programs, such as Word and Excel.
- Ability to operate adding machine, calculator, typewriter, cash register, computer key board, fax machine, and other office machines.
- Ability to establish and maintain effective working relations as necessitated by work assignments.
- Knowledge of English, spelling, punctuation, grammar, and arithmetic.
- Knowledge of modern office practices, procedures, equipment, and standard clerical techniques.
- Knowledge of occupational hazards involved in the work and the proper safety precautions for the safe performance of the job.
- Ability to understand and follow oral and written instructions.
- Skill in operating a typewriter.
- Ability to react to change productively, and handle other tasks as assigned.
- Must possess and maintain a valid Mississippi vehicle operator's license.