CITY OF GAUTIER
MEMORANDUM

To: Samantha Abell, City Manager

From: Jason Pugh, Human Resources Director

Date: 03/26/14

Subject: Request to Fund the Grounds and Maintenance Operator position, eliminate the GIS/Floodplain Manager position and create four (4) part-time Park Attendant positions.

REQUEST:

Park Attendants

The Human Resources Department on behalf of the Economic Development & Planning Department requests that the Gautier City Council approve the creation of four (4) part-time Park Attendant positions for Shepard State Park.

The provision for these positions was an FY2014 budgeted expense.

Grounds and Maintenance Operator

The City Manager recommends defunding the Parks Supervisor position which is vacant as of March 31. The Recreation Coordinator will assume all duties and responsibilities. The budgeted salary will fund the Grounds and Maintenance Operator Position created on 02/04/14, for a savings of approximately $15,000 annually.

GIS Analyst/Floodplain Manager

The City Manager recommends eliminating this position effective April 4th, 2014. The duties of the Floodplain Manager will be delegated within the department. Geographic Information Systems have been assumed by Clearwater Solutions, Inc.

DISCUSSION:

Staff is requesting that the City Council consider the creation of four (4) part-time Park Attendants that will be responsible for all duties at the park office. These employees will work shifts which will enable us to man the office from 8:00 am – 5:00 pm seven (7) days a week. These employees will answer directly to the Cultural Services Manager and will be responsible for all office duties which include registering campers, booking reservations, collecting park fees, disseminating information to guests, and general housekeeping duties.

Manning the park full time will allow guests to be better served and will allow Cultural Services staff to focus on other duties aimed at moving the division forward.

Other Planning Department changes are necessary to improve efficiency and adjust to budget constraints.

FINANCIAL IMPACT:

Shepard State Park is self funding. The rate of pay for the Park Attendants will be $7.25 per hour. At this rate of pay, the city will incur a cost of $22,830.08 annually to man the park eight

(8) hours per day, seven (7) days per week. The park is operated solely from funds received and the Comptroller feels that the park can sustain this annual cost at this time.

The funding for the Grounds and Maintenance Operator position will come from the vacant Parks Supervisor position which is a budgeted expense for FY2014 with a revenue savings of approximately $15,000.

The elimination of the GIS Analyst/Floodplain Manager represents a savings of approximately $45,000 plus benefits annually.

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 new job description and positions as well as the change in funding as described.

City Council may:

1) Fund the Ground and Maintenance Operator position, eliminate the GIS/Floodplain Manager position and also create four (4) part-time Park Attendant positions to be funded from park revenue; or
2) Accept the City Manager's recommendation with changes; or
3) Reject the City Manager's budget and staff recommendations

ATTACHMENT(S):

Job Description/Park Attendant
Revised Schedule of Authorized Positions
Revised Organizational Chart

PARK ATTENDANT
(Part-time)

Department:	Economic Development / Planning Department	**Pay Grade:**	$7.25 per hour
Reports To:	Cultural Services Manager	**Exempt (Y/N):**	N
Competitive (Y/N):	N/A		

SUMMARY:

This is mainly clerical work in the operation of a park office under the supervision of the Cultural Services Manager. The incumbent must make camping reservations, collect park fees, explain rules and regulations to park visitors pertaining to park use, points of interest and park facilities in addition to some housekeeping duties. This position requires dealing directly with the general public, employees in this position must be capable of exercising tact and maintaining good public relations with park users under all circumstances.

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.)

- Registers vehicles and persons coming into or through the park gate.
- Greets visitors, gives information pertaining to facilities available in Shepard State Park, such as: trails, weather conditions, fire conditions, camping and fishing areas, safety practices, and other park features in order to provide advice and other information when requested.
- Explains park rules and policies to visitors and reports problems to the appropriate authorities.
- Collects fees for the use of the park facilities from the public via telephone or in person.
- Records money collected and prepares reports to verify money received.
- Checks in campers and other visitors and ensures reservations are booked properly.
- Stocks shelves in the office with park brochures and other supplies as applicable.
- Performs general housekeeping duties in the park office.
- Performs other duties as assigned by the Cultural Services Manager.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

(Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.)

- Ability to communicate effectively in English both orally and in writing.
- Ability to handle cash transactions, issue receipts and balance deposits.
- Ability to meet and deal with people tactfully and courteously.
- Ability to recognize emergencies and report them properly.
- Knowledge of basic clerical procedures, such as collecting fees, booking reservations, record-keeping and customer service.
- Ability to post entries from supporting documents to ledgers, journals and computer files; and make mathematical computations rapidly and accurately.
- Ability to communicate effectively orally, in person and/or by telephone.
- Basic knowledge of computer operations.
- Must be able to come to work promptly and regularly.
- Must maintain a valid Mississippi driver's license.

SUPERVISORY RESPONSIBILITIES: This position has no supervisory responsibilities.

City Manager _____ Date _____

PARK ATTENDANT
(Part-time)

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.

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

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.

MINIMUM REQUIRED EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent.

REQUIRED LICENSES AND CERTIFICATES:

Must maintain a valid Mississippi driver's license.

CITY OF GAUTIER
FY 2014
SCHEDULE OF AUTHORIZED POSITIONS
(Underline New/Strike-Thru ~~Old~~)

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
JUDICIAL					
City Judge	N/A	N/A		1	
Total Funded				**1**	
Total Non-Funded					
EXECUTIVE DEPT					
City Manager	N/A	N/A	1		
Executive Assistant	2080	10	1		
Total Funded			**2**		
Total Non-Funded					
FINANCE DEPT					
Comptroller	2080	21	1		
Finance Support Specialist	2080	11	1		
Accounting Generalist	2080	10	1		
Total Funded			**3**		
Total Non-Funded					
HUMAN RESOURCES DEPT					
Director	2080	21	1		
HR Generalist	2080	10	1		
Multi-Craft Maintenance Worker	2080	10	1		
Custodian	2080	6	1		
Fleet Maintenance					
Mechanic II	2080	11	1		
Mechanic I	2080	10	1		
Total Funded			**6**		
Total Non-Funded					
CITY CLERK DEPT					
City Clerk	2080	21	1		
DCC / Executive Assistant	2080	11	1		
Purchasing Agent	2080	10	1		
Administrative Clerk	2080	8	1		
Court Division					
Court Clerk II	2080	10	1		
Deputy Court Clerk	2080	8	1		
Total Funded			**6**		
Total Non-Funded					

Presented to Council 4/01/2014

	Pay Scale	Pay Grade	Number of Full-Time Authorized Positions	Number of Part-Time Authorized Positions	Number of Reserve Authorized Positions (Not Paid)
POLICE DEPT					
Police Chief	2080	22	1		
Executive Assistant	2080	9	1		
CID					
Detective Captain	2080	15	1		
Detective Lieutenant	2080	14	1		
Detective Sergeant	2080	13/14	1		
Detective	2080	11/13	3		
FBI Task Force Officer	2080	13	1		
Narcotics Officer	2080	11	1		
Crime Prevention Officer	2080	11	1		
Records Clerk II	2080	8	1		
Patrol					
Patrol Captain	2080	15	1		
Patrol Lieutenant	2184	11	4		
Patrol Sergeant	2184	10S	4		
Patrol Officer **	2184	9/10	14		
Dispatcher / TAC Officer	2080	10	1		
Dispatcher	2184	7	7		
Traffic/Admin					
Traffic/Admin Captain	2080	15	1		
K9 Officer	2080	13	1		
Traffic Sergeant	2184	10S	1		
Traffic Officer	2184	10	4		
School Guards	N/A	N/A		4	
Patrol Officer	N/A	N/A			21
Total Funded			**50**	**4**	**21**
Total Non-Funded					

** probationary officer 9
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		
Deputy Fire Chief/Fire Marshal	2080	15	1		
Executive Assistant	2080	9	1		
Fire Captains	2496	10	3		
Fire Lieutenant	2496	9	6		
Firefighters ***	2496	9/10	24		
P/T Firefighters ****	N/A	N/A		3	
Total Funded			**36**	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		
City Planner	2080	13	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		
Neighborhood Improv. Coord.	2080	10	unfunded		
Code Enforcement Officer	2080	10	1		
Animal Control/ Code Enforcement Officer	2080	9	1		
Cultural Services					
Cultural Services Manager	2080	14	1		
Recreation Coordinator	2080	11	1		
Parks Supervisor	2080	11	unfunded		
Administrative Bookkeeper	2080	10	1		
Grounds and Maintenance Oper.	2080	8	~~1~~ 2		
~~Grounds and Maintenance Oper.~~	~~2080~~	~~8~~	~~unfunded~~		
Park Attendant *****	N/A	N/A		4	
Total Funded			~~13~~ 12	4	
Total Non-Funded			2		

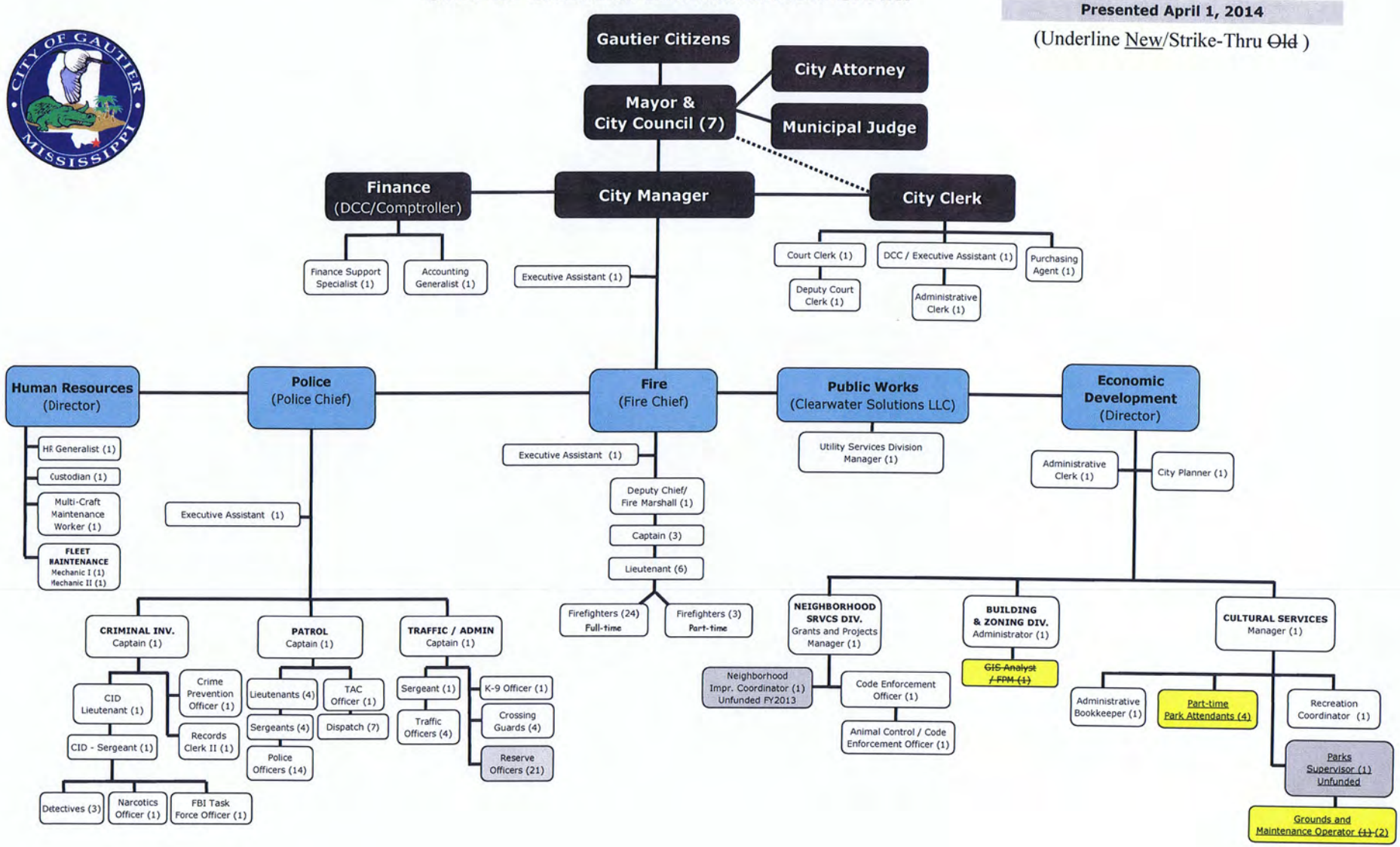
***** PT Park Attendant ($7.25 per hour)

	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		
Total Funded			1		
Total Non-Funded					

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		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	36	3	
Econ Dev Dept: Funded	~~13~~ 12	4	
Public Works Dept: Funded	1		
Non-Funded	2		
Total	~~117~~ 116	~~8~~ 12	21
Total Non Funded	2		

CITY OF GAUTIER ORGANIZATION CHART

FY 2013 - 2014

Presented April 1, 2014

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